

Public notice was given to *The Register-Guard* for publication on January 9, 1986.

**LANE TRANSIT DISTRICT
REGULAR BOARD MEETING**

January 15, 1986

7:30 p.m.

Municipal Courtroom #1
Eugene City Hall

A G E N D A

- I. CALL TO ORDER
- II. ROLL CALL
Smith_____ Brandt_____ Calvert_____ Eberly_____
Nichols_____ Parducci_____ Pusateri_____
- III. INTRODUCTORY REMARKS BY BOARD PRESIDENT
- IV. AUDIENCE PARTICIPATION
- V. EMPLOYEE OF THE MONTH
- VI. ITEMS FOR ACTION AT THIS MEETING
 - A. Approval of Minutes
 - B. Special Transportation Fund--Review of Fund and Approval of L-COG Contract for Program Development
 - C. Summary of Strategic Planning Sessions
 - D. Appointment of Budget Committee Member
- VII. ITEMS FOR INFORMATION AT THIS MEETING
 - A. Current Activities
 1. Review of Status of Federal Grant and Legislation



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2. Calendar
3. Employee Awards Banquet
4. Service Information
5. Special Services Report

- B. Monthly Financial Reporting
- C. Quarterly Reporting

VIII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

- A. Adoption of TransPlan
- B. Parkway Station Grant Amendment
- C. Administrative Salaries
- D. Special Transportation Fund Contract
- E. Passenger Fares
- F. Fiscal Year 1986-87 Goals
- G. Transit Development Program (TDP) Adoption
- H. Budget Committee Appointments
- I. Section 5 Reprogrammed Money

IX. ADJOURNMENT

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AGENDA NOTES

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- V. **EMPLOYEE OF THE MONTH:** The January Employee of the Month, Carla Chambers, had a baby boy on January 9, 1986. On January 10, as agenda packets were being prepared, she was hoping to be able to be present at the meeting to receive her check and certificate and to be introduced to the Board.

VI. ITEMS FOR ACTION AT THIS MEETING

- A. **Approval of Minutes:** The minutes of the December 18, 1985 adjourned meeting and the December 23, 1985 adjourned meeting are included in the agenda packet for Board review and approval. The December 17, 1985 regular meeting was cancelled, and there are no minutes for that date. 8
- B. **Special Transportation Fund--Review of Fund and Approval of L-COG Contract for Program Development:** 15

Issue Presented: Does the Board approve of the general direction that staff have taken in developing the procedure for allocating Oregon State Special Transportation funds, and should the Board approve a contract with the Lane Council of Governments for \$6,8000 to develop an allocating procedure?

Background: The 1985 session of the State Legislature approved a special tax on cigarettes and tobacco products, with those revenues to be used statewide to fund transportation services for the elderly and handicapped. LTD has been designated as the local representative for distributing those revenues. In keeping with previous Board policy, staff recommend that the Lane Council of Governments (L-COG) be delegated the responsibility to allocate these funds.

Included in the agenda packet is a staff memorandum explaining the history of the Special Transportation Fund, as well as the District's involvement in handicapped transportation services. Staff will provide a more detailed explanation at the Board meeting.

Staff Recommendation: That the Board direct staff to develop a procedure, for Board review and approval at a later meeting, which would delegate Special Transportation Fund allocation authority to L-COG, and that the District immediately contract with L-COG for the management



of the Special Transportation Fund program for FY 85-86 for an amount not to exceed \$6,800.

Results of Recommended Action: Staff will immediately begin working with L-COG to develop a set of policies for LTD Board approval that would shift Special Transportation Fund management responsibility to L-COG. Final approval of those policies would be made by the LTD and L-COG boards at future meetings.

C. Summary of Strategic Planning Sessions: 18

Issue Presented: The LTD Board has held two strategic planning sessions. Staff have attempted to summarize Board comments at those meetings to provide some direction in developing the District goals for Fiscal Year 1986-87. In turn, those goals will guide staff in developing the budget for FY 86-87.

Background: Every January, staff initiate the development of the District budget. The first step in that process is the setting of District goals, which are then used as guides to actual budgeting. This year, the Board had an opportunity to meet and discuss some long-range service, marketing, and financial issues. From those meetings, staff have attempted to formulate a Board position on major policy issues. Those positions are summarized in a memorandum in the agenda packet as a means of clarifying Board policy.

Staff Recommendation: That the Board review these policy statements and either approve, amend, or reject them; in any case, attempt to establish a Board consensus on the issues.

Results of Recommended Action: Staff will use these policy statements in developing the District's Fiscal Year 1986-87 goals.

D. Appointment of Budget Committee Members: At the meeting, Janice Eberly will nominate Rosemary Pryor for a second three-year term on the District's Budget Committee. Included in the agenda packet is a Budget Committee nomination form for Ms. Pryor. 21



VII. ITEMS FOR INFORMATION AT THIS MEETING

A. Current Activities

1. **Review of Status of Federal Grant and Legislation:** At the meeting, staff will discuss a number of issues concerning the District's federal grant and proposed future legislation.
2. **Calendar:** There are a number of activities scheduled for the next six months. Staff would like to review those with the Board.
3. **Employee Awards Banquet:** This year's employee awards banquet will be held on Saturday, February 15, 1986, at 7:00 p.m. at the Red Lion Motor Inn. The issue of serving drinks at the banquet was raised at the last Board meeting. Staff will present some suggestions on how they intend to address that issue.
4. **Service Information:** At one of the strategic planning sessions, Stefano Viggiano presented some service information that the Board asked to be compiled in written form. That information will be distributed at the Board meeting.
5. **Special Services Report:** As a result of recent 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. However, no additional special service requests were received by staff in December.
4. **Reappointment of Four Board Members:** The terms of four of the District's Board members are expiring in January. All four members have expressed an interest in being reappointed, and are scheduled to attend a meeting of the Senate Confirmation Committee meeting on January 15.

B. Monthly Financial Reporting: Included in the agenda packet are financial statements for December, 1985:

1. Comparison of Budgeted and Actual Revenues and Expenditures
 - a. General Fund



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VIII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

- A. Adoption of TransPlan: The TransPlan is scheduled for final adoption in February, 1986.
- B. Parkway Station Grant Amendment: When bids for construction of the Parkway Station are received, it is likely that an amendment to the grant will be required. It is anticipated that this would occur at the February Board meeting.
- C. Administrative Salaries: The Salary Subcommittee of the Board will be meeting between the January and February Board meetings to formulate a recommendation on administrative salary adjustments for Fiscal Year 1986-87.
- D. Special Transportation Fund Contract: Depending on Board direction at the January meeting, staff will be bringing a formal procedure for the allocation of the Special Transportation Fund back to the Board in February or March.
- E. Passenger Fares: Every year in preparation for the budget, the Board holds a public hearing and establishes the fares for the next fiscal year.
- F. Fiscal Year 1986-87 Goals: In addition to establishing passenger fares, the Board also establishes the District's goals for the next fiscal year.
- G. Transit Development Program (TDP) Adoption: The TDP, the District's planning and reference document, is scheduled to



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be completed for Board review at a meeting in the near future.

- H. Budget Committee Appointment: Rich Smith will be responsible for making a nomination to fill the last vacancy on the Budget Committee.
- E. Section 5 Reprogrammed Money: In the next two or three months, the District will need to establish its priorities for applying for approximately \$73,000 in Section 5 capital funds.

IX. ADJOURNMENT



MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

ADJOURNED MEETING

Wednesday, December 18, 1985

Pursuant to notice given at the November 20, 1985 adjourned meeting and to *The Register-Guard* for publication on December 12, 1985, and distributed to persons on the mailing list of the District, an adjourned meeting of the Lane Transit District Board of Directors was held on Wednesday, December 18, 1985 at 7:30 p.m. in the Eugene City Hall.

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

Absent: Joyce Nichols
Larry Parducci, Secretary

EMPLOYEE OF THE MONTH: Ms. Calvert introduced Carmenita Mosely, the December Employee of the Month. She stated that Ms. Mosely had been a part-time driver since January, 1985 and, in spite of her short time on the job, had been nominated by several patrons. Ms. Calvert added that she understood this quick acceptance, since she had seen for herself that Ms. Mosely is a cheerful, friendly person. She presented Ms. Mosely with her check and certificate, and said how pleased the Board and staff were to have Ms. Mosely employed as a bus operator.

AUDIENCE PARTICIPATION: Paul Bonney, of 587 Antelope Way, Eugene, stated that the bus drivers deserved a pat on the back for doing such a good job of driving in the ice and snow recently.

APPROVAL OF MINUTES: Mr. Brandt moved that the minutes of the November 14, 1985 work session, the November 19, 1985 regular meeting, and the November 20, 1985 adjourned meeting be approved as distributed. After seconding, Mr. Pusateri noted a reference to a Ms. Nelson instead of Ms. Nichols on the first page of the November 20 minutes. The minutes of all three meetings were unanimously approved with that one correction.

RECOMMENDATION REGARDING TRANSPLAN: Ms. Calvert stated that Mr. Parducci, Ms. Loobey, and she had attended a joint hearing on the TransPlan held by the Eugene and Springfield City Councils, the Lane County Board of Commissioners, and the LTD Board of Directors on December 4. She remarked that it was interesting that so many comments were made about transit. Ms. Loobey stated that about half of the testimony was that the transit goals were too high, and about half was

that the goals are just right. She said that Ms. Calvert had made comments on behalf of the Board, regarding the need for a permanent downtown transfer site, to the other local units of government. There was not much response, but LTD and City staff are working together on a long-term solution to the impact of the opening of Willamette between 10th and 11th on the present downtown transit station. It is the District's wish to reinforce that commitment in the TransPlan as a policy statement.

Stefano Viggiano, Planning Administrator, called the Board's attention to the proposed changes to the TransPlan listed in the agenda packet for that evening. Ms. Calvert and Dr. Smith commented on the discussion at the Eugene City Council meeting that day regarding the "unattainable" transit goals. Ms. Loobey stated that the Plan includes incremental goals with a five-year roll-over and yearly evaluation. Mr. Viggiano added that the phased goals begin with a 3 percent goal, which is only 1.5 percent higher than the present modal split. Dr. Smith wanted to know if changing the goals would have some effect on the District's capital expenditures. Ms. Loobey said it would not, because the District is planning for increases in frequency. Mr. Viggiano added that LTD is within two or three buses of reaching maximum capacity. Presently, the District operates 58 buses out of a fleet of 69, and could go to as low as eight or nine spares if necessary.

Mr. Pusateri noticed a typing error on page 33, item 4, which should have said "expand the percentage of parking spaces assigned for compact automobiles" instead of "expend." Ms. Calvert wondered what impact some of the changes had on the transit system. Mr. Viggiano replied that some of them had no impact; they were only listed as a clarification of what is now in the TransPlan.

Mr. Brandt moved that the Board recommend adoption of the TransPlan with the changes as described in the staff memo in the agenda packet that evening. Ms. Eberly seconded, and the motion carried unanimously.

SAFE HARBOR LEASING

Loan Resolution: Mark Pangborn, Director of Administrative Services, explained that Safe Harbor Leasing was specifically written into federal law to assist transit districts. The process takes tax moneys that would normally go to the federal government in terms of income taxes from private businesses and redirects them to transit districts. The process is only based on 20 percent of the buses, because that is the percentage that the District owns, since the federal government provided 80 percent of the purchase price. Mr. Pangborn stated that the District would not be selling the buses or losing title or control. What LTD would be selling would be the tax basis or depreciation deduction for federal tax purposes.

Mr. Pangborn stated that the District's 20 percent of the 31 Gillig buses purchased last winter amounted to about \$860,000. Two bids had been received, one from an Oregon firm and one from an international

corporation. However, the local corporation had not participated in Safe Harbor Leasing before and had pulled out of the bidding at the last minute. The bid from the international corporation was 10.25 percent, which would mean approximately \$80,000 to LTD. Although \$80,000 might not seem like a large amount of money, Mr. Pangborn stated that it could be used as local share to leverage federal capital assistance at 80 percent.

Mr. Pangborn said that Tri-Met in Portland had done Safe Harbor Leasing two years ago, and that LTD had used Tri-Met's legal counsel and format for this process. He added that a number of other transit districts in the country had participated in Safe Harbor Leasing, as well.

Mr. Pangborn then listed several potential risks for the District. The first risk is that the transaction might not be legal if the proper steps had not been followed, and LTD would have to pay back the \$80,000 with interest. He stated, however, that the District had followed the proper bidding procedures and the proper procedures for the buses, and to the best of staff's and legal counsel's knowledge, the transaction is legal. Secondly, Mr. Pangborn said that changes in the tax laws are anticipated, and the business purchasing the tax credit assumes the risk of changes in tax law. Safe Harbor Leasing will continue to be legal until December 31, 1986, but the value to businesses will decrease. He said that the 10 percent bid reflected the size of the transaction, which is small in comparison to most, and the uncertainty regarding the tax laws.

The third area of possible risk occurs if buses are lost for some reason (i.e., due to fire, etc.). In Safe Harbor Leasing, the District sells the tax basis in the buses to the business and leases them back for 13.5 years. The buses must then be in revenue service for mass transit for those 13.5 years. If one of the buses is lost and cannot be replaced by the District with another qualifying vehicle, LTD will have to repay a pro-rated refund on the tax loss.

Karen Rivenburg, Finance Administrator, and Mr. Brandt also answered some questions from Board members. Mr. Brandt stated that he thought this was a good opportunity for the District.

Ms. Calvert stated that if the Board wished to proceed with Safe Harbor Leasing, they would have to approve the borrowing of money to pay the last of what was owed to the manufacturer of the buses in order to qualify for the Safe Harbor Leasing program. Mr. Pangborn explained that the first resolution in the packet would authorize the staff to borrow the money for this purpose, and that one of the requirements was that the District would pay interest on the loan, but the bank, in receiving the money, would not be required to pay taxes. Ms. Rivenburg handed out an amended resolution, which was slightly different than the one in the packet.

Mr. Brandt moved that the Board pass the resolution to borrow \$61,642 to finance a portion of the District's local share for its bus acquisition. Mr. Pusateri seconded the motion.

Mr. Pusateri and Mr. Brandt then asked if the lease of the buses for the 12-year period was stipulated in the contract and the bid. Mr. Pangborn replied that this is covered in a clause in the contract, and that it also was to be specified in the bid. However, the bid documents were still with the broker and he had not yet seen them. Mr. Brandt commented that the bidding corporation would make its \$80,000 back in the first year if it is in the 50 percent tax bracket.

With no further discussion, the motion carried by unanimous vote.

Approval of Sale of Investment Credit: Mr. Pangborn stated that the second resolution, handed out to the Board that evening, would authorize the General Manager to finalize the sale of the investment credits.

