

Public notice was given to *The Register-Guard* for publication on April 9 and April 23, 1987.

**LANE TRANSIT DISTRICT
ADJOURNED BOARD MEETING**

April 29, 1987

7:30 p.m.

McNutt Room
Eugene City Hall

A G E N D A

- I. CALL TO ORDER
- II. ROLL CALL
 - Parks_____ Pusateri_____ Runyan_____ Smith_____
 - Brandt_____ Calvert_____ Eberly_____
- III. INTRODUCTORY REMARKS BY BOARD PRESIDENT
- IV. BUS RIDER OF THE MONTH
- V. EMPLOYEE OF THE MONTH
- VI. AUDIENCE PARTICIPATION
- VII. ITEMS FOR ACTION AT THIS MEETING
 - A. Approval of Minutes
 - B. Change in Fiscal Year 1987-88 Fare Adjustments
 - 1. Staff Introduction
 - 2. Opening of Public Hearing by Board President
 - 3. Public Testimony
 - 4. Closure of Public Hearing
 - 5. Board Discussion
 - C. Approval of Design for New Operations Facility

- D. Section 3 Grant Amendment
 - 1. Staff Introduction
 - 2. Opening of Public Hearing by Board President
 - 3. Public Testimony
 - 4. Closure of Public Hearing
 - 5. Board Discussion
- E. Salary Committee Recommendation for Administrative Salaries
- F. LTD Contract Review Board Session to Revise LTD Contract Review Board Rules
- G. Budget Transfer

VIII. ITEMS FOR INFORMATION AT THIS MEETING

- A. Current Activities
 - 1. Draft Accessible Service Program
 - 2. Review of Current Legislation
 - 3. Winter Route Schedule Analysis (RSA) Summary
 - 4. July Transit System Board Members Seminar
 - 5. Special Services Report
- B. Monthly Financial Reporting
- C. Quarterly Reporting

IX. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

- A. Public Hearing on Draft Accessible Service Program
- B. Oregon Transit Finance Study Recommendations
- C. Public Hearing on Charter Service
- D. Workers' Compensation Self-Insurance
- E. Public Hearing on Service Changes
- F. Resolution Reaffirming District's Boundaries

- X. EXECUTIVE SESSION PURSUANT TO ORS 192.660(1)(i), for the purpose of reviewing and evaluating the employment-related performance of the General Manager.
- XI. ADJOURNMENT

AGENDA NOTES

Page No.

IV. **BUS RIDER OF THE MONTH:** Jean Fisher has been chosen as the April Bus Rider of the Month. She is a strong supporter of LTD, and was nominated by five LTD drivers who cited her kindness and "a smile on her face that lights up the bus." A former seller of women's fashions, Ms. Fisher has kept busy since her retirement thirteen years ago by volunteering at Sacred Heart Hospital, where she now helps prepare menus in the orthopedic unit. A faithful patron of LTD for over six years, Jean is a welcome sight to the bus operators. As one driver wrote, "Thank you, Jean, for riding our buses; you make our day."

Ms. Fisher will not be able to attend the Board meeting to receive her award and be introduced to the Board members.

V. **EMPLOYEE OF THE MONTH:** The April Employee of the Month, bus operator R.L. Montgomery, will attend the meeting to receive his award and be introduced to the Board.

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

A. Approval of Minutes: The minutes of the March 18, 1987 regular meeting and the April 15, 1987 regular meeting are included in the agenda packet for Board review and approval. 11

B. Change in Fiscal Year 1987-88 Fare Adjustments 25

1. Staff Introduction:

a. Issue Presented: Should the Board approve a staff recommendation to implement the day pass volume discount on June 14, 1987 instead of September 1, 1987?

b. Background: Last year, the Board approved a five-cent cash fare increase, effective June 14, 1987. In the agenda packet for the March 18, 1987 meeting, staff recommended approval of a volume pass discount on monthly passes, a day pass price increase, and a day pass volume discount, all for implementation in September 1987. At the meeting, however, staff recommended instead that the day pass price increase occur on June 14, 1987, to avoid having the day pass price be less than two cash fares from June to September. The Board approved the amended recommendation.

It had originally been intended that the volume discount for day passes be implemented at the same time as the day pass price increase, in order to mitigate the negative impact of increasing the day pass price. Therefore, staff are now recommending that the date of implementation of the volume discount for day passes be changed from September 1, 1987 to June 14, 1987.

- c. Staff Recommendation: That the Board approve the staff recommendation to implement the day pass volume discount, previously approved by the Board, on June 14, 1987 instead of September 1, 1987.
- d. Results of Recommended Action: Staff will publicize and implement the Board's decision.

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

C. Approval of Design for New Operations Facility

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Issue Presented: Should the Board approve the Facilities Committee recommendation to approve the design for the new operations facility which resulted from the design development phase?

Background: The Board Facilities Committee met twice recently to review the design which resulted from the design development phase, the most recent cost estimate, and the associated Section 3 grant amendment.

Included in the agenda packet are a memo from staff and materials which were reviewed by the Facilities Committee on April 21. Enclosed for Board members who have not already received one is a booklet prepared by project architect Eric Gunderson. Staff will present additional information on the design and the cost estimate at the April 29 meeting.

Facilities Committee Recommendation: That the Board approve the design resulting from the design development phase.

Results of Recommended Action: Project architect Eric Gunderson will begin preparation of construction drawings, site work, and landscape contracts.

D. Section 3 Grant Amendment:

30

Issue Presented: Should the Board approve an amendment to the federal Section 3 grant application based on the most recent cost estimate for the new operations facility?

Background: The District previously applied for Section 3 discretionary funds for the new operations facility, based on the first cost estimate for the facility. Since that time, a design and final cost estimate have been prepared. After approval of the design and updated cost estimate, the Board is being asked to approve an amendment to the Section 3 grant amendment. Included in the agenda packet is a memo which explains the grant funding for the new facility and the application process in more detail.

Staff Recommendation: That the Board authorize the General Manager to submit an amended Section 3 grant application for funding of a new operations facility in the amount of \$6,174,187 in federal funds.

Results of Recommended Action: Staff will submit the amended grant application to the Urban Mass Transportation Administration.

E. Salary Committee Recommendation for Administrative Salaries:

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Issue Presented: Should the Board approve the Salary Committee recommendation regarding administrative salaries for FY 87-88, as outlined in the agenda packet?