Mr. Brandt moved that the Board adopt the resolution authorizing the General Manager to sign the negotiating contract. Dr. Smith seconded, and the motion carried by unanimous vote.

APPROVAL OF ARCHITECT CONTRACT FOR NEW FACILITY: Ms. Calvert stated that the Facilities Subcommittee had met to discuss the proposed contract, and that the fees for the architect seem to be in the low end of the range. The Subcommittee's recommendation regarding the contract had been distributed under separate cover with the Board meeting agenda packet.

Mr. Brandt stated that the Subcommittee had done its work, and moved that the Board approve the architect contract for the new facility, as recommended by the Facilities Subcommittee. After seconding by Ms. Eberly, the motion passed unanimously. Dr. Smith commented that he thought that the discussion resulting from the issues raised previously by Mr. Brandt had been worthwhile for the Board.

APPOINTMENT OF INDEPENDENT AUDITOR: Ms. Calvert explained that the District's independent auditors, Derickson & Gault, had merged with Jones & Roth. Ms. Eberly asked if this item was on the agenda because of the merger or because auditors would have to be named at this time, anyway. Ms. Rivenburg replied that a formal time period for appointing auditors had never been set, but that it was being brought to the Board both because it had been quite awhile since the Board reviewed the appointment or the auditor of record and because of the merger. The reason auditors should be named now is that pre-audit planning and procedural testing occur between April and June. She added that the Board could choose to appoint auditors each year or not, and that David Gault would continue to be active in LTD's audit if Jones & Roth were appointed. Mr. Brandt said that, in the past, the Board's position has been to have the auditors meet with the Finance Administrator to negotiate fees, and he thought this should be done yearly. He also expressed the opinion that at this time the District should be specific in discussing fees, stating that LTD

expects no great changes and expects the same level of services. He added that going out to bid every year might save a little bit of money but causes more work and "headaches."

Mr. Brandt then moved that the Board appoint Jones & Roth as the District's auditors for the next year, subject to Ms. Rivenburg obtaining a satisfactory engagement letter, including the services to be rendered and the fees. Mr. Pusateri seconded the motion.

Mr. Brandt noted that Jones & Roth does not belong to the Division of Firms, and wondered if public accounting laws said that the District's auditor must belong. The Division of Firms, he explained, is regulated and audited, and bonding companies and banks are starting to require that their independent auditors belong. Ms. Rivenburg stated that the State of Oregon requires that the auditors be registered as a municipal auditor within the state, and that they be a CPA firm. She added that she had been turning copies over to the federal government and they had been accepting the District's audits, but that she would check into this further.

With no further discussion, the motion carried by unanimous vote.

APPOINTMENT OF SUBCOMMITTEE MEMBERS: In accordance with the memo regarding subcommittee appointments which was included in the agenda packet, Ms. Calvert appointed Dr. Smith to the Salary Subcommittee, replacing Mr. Pusateri. Mr. Pusateri will remain on the Budget Subcommittee.

ELECTION OF OFFICERS: Mr. Brandt asked Ms. Calvert if she would be willing to continue as President of the Board; she replied that she would. Mr. Brandt then moved that the current officers of the Board continue in the same positions for two-year terms beginning January 1, 1986. Dr. Smith seconded, and the motion carried by unanimous vote. The officers are: Janet Calvert, President; Janice Eberly, Vice President; Larry Parducci, Secretary; and Peter Brandt, Treasurer.

ITEMS FOR INFORMATION:

Claims Handling Procedures: Ms. Loobey stated that, since questions had recently been asked about the District's claims handling procedures, she had asked Gary Deverell, Safety and Risk Manager, to show how accidents and summonses would be handled. Ms. Loobey also said that the District's Counsel would attend a future strategic planning session to discuss Oregon case law and public governing bodies, so the Board members can assess whether or not the District's coverage is adequate, or if changes should be made.

Mr. Deverell called the Board's attention to page 41 of the agenda packet. He used a chart to help explain the process for bus liability claims, including reporting an accident, investigation and settlement, check-signing authority, and communication with the insurance carrier and

legal counsel, if necessary. He also discussed legal claims (summons). If the District had to go to court or defend, staff would meet with the insurance carrier and adjusters and choose an attorney. The District has a list of attorneys who are experts in their fields for different kinds of claims. In the past, the District has settled before having to go to court. Mr. Deverell stated that these processes have a number of checks and balances.

There were no questions from the Board, and Ms. Eberly thanked Mr. Deverell for a very clear presentation.

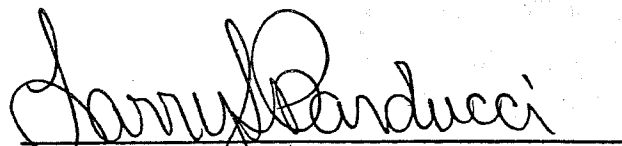
Special Services Report: Mr. Brandt asked about turning down a request for special services from the Metro Partnership. Ed Bergeron, Marketing Administrator, stated that, in the past, the District had been very cooperative in responding to their requests, but they had made a practice of asking for special services, in spite of their sizeable budget.

Employee Awards Banquet: Ms. Calvert asked the Board members to note on their calendars that the Annual Employee Awards Banquet would be held on a Saturday this year, on February 15. Mr. Brandt wondered what the District would be doing about employees who stay to dance and drink and then plan to drive home. Ms. Eberly thought the Red Lion had a courtesy van to take home people who shouldn't be driving. Ms. Loobey stated that the District's Risk Manager would investigate this issue and the alternatives.

Springfield Christmas Parade: Ms. Eberly complimented the Marketing Division for the District's participation in the Springfield Christmas Parade. She thought it was a real plus for the transit district, and that it was good to see the District there every year because it was an opportunity for good visibility and community involvement.

EXECUTIVE SESSION PURSUANT TO ORS 192.660(1)(d): Mr. Brandt moved that the Board adjourn to an Executive Session pursuant to ORS 192.660(1)(d) for the purpose of conducting deliberations with persons designated by the governing body to carry on labor negotiations. After seconding by Ms. Eberly, the meeting was unanimously adjourned to Executive Session.

RETURN TO REGULAR SESSION AND ADJOURNMENT: After returning to Regular Session, Mr. Brandt moved that the meeting be adjourned to Monday, December 23, 1985 at 7:30 a.m. at the Original Pancake House, 659 East Broadway, Eugene. Dr. Smith seconded the motion, and the meeting was unanimously adjourned at 9:05 p.m.


Board Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

ADJOURNED MEETING

Monday, December 23, 1985

Pursuant to notice given at the December 18, 1985 adjourned meeting, an adjourned meeting of the Board of Directors of the Lane Transit District was held at 7:30 a.m. on Monday, December 23, 1985 at the Original Pancake House, 659 East Broadway, Eugene.

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

Absent: Joyce Nichols
Larry Parducci, Secretary

Ms. Calvert called the meeting to order at 8:00 a.m. Tim Dallas, Director of Operations, explained to the Board that a labor agreement had been ratified without modification by the labor union the previous day. The proposed agreement had been discussed with the Board in an executive session at the December 18, 1985 regular meeting.

Mr. Brandt moved that the Board ratify the labor agreement between the Amalgamated Transit Union and Lane Transit District effective July 1, 1985 through June 30, 1987. Mr. Pusateri seconded, and the motion carried by unanimous vote.

There was no further business. Mr. Brandt moved that the meeting be adjourned. After seconding by Ms. Eberly, the meeting was unanimously adjourned at 8:10 a.m.


Board Secretary



**Lane Transit District**

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

January 15, 1986

TO: Board of Directors
FROM: Leon Skiles, Senior Planner
RE: Special Transportation Fund

During its last session, the Oregon Legislature passed a bill which taxes the purchase of tobacco products. The proceeds from this tax are dedicated to the provision of special transportation services for the elderly and handicapped. The revenues are to be allocated to each county on a per capita basis. Where transit districts are located within a county, the transit district will receive the funds. Where the transit district boundaries do not encompass the entire county, as is the case with Lane County and LTD, the funds for that county will be distributed between the in-district area and the out-of-district area on a per capita basis; the transit district, however, retains authority for the county's entire allocation. The tax was implemented on January 1, 1986 and revenue will reach the District in April, 1986. The predicted revenue for LTD for FY 85-86 is \$80,000 and for FY 86-87 is \$320,000.

BACKGROUND

In 1976, LTD began the operation of Dial-a-Bus, a curb-to-curb demand/responsive service for the elderly and handicapped. At that time, LTD funded and operated the service. With the adoption of the Transition Plan in 1979, the District made a policy commitment to: (1) pursue 100 percent fixed route accessibility; and (2) phase out the Dial-a-Bus program. The District began the phase-out of the Dial-a-Bus program by contracting out for the service to Special Mobility Services, and then entered into the Lane Council of Governments (L-COG) Special Transportation Consortium, which includes several providers of elderly and handicapped transportation. Currently, the District allocates \$127,000 to the Consortium to be used for Dial-a-Ride (compared to \$350,000 when the District operated the service). Concurrently, the District achieved one hundred percent fixed route accessibility with the retrofitting of the 500 series buses and the purchase of the lift-equipped 700's and 800's.

The Special Transportation Fund (STF) was proposed and adopted by the Legislature because of the recognition that transportation for the elderly and handicapped required special and more expensive efforts. In the rural areas of the state, such transportation has been almost non-existent, and in the urban areas, the accelerating costs of providing transportation services and declining operating revenues have led to a deterioration in



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special transportation service levels. At the same time, the public's demand and expectations for those services have been increasing. Specifically, the legislation resulted from the difficulties that the Portland area has had in delivering special transportation services; Representative Jane Cease was the bill's sponsor and primary advocate during the session. Following the signing of the legislation, the Public Transit Division of the Oregon Department of Transportation developed regulations for the Special Transportation Fund.

While Public Transit distributes and regulates the use of the fund, the local counties and transit districts are responsible for deciding which programs receive STF revenues. The legislation and the regulations specify general procedures to follow in making those decisions. Following is a brief summary of the regulations:

1. STF funds can only be used for the direct provision of service for the elderly and handicapped.
2. STF funds can be used to maintain or expand current services, to provide new services, or to plan for new services.
3. The county or transit district must form and staff an advisory committee which will advise and assist in making decisions concerning the use of STF funds.

ISSUES

While the District will receive the STF funds and will have responsibility for distributing the funds, staff feel that the District should work to minimize its involvement in decisions concerning the distribution of the funds. Staff have developed a proposal to have Lane Council of Governments accept primary responsibility for distribution decisions. Following is a summary of the proposed agreement:

1. The District would establish an advisory committee and would develop local guidelines for the use of the STF funds. These activities would generally take place between January and March, 1986.
2. The District and L-COG would develop and enter into an agreement which would give responsibility for the management of the STF funds to L-COG. L-COG would then manage the advisory committee, develop a process by which agencies and programs apply for STF funds, and decide which programs would receive funding and at what level. The interagency agreement would be reached by April, 1986, and the request for funding and grant awards would occur from April through June, 1986.



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Because the STF legislation was adopted late in the legislative session neither the District nor L-COG has budgeted either money or staff time for the management of the STF program. The agreement outlined above assumes that management of the STF program will initiate with the District in the Planning Division, but that management responsibilities will quickly shift to L-COG staff. L-COG can staff the program but needs additional resources to do so. Because STF funds cannot be used to cover administrative costs, L-COG has requested that the District assume responsibility for funding the increased staff time for FY 85-86. The cost to the District would be \$6,800. Funding for the management of the STF program after July, 1986 will likely come from local matches required of STF recipients.

ACTION REQUESTED

Staff request that the Board approve the general direction described above for the management of the STF program which would shift responsibility for program decisions from the District to L-COG. Also, staff requests that the Board allocate \$6,800 from existing budgeted contractual services to be provided to L-COG to staff the management of the STF program for FY 85-86.



Leon Skiles
Senior Planner

LS:ms:js





Lane Transit District

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

January 15, 1986

MEMORANDUM

To: LTD Board of Directors
From: Phyllis Loobey
Subject: Summary of Board Comments at Strategic Planning Session

At the two Board Strategic planning sessions staff presented considerable information on the current status of services, marketing, and finances, along with some potential directions the District might take in the next three years in those respective areas. There was considerable comment on the part of individual Board members on a number of different issues. In order to provide some specific direction, staff have attempted to summarize what they observed as Board consensus. What follows are some general policy statements that appear to represent Board thinking. Staff are asking that the Board discuss these statements and, whenever possible, arrive at a consensus. Even if a consensus is not possible, a discussion of individual opinions will provide a clearer picture on Board leanings.

I. Service

- A. The Board members generally feel comfortable with the current level of services being provided by the District. The Board would support future service increases if a level of productivity equal to the current system average can be attained.
- B. Increases in service should focus on the commuter market.
- C. The Board supports the elimination of low productivity service. Any saving from the elimination of service can be allocated to other service if it offers the potential of meeting the productivity standard.
- D. It is recognized that new service takes time to mature so that productivity standards are appropriate only after a new route has operated for two years.



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II. Revenues

- A. The District should operate as efficiently as possible in order to minimize the payroll tax rate.
- B. If federal revenues are substantially reduced, the Board would consider options before reducing the current level of service:
 - 1. Increasing the payroll tax rate to absorb the loss.
 - 2. Other options that could be considered by the Board are:
 - a. Legislative action to identify and create an additional revenue source; or
 - b. The Board could re-examine the self-employment tax issue which was last reviewed by the Board of Directors in late 1979.
- C. Increases in passenger fares will be consistent with inflationary increases in the economy.

III. Capital Improvements

This issue was, for the most part, not directly addressed at the strategic planning session, but the Board has taken some past actions that indicate policy positions:

- A. The District is committed to a long-term capital replacement and improvement program that provides for:
 - 1. Annual contributions to the capital fund that insure timely replacement of obsolete equipment; and
 - 2. Capital improvements that improve the quality, efficiency, and effectiveness of services.
- B. Staff should develop a novelty vehicle (trolley) service and financial plan for the downtown shuttle route. The Board would implement a plan if grant funds were available and a private sponsor of the 20 percent local share could be identified.

VI. Marketing

- A. The District should maintain an aggressive marketing program that:



Summary, Cont.
Page 3
January 15, 1986

1. Provides for balanced and consistent promotion of LTD services throughout the community;
2. Focuses particular attention on the opportunities for commuter riders from the following market segments;
 - Large employers
 - Small employers
 - Schools; and
3. Enhances the awareness, understanding, and support for LTD services among the community-at-large, and payroll tax-payers in particular.

Phyllis
Phyllis Loobey
General Manager

PL/em



NOMINATION FOR BUDGET COMMITTEE

LANE TRANSIT DISTRICT

BUDGET COMMITTEE APPOINTMENT QUALIFICATIONS: ORS 294.336

Budget Committee: (2) The budget committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of qualified electors of the municipal corporation appointed by the governing body . . . (5) the appointive members of the budget committee shall be appointed for terms of three years. The terms shall be so staggered that one-third or approximately one-third of the appointive members end each year.

BOARD MEMBER:	Janice Eberly	
DATE OF NOMINATION:	January 15, 1986	
TERM OF BUDGET COMMITTEE APPOINTMENT:	1/15/86	1/01/89
	Effective Date	Term Expiration Date
APPROVED BY BOARD:	1/22/86	
	Date	

NOMINEE'S NAME:	Rosemary Pryor
HOME ADDRESS:	3651 Wilshire Lane, Eugene, Oregon 97405
Telephone Number:	484-6896
BUSINESS ADDRESS:	City Manager's Office, Eugene City Hall
Telephone Number:	687-5010
PREFERRED MAILING ADDRESS:	home
OCCUPATION:	Public Information Specialist for City of Eugene
Brief statement of nominee's background which is relevant to budget committee appointment:	Member, LTD Budget Committee January 1983 to January 1986; Past employee of Lane Transit District (employed as Marketing Director from 1975 to 1978); Sales Account Executive at KUGN radio from 1978 to 1984; currently employed as Public Information Specialist for City of Eugene.



LANE TRANSIT DISTRICT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES
 GENERAL FUND
 FOR THE SIX MONTHS ENDING DECEMBER 31, 1985 (50% OF YEAR COMPLETED)

	CURRENT MONTH		YEAR-TO-DATE		%	YEARLY	BALANCE
	1985	1984	1985	1984			
REVENUES							
Operating Revenues:							
Passenger Fares	131,224	104,574	671,132	601,789	48.64%	1,379,800	(708,669)
Charters	425	567	13,331	42,713	37.59%	36,000	(22,469)
Advertising	3,448	2,803	20,668	17,885	48.56%	42,600	(21,912)
Miscellaneous	269	136	1,519	1,558	50.63%	3,000	(1,481)
TOTAL OPERATING REVENUES	135,306	108,130	706,870	663,945	48.37%	1,461,400	(754,530)
Non-Operating Revenues:							
Interest	13,369	18,044	87,391	99,879	54.62%	160,000	(72,609)
Payroll Taxes	38,354	0	2,418,414	2,276,249	51.02%	4,740,000	(2,321,586)
Federal Operating Assistance	0	0	0	0	0.00%	714,800	(714,800)
State In-Lieu-Of Payroll Taxes	119,043	107,850	178,469	194,201	40.20%	444,000	(265,531)
Other Operating Assistance	0	1,752	0	1,752	0.00%	5,000	(5,000)
Loan Proceeds	61,642	0	61,642	0	n/A	0	61,642
TOTAL NON-OPERATING REVENUES	232,408	127,646	2,745,916	2,572,081	45.28%	6,063,800	(3,317,834)
TOTAL REVENUES	367,714	235,776	3,452,786	3,236,026	45.88%	7,525,200	(4,072,414)
EXPENDITURES							
Administration:							
Personal Services	34,172	30,274	235,407	198,204	50.39%	473,100	237,693
Materials and Supplies	16,320	18,523	54,755	51,909	45.83%	119,400	64,645
Contractual Services	4,524	3,643	34,153	25,608	23.95%	142,600	108,447
Total Administration	55,016	52,440	324,315	275,721	44.53%	735,100	407,785
Marketing and Planning:							
Personal Services	35,097	33,257	219,181	203,310	49.37%	444,000	224,819
Materials and Supplies	5,812	6,075	95,988	73,735	68.71%	139,700	43,712
Contractual Services	7,004	10,035	121,248	148,681	51.59%	235,000	113,752
Total Marketing and Planning	47,913	49,367	436,417	425,726	53.31%	818,700	382,283
Transportation:							
Personal Services	300,121	281,645	1,783,223	1,714,800	47.95%	3,719,000	1,935,777
Materials and Supplies	742	455	10,341	4,798	62.30%	16,600	6,259
Contractual Services	385	423	2,059	2,078	34.32%	6,000	3,941
Total Transportation	301,248	282,523	1,795,623	1,721,676	47.99%	3,741,600	1,945,977
Maintenance:							
Personal Services	80,156	73,670	488,595	462,508	50.02%	976,800	488,205
Materials and Supplies	65,371	52,163	431,906	432,768	44.51%	970,300	538,394
Contractual Services	40	6,163	72,694	39,673	47.86%	151,900	79,206
Total Maintenance	145,567	131,996	993,195	934,949	47.32%	2,099,000	1,105,805
Contingency	0	0	0	0	0.00%	23,000	23,000
Transfer to Capital Projects	0	0	0	190,600	0.00%	49,800	49,800
Transfer to Risk Management	0	0	0	0	N/A	58,000	58,000
TOTAL EXPENDITURES	549,744	516,351	3,552,550	3,548,672	47.21%	7,525,200	3,972,650
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	(182,030)	(280,575)	(99,764)	(312,646)	N/A	0	(99,764)

LANE TRANSIT DISTRICT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES
 CAPITAL PROJECTS FUND
 FOR THE SIX MONTHS ENDING DECEMBER 31, 1985 (50% OF YEAR COMPLETED)

	YEAR-TO-DATE	% ACTIVITY	YEARLY BUDGET	BALANCE
RESOURCES				
Beginning Fund Balance	1,953,502	105.33%	1,837,248	116,254
Revenues:				
UNTA Section 3	0	0.00%	687,005	(687,005)
UNTA Section 5	31,851	N/A	0	31,851
UNTA Section 9	77,040	6.90%	1,132,837	(1,055,797)
UNTA Section 18	192	0.22%	88,440	(88,248)
Federal Highway Admin	15,873	7.91%	200,540	(184,667)
State Assistance	0	N/A	0	0
Sale of Tax Benefits	0	0.00%	100,000	(100,000)
Transfer from Gen'l Fund	0	0.00%	49,800	(49,800)
Total Revenues	124,956	5.53%	2,258,620	(2,133,674)
TOTAL RESOURCES	2,078,458	50.75%	4,095,878	(2,017,420)
EXPENDITURES				
Locally Funded:				
Office Equipment	850	N/A	0	(850)
Bus Stop Improvements	225	N/A	0	(225)
Land & Buildings	0	N/A	0	0
Total Locally Funded	1,075	N/A	0	(1,075)
UNTA Funded:				
Personnel Services	0		23,700	23,700
Computer Software	3,341	45.15%	7,400	4,059
Office Equipment	17,344	47.56%	36,466	19,122
Maintenance Equipment	26,225	169.02%	15,516	(10,709)
Bus Stop Improvements	32,956	18.98%	174,572	141,616
Land & Buildings	4,269	0.21%	2,017,783	2,013,514
Buses	36,642	44.15%	83,000	46,358
Bus Related Equipment	12,373	12.83%	62,406	50,033
Service Vehicles	0	0.00%	15,000	15,000
Miscellaneous	3,203	47.42%	6,754	3,551
Total UNTA Funded	136,353	5.58%	2,442,602	2,306,249
FEMA Funded:				
Bus Stop Improvements	18,007	7.91%	227,508	209,501
Total FEMA Funded	18,007	7.91%	227,508	209,501
TOTAL EXPENDITURES	155,435	5.82%	2,670,110	2,514,675
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES				
	1,923,023	134.88%	1,425,768	497,255

LANE TRANSIT DISTRICT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES
 RISK MANAGEMENT FUND
 FOR THE SIX MONTHS ENDING DECEMBER 31, 1985 (50% OF YEAR COMPLETED)

	YEAR-TO-DATE	% ACTIVITY	YEARLY BUDGET	BALANCE
RESOURCES				
Beginning Fund Balance	308,167	0.85	358,900	(50,733)
Revenues:				
Transfer from Gen'l Fund	0	N/A	58,000	(58,000)
Interest	10,200	0.34	30,000	(19,800)
Total Revenues	10,200	0.12	88,000	(77,800)
TOTAL RESOURCES	318,367	0.71	446,900	(128,533)
EXPENDITURES				
Administration	4,720	0.22	16,400	11,680
Worker's Compensation	65,118	0.41	161,000	94,882
Liability Program	146,982	0.56	264,600	117,618
Miscellaneous Insurance	1,936	0.40	4,900	2,964
TOTAL EXPENDITURES	219,746	0.49	446,900	227,154
ENDING FUND BALANCE	98,621	N/A	0	98,621

LANE TRANSIT DISTRICT
 COMPARISON OF YEAR-TO-DATE ACTUAL REVENUES AND EXPENDITURES TO BUDGETED
 GENERAL FUND
 FOR THE SIX MONTHS ENDING DECEMBER 31, 1986

	YEAR-TO-DATE ACTIVITY	YEAR-TO-DATE BUDGET	VARIANCE	
			FAVORABLE (UNFAVORABLE) AMOUNT	%
REVENUES				
Operating Revenues:				
Passenger Fares	671,132	522,000	149,132	28.57%
Charters	13,531	23,500	(9,969)	-42.42%
Advertisements	20,388	17,250	3,138	19.93%
Miscellaneous	1,519	1,250	269	21.52%
TOTAL OPERATING REVENUES	706,570	564,000	142,570	25.33%
Non-Operating Revenues:				
Interest	87,391	66,666	20,725	31.09%
Payroll Taxes	2,418,414	2,344,600	73,814	3.15%
Federal Operating Assistance	0	0	0	N/A
State In-Lieu-Of Payroll Taxes	178,469	92,800	85,669	N/A
Other Operating Assistance	0	2,084	(2,084)	N/A
Loan Proceeds	61,642	0	61,642	N/A
TOTAL NON-OPERATING REVENUES	2,745,916	2,503,150	242,766	9.70%
TOTAL REVENUES	3,452,786	3,067,150	385,636	12.57%
EXPENDITURES				
Administration:				
Personal Services	208,407	236,560	(1,897)	-0.79%
Materials and Supplies	54,755	64,505	9,750	15.12%
Contractual Services	34,153	52,048	17,895	34.39%
Total Administration	327,315	353,113	25,798	7.30%
Marketing and Planning:				
Personal Services	219,181	222,000	2,819	1.27%
Materials and Supplies	95,989	95,743	(245)	-0.26%
Contractual Services	121,248	131,300	10,052	7.66%
Total Marketing and Planning	436,417	449,043	12,626	2.81%
Transportation:				
Personal Services	1,783,223	1,859,500	76,277	4.10%
Materials and Supplies	10,341	11,094	753	6.79%
Contractual Services	2,059	3,000	941	31.37%
Total Transportation	1,795,623	1,873,594	77,971	4.15%
Maintenance:				
Personal Services	488,595	488,400	(195)	-0.04%
Materials and Supplies	431,906	485,602	53,696	11.05%
Contractual Services	72,694	102,152	29,458	28.84%
Total Maintenance	993,195	1,076,154	82,959	7.71%
Contingency	0	0	0	N/A
Transfer to Capital Projects	0	0	0	N/A
Transfer to Risk Management	0	0	0	N/A
TOTAL EXPENDITURES	3,552,550	3,751,894	199,344	5.31%
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	(99,764)	(684,744)	186,292	-27.21%

QUARTERLY RIDERSHIP SUMMARY
 SECOND QUARTER FY '85-'86

STATISTIC	OCTOBER			NOVEMBER			DECEMBER		
	FY 85-86	FY 84-85	%CHANGE	FY 85-86	FY 84-85	%CHANGE	FY 85-86	FY 84-85	%CHANGE
FAREBOX REVENUE	\$129,568	\$118,180	9.6%	\$122,915	\$114,169	7.7%	\$131,225	\$104,574	25.5%
PERSON TRIPS	321,768	313,415	2.7%	294,325	285,002	3.3%	304,613	268,527	13.4%
WEEKLY SCHEDULE HOURS	3999	4009	-0.2%	3999	4058	-1.5%	3999	4123	-3.0%
PRODUCTIVITY	17.7	17.2	3.3%	17.9	16.9	6.0%	17.9	16.4	9.3%

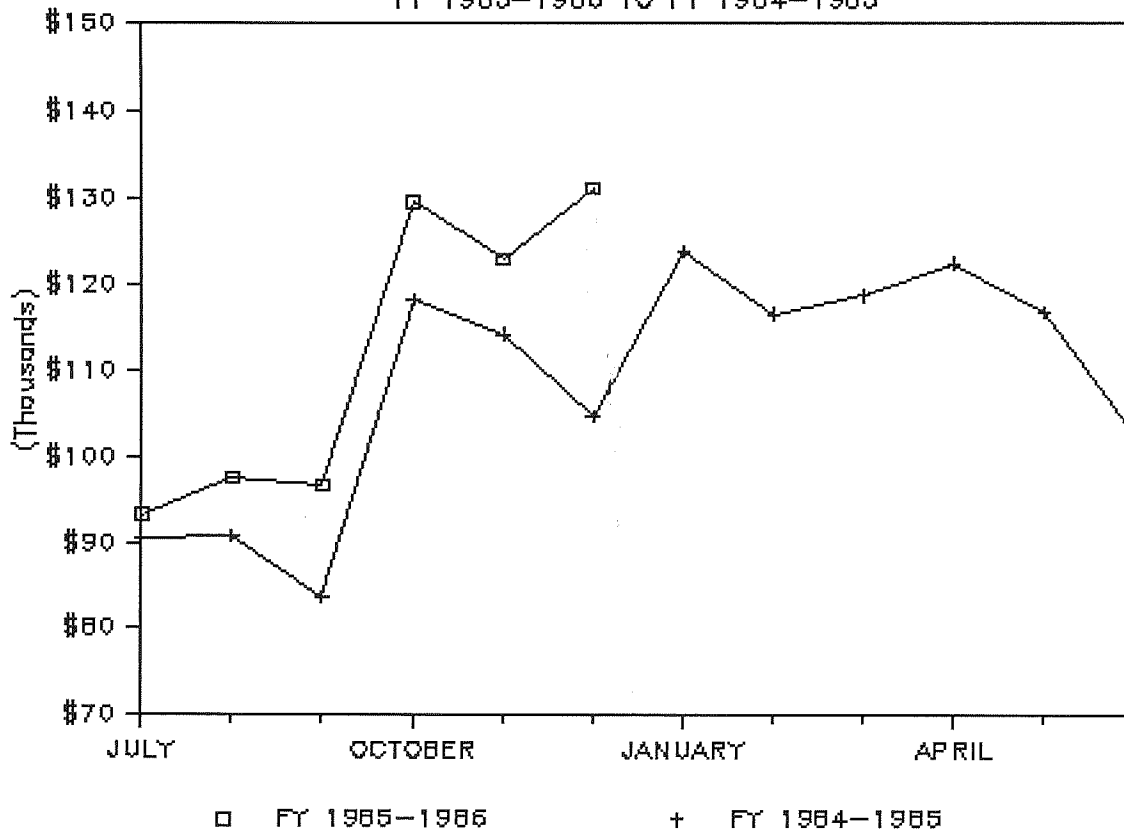
SECOND QUARTER YEAR-TO-DATE SUMMARY

STATISTIC	TDP GOAL	FY 85-86	FY 84-85	%CHANGE
FAREBOX REVENUE	\$637,896	\$671,133	\$601,789	11.5%
PERSON TRIPS	1,662,991	1,705,162	1,614,554	5.6%
PRODUCTIVITY	17.1	16.9	16.6	1.9%
EFFICIENCY	\$1.41	\$1.39	\$1.49	-6.6%
USER FUNDING	17.6%	17.9%	16.4%	8.7%