Background: In October 1986, the Board Salary Committee retained a consultant to conduct an administrative compensation study, as approved by the Board in February 1986. Included in the agenda packet is a memo from the Salary Committee which explains the scope and objectives of the study, summarizes the results, and states the Salary Committee recommendation. The salary survey results are also included for Board members who have not already

received them. Salary Committee members and staff will be present at the meeting to answer any questions the Board may have.

Salary Committee Recommendation: (1) That the Board implement the Salary Committee's recommendation authorizing the implementation for FY 87-88 of 50 percent of the consultant's recommendation, for an average cost of 5 percent, with no adjustments in benefits; and (2) that the Board reaffirm the policy of moving toward and achieving market parity for Lane Transit District administrative salaries; and further, that full implementation of the study recommendations be considered in future years.

Results of Recommended Action: The salary adjustments approved by the Board will be included in the draft budget for implementation on July 1, 1987.

F. LTD Contract Review Board Session to Revise LTD Contract Review Board Rules:

35

Issue Presented: Should the Board, acting as the LTD Contract Review Board, revise its Contract Review Board Rules, which were originally approved on June 18, 1985, to conform with state and federal regulations?

Background: In June 1985, the LTD Board of Directors adopted Ordinance No. 30, making the Board of Directors the Local Contract Review Board (CRB) for LTD. Immediately after adopting the ordinance, the LTD Board met as the Contract Review Board to adopt the "Rules of the Contract Review Board." Those CRB rules are now being changed in order to comply with federal as well as state regulations. Following a triennial review of District reporting procedures, the Urban Mass Transportation Administration set a deadline of April 30, 1987 for the District to correct procurement discrepancies.

Staff Recommendation: That the Board of Directors call a session of the LTD Contract Review Board and adopt the enclosed Resolution Adopting the Rules of the LTD Contract Review Board, then return to regular session to complete the Board of Directors meeting.

Results of Recommended Action: Staff will change procurement techniques to agree with federal and state methods and procedures, as outlined in the amended Rules of the Contract Review Board.

G. Budget Transfer:

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Background: As the District nears the end of the fiscal year, budget transfers are necessary to reflect expense needs as a result of changing circumstances. The District normally processes one to three budget transfers each spring. Funds to cover these expenditures can be taken from other areas where budgeted amounts were not spent. During the present fiscal year, expenditures for Administration--Personal Services have been higher than anticipated. Funds to cover these increased expenses can be taken from Administration--Contractual Services. As the end of FY 86-87 nears, it may become necessary to bring another budget transfer to the Board for approval in June.

Staff Recommendation: That the Board adopt the enclosed Resolution authorizing a reduction in appropriations for Administration--Contractual Services in the amount of \$3,500, for a total reduction of \$3,500, and an increase in appropriations for Administration--Personal Services in the amount of \$3,500, for a total increase of \$3,500.

VIII. ITEMS FOR INFORMATION AT THIS MEETING

A. Current Activities

1. Draft Accessible Service Program: Included in the agenda packet is a memo which explains the District's draft Accessible Service Program, prepared in accordance with federal Section 504 regulations. Also included is a summary of the draft Accessible Service Program. 55
2. Review of Current Legislation: At the meeting, the General Manager will review with the Board current legislation which would have an affect on the District's operations.
3. Winter Route Schedule Analysis (RSA) Summary: Four times each year, staff conduct a Route Segment Analysis (RSA), which involves the collection of passenger trip counts on every bus after every trip on a weekday, a Saturday, and a Sunday. Included in the agenda packet is a staff memo which explains the purpose and structure of the RSA in more detail, and specifically discusses productivity on two routes 59

which were implemented in June and September, 1986. Attached to the memo are tables showing route productivity statistics gathered during the Winter 1987 RSA.

- 4. July Transit System Board Members Seminar: The 1987 American Public Transit Association (APTA) Transit System Board Members Seminar will be held in Newport Beach, California, July 19-21. The seminar emphasizes the role and responsibilities of today's transit policy makers. Any Board members who think they may be interested in attending are asked to contact Jo Sullivan.

- 5. Special Services Report: As a result of Board discussion about special services requested by persons and agencies in the community, a list of requests received (approved and denied) is being included in the agenda packet each month. 65

B. Monthly Financial Reporting: Financial statements for March, 1987 are included in the agenda packet:

- 1. Comparison of Budgeted and Actual Revenues and Expenditures
 - a. General Fund 66
 - b. Capital Projects Fund 67
 - c. Risk Management Fund 68

- 2. Comparison of Year-to-date Actual Revenues and Expenditures to Budgeted (General Fund) 69

C. Quarterly Reporting:

- 1. Ridership
 - a. Highlights of Ridership Summary 70
 - b. Ridership Summary 71
 - c. Average Weekday Person Trips Graph 72
 - d. Farebox Revenue Comparison Graph 72

- 2. Investment Summary 73

- 3. Operations Summary 74

IX. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

- A. Public Hearing on Draft Accessible Service Program: The draft Accessible Service Program will be included in the

agenda packet for the May 20, 1987 Board meeting, and a public hearing will be held on the Program at that time.

- B. Oregon Transit Finance Study Recommendations: An evaluation of the three major financing recommendations proposed in the Oregon Transit Finance Study will be provided for Board review in May.
- C. Workers' Compensation Self-Insurance: Results of a staff study on the feasibility of self-insuring workers' compensation will be included on the agenda for the May or June Board meeting.
- D. Public Hearing on Charter Service: A public hearing on the District's charter service will be held at the June 17 Board meeting.
- E. Public Hearing on Service Changes: A public hearing on proposed service changes for FY 87-88 will be held at the June 17 Board meeting.
- F. Resolution Reaffirming District's Boundaries: A resolution reaffirming the District's boundaries will be placed on the agenda for the May or June Board meeting.

X. EXECUTIVE SESSION PURSUANT TO ORS 192.660(1)(i):

Before adjourning for the evening, the Board will need to move into Executive Session pursuant to ORS 192.660(1)(i), for the purpose of reviewing and evaluating the employment-related performance of the General Manager.

XI. ADJOURNMENT

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, April 15, 1987

In accordance with notice given to *The Register-Guard* for publication on April 9, 1987, the regular monthly meeting of the Board of Directors of the Lane Transit District, scheduled for Wednesday, April 15, 1987 at 7:30 p.m. at the Eugene City Hall, was adjourned to April 29, 1987 at 7:30 p.m. at Eugene City Hall. As stated in the notice, no quorum was anticipated at the meeting.