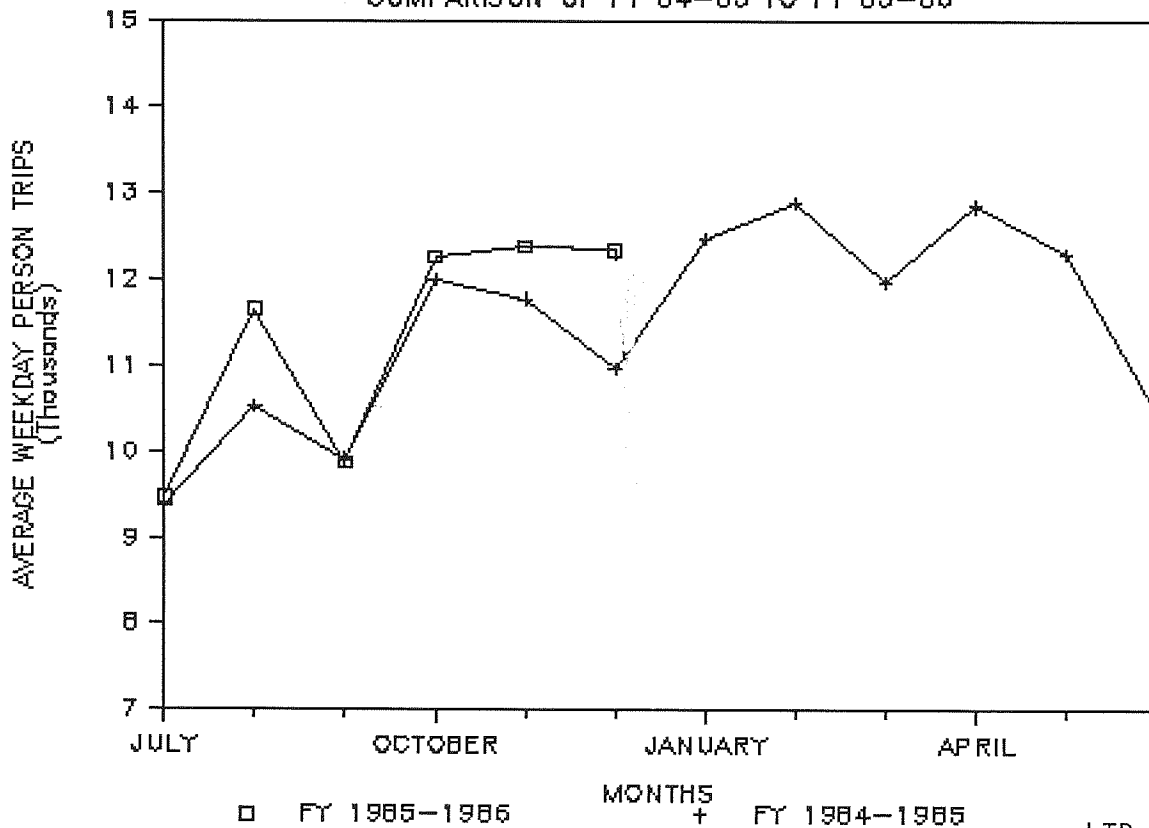
FAREBOX REVENUE COMPARISON

FY 1985-1986 TO FY 1984-1985



AVERAGE WEEKDAY PERSON TRIPS

COMPARISON OF FY 84-85 TO FY 85-86





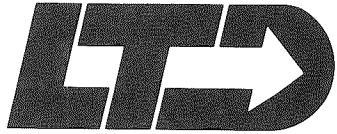
OPERATIONS SUMMARY
OCTOBER/NOVEMBER/DECEMBER 1986

	October			November		
	85-86	84-85	% CHANGE	85-86	84-85	% CHANGE
On-Time Performance	99.51%	98.78%	+0.74%	97.99%	98.95%	-0.97%
Safe Miles Between Accidents/Incidents	31,227	29,139	+6.69%	27,473	44,116	-37.73%
Miles Between Breakdowns	8,783	4,096	New Standards	4,808	4,325	New Standards
Total Miles	281,043	262,165	+6.72%	192,313	220,582	-12.82%
Complaints	28	15	--	25	20	--
Compliments	4	9	--	5	11	--

	FISCAL YEAR-TO-DATE TOTALS/AVERAGES						
	85-86	84-85	% CHANGE	GOAL	85-86	84-85	% CHANGE
On-Time Performance	100%	99.16%	+0.85%	99.00%	99.07%	99.06%	+0.01%
Safe Miles Between Accidents/Incidents	17,835	25,054	-28.21%	38,000	22,628	31,108	-27.26%
Miles Between Breakdowns	7,927	4,041	New Standards	15,000	7,201	4,532	New Standards
Total Miles	285,355	250,535	+12.20%	n/a	1,448,209	1,430,185	+1.24%
Complaints	28	15	--		81	50	--
Compliments	12	9	--		21	29	--



(for information of the board asks who will be from
are up)



Lane Transit District

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

January 15, 1986

TO: Board of Directors

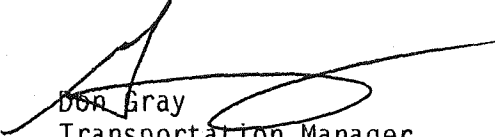
FROM: Don Gray

RE: Customer Service Form Increase During October, November, and
December 1985

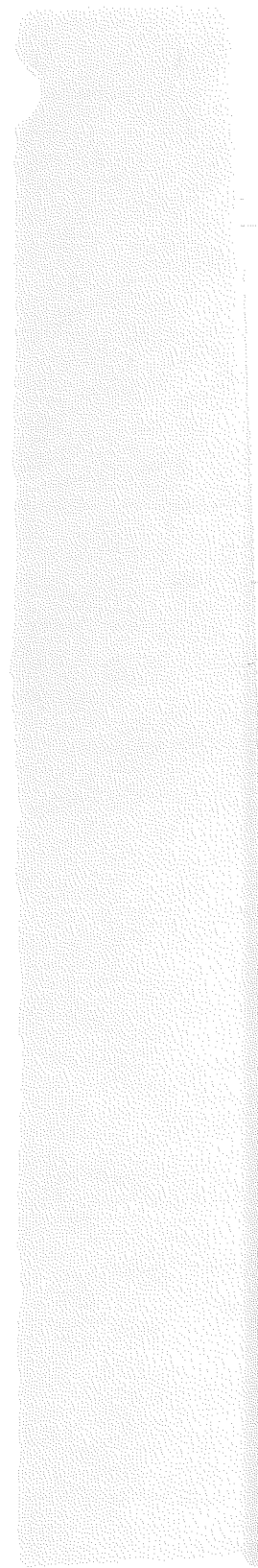
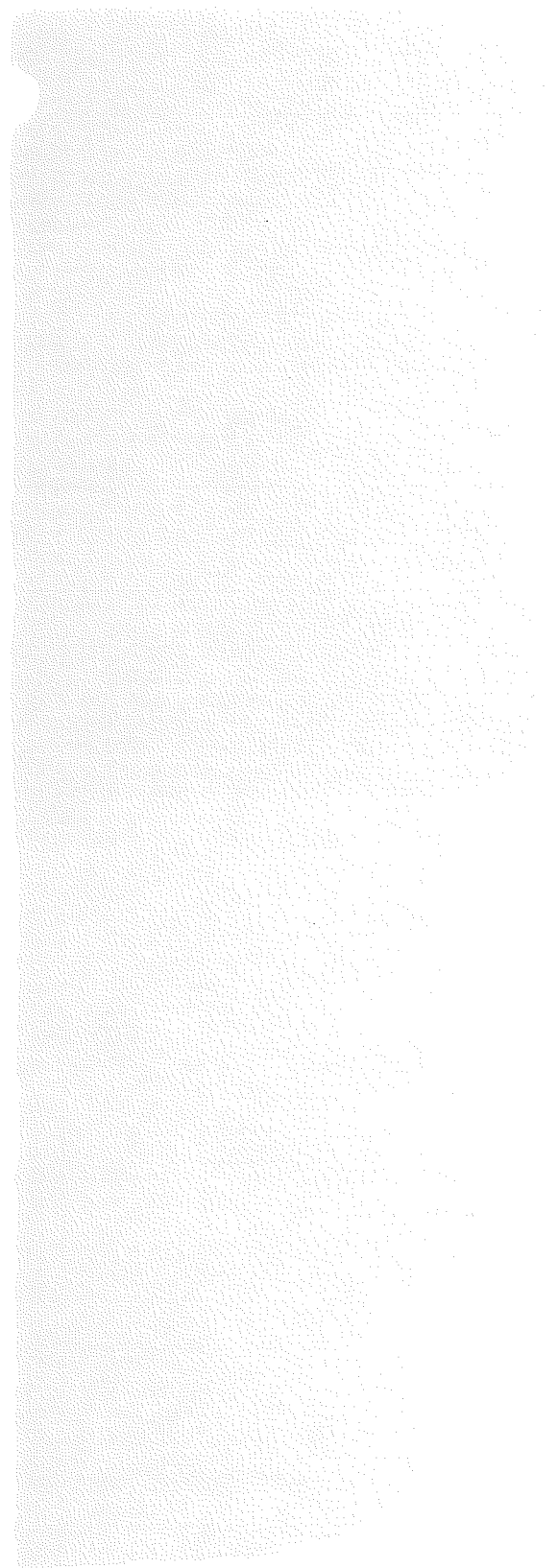
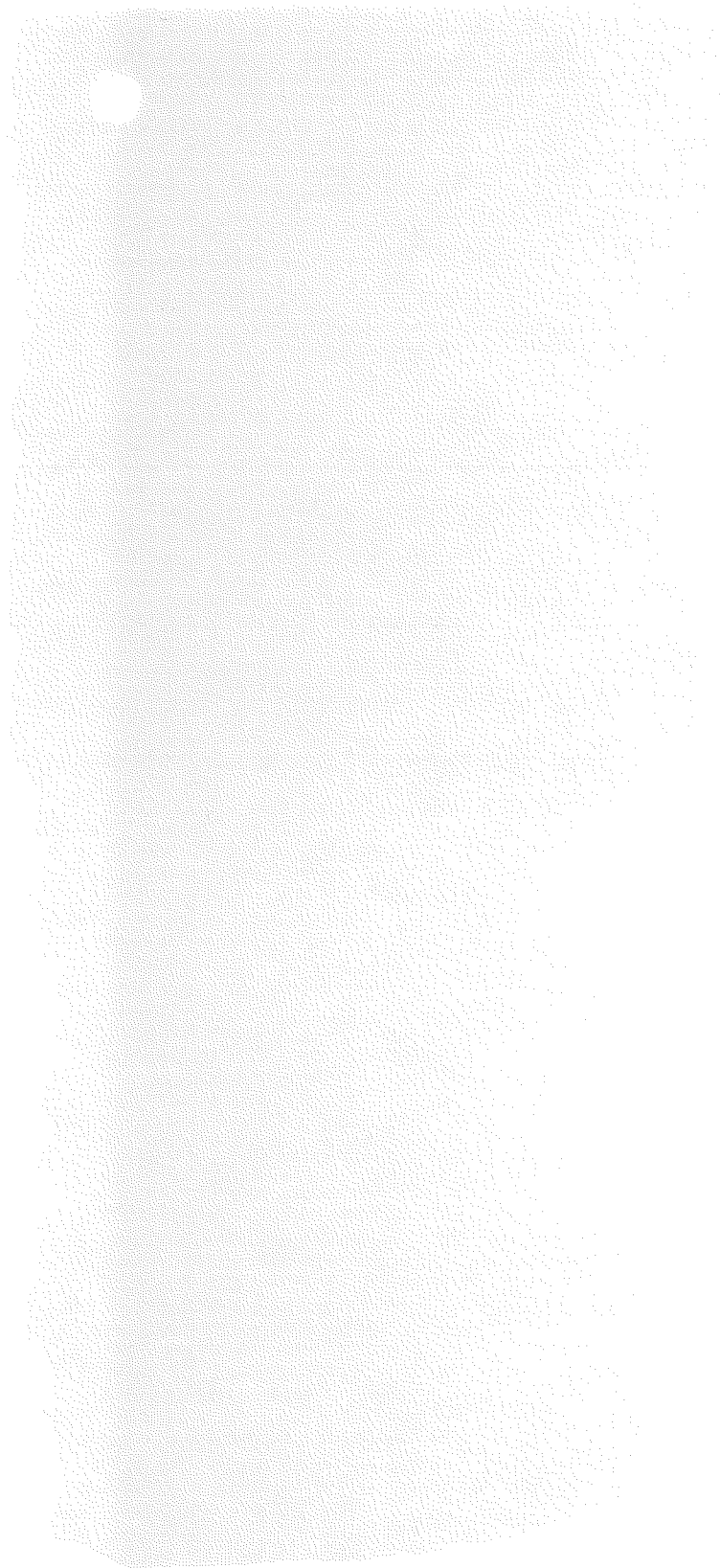
	<u>Careless</u>		<u>Attitude</u>		<u>Pass-By</u>		<u>Total</u>		
	<u>1984</u>	<u>1985</u>	<u>1984</u>	<u>1985</u>	<u>1984</u>	<u>1985</u>	<u>1984</u>	<u>1985</u>	<u>% Change</u>
Jan.	6	3	10	3	3	4	19	10	-47%
Feb.	4	4	7	6	0	3	11	13	+18%
Mar.	8	6	10	14	4	5	22	25	+12%
Apr.	2	9	8	3	4	1	14	13	-7%
May	4	7	5	7	0	2	9	16	+78%
June	9	12	4	5	7	7	20	24	+20%
July	7	7	5	5	13	6	25	18	-28%
Aug.	10	8	7	6	10	3	27	17	-37%
Sep.	6	3	11	4	5	4	22	11	-50%
Oct.	6	8	5	13	1	5	12	26	+116%
Nov.	11	12	3	8	4	5	18	25	+38%
Dec.	5	7	4	9	6	8	15	24	+60%
TOTAL	78	86	79	83	57	53	214	222	+4%

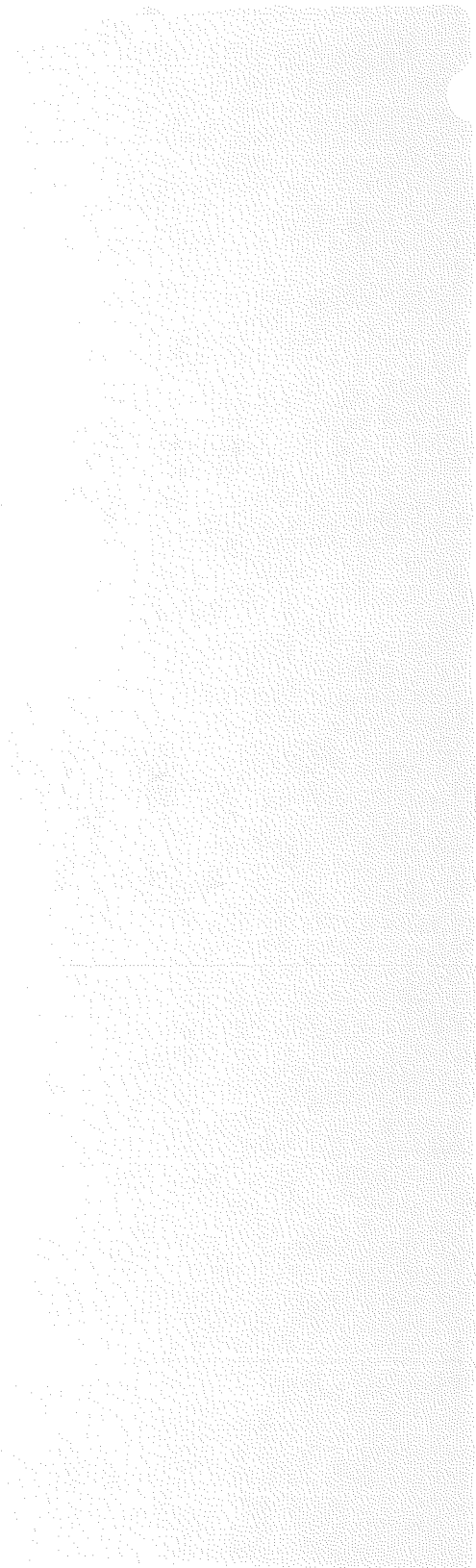
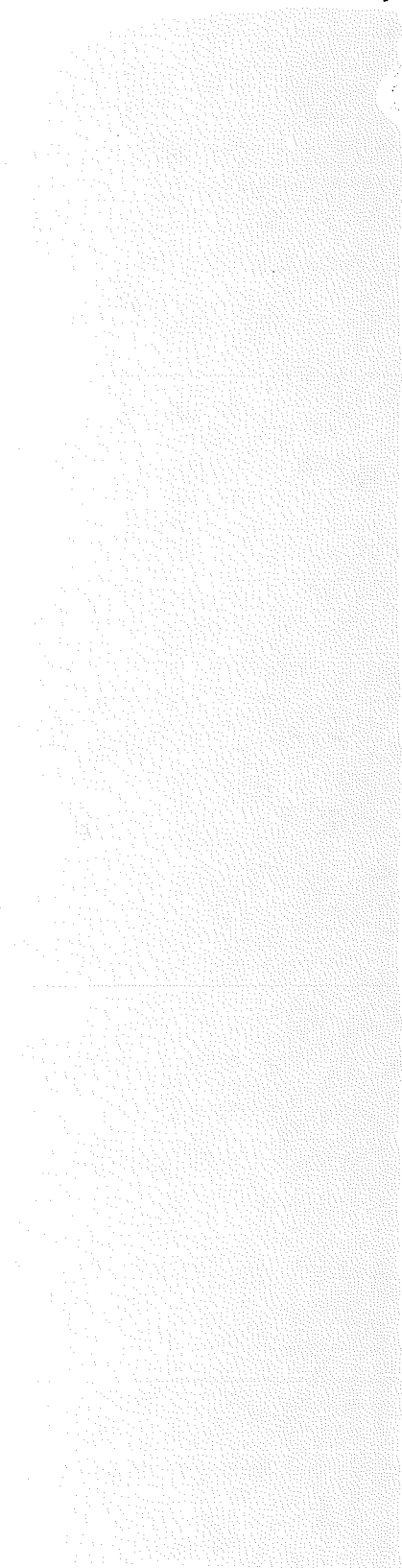
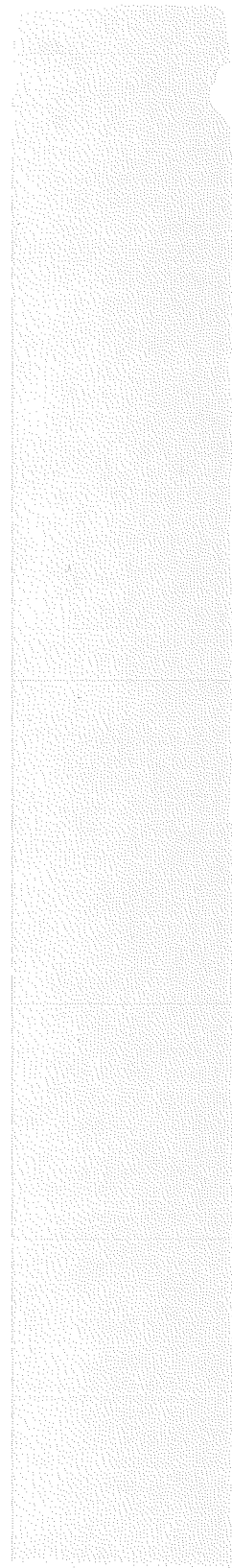
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- Stress due to unsettled contract.
- Stress due to heavy traffic and passenger loads during holiday season.
- Fog, snow, and ice impact. *new ridership/unfmlr w/ rules*
- Complaints have increased only four percent during 1985. *over 1984*
- During the month of greatest complaint increase, October, 1985, we had only one complaint per 8,012 miles driven.
- During 1985, we had one complaint per 11,261 miles driven.


DSA Gray
Transportation Manager

DG:km





Public notice was given at the
January 15, 1986 regular meeting.

**LANE TRANSIT DISTRICT
ADJOURNED BOARD MEETING**

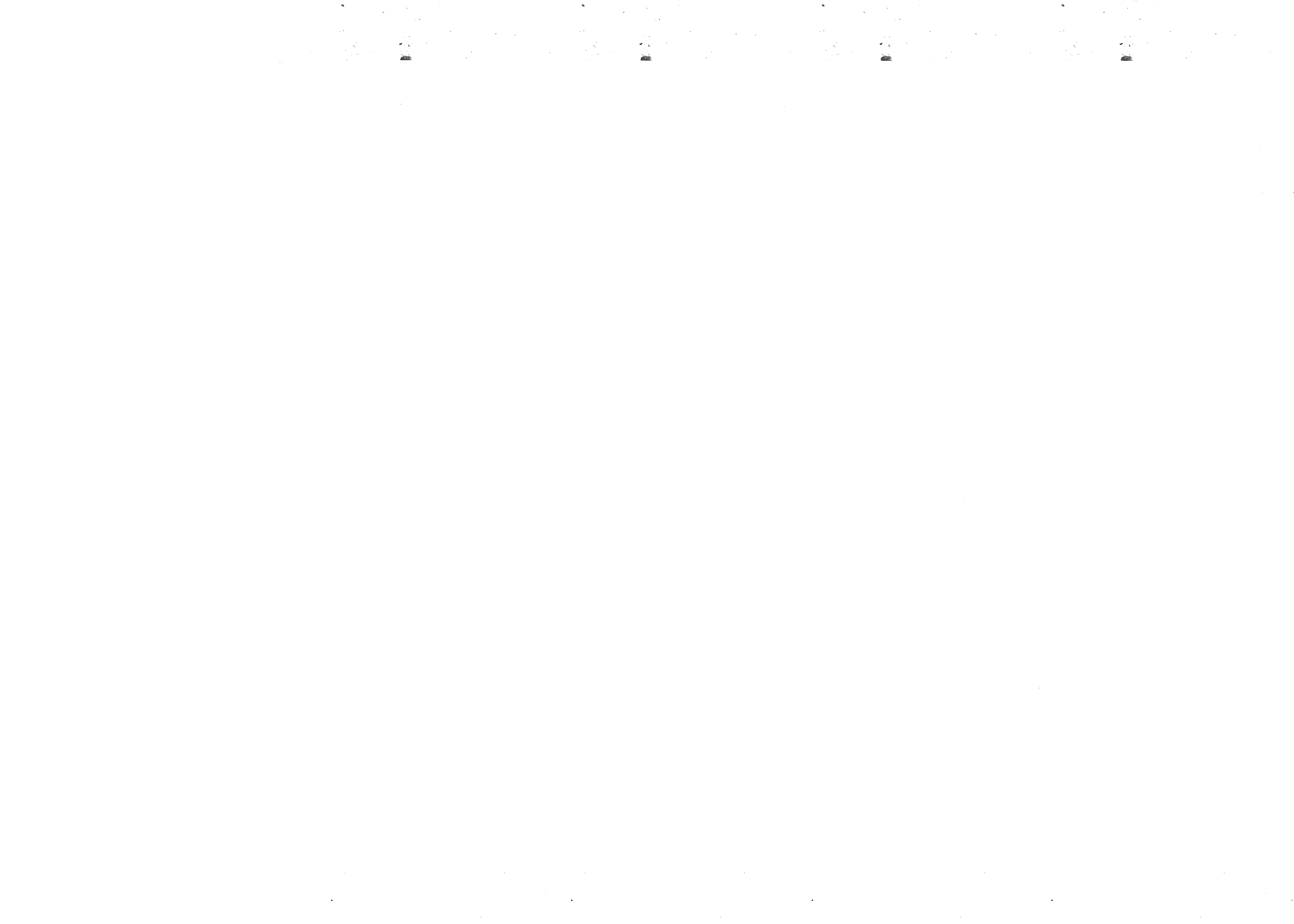
January 22, 1986

7:30 a.m.

Transportation Building
Conference Room
1938 West 8th, Eugene

A G E N D A

- I. CALL TO ORDER
- II. ROLL CALL
Smith____ Brandt____ Calvert____ Eberly____
Nichols____ Parducci____ Pusateri____
- III. INTRODUCTORY REMARKS BY BOARD PRESIDENT
- IV. AUDIENCE PARTICIPATION
- V. ITEMS FOR ACTION AT THIS MEETING
 - A. Approval of Minutes
 - B. Special Transportation Fund--Review of Fund and Approval of L-COG Contract for Program Development
 - C. Summary of Strategic Planning Sessions
 - D. Appointment of Budget Committee Member
- VI. ADJOURNMENT



Public notice was given to *The Register-Guard* for publication on January 9, 1986.

LANE TRANSIT DISTRICT
REGULAR BOARD MEETING

January 15, 1986

7:30 p.m.

Municipal Courtroom #1
Eugene City Hall

A G E N D A

- I. CALL TO ORDER
- II. ROLL CALL
Smith _____ Brandt _____ Calvert _____ Eberly _____
Nichols _____ Parducci _____ Pusateri _____
- III. INTRODUCTORY REMARKS BY BOARD PRESIDENT
- IV. AUDIENCE PARTICIPATION
- V. EMPLOYEE OF THE MONTH
- VI. ITEMS FOR ACTION AT THIS MEETING
 - A. Approval of Minutes
 - B. Special Transportation Fund--Review of Fund and Approval of L-COG Contract for Program Development
 - C. Summary of Strategic Planning Sessions
 - D. Appointment of Budget Committee Member
- VII. ITEMS FOR INFORMATION AT THIS MEETING
 - A. Current Activities
 1. Review of Status of Federal Grant and Legislation

Agenda
Page 2

2. Calendar
 3. Employee Awards Banquet
 4. Service Information
 5. Special Services Report
- B. Monthly Financial Reporting
 - C. Quarterly Reporting

VIII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

- A. Adoption of TransPlan
- B. Parkway Station Grant Amendment
- C. Administrative Salaries
- D. Special Transportation Fund Contract
- E. Passenger Fares
- F. Fiscal Year 1986-87 Goals
- G. Transit Development Program (TDP) Adoption
- H. Budget Committee Appointments
- I. Section 5 Reprogrammed Money

IX. ADJOURNMENT

bdagenda.jhs

AGENDA NOTES

Page No.

- V. EMPLOYEE OF THE MONTH: The January Employee of the Month, Carla Chambers, had a baby boy on January 9, 1986. On January 10, as agenda packets were being prepared, she was hoping to be able to be present at the meeting to receive her check and certificate and to be introduced to the Board.

VI. ITEMS FOR ACTION AT THIS MEETING

- A. Approval of Minutes: The minutes of the December 18, 1985 adjourned meeting and the December 23, 1985 adjourned meeting are included in the agenda packet for Board review and approval. The December 17, 1985 regular meeting was cancelled, and there are no minutes for that date. 8

- B. Special Transportation Fund--Review of Fund and Approval of L-COG Contract for Program Development: 15

Issue Presented: Does the Board approve of the general direction that staff have taken in developing the procedure for allocating Oregon State Special Transportation funds, and should the Board approve a contract with the Lane Council of Governments for \$6,800 to develop an allocating procedure?

Background: The 1985 session of the State Legislature approved a special tax on cigarettes and tobacco products, with those revenues to be used statewide to fund transportation services for the elderly and handicapped. LTD has been designated as the local representative for distributing those revenues. In keeping with previous Board policy, staff recommend that the Lane Council of Governments (L-COG) be delegated the responsibility to allocate these funds.

Included in the agenda packet is a staff memorandum explaining the history of the Special Transportation Fund, as well as the District's involvement in handicapped transportation services. Staff will provide a more detailed explanation at the Board meeting.

Staff Recommendation: That the Board direct staff to develop a procedure, for Board review and approval at a later meeting, which would delegate Special Transportation Fund allocation authority to L-COG, and that the District immediately contract with L-COG for the management

of the Special Transportation Fund program for FY 85-86 for an amount not to exceed \$6,800.

Results of Recommended Action: Staff will immediately begin working with L-COG to develop a set of policies for LTD Board approval that would shift Special Transportation Fund management responsibility to L-COG. Final approval of those policies would be made by the LTD and L-COG boards at future meetings.