Absent: Janet Calvert, President
Peter Brandt, Treasurer
Janice Eberly, Vice President
Keith Parks
Gus Pusateri, Secretary
Dean Runyan
Rich Smith



Board Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, March 18, 1987

Pursuant to notice given to *The Register-Guard* for publication on March 12, 1987, the regular monthly meeting of the Board of Directors of the Lane Transit District was held on Wednesday, March 18, 1987 at 7:30 p.m. at the Eugene City Hall.

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

News Media Representatives:
Jim Boyd, *The Register-Guard*
KEZI-TV

Absent: Gus Pusateri, Secretary
Rich Smith

CALL TO ORDER: Ms. Calvert called the meeting to order at 7:30 p.m., and asked that Item G, Lottery Funds, be added to the agenda for that evening. She then stated that it was her pleasure to introduce two very special people, the Bus Rider and Employee of the Month.

BUS RIDER OF THE MONTH: Ms. Calvert introduced Nancy Humphrey, the March Bus Rider of the Month. Ms. Humphrey is a student at Lane Community College, and was nominated by four bus operators because of her loyalty to LTD and her cheerfulness. Ms. Calvert then presented Ms. Humphrey with a gift certificate for a monthly bus pass, a certificate of appreciation, and a lapel pin, and thanked her for her patronage. Ms. Humphrey stated that she really liked being able to ride the bus. It is her only way to get around, and gives her the independence to go to school and to have fun.

EMPLOYEE OF THE MONTH: Ms. Calvert then introduced the March Employee of the Month, Bob Neis, who has been a full-time bus operator at LTD for almost 11 years. He has received his nine-year safe driving award, and has been active on the Planning Advisory Committee and the Facility Advisory Team, and is currently Secretary of the Amalgamated Transit Union Local 757. Ms. Calvert said that she was pleased to recognize Mr. Neis' contributions, and presented him with a letter, a certificate of appreciation, and a check. She added that the Board appreciated his good work and was pleased to have employees like him to

keep the buses running. Mr. Neis stated that he does appreciate the honor, and that the Employee of the Month program is a program he has believed in since it began.

AUDIENCE PARTICIPATION: No one in the audience wished to speak on items of a general nature.

MOTION

APPROVAL OF MINUTES: Ms. Eberly moved that the minutes of the February 18, 1987 regular meeting be approved as distributed. Mr. Runyan seconded the motion, and the minutes were approved by unanimous vote.

VOTE

FISCAL YEAR 1987-88 FARE RECOMMENDATIONS: Ms. Calvert introduced Stefano Viggiano, Planning Administrator, who discussed the FY 87-88 fare recommendations. He began by reviewing the four objectives of the Fare Policy adopted by the Board in February, 1985, and found on page 17 of the agenda packet. He stated that there were a number of advantages in encouraging prepayment, including limiting expenses for paying coin counters and purchasing machines which count cash.

Mr. Viggiano stated that goals one and two, to promote ridership and improve the farebox recovery ratio, do not necessarily go hand in hand. He then used a chart to show ridership and revenue trends, and stated that trips have increased by about 4.5 percent each year. Ridership productivity (trips per hour) increased from 17.1 percent in 1985 to 17.5 percent in 1986 and to 18.1 percent this year. Staff are projecting that farebox revenues will increase 3.2 percent in the current year. The farebox to operating cost ratio and the cost per trip have been lowered. Mr. Viggiano stated that the fare policy is working, and that the recommendations that night continued the same direction.

He then discussed the recommendations. A five-cent cash fare increase, from \$.60 to \$.65, had been approved last year to begin June 15, which is at the end of the current fiscal year. Recommendations for FY 87-88 were a monthly pass discount, an increase in the price of day passes, and a volume discount for the purchase of day passes, all to begin on September 1, 1987. Staff were recommending that the Board wait a year to increase the cost of passes and tokens because inflation has been low.

The monthly pass volume discount would be a 15 percent discount on the purchase of three consecutive monthly passes, and is intended to increase rider retention. In addition to increasing rider retention, selling monthly passes also provides administrative benefits, including less time spent selling day passes or tokens at the counter or counting them after they are used. The cost of implementing this recommendation is estimated to be \$6,219 for the year, with an estimated increase in trips of 30,468.

Day passes allow a patron to ride an unlimited number of times in one day. The passes are now priced at \$1.25, which is just over the cost of two rides. If it is assumed that people are making three trips, a charge of \$1.50 would equal 50 cents per trip, which is the same per-trip cost as

passes and tokens. Revenue from this recommended change is estimated at \$6,233 for the year, with a loss of about 1,526 trips during the same period.

A volume discount for five or more day passes would result in a patron paying \$1.35 for each pass, which is still ten cents more than the current price for day passes. Offering a volume discount would also serve to mitigate the negative impact of increasing the day pass price. The cost of this recommendation is estimated at \$1,145 per year, and should generate about 460 trips per year.

Public Hearing on Fiscal Year 1987-88 Fare Recommendations: The public hearing on FY 87-88 Fare Recommendations was opened by Ms. Calvert. No member of the audience wished to speak, and the public hearing was closed.

Board Deliberation: In response to a question from Mr. Runyan, Mr. Viggiano stated that staff are able to predict the revenue and ridership impacts of cash increases better than other fare changes because five-cent cash fare increases have been implemented for the last several years. Other fare changes are more difficult to predict. The impact of these other fare changes will not be fully known until next year. Ms. Loobey clarified ridership by stating that it refers to trips on the system, not riders. All ridership figures are trip figures.

Ms. Calvert said it has been proven over the years that it is better to make fare payment increases in increments rather than all at one time.

Mr. Viggiano then stated that he would recommend that the day pass price increase change from September 1 to June 14, 1987, to avoid having the day pass price be less than two cash fares from June to September. Ms. Loobey stated that the District deliberately does not change pass prices during the school year, and that it seems to be accepted better to do so at the beginning of a new school year.

Second Public Hearing Regarding FY 87-88 Fare Recommendations: Because staff had changed the stated recommendations by recommending that the day pass price increase begin on June 14 rather than September 1, Ms. Calvert opened a second public hearing on the FY 87-88 fare recommendations. There was no comment from the audience, and the public hearing was closed.

MOTION

Mr. Runyan moved that the Board accept the proposal to make the proposed changes in fares as specified on page 4 of the agenda packet, and include the recommendation that the day pass price increase occur on June 14, 1987. Ms. Eberly seconded, and the motion carried by unanimous vote.