C. Summary of Strategic Planning Sessions: 18

Issue Presented: The LTD Board has held two strategic planning sessions. Staff have attempted to summarize Board comments at those meetings to provide some direction in developing the District goals for Fiscal Year 1986-87. In turn, those goals will guide staff in developing the budget for FY 86-87.

Background: Every January, staff initiate the development of the District budget. The first step in that process is the setting of District goals, which are then used as guides to actual budgeting. This year, the Board had an opportunity to meet and discuss some long-range service, marketing, and financial issues. From those meetings, staff have attempted to formulate a Board position on major policy issues. Those positions are summarized in a memorandum in the agenda packet as a means of clarifying Board policy.

Staff Recommendation: That the Board review these policy statements and either approve, amend, or reject them; in any case, attempt to establish a Board consensus on the issues.

Results of Recommended Action: Staff will use these policy statements in developing the District's Fiscal Year 1986-87 goals.

D. Appointment of Budget Committee Members: 21
At the meeting, Janice Eberly will nominate Rosemary Pryor for a second three-year term on the District's Budget Committee. Included in the agenda packet is a Budget Committee nomination form for Ms. Pryor.

VII. ITEMS FOR INFORMATION AT THIS MEETING

A. Current Activities

1. Review of Status of Federal Grant and Legislation: At the meeting, staff will discuss a number of issues concerning the District's federal grant and proposed future legislation.
2. Calendar: There are a number of activities scheduled for the next six months. Staff would like to review those with the Board.
3. Employee Awards Banquet: This year's employee awards banquet will be held on Saturday, February 15, 1986, at 7:00 p.m. at the Red Lion Motor Inn. The issue of serving drinks at the banquet was raised at the last Board meeting. Staff will present some suggestions on how they intend to address that issue.
4. Service Information: At one of the strategic planning sessions, Stefano Viggiano presented some service information that the Board asked to be compiled in written form. That information will be distributed at the Board meeting.
5. Special Services Report: As a result of recent 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. However, no additional special service requests were received by staff in December.
4. Reappointment of Four Board Members: The terms of four of the District's Board members are expiring in January. All four members have expressed an interest in being reappointed, and are scheduled to attend a meeting of the Senate Confirmation Committee meeting on January 15.

B. Monthly Financial Reporting: Included in the agenda packet are financial statements for December, 1985:

1. Comparison of Budgeted and Actual Revenues and Expenditures
 - a. General Fund

	<u>Page No.</u>
b. Capital Projects Fund	23
c. Risk Management Fund	24
2. Comparison of Year-to-Date Actual Revenues and Expenditures to Budgeted (General Fund)	25
C. Quarterly Reporting	
1. Ridership	
a. Ridership Summary	26
b. Farebox Revenue Comparison Graph	27
c. Average Weekday Person Trips Graph	28
2. Operations Summary	

VIII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

- A. Adoption of TransPlan: The TransPlan is scheduled for final adoption in February, 1986.
- B. Parkway Station Grant Amendment: When bids for construction of the Parkway Station are received, it is likely that an amendment to the grant will be required. It is anticipated that this would occur at the February Board meeting.
- C. Administrative Salaries: The Salary Subcommittee of the Board will be meeting between the January and February Board meetings to formulate a recommendation on administrative salary adjustments for Fiscal Year 1986-87.
- D. Special Transportation Fund Contract: Depending on Board direction at the January meeting, staff will be bringing a formal procedure for the allocation of the Special Transportation Fund back to the Board in February or March.
- E. Passenger Fares: Every year in preparation for the budget, the Board holds a public hearing and establishes the fares for the next fiscal year.
- F. Fiscal Year 1986-87 Goals: In addition to establishing passenger fares, the Board also establishes the District's goals for the next fiscal year.
- G. Transit Development Program (TDP) Adoption: The TDP, the District's planning and reference document, is scheduled to

be completed for Board review at a meeting in the near future.

- H. Budget Committee Appointment: Rich Smith will be responsible for making a nomination to fill the last vacancy on the Budget Committee.
- E. Section 5 Reprogrammed Money: In the next two or three months, the District will need to establish its priorities for applying for approximately \$73,000 in Section 5 capital funds.

IX. ADJOURNMENT

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

ADJOURNED MEETING

Wednesday, December 18, 1985

Pursuant to notice given at the November 20, 1985 adjourned meeting and to *The Register-Guard* for publication on December 12, 1985, and distributed to persons on the mailing list of the District, an adjourned meeting of the Lane Transit District Board of Directors was held on Wednesday, December 18, 1985 at 7:30 p.m. in the Eugene City Hall.

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

Absent: Joyce Nichols
Larry Parducci, Secretary

EMPLOYEE OF THE MONTH: Ms. Calvert introduced Carmenita Mosely, the December Employee of the Month. She stated that Ms. Mosely had been a part-time driver since January, 1985 and, in spite of her short time on the job, had been nominated by several patrons. Ms. Calvert added that she understood this quick acceptance, since she had seen for herself that Ms. Mosely is a cheerful, friendly person. She presented Ms. Mosely with her check and certificate, and said how pleased the Board and staff were to have Ms. Mosely employed as a bus operator.

AUDIENCE PARTICIPATION: Paul Bonney, of 587 Antelope Way, Eugene, stated that the bus drivers deserved a pat on the back for doing such a good job of driving in the ice and snow recently.

APPROVAL OF MINUTES: Mr. Brandt moved that the minutes of the November 14, 1985 work session, the November 19, 1985 regular meeting, and the November 20, 1985 adjourned meeting be approved as distributed. After seconding, Mr. Pusateri noted a reference to a Ms. Nelson instead of Ms. Nichols on the first page of the November 20 minutes. The minutes of all three meetings were unanimously approved with that one correction.

RECOMMENDATION REGARDING TRANSPAN: Ms. Calvert stated that Mr. Parducci, Ms. Loobey, and she had attended a joint hearing on the TransPlan held by the Eugene and Springfield City Councils, the Lane County Board of Commissioners, and the LTD Board of Directors on December 4. She remarked that it was interesting that so many comments were made about transit. Ms. Loobey stated that about half of the testimony was that the transit goals were too high, and about half was

that the goals are just right. She said that Ms. Calvert had made comments on behalf of the Board, regarding the need for a permanent downtown transfer site, to the other local units of government. There was not much response, but LTD and City staff are working together on a long-term solution to the impact of the opening of Willamette between 10th and 11th on the present downtown transit station. It is the District's wish to reinforce that commitment in the TransPlan as a policy statement.

Stefano Viggiano, Planning Administrator, called the Board's attention to the proposed changes to the TransPlan listed in the agenda packet for that evening. Ms. Calvert and Dr. Smith commented on the discussion at the Eugene City Council meeting that day regarding the "unattainable" transit goals. Ms. Loobey stated that the Plan includes incremental goals with a five-year roll-over and yearly evaluation. Mr. Viggiano added that the phased goals begin with a 3 percent goal, which is only 1.5 percent higher than the present modal split. Dr. Smith wanted to know if changing the goals would have some effect on the District's capital expenditures. Ms. Loobey said it would not, because the District is planning for increases in frequency. Mr. Viggiano added that LTD is within two or three buses of reaching maximum capacity. Presently, the District operates 58 buses out of a fleet of 69, and could go to as low as eight or nine spares if necessary.

Mr. Pusateri noticed a typing error on page 33, item 4, which should have said "expand the percentage of parking spaces assigned for compact automobiles" instead of "expend." Ms. Calvert wondered what impact some of the changes had on the transit system. Mr. Viggiano replied that some of them had no impact; they were only listed as a clarification of what is now in the TransPlan.

Mr. Brandt moved that the Board recommend adoption of the TransPlan with the changes as described in the staff memo in the agenda packet that evening. Ms. Eberly seconded, and the motion carried unanimously.

SAFE HARBOR LEASING

Loan Resolution: Mark Pangborn, Director of Administrative Services, explained that Safe Harbor Leasing was specifically written into federal law to assist transit districts. The process takes tax moneys that would normally go to the federal government in terms of income taxes from private businesses and redirects them to transit districts. The process is only based on 20 percent of the buses, because that is the percentage that the District owns, since the federal government provided 80 percent of the purchase price. Mr. Pangborn stated that the District would not be selling the buses or losing title or control. What LTD would be selling would be the tax basis or depreciation deduction for federal tax purposes.

Mr. Pangborn stated that the District's 20 percent of the 31 Gillig buses purchased last winter amounted to about \$860,000. Two bids had been received, one from an Oregon firm and one from an international

corporation. However, the local corporation had not participated in Safe Harbor Leasing before and had pulled out of the bidding at the last minute. The bid from the international corporation was 10.25 percent, which would mean approximately \$80,000 to LTD. Although \$80,000 might not seem like a large amount of money, Mr. Pangborn stated that it could be used as local share to leverage federal capital assistance at 80 percent.

Mr. Pangborn said that Tri-Met in Portland had done Safe Harbor Leasing two years ago, and that LTD had used Tri-Met's legal counsel and format for this process. He added that a number of other transit districts in the country had participated in Safe Harbor Leasing, as well.

Mr. Pangborn then listed several potential risks for the District. The first risk is that the transaction might not be legal if the proper steps had not been followed, and LTD would have to pay back the \$80,000 with interest. He stated, however, that the District had followed the proper bidding procedures and the proper procedures for the buses, and to the best of staff's and legal counsel's knowledge, the transaction is legal. Secondly, Mr. Pangborn said that changes in the tax laws are anticipated, and the business purchasing the tax credit assumes the risk of changes in tax law. Safe Harbor Leasing will continue to be legal until December 31, 1986, but the value to businesses will decrease. He said that the 10 percent bid reflected the size of the transaction, which is small in comparison to most, and the uncertainty regarding the tax laws.

The third area of possible risk occurs if buses are lost for some reason (i.e., due to fire, etc.). In Safe Harbor Leasing, the District sells the tax basis in the buses to the business and leases them back for 13.5 years. The buses must then be in revenue service for mass transit for those 13.5 years. If one of the buses is lost and cannot be replaced by the District with another qualifying vehicle, LTD will have to repay a pro-rated refund on the tax loss.

Karen Rivenburg, Finance Administrator, and Mr. Brandt also answered some questions from Board members. Mr. Brandt stated that he thought this was a good opportunity for the District.

Ms. Calvert stated that if the Board wished to proceed with Safe Harbor Leasing, they would have to approve the borrowing of money to pay the last of what was owed to the manufacturer of the buses in order to qualify for the Safe Harbor Leasing program. Mr. Pangborn explained that the first resolution in the packet would authorize the staff to borrow the money for this purpose, and that one of the requirements was that the District would pay interest on the loan, but the bank, in receiving the money, would not be required to pay taxes. Ms. Rivenburg handed out an amended resolution, which was slightly different than the one in the packet.

Mr. Brandt moved that the Board pass the resolution to borrow \$61,642 to finance a portion of the District's local share for its bus acquisition. Mr. Pusateri seconded the motion.

Mr. Pusateri and Mr. Brandt then asked if the lease of the buses for the 12-year period was stipulated in the contract and the bid. Mr. Pangborn replied that this is covered in a clause in the contract, and that it also was to be specified in the bid. However, the bid documents were still with the broker and he had not yet seen them. Mr. Brandt commented that the bidding corporation would make its \$80,000 back in the first year if it is in the 50 percent tax bracket.

With no further discussion, the motion carried by unanimous vote.

Approval of Sale of Investment Credit: Mr. Pangborn stated that the second resolution, handed out to the Board that evening, would authorize the General Manager to finalize the sale of the investment credits.

Mr. Brandt moved that the Board adopt the resolution authorizing the General Manager to sign the negotiating contract. Dr. Smith seconded, and the motion carried by unanimous vote.

APPROVAL OF ARCHITECT CONTRACT FOR NEW FACILITY: Ms. Calvert stated that the Facilities Subcommittee had met to discuss the proposed contract, and that the fees for the architect seem to be in the low end of the range. The Subcommittee's recommendation regarding the contract had been distributed under separate cover with the Board meeting agenda packet.

Mr. Brandt stated that the Subcommittee had done its work, and moved that the Board approve the architect contract for the new facility, as recommended by the Facilities Subcommittee. After seconding by Ms. Eberly, the motion passed unanimously. Dr. Smith commented that he thought that the discussion resulting from the issues raised previously by Mr. Brandt had been worthwhile for the Board.

APPOINTMENT OF INDEPENDENT AUDITOR: Ms. Calvert explained that the District's independent auditors, Derickson & Gault, had merged with Jones & Roth. Ms. Eberly asked if this item was on the agenda because of the merger or because auditors would have to be named at this time, anyway. Ms. Rivenburg replied that a formal time period for appointing auditors had never been set, but that it was being brought to the Board both because it had been quite awhile since the Board reviewed the appointment or the auditor of record and because of the merger. The reason auditors should be named now is that pre-audit planning and procedural testing occur between April and June. She added that the Board could choose to appoint auditors each year or not, and that David Gault would continue to be active in LTD's audit if Jones & Roth were appointed. Mr. Brandt said that, in the past, the Board's position has been to have the auditors meet with the Finance Administrator to negotiate fees, and he thought this should be done yearly. He also expressed the opinion that at this time the District should be specific in discussing fees, stating that LTD

expects no great changes and expects the same level of services. He added that going out to bid every year might save a little bit of money but causes more work and "headaches."

Mr. Brandt then moved that the Board appoint Jones & Roth as the District's auditors for the next year, subject to Ms. Rivenburg obtaining a satisfactory engagement letter, including the services to be rendered and the fees. Mr. Pusateri seconded the motion.

Mr. Brandt noted that Jones & Roth does not belong to the Division of Firms, and wondered if public accounting laws said that the District's auditor must belong. The Division of Firms, he explained, is regulated and audited, and bonding companies and banks are starting to require that their independent auditors belong. Ms. Rivenburg stated that the State of Oregon requires that the auditors be registered as a municipal auditor within the state, and that they be a CPA firm. She added that she had been turning copies over to the federal government and they had been accepting the District's audits, but that she would check into this further.

With no further discussion, the motion carried by unanimous vote.

APPOINTMENT OF SUBCOMMITTEE MEMBERS: In accordance with the memo regarding subcommittee appointments which was included in the agenda packet, Ms. Calvert appointed Dr. Smith to the Salary Subcommittee, replacing Mr. Pusateri. Mr. Pusateri will remain on the Budget Subcommittee.

ELECTION OF OFFICERS: Mr. Brandt asked Ms. Calvert if she would be willing to continue as President of the Board; she replied that she would. Mr. Brandt then moved that the current officers of the Board continue in the same positions for two-year terms beginning January 1, 1986. Dr. Smith seconded, and the motion carried by unanimous vote. The officers are: Janet Calvert, President; Janice Eberly, Vice President; Larry Parducci, Secretary; and Peter Brandt, Treasurer.