VOTE

FISCAL YEAR 1987-88 CAPITAL IMPROVEMENTS PROGRAM (CIP): Karen Rivenburg, Finance Administrator, called the Board's attention to page 24 of the agenda packet. She stated that the CIP is a planning document used

to project the capital needs of the District for the next one to twenty years, and is updated on an annual basis. Bus replacement is included over a 20-year period, and other items are included in detail for three years and in general after that. The Board adopts the CIP one year at a time, for the following fiscal year, which then "drives" the budget. The capital items for 1987-88 were approved by the Board in grant applications. The total required for capital is \$2,361,000. Of that amount, \$2 million is allocated for the new operations facility; \$138,000 is for passenger boarding improvements, including \$100,000 to continue the program of placing pads and shelters in the community; and \$30,000 is for beginning engineering and architectural services work at Valley River Center. Ms. Rivenburg explained that salary for the Research Assistant assigned to the Automated Passenger Counter (APC) program is included in the capital grant. Of the \$37,000 allocated for office furniture, a coin counting machine will cost \$13,000. Also included is \$5,000 for computer software, which is a relatively small amount. Ms. Rivenburg stated that some funds will also carry over from the current fiscal year.

The Maintenance capital expenditures include moveable parts files, or bins, which can be used now and at the new facility. It is hoped that this project will be completed before the move. Also in the Maintenance CIP is a \$10,000 contingency, to replace maintenance equipment. Next year's CIP also includes \$14,000 for a service vehicle. Ms. Rivenburg explained that each year the District acquires a new vehicle for Operations or Administration staff and the oldest vehicle is sold.

Ms. Calvert asked Ms. Rivenburg to explain about the office furniture and equipment. Ms. Rivenburg replied that anything bought now will be something that will be needed in the new facility and will fit in with plans that have been made for furniture and equipment for the facility. Mr. Runyan wanted to know if the District takes bids for that kind of equipment. Ms. Rivenburg stated that federal and state purchasing rules specify on what the District must take bids or written quotes from three vendors. For larger amounts, a formal bid process is used.

Mr. Runyan said he saw prices that seemed high, such as a laser printer and stand for Maintenance for \$5,500. Ms. Rivenburg said the District presently has a Hewlett Packard laser jet printer with soft fonts and a dual bin sheet feeder, and used the price for that printer in the CIP. After determining the need for those accessories, the District would go out to bid. Mark Pangborn, Director of Administrative Services, further explained that staff do try to estimate on the high side because federal grants lock in a specific number which cannot be exceeded without an amendment. However, if the money is not used, it is reprogrammed for the next fiscal year, as is being done with the software carryover this year.

Mr. Brandt wanted to make sure that the District would not need a payroll tax increase if the Board approved this year's CIP. Ms. Rivenburg explained that the District already has the local share for projects which are carried over, and is only looking at the local share for the FY 87-88

CIP. She directed the Board's attention to page 19 of the agenda packet, and said that \$1.9 million is now available for the new facility, and that local capital needs have been met for FY 87-88. For FY 88-89, however, the District will be short approximately \$400,000, so will need to save that much money if the Board agrees to all the projects in the CIP.

Ms. Rivenburg stated that for a 20-year bus replacement/expansion plan, an average of \$567,000 per year will need to be saved. In looking toward the future, the largest numbers in the CIP are for vehicles and accessories. Beginning in 1991-92, buses will need to be replaced, based on a 15-year life. The facility is being planned in conjunction with future expansion needs, as well.

Ms. Rivenburg also discussed pie charts on pages 30 and 31 of the agenda packet. The charts show where capital money has been spent in the last 16 years, and where it is planned to be spent through the year 2007. The next largest category after buses is for building, maintenance, and other facilities, and the smallest is for passenger facilities, including shelters, pads, bus stop signs, and information displays.

Ms. Calvert wanted to know what was in the current year's budget for the CIP. Ms. Rivenburg replied that \$3 million for the new facility had been included. She called the Board's attention to page 90 of the agenda packet, to the Yearly Budget column and the Total UMTA Funded amount of \$4,536,400.

She then discussed the graphs on pages 32 and 33, showing historically and into the future each fiscal year's CIP expenditures in each category. The graphs show a steady cycle of capital purchases, with larger jumps when buses are bought.

Mr. Runyan wondered what would be included in a project at Valley River Center (VRC). Mr. Viggiano explained that the current bus station at VRC was on the west side of the center and difficult for the drivers and patrons to use. Staff would like to build a station where it is more convenient and accessible, and to improve the passenger amenities, which includes a shelter and bus information displays. He said it could possibly be on the scale of improvements made at the University of Oregon (UO), and added that LTD would probably have to make changes in the parking lot, bus lanes, etc., which could make it a little more expensive than the UO improvements. Mr. Runyan thought such changes would be a good idea.

MOTION

With no further discussion, Mr. Brandt moved that the Board adopt the FY 87-88 Capital Improvements Program as presented in the agenda packet. After being seconded by Ms. Eberly, the motion carried by unanimous vote.

VOTE

CENTRAL AREA TRANSPORTATION STUDY (CATS): Staff discussed with the Board their concerns about the Central Area Transportation Study, which is a traffic, parking, and air quality analysis for downtown Eugene and the Sacred Heart/University of Oregon area. Ms. Loobey stated that the study

was being brought to the Board's attention because staff had several concerns about the study's failure to treat transit in a consistent manner with the TransPlan and with the City's own goals. She added that it puts the District in a position of having to bring to the City's attention their planning model and their failure to adequately address the needs of transit. Ms. Calvert suggested that the letter be addressed to City Manager Mike Gleason instead of the Eugene Public Works Department, and to the Planning Commission and the Eugene Downtown Commission.

Mr. Viggiano explained more about the study, as outlined in the draft memo on page 35 of the agenda packet. He said that the study assumes that the current modal split will not change, and that long-range planning goals based on the Metro plan will be implemented. It projects a 70 percent employment increase but no alternative mode increase, including bicycles, walking, or transit. Because of that, a number of street projects and parking lots had been recommended. Mr. Viggiano stated that the study had addressed only the worst case. LTD staff believed, however, that it was not appropriate to determine street improvements and parking needs based on the worst case, since it tends to overestimate drastically what will be needed. Staff suggested using a best case as well, to give readers both sides of the picture. Mr. Viggiano stated that it is difficult to set priorities when only the worst case is presented.

He added that the study does say that projects will be undertaken only when there is an actual need; however, in practice, the tendency is to try to prepare for projected needs. There is a fear that people will forget that this is the worst case and assume that it is a realistic projection. The City, then, would be spending some money for unnecessary improvements. An abundance of parking would also keep parking prices low and discourage the use of alternative modes of transportation, of which transit is one.

Mr. Viggiano discussed staff's suggested recommendations. On page 36 of the study, staff recommend that LTD be excluded from the requirement to replace parking which has been removed for development.

Mr. Brandt asked how many studies have been prepared. Mr. Viggiano explained that the TransPlan is a transportation study for the entire area, and CATS is a subset or refinement of the TransPlan.

MOTION

Ms. Eberly moved that the letter prepared by staff be sent to City Hall. Mr. Brandt seconded the motion.

Mr. Brandt suggested that the District also tell City Hall to include LTD in future discussions. He thought it seemed appropriate to remind them that the District should be consulted on transportation issues, and suggested that this be stated in a closing paragraph. Mr. Runyan said he would also like to be stronger in the recommendation that the study be changed. He suggested changing the first sentence of the second paragraph on the second page of the draft letter from "The District suggests that a best case also be developed" to, "The District strongly suggests that an

alternative case be developed. . ." Additionally, in the third starred paragraph on that page, Mr. Runyan suggested a further change to insure that the City not be allowed to exclude alternative modes.

In further discussion, Mr. Pangborn stated that this plan would be used to issue permit changes and would probably be used to decide whether Willamette would be two-way from 13th to 19th, and to make parking and traffic changes. Ms. Loobey stated that CATS is already being used as a working document, and Mr. Runyan commented that parking projections are going to be very important to the District. Mr. Parks added that it was interesting the way thinking was reverting to old standards for parking garages and automobiles, when the main thrust for awhile has been toward transit and limiting automobile congestion.

MOTION
TO
AMEND

Mr. Runyan moved to amend the main motion by stating that the suggested comments made by Mr. Brandt and Mr. Runyan be incorporated into the text of the letter prepared by staff. Ms. Eberly seconded the motion.

VOTE

The vote on the amendment was then taken, and the amendment passed by unanimous vote.

VOTE

With no further discussion, the vote on the main motion was taken. The motion carried by unanimous vote.

Mr. Runyan cautioned that the 70 percent implementation figure includes downtown for the next 13 years, but does not include the River-front Research Park.

EUGENE DOWNTOWN STATION: Ms. Loobey said that the Board needed to send a letter to the City Council (Urban Renewal Board) stating that LTD does not have a preferred site for a permanent downtown Eugene bus transfer station. She asked the Board what other steps they would like to take regarding a downtown station, and listed several options. She said that the Board could: (1) continue with the Downtown Facilities Committee in an active planning mode; (2) consider making improvements at 10th and Willamette by consolidating the two brown duck stations; and/or (3) continue to look at the feasibility of the five final sites as permanent siting for a downtown station. Ms. Loobey suggested that the District wait until the dust settles to find out as much as possible about the City's final plans for downtown Eugene, in order to begin in a systematic way to make changes which need to be made. She said the Board had raised questions about specific sites, and staff were in the process of finding answers to those questions. However, she said, LTD need not continue to actively work on this issue, and suggested that it may be better to wait a while and let the downtown processes move forward.

If Willamette Street is opened further, it will have an impact on the current transfer station downtown. Ms. Loobey thought it could get to the point where the community recognizes that the street opening will have an impact on the District's operations. Since everything is now undetermined

and fluctuating, the District would be just responding to a number of different issues.

Ms. Calvert said she would like to see the District keep its eyes open for other sites, as well.

Mr. Runyan wondered if there was any new information on access to the Butterfly Lot. Ms. Loobey informed the Board that the State says that since the lot is in the City, access to the Butterfly Lot from Sixth Avenue is not the State's concern; rather, it is up to the City to determine the access.

Mr. Runyan then asked if the County and attorneys were still working with LTD on the possibility of using the Butterfly Lot for a downtown station. Mr. Pangborn said it was his belief that the attorneys had come up with the process they considered to be the best--vacation by the City--and that is as far as they went with the process. He added that it was staff's intent to not get ahead of the Board in working on this issue, and called the Board's attention to the staff recommendation on page 6 of the agenda packet.

Mr. Parks did not want the City Council to forget the fact that there has to be some kind of permanent transit facility sometime in the downtown area. Mr. Runyan wanted to be sure that a letter had been included in the community forum packet, so the City would know the District was looking at five sites. Ms. Loobey replied that it had. Mr. Runyan's only other concern was whether any action is being taken on any sites near the current station, since it would have an effect on what the District does with its current site.

MOTION

Mr. Brandt moved that the Board direct staff to send a letter to the Eugene City Council indicating that the District is continuing to review the options for improving the downtown station, but is not prepared to recommend a preferred site for inclusion in the Urban Renewal Plan Update. After seconding, the motion carried by unanimous vote.

VOTE**MOTION**

APPOINTMENT OF INDEPENDENT AUDITORS: Ms. Eberly moved that the Board appoint Jones & Roth as independent auditors and authorize the Finance Administrator to sign an engagement letter for the year ending June 30, 1987, and that the Board further authorize the Board Finance Committee to solicit audit proposals for future audit services in October, 1987. Mr. Brandt seconded the motion.

Mr. Brandt then asked if the District had to solicit audit proposals. Ms. Loobey replied that federal and state standards both addressed this issue, and the District has to comply with the most restrictive of the regulations.

Ms. Rivenburg stated that the Request for Proposals (RFP) would include qualifications. Staff would review all proposals and narrow the number for Board Committee interviews. Staff would then negotiate with

the firm that is believed to be the best qualified. It is anticipated that from one to 10 proposals would be received from area firms.

Mr. Brandt stated that being a member of the Division of Firms should be a requirement.

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

AUTHORIZATION TO TRADE LOTTERY FUNDS: Mr. Pangborn opened this discussion by stating that the District is caught between the proverbial rock and a hard place. He explained that the last State Legislature allocated lottery funds to be used as local match for the District's new operations facility because it would help leverage money into the community. A total of \$600,000 had been allocated, but current projections for this biennium are that LTD will receive \$355,000. In order to receive that money, however, it must be obligated under contract by June 30, 1987.

LTD has been able to obligate approximately \$230,000 for the new operations facility project, which leaves about \$100,000 in limbo. Staff were pushing to sign a contract for site work by the end of June, but as the time nears, staff are concerned that one "hitch" in the process would push the process beyond the June 30 deadline, and the money would revert to the State treasury.