ITEMS FOR INFORMATION:

Claims Handling Procedures: Ms. Loobey stated that, since questions had recently been asked about the District's claims handling procedures, she had asked Gary Deverell, Safety and Risk Manager, to show how accidents and summonses would be handled. Ms. Loobey also said that the District's Counsel would attend a future strategic planning session to discuss Oregon case law and public governing bodies, so the Board members can assess whether or not the District's coverage is adequate, or if changes should be made.

Mr. Deverell called the Board's attention to page 41 of the agenda packet. He used a chart to help explain the process for bus liability claims, including reporting an accident, investigation and settlement, check-signing authority, and communication with the insurance carrier and

legal counsel, if necessary. He also discussed legal claims (summons). If the District had to go to court or defend, staff would meet with the insurance carrier and adjusters and choose an attorney. The District has a list of attorneys who are experts in their fields for different kinds of claims. In the past, the District has settled before having to go to court. Mr. Deverell stated that these processes have a number of checks and balances.

There were no questions from the Board, and Ms. Eberly thanked Mr. Deverell for a very clear presentation.

Special Services Report: Mr. Brandt asked about turning down a request for special services from the Metro Partnership. Ed Bergeron, Marketing Administrator, stated that, in the past, the District had been very cooperative in responding to their requests, but they had made a practice of asking for special services, in spite of their sizeable budget.

Employee Awards Banquet: Ms. Calvert asked the Board members to note on their calendars that the Annual Employee Awards Banquet would be held on a Saturday this year, on February 15. Mr. Brandt wondered what the District would be doing about employees who stay to dance and drink and then plan to drive home. Ms. Eberly thought the Red Lion had a courtesy van to take home people who shouldn't be driving. Ms. Loobey stated that the District's Risk Manager would investigate this issue and the alternatives.

Springfield Christmas Parade: Ms. Eberly complimented the Marketing Division for the District's participation in the Springfield Christmas Parade. She thought it was a real plus for the transit district, and that it was good to see the District there every year because it was an opportunity for good visibility and community involvement.

EXECUTIVE SESSION PURSUANT TO ORS 192.660(1)(d): Mr. Brandt moved that the Board adjourn to an Executive Session pursuant to ORS 192.660 (1)(d) for the purpose of conducting deliberations with persons designated by the governing body to carry on labor negotiations. After seconding by Ms. Eberly, the meeting was unanimously adjourned to Executive Session.

RETURN TO REGULAR SESSION AND ADJOURNMENT: After returning to Regular Session, Mr. Brandt moved that the meeting be adjourned to Monday, December 23, 1985 at 7:30 a.m. at the Original Pancake House, 659 East Broadway, Eugene. Dr. Smith seconded the motion, and the meeting was unanimously adjourned at 9:05 p.m.

Board Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

ADJOURNED MEETING

Monday, December 23, 1985

Pursuant to notice given at the December 18, 1985 adjourned meeting, an adjourned meeting of the Board of Directors of the Lane Transit District was held at 7:30 a.m. on Monday, December 23, 1985 at the Original Pancake House, 659 East Broadway, Eugene.

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

Absent: Joyce Nichols
Larry Parducci, Secretary

Ms. Calvert called the meeting to order at 8:00 a.m. Tim Dallas, Director of Operations, explained to the Board that a labor agreement had been ratified without modification by the labor union the previous day. The proposed agreement had been discussed with the Board in an executive session at the December 18, 1985 regular meeting.

Mr. Brandt moved that the Board ratify the labor agreement between the Amalgamated Transit Union and Lane Transit District effective July 1, 1985 through June 30, 1987. Mr. Pusateri seconded, and the motion carried by unanimous vote.

There was no further business. Mr. Brandt moved that the meeting be adjourned. After seconding by Ms. Eberly, the meeting was unanimously adjourned at 8:10 a.m.

Board Secretary



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

January 15, 1986

TO: Board of Directors
FROM: Leon Skiles, Senior Planner
RE: Special Transportation Fund

During its last session, the Oregon Legislature passed a bill which taxes the purchase of tobacco products. The proceeds from this tax are dedicated to the provision of special transportation services for the elderly and handicapped. The revenues are to be allocated to each county on a per capita basis. Where transit districts are located within a county, the transit district will receive the funds. Where the transit district boundaries do not encompass the entire county, as is the case with Lane County and LTD, the funds for that county will be distributed between the in-district area and the out-of-district area on a per capita basis; the transit district, however, retains authority for the county's entire allocation. The tax was implemented on January 1, 1986 and revenue will reach the District in April, 1986. The predicted revenue for LTD for FY 85-86 is \$80,000 and for FY 86-87 is \$320,000.

BACKGROUND

In 1976, LTD began the operation of Dial-a-Bus, a curb-to-curb demand/responsive service for the elderly and handicapped. At that time, LTD funded and operated the service. With the adoption of the Transition Plan in 1979, the District made a policy commitment to: (1) pursue 100 percent fixed route accessibility; and (2) phase out the Dial-a-Bus program. The District began the phase-out of the Dial-a-Bus program by contracting out for the service to Special Mobility Services, and then entered into the Lane Council of Governments (L-COG) Special Transportation Consortium, which includes several providers of elderly and handicapped transportation. Currently, the District allocates \$127,000 to the Consortium to be used for Dial-a-Ride (compared to \$350,000 when the District operated the service). Concurrently, the District achieved one hundred percent fixed route accessibility with the retrofitting of the 500 series buses and the purchase of the lift-equipped 700's and 800's.

The Special Transportation Fund (STF) was proposed and adopted by the Legislature because of the recognition that transportation for the elderly and handicapped required special and more expensive efforts. In the rural areas of the state, such transportation has been almost non-existent, and in the urban areas, the accelerating costs of providing transportation services and declining operating revenues have led to a deterioration in

Board of Directors
Special Transportation Fund
January 15, 1986
Page 2

special transportation service levels. At the same time, the public's demand and expectations for those services have been increasing. Specifically, the legislation resulted from the difficulties that the Portland area has had in delivering special transportation services; Representative Jane Cease was the bill's sponsor and primary advocate during the session. Following the signing of the legislation, the Public Transit Division of the Oregon Department of Transportation developed regulations for the Special Transportation Fund.

While Public Transit distributes and regulates the use of the fund, the local counties and transit districts are responsible for deciding which programs receive STF revenues. The legislation and the regulations specify general procedures to follow in making those decisions. Following is a brief summary of the regulations:

1. STF funds can only be used for the direct provision of service for the elderly and handicapped.
2. STF funds can be used to maintain or expand current services, to provide new services, or to plan for new services.
3. The county or transit district must form and staff an advisory committee which will advise and assist in making decisions concerning the use of STF funds.

ISSUES

While the District will receive the STF funds and will have responsibility for distributing the funds, staff feel that the District should work to minimize its involvement in decisions concerning the distribution of the funds. Staff have developed a proposal to have Lane Council of Governments accept primary responsibility for distribution decisions. Following is a summary of the proposed agreement:

1. The District would establish an advisory committee and would develop local guidelines for the use of the STF funds. These activities would generally take place between January and March, 1986.
2. The District and L-COG would develop and enter into an agreement which would give responsibility for the management of the STF funds to L-COG. L-COG would then manage the advisory committee, develop a process by which agencies and programs apply for STF funds, and decide which programs would receive funding and at what level. The interagency agreement would be reached by April, 1986, and the request for funding and grant awards would occur from April through June, 1986.

II. Revenues

- A. The District should operate as efficiently as possible in order to minimize the payroll tax rate.
- B. If federal revenues are substantially reduced, the Board would consider options before reducing the current level of service:
 1. Increasing the payroll tax rate to absorb the loss.
 2. Other options that could be considered by the Board are:
 - a. Legislative action to identify and create an additional revenue source; or
 - b. The Board could re-examine the self-employment tax issue which was last reviewed by the Board of Directors in late 1979.
- C. Increases in passenger fares will be consistent with inflationary increases in the economy.

III. Capital Improvements

This issue was, for the most part, not directly addressed at the strategic planning session, but the Board has taken some past actions that indicate policy positions:

- A. The District is committed to a long-term capital replacement and improvement program that provides for:
 1. Annual contributions to the capital fund that insure timely replacement of obsolete equipment; and
 2. Capital improvements that improve the quality, efficiency, and effectiveness of services.
- B. Staff should develop a novelty vehicle (trolley) service and financial plan for the downtown shuttle route. The Board would implement a plan if grant funds were available and a private sponsor of the 20 percent local share could be identified.

VI. Marketing

- A. The District should maintain an aggressive marketing program that:

Summary, Cont.
Page 3
January 15, 1986

1. Provides for balanced and consistent promotion of LTD services throughout the community;
2. Focuses particular attention on the opportunities for commuter riders from the following market segments;
 - Large employers
 - Small employers
 - Schools; and
3. Enhances the awareness, understanding, and support for LTD services among the community-at-large, and payroll tax-payers in particular.

Phyllis
Phyllis Loobey
General Manager

PL/em

NOMINATION FOR BUDGET COMMITTEE

LANE TRANSIT DISTRICT

BUDGET COMMITTEE APPOINTMENT QUALIFICATIONS: ORS 294.336

Budget Committee: (2) The budget committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of qualified electors of the municipal corporation appointed by the governing body . . . (5) the appointive members of the budget committee shall be appointed for terms of three years. The terms shall be so staggered that one-third or approximately one-third of the appointive members end each year.

BOARD MEMBER: Janice Eberly

DATE OF NOMINATION: January 15, 1986

TERM OF BUDGET COMMITTEE APPOINTMENT: 1/15/86 1/01/89
Effective Date Term Expiration Date

APPROVED BY BOARD: _____
Date

NOMINEE'S NAME: Rosemary Pryor

HOME ADDRESS: 3651 Wilshire Lane, Eugene, Oregon 97405

Telephone Number: 484-6896

BUSINESS ADDRESS: City Manager's Office, Eugene City Hall

Telephone Number: 687-5010

PREFERRED MAILING ADDRESS: home

OCCUPATION: Public Information Specialist for City of Eugene

Brief statement of nominee's background which is relevant to budget committee

appointment: Member, LTD Budget Committee January 1983 to January 1986;

Past employee of Lane Transit District (employed as Marketing Director from

1975 to 1978); Sales Account Executive at KUGN radio from 1978 to 1984;

currently employed as Public Information Specialist for City of Eugene.

LANE TRANSIT DISTRICT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES
 GENERAL FUND
 FOR THE SIX MONTHS ENDING DECEMBER 31, 1985 (50% OF YEAR COMPLETED)

	CURRENT MONTH		YEAR-TO-DATE		%	YEARLY	BALANCE
	1985	1984	1985	1984			
REVENUES							
Operating Revenues:							
Passenger Fares	131,224	104,574	671,132	601,789	48.84%	1,379,800	(708,668)
Charters	425	567	13,891	42,713	37.59%	36,000	(22,489)
Advertising	3,448	2,803	20,168	17,685	48.56%	42,600	(21,912)
Miscellaneous	209	185	1,519	1,558	50.63%	3,000	(1,481)
TOTAL OPERATING REVENUES	135,306	108,130	706,870	663,945	48.37%	1,461,400	(754,530)
Non-Operating Revenues:							
Interest	13,369	18,064	87,391	13,879	54.62%	160,000	(72,609)
Payroll Taxes	38,374	0	2,418,414	2,276,249	51.02%	4,740,000	(2,321,586)
Federal Operating Assistance	0	0	0	0	0.00%	714,800	(714,800)
State In-Lieu-Of Payroll Taxes	119,043	107,650	178,469	194,201	40.28%	444,000	(265,531)
Other Operating Assistance	0	1,752	0	1,752	0.00%	5,000	(5,000)
Loan Proceeds	61,642	0	61,642	0	n/A	0	61,642
TOTAL NON-OPERATING REVENUES	232,408	127,666	2,745,916	2,572,081	45.28%	6,063,800	(3,317,891)
TOTAL REVENUES	367,714	235,796	3,452,786	3,236,026	45.85%	7,525,200	(4,072,414)
EXPENDITURES							
Administration:							
Personal Services	34,172	30,274	238,407	198,204	50.39%	473,100	234,693
Materials and Supplies	16,320	18,528	54,755	51,909	45.86%	119,400	64,645
Contractual Services	4,524	3,643	34,183	25,608	28.95%	142,600	108,447
Total Administration	55,016	52,445	327,345	275,721	44.53%	735,100	407,785
Marketing and Planning:							
Personal Services	33,097	33,257	219,181	203,310	49.37%	444,000	224,819
Materials and Supplies	5,812	6,075	93,928	73,735	63.71%	139,700	43,712
Contractual Services	7,004	10,055	121,248	148,681	51.59%	285,000	113,752
Total Marketing and Planning	47,913	49,387	436,417	425,726	53.31%	818,700	382,283
Transportation:							
Personal Services	300,121	281,645	1,753,223	1,714,800	47.95%	3,719,000	1,935,777
Materials and Supplies	742	455	10,311	4,728	62.30%	16,600	6,259
Contractual Services	385	423	2,059	2,078	34.32%	6,000	3,941
Total Transportation	301,248	282,523	1,795,623	1,721,676	47.99%	3,741,600	1,945,977
Maintenance:							
Personal Services	80,156	73,670	488,595	462,508	50.02%	976,800	488,205
Materials and Supplies	65,371	52,163	431,906	492,768	48.51%	970,300	538,333
Contractual Services	40	6,163	72,694	39,673	47.86%	151,900	79,206
Total Maintenance	145,567	131,996	993,195	934,949	47.32%	2,099,000	1,105,805
Contingency	0	0	0	0	0.00%	23,000	23,000
Transfer to Capital Projects	0	0	0	190,600	0.00%	49,800	49,800
Transfer to Risk Management	0	0	0	0	N/A	58,000	58,000
TOTAL EXPENDITURES	549,744	516,351	3,552,550	3,548,672	47.21%	7,525,200	3,972,650
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES							
	(182,030)	(230,555)	(99,764)	(312,646)	N/A	0	(99,764)

LANE TRANSIT DISTRICT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES
 CAPITAL PROJECTS FUND
 FOR THE SIX MONTHS ENDING DECEMBER 31, 1985 (50% OF YEAR COMPLETED)