One option explained by Mr. Pangborn would be to assign or allocate \$100,000 to another transit district in the State which has projects that are eligible to use lottery money, and have them repay LTD out of future state capital money. He said that the State Legislature is now considering the allocation of stripper well money. Oregon's share is \$8 million, to be used for transit- or energy-related projects. The Governor has proposed that it be used for transit. If this is done, LTD's share would be about \$700,000. If Salem and Rogue Valley receive stripper well money, they could repay LTD's lottery money from those funds. Mr. Pangborn said the gamble is that Salem or Rogue Valley might not receive stripper well money or other state capital funds, and they are not willing to say they will repay LTD if they do not receive state capital funds.

Mr. Pangborn stated that the State allows this kind of shifting of funds between transit districts. It has been done in the past with other State-allocated capital funds. LTD staff believe that there is an excellent chance that the state's transit districts will receive stripper well money, but there is also a chance that they will not. Mr. Pangborn proposed that, if the Board approved the transfer of lottery funds, the District not stipulate a time limit for repayment, so if the money could not be repaid next year, it could eventually be repaid.

Mr. Brandt wondered if such transfers and repayments were legal. Mr. Pangborn replied it is legal. He explained that when the Legislature allocated the money, \$5 million was allocated to the Public Transit Division to allocate to the most needful projects. LTD's allocation was for the new operations facility, and the District has used the greater

Mr. Pangborn stated that staff have been pushing the architects to be able to begin the site work, but if one thing falls out of place, the money will be lost. Salem and Rogue Valley, on the other hand, already have their bid documents and are ready to begin construction work. Mr. Runyan thought it seemed like a good way to handle the problem, including the fact that transit districts would be helping each other.

Mr. Parks asked about the time period for land acquisition, to which Mr. Viggiano replied that it could take six months if the District has to go to court. He explained that staff had been working under the assumption that the District could begin annexation as soon as early possession was assumed, but District Counsel's preliminary opinion is that this assumption was incorrect. The architect's fees are being paid with the lottery money, and the assumption is that a deposit in the court for land acquisition is binding, so the District would be able to obligate those funds. When the District files, it obligates money without a preliminary hearing. The use of that money has already been assumed in the \$233,000 of lottery funds to be spent, and the balance for potential loss to the District is still \$100,000.

MOVED

VOTE

Mr. Runyan moved that the Board approve the Resolution Authorizing the General Manager to Trade Lottery Dollars which had been handed out during the meeting. A copy is attached to these minutes. Mr. Parks seconded the motion, and the resolution was approved on a vote of 4 to 1, with Mr. Brandt voting in opposition and all others in favor of the motion.

ITEMS FOR INFORMATION AT THIS MEETING:

New Operations Facility--Update: Mr. Viggiano handed out a letter to be sent to the Glenwood Neighborhood Organization, so the Board could see it before it was made public. The letter responded to questions raised by the Neighborhood Organization.

Fiscal Year 1987-88 Action Plans: Ms. Loobey stated that the action plans are the staff work plans for the coming fiscal year. They were included in the agenda packet for the Board's information, so the Board could have a sense of the scope of the work being performed.

Review of Current Legislation: Ms. Loobey handed out a copy of HB 3257, a tax amnesty bill in the State Legislature. She explained that it is the intention that some employers who are not now paying the employment tax would have the opportunity to pay back taxes at a 25 percent discount. LTD staff do not believe that there are a lot of people in this area evading the tax. However, Tri-Met administers the self-employment tax, and the opportunities for evasion are much higher. Ms. Loobey said the bill would also require LTD to submit a list of all vendors on a yearly basis, and that she is opposed to doing part of the work of the Department of Revenue. She classified the requirements as onerous and burdensome, and said that she needed to have some sense of the Board's

portion of the money. Ms. Rivenburg explained that the transfer would not show on LTD's books, since it is grant money that would not be received. Mr. Pangborn further explained that LTD's share was determined by internal agreement by the transit districts in Oregon, after which it was approved by the Public Transit Division and the Legislature.

Mr. Brandt expressed his opinion that any lottery money loaned to another transit district should be repaid on July 1, 1987, the beginning of next fiscal year. If they would not agree to that, he thought the lottery money should just revert to the State. Mr. Pangborn replied that, irrespective of the rationale of the other transit districts' response, LTD staff would hate to lose any chance to regain \$100,000, which is what would happen if it reverted to the State. Ms. Rivenburg added that she would suspect that there are legal restrictions from another transit district giving LTD money directly, but allowing the District to take over their capital grant money is different.

Mr. Parks stated that LTD may find out it can't use the money by June 30 anyway, and lose the chance for it altogether. Ms. Loobey stated that if it goes back to the Legislature, the amount set aside for transit will diminish. If it can be kept in the transit community, it demonstrates a need for those funds. Additionally, she said, there is some value in maintaining a helping relationship within the transit community.

Ms. Calvert wondered what would happen if Salem received part of LTD's lottery funds and its new board of directors decided not to pay back the money. Ms. Loobey replied that a resolution regarding stripper well money would be presented to the current board, and the contract would be binding on a new board. If it were general fund revenues that were being discussed, LTD would have less assurance that the money would be repaid. Mr. Pangborn stated that staff would propose a written contract that the other transit district(s) would be obligated to repay the funds upon receipt of any state capital money.

Mr. Brandt asked if the lottery money could be used to purchase equipment for the new facility. Ms. Loobey replied that it can only be used for construction, not equipment.

Rogue Valley is remodeling its maintenance facility, and Rogue Valley staff are concerned that they will miss their construction season and not be able to complete the project by fall.

Mr. Brandt wondered if LTD could get a waiver for special circumstances in order to retain the money. Ms. Loobey explained that the District would have to obtain a special waiver from the Legislature. Mr. Pangborn added that the Governor did not even propose using lottery funds for transit, so it may not be beneficial to go back to the Legislature.

Mr. Brandt stated that he was not in favor of transferring the funds to another transit district.

agreement or disagreement with the bill when she talks to senators and representatives.

Mr. Runyan said he would like to see LTD pulled out of this law, and wondered what the likelihood of that would be. Ms. Loobey said that if the Board instructed her, she would say that LTD opposes it in its entirety and would like to be exempt. Tri-Met is interested in the bill for its own purposes. Mr. Runyan then wondered if it would be appropriate to suggest an amendment that takes LTD out of the provisions of the bill, but that any transit district that is not exempt could be requested, rather than required, to submit vendor lists.

Ms. Loobey also discussed Senate Bill 773, which authorizes those transit districts which levy a payroll tax to levy an employee tax at a lower rate. This would broaden the tax support for transit. She explained that it would only affect LTD and Tri-Met, and the tax would be levied against those who are currently exempt, such as public employers. Local government employers would not pay, but local government employees would. The tax would be levied against gross wages, and would be withheld like FICA, with employers filing the forms.

Ms. Loobey stated that she had a number of concerns about the bill. The concept of this bill regarding the effect on those who are in very low-earning jobs, part-time jobs, etc., has not yet been researched. The bill is still in concept form. Ms. Loobey said that if the Board agrees with the concept, she will come back to them to address any concerns about the bill.

The maximum self-employment tax would increase to 1 percent. The tax on self-employment and employers would have to be equal. If the employer-paid payroll tax were at .005, then the self-employment tax would also be at .005.

Mr. Brandt liked the fact that employees would pay. He said the community would see more of the actual cost of services, and there would be more public input. Ms. Eberly talked about having exemptions in the bill for students and minimum wage earners. Ms. Loobey said that the LTD Board may be able to exempt any classification it chooses, and the tax would not have to be referred to the people for a vote. She said that the District would not want automatic referral of this bill, which would mean having the District's only source of income on the ballot. The Board would have the option to impose it or to refer it to the people, however. Even if the bill is enacted, LTD would not have to enact the tax. If the Board does not wish to use this tax, LTD could ask for an exemption for transit districts in areas with populations under 400,000. Ms. Loobey stated that the Oregon Transit Association (OTA) is drafting the bill, and is asking for input from the Board to see if the bill should be pursued.

Mr. Runyan thought it would be interesting to pursue, but it worried him; he thought it was important to allow LTD to leave the tax as it is and to let Tri-Met try out this new tax. He said that now the constituency does not see the taxation that it pays, but this bill would create a


very large constituency of tax payers. He said that may or may not be for the better.

Mr. Brandt thought it would be good for the people to know what they are paying, and he also thought they should be paying. Ms. Eberly said she would like to look at this bill further. Ms. Loobey said that the intent of the increase to 1 percent is for Tri-Met's purposes, and that LTD controls what the local rate will be. Ms. Eberly commented that the Board members struggle as a responsible Board to keep the tax rate down. Mr. Runyan said he was attracted to the concept but concerned about the transition. Mr. Parks commented that passing this bill could lead to an elected Board.

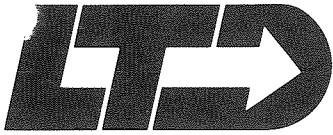
July Transit System Board Members Seminar: Ms. Calvert mentioned the American Public Transit Association (APTA) Board members' seminar to be held in Newport Beach, California on July 19-21. Ms. Loobey said the conference provides good information for board members, and Mr. Brandt thought it would be beneficial to send someone.

MOTION
VOTE

ADJOURNMENT: Mr. Brandt moved that the meeting be adjourned. After seconding, the meeting was unanimously adjourned at 9:50 p.m.



Board Secretary



Lane Transit District

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

April 29, 1987

MEMORANDUM

TO: Board of Directors
FROM: Stefano Viggiano, Planning Administrator
RE: Fare Recommendation

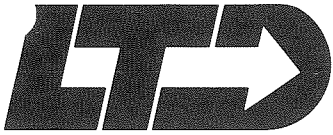
At the March 18, 1987 meeting, the Board took action on several changes to the fare structure. The Board passed a volume pass discount on monthly passes to be implemented in September, 1987; a day pass price increase to be implemented in June, 1987; and a day pass volume discount to be implemented in September, 1987.

Staff recommend that the day pass volume discount be implemented on June 14, 1987 (at the same time as the increase in the price of the day pass). It had been intended that the two changes in the price of the day pass be implemented at the same time. That this was not recommended to the Board last month was an oversight on the part of staff.

Staff Recommendation: That the Board implement the day pass volume discount, approved at the previous Board meeting, on June 14, 1987 instead of September 1, 1987.

Stefano Viggiano/jp
Stefano Viggiano
Planning Administrator

SV/caf



April 29, 1987

MEMORANDUM

TO: Board of Directors

FROM: Facilities Committee

RE: New Operations Facility: Recommendation on the Design Development Approval and on a Section 3 Grant Amendment

The Facilities Committee met on March 31 and April 21, 1987 to review the design resulting from the design development phase, the most recent cost estimate, and the associated Section 3 grant amendment. Information on each of these topics is included in the attached material, which was included with the April 21 Facilities Committee packet. Also enclosed with the packet is a booklet prepared by project architect Eric Gunderson on the design development phase of the project. The booklet includes information on the design, the cost estimate, and reduced design drawings.

The Facilities Committee recommends approval of the design of the facility and an amendment to the original Section 3 grant for the facility. The committee was particularly pleased that the current cost estimate does not exceed the previous cost estimate, despite significant increases in the land costs and the market adjustment to the construction bid.

At the meeting, staff will present additional information on the design, the cost estimate, and the Section 3 grant amendment.

Facilities Committee Recommendation

That the Board approve, in two separate actions:

1. The design resulting from the design development phase.
2. A Section 3 grant amendment consistent with the current cost estimate of \$10,808,942.00.

Janet Calvert
Janet Calvert
Facilities Committee Chair

JC:sv:sbe

Enclosures

III. DESIGN DEVELOPMENT; COST ESTIMATE; SECTION 3 GRANT AMENDMENT

The Facilities Committee is being asked to review material and take action on the design resulting from the design development phase, the related cost estimate, and the associated Section 3 grant amendment. Information on each of these questions is provided in this memorandum and in the Design Development booklet which is included with this agenda packet.

Design

At the last meeting, the Facilities Committee reviewed the proposed design resulting from the design development phase. This design was used in developing the cost estimate that will be discussed at this meeting. Staff do not intend to present additional information on the design, but will be happy to answer any questions the Committee may have on the material that was presented at the last meeting. The booklet provides some additional information on the proposed design.

Approval of this design does not preclude future changes in the design. Currently, the design is only approximately 45% complete. In addition, the second phase of value engineering is to be conducted in May and there is ongoing staff review of the design. Thus, future changes to the design are likely. However, since the Section 3 grant amendment is based upon this design, changes in design that result in increases to the budget will be discouraged.

Cost Estimate

The Design Development booklet includes information on the **construction costs only**. Table 1 on the following page provides a look at the total budget, including all costs that are associated with the facility project and to be charged to the grant.

As the table indicates, the current cost estimate is, in total, almost exactly equal to the previous cost estimate developed after the schematic design phase last fall. Within individual categories, however, there is some variation. Land costs are estimated to be approximately \$126,000 higher than originally expected, owner furnished items are now estimated about \$100,000 above the previous estimate, and the market adjustment has increased by \$216,000. Overall, the construction costs estimate is \$322,000 below the previous estimate.

The current cost estimate indicates a construction cost of approximately \$79 per square foot for the administration/operations building and \$61 per square foot for the maintenance building. In comparison, the EWEB office building currently under construction is estimated to cost \$100 per square foot and the construction contract for the EPUD office building is approximately \$85 per square foot.

Table 1

	Schematic Est. November 1986	Des. Dev. Est. April 1987	Change
Consultants, Adm., Permits & Moving	\$ 855,724	\$ 905,244	\$ 49,520
Property Acquisition	507,000	633,250	126,250
Owner Furnished Items	167,351	267,330	99,979
Construction Contract			
Site Work	1,868,795	1,762,331	(106,464)
Maint, Fuel, & Wash	3,017,388	2,760,845	(256,543)
Office Building	1,545,790	1,779,048	233,258
Other Areas	292,234	398,736	106,502
Equip. & Furnish	1,264,801	1,018,104	(246,697)
SAIF Adjustment	51,664	0	(51,664)
SUBTOTAL	\$9,570,747	\$9,524,888	\$(45,859)
Contingency	715,240	575,251	(139,990)
Inflation	256,916	225,981	(30,935)
Market Adjustment	266,783	482,822	216,039
TOTAL	\$10,809,686	\$10,808,942	\$ (745)

The following is a brief summary of the changes in each of the line items on Table 1. A more complete discussion will be provided at the meeting.

CONSULTANTS, ADM., PERMITS, MOVING: + \$49,520

The increases in this category result from some amendments to the design contract to cover changes in the scope of work, an amendment to the environmental assessment required by the change in site location, and an operating plan for the facility that was not previously budgeted.

PROPERTY ACQUISITION: + \$126,250

The offers made to the land owners are approximately \$80,000 more than the original estimate for land costs. Additionally, this budget includes the cost of the recently retained negotiator and \$40,000 in legal fees that may be necessary if litigation is required.

OWNER FURNISHED ITEMS: + \$99,979

The major increase in this category is \$102,000 for the installation of a water main that the District would contract for directly with EWEB. This water main replaces a submerged water storage tank and pumps that would otherwise be necessary in order to achieve adequate water pressure. There is a net increase in initial capital costs for the water line of approximately \$10,000. However, the life-cycle costs are expected to be

lower with the new water line. The storage tank and pumps which had been budgeted in construction site work have been deleted.

The other changes in this line item are \$9,600 for removal of asbestos from the large movie screen and \$25,000 which has been included for interior landscaping including plants and art work.

CONSTRUCTION CONTRACT: (\$321,608)

The overall construction cost is expected to be significantly lower than previously estimated, although some areas show increases. Discussion of the construction estimate will be provided at the meeting.

CONTINGENCY: (\$139,990)

As design work becomes more complete and detailed, the amount of "unknowns" in the design are reduced and necessary contingency for the project can decrease. The current estimate includes a contingency of approximately six percent overall, although the contingency of the individual categories varies. The previous estimate included an eight percent contingency.

INFLATION: (\$30,935)

The inflation factor was reduced from 3.0% to 2.8% to reflect the shorter period of time until the construction bid is let.

MARKET ADJUSTMENT: + 216,039

As a result of delays in some major local construction projects (most notable Sacred Heart Hospital and the University science buildings) it is expected that the bidding environment will be even less competitive next winter than previously believed. The current estimate includes a six percent market adjustment, compared to a three percent adjustment in the previous estimate. Additional information on this item is provided in the design development booklet.

Section 3 Grant Amendment

The District submitted a preliminary Section 3 grant for this project nearly two years ago. The grant amount was based on the original project estimate which was developed in April 1985. The grant must be amended to reflect changes in the cost estimate that have occurred since that time. Staff propose to submit a Section 3 grant amendment that is consistent with the current cost estimate as reflected in Table 1 above. A summary of the funding situation, including the initial grant amounts and the proposed grant application amounts based on the current cost estimate, is provided on an attached page.

The Urban Mass Transportation Administration has indicated that the grant amendment must be received in April if the money is to be available by this coming fall. UMTA has also stated that they would not look favorably upon any additional amendments to the Section 3 grant after this one.



Lane Transit District

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

April 29, 1987

MEMORANDUM

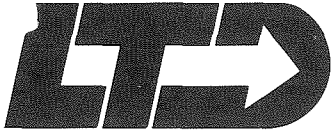
TO: Board of Directors
FROM: Mark Pangborn, Director of Administrative Services
RE: Amended Section 3 Grant Application

Now that the Board has selected a design and approved a final estimate for the new operations facility, the last piece of the funding puzzle can be put in place. That piece is the Section 3 grant funding. The District is funding this project from a number of different grants: three years of Section 9 funding (FY 85, 86, 87), one year of Section 18 funding (FY 86), and, finally, Section 3 discretionary funds. The Section 3 funds will provide the balance of funds necessary to completely pay for the project.

The District has already applied for Section 3 funds, but the amount included in that application was based on the first cost estimate, which has since increased. It was understood by UMTA officials that this would most likely happen, so they are expecting an amendment to the original application. The current cost estimate for the new operations facility is \$10,808,942. All other grant sources exclusive of Section 3 will contribute \$2,576,693 to the project. This leaves a balance of \$8,232,249 that is to be funded by the Section 3 grant. That amount is split between 75 percent grant funding (\$6,174,187), and 25 percent local funding (\$2,058,062). UMTA has indicated that this amount is within its acceptable grant range.

I must caution at this point that the granting of Section 3 funds is discretionary. All decisions are made by the national UMTA office in Washington, D.C. The District's project is strongly supported by the regional UMTA office and is the only application from Region 10, so it has a high probability of being funded. Nonetheless, it should not be considered guaranteed.

BOARD ACTION REQUIRED: Amending the current Section 3 grant application to make the application consistent with the current cost estimate for the new operations facility.



April 29, 1987

MEMORANDUM

TO: Board of Directors
FROM: Mark