	YEAR-TO-DATE	% ACTIVITY	YEARLY BUDGET	BALANCE
RESOURCES				
Residuals Fund Balance	1,933,502	106.33%	1,837,248	116,254
Revenues:				
UNTA Section 3	0	0.00%	687,005	(687,005)
UNTA Section 5	31,851	N/A	0	31,851
UNTA Section 9	77,040	6.80%	1,132,837	(1,053,797)
UNTA Section 18	192	0.22%	83,440	(83,248)
Federal Highway Admin	15,873	7.91%	200,543	(184,670)
State Assistance	0	N/A	0	0
Sale of Tax Benefits	0	0.00%	100,000	(100,000)
Transfer from Gen'l Fund	0	0.00%	49,800	(49,800)
Total Revenues	124,956	5.53%	2,258,650	(2,133,694)
TOTAL RESOURCES	2,078,458	50.75%	4,095,898	(2,017,420)
EXPENDITURES				
Locally Funded:				
Office Equipment	550	N/A	0	(550)
Bus Stop Improvements	225	N/A	0	(225)
Land & Buildings	0	N/A	0	0
Total Locally Funded	1,075	N/A	0	(1,075)
UNTA Funded:				
Personal Services	0		23,700	23,700
Computer Software	3,341	45.15%	7,400	4,059
Office Equipment	17,344	47.56%	36,466	19,122
Maintenance Equipment	26,225	169.02%	15,516	(10,709)
Bus Stop Improvements	32,956	18.83%	174,572	141,616
Land & Buildings	4,269	0.21%	2,017,783	2,013,514
Buses	36,642	44.13%	83,000	46,358
Bus Related Equipment	12,373	19.93%	62,406	50,033
Service Vehicles	0	0.00%	15,000	15,000
Miscellaneous	3,203	47.42%	6,754	3,551
Total UNTA Funded	136,353	5.58%	2,443,602	2,306,249
FHMA Funded:				
Bus Stop Improvements	18,007	7.91%	227,508	209,501
Total FHMA Funded	18,007	7.91%	227,508	209,501
TOTAL EXPENDITURES	155,435	5.92%	2,670,110	2,514,675
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES				
	1,923,023	134.88%	1,425,788	497,235

LANE TRANSIT DISTRICT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES
 RISK MANAGEMENT FUND
 FOR THE SIX MONTHS ENDING DECEMBER 31, 1985 (50% OF YEAR COMPLETED)

	YEAR-TO-DATE	% ACTIVITY	YEARLY BUDGET	BALANCE
RESOURCES				
Beginning Fund Balance	308,167	0.86	358,900	(50,733)
Revenues:				
Transfer from Gen'l Fund	0	N/A	58,000	(58,000)
Interest	10,200	0.34	30,000	(19,800)
Total Revenues	10,200	0.12	88,000	(77,800)
TOTAL RESOURCES	318,367	0.71	446,900	(128,533)
EXPENDITURES				
Administration	4,720	0.29	16,400	11,680
Marker's Compensation	66,118	0.41	161,000	94,882
Liability Program	146,982	0.56	264,600	117,618
Miscellaneous Insurance	1,946	0.40	4,900	2,954
TOTAL EXPENDITURES	219,746	0.49	446,900	227,154
ENDING FUND BALANCE	98,621	N/A	0	98,621

LANE TRANSIT DISTRICT
 COMPARISON OF YEAR-TO-DATE ACTUAL REVENUES AND EXPENDITURES TO BUDGETED
 GENERAL FUND
 FOR THE SIX MONTHS ENDING DECEMBER 31, 1985

	YEAR-TO-DATE ACTIVITY	YEAR-TO-DATE BUDGET	VARIANCE	
			FAVORABLE (UNFAVORABLE) AMOUNT	%
REVENUES				
Operating Revenues:				
Passenger Fares	671,132	522,000	149,132	28.57%
Charters	13,531	23,500	(9,969)	-42.42%
Advertising	20,483	17,250	3,233	19.93%
Miscellaneous	1,519	1,250	269	21.52%
TOTAL OPERATING REVENUES	706,665	564,000	142,665	25.32%
Non-Operating Revenues:				
Interest	87,391	66,666	20,725	31.09%
Payroll Taxes	2,413,311	2,344,600	73,814	3.15%
Federal Operating Assistance	0	0	0	N/A
State In-Lieu-Of Payroll Taxes	178,469	89,800	88,669	N/A
Other Operating Assistance	0	2,084	(2,084)	N/A
Loan Proceeds	61,642	0	61,642	N/A
TOTAL NON-OPERATING REVENUES	2,745,913	2,503,150	242,763	9.70%
TOTAL REVENUES	3,452,578	3,067,150	385,428	12.57%
EXPENDITURES				
Administration:				
Personal Services	238,407	236,550	(1,857)	-0.79%
Materials and Supplies	54,755	64,505	9,750	15.12%
Contractual Services	34,153	52,048	17,895	34.38%
Total Administration	327,315	353,103	25,788	7.30%
Marketing and Planning:				
Personal Services	219,181	222,000	2,819	1.27%
Materials and Supplies	95,989	95,743	(246)	-0.26%
Contractual Services	121,248	131,300	10,052	7.64%
Total Marketing and Planning	436,417	449,043	12,626	2.81%
Transportation:				
Personal Services	1,783,273	1,859,500	76,227	4.10%
Materials and Supplies	10,341	11,094	753	6.79%
Contractual Services	2,059	3,000	941	31.37%
Total Transportation	1,795,673	1,873,594	77,921	4.16%
Maintenance:				
Personal Services	488,595	488,400	(195)	-0.04%
Materials and Supplies	431,906	455,602	53,696	11.06%
Contractual Services	72,694	102,152	29,458	28.84%
Total Maintenance	993,195	1,046,154	52,959	7.71%
Contingency	0	0	0	N/A
Transfer to Capital Projects	0	0	0	N/A
Transfer to Risk Management	0	0	0	N/A
TOTAL EXPENDITURES	3,552,550	3,751,894	199,344	5.31%
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES				
	(99,754)	(684,744)	186,292	-27.21%

QUARTERLY RIDERSHIP SUMMARY
 SECOND QUARTER FY '85-'86

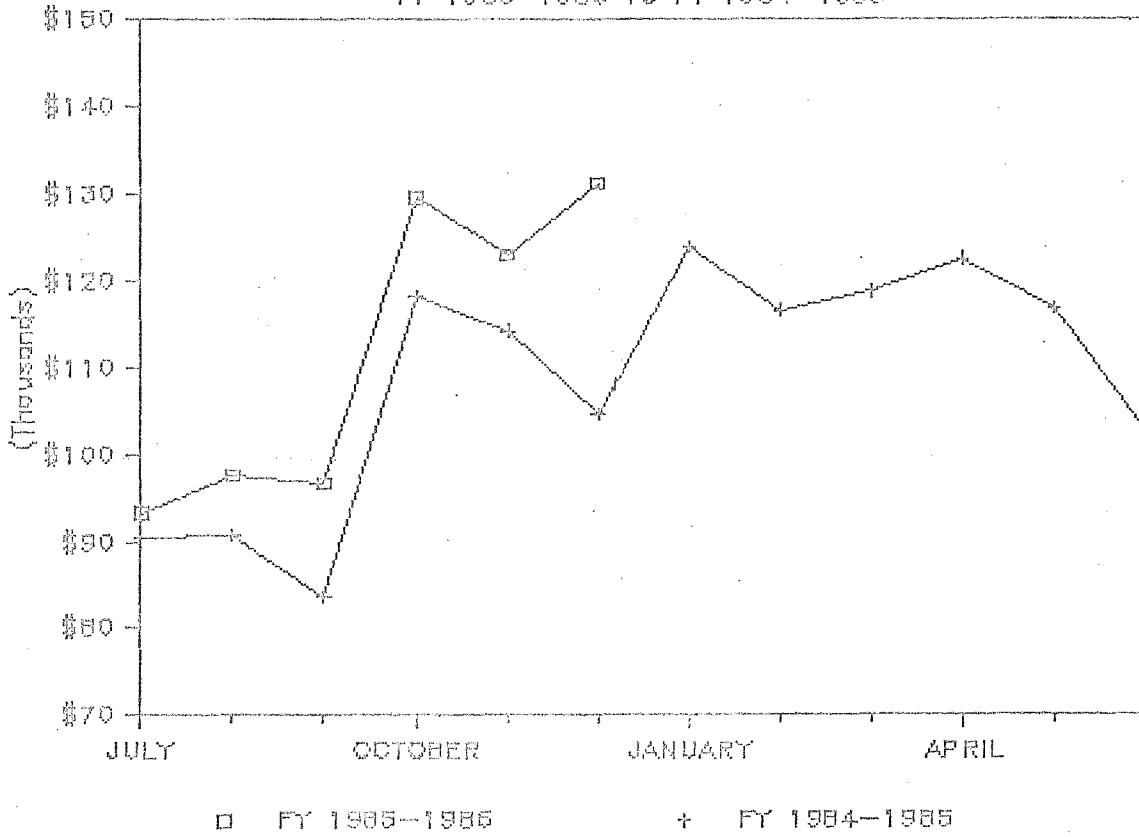
STATISTIC	OCTOBER			NOVEMBER			DECEMBER		
	FY 85-86	FY 84-85	%CHANGE	FY 85-86	FY 84-85	%CHANGE	FY 85-86	FY 84-85	%CHANGE
FAREBOX REVENUE	\$129,568	\$118,180	9.6%	\$122,915	\$114,169	7.7%	\$131,225	\$104,574	25.5%
PERSON TRIPS	321,768	313,415	2.7%	294,325	285,002	3.3%	304,613	268,527	13.4%
WEEKLY SCHEDULE HOURS	3999	4009	-0.2%	3999	4058	-1.5%	3999	4123	-3.0%
PRODUCTIVITY	17.7	17.2	3.3%	17.9	16.9	6.0%	17.9	16.4	9.3%

SECOND QUARTER YEAR-TO-DATE SUMMARY

STATISTIC	TDP GOAL	FY 85-86	FY 84-85	%CHANGE
FAREBOX REVENUE	\$637,896	\$671,133	\$601,789	11.5%
PERSON TRIPS	1,662,991	1,705,162	1,614,554	5.6%
PRODUCTIVITY	17.1	16.9	16.6	1.9%
EFFICIENCY	\$1.41	\$1.39	\$1.49	-6.6%
USER FUNDING	17.6%	17.9%	16.4%	8.7%

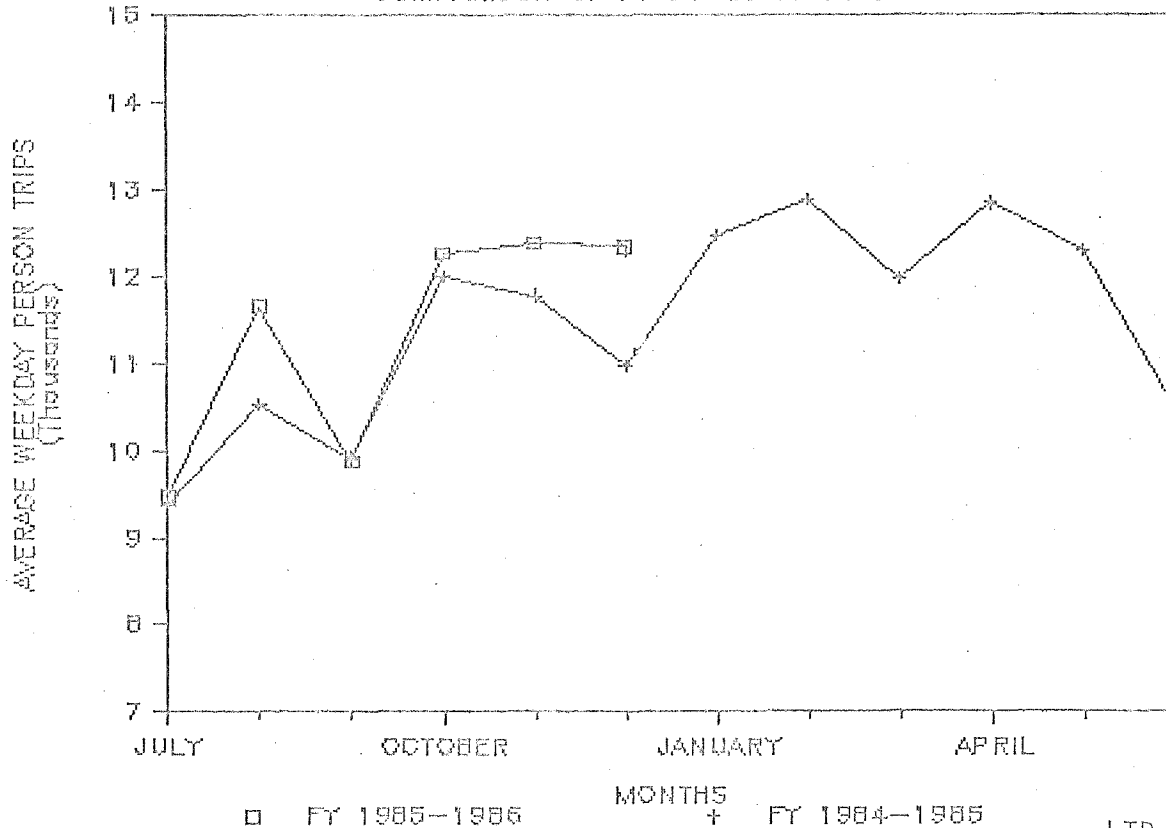
FAREBOX REVENUE COMPARISON

FY 1985-1986 TO FY 1984-1985



AVERAGE WEEKDAY PERSON TRIPS

COMPARISON OF FY 84-85 TO FY 85-86



OPERATIONS SUMMARY
OCTOBER/NOVEMBER/DECEMBER 1986

	October			November		
	85-86	84-85	% CHANGE	85-86	84-85	% CHANGE
On-Time Performance	99.51%	98.78%	+0.74%	97.99%	98.95%	-0.97%
Safe Miles Between Accidents/Incidents	31,227	29,139	+6.69%	27,473	44,116	-37.73%
Miles Between Breakdowns	8,783	4,096	New Standards	4,808	4,325	New Standards
Total Miles	281,043	262,165	+6.72%	192,313	220,582	-12.82%
Complaints	28	15	--	25	20	--
Compliments	4	9	--	5	11	--

	FISCAL YEAR-TO-DATE TOTALS/AVERAGES						
	85-86	84-85	% CHANGE	GOAL	85-86	84-85	% CHANGE
On-Time Performance	100%	99.16%	+0.85%	99.00%	99.07%	99.06%	+0.01%
Safe Miles Between Accidents/Incidents	17,835	25,054	-28.21%	38,000	22,628	31,108	-27.26%
Miles Between Breakdowns	7,927	4,041	New Standards	15,000	7,201	4,532	New Standards
Total Miles	285,355	250,535	+12.20%	n/a	1,448,209	1,430,185	+1.24%
Complaints	28	15	--		81	50	--
Compliments	12	9	--		21	29	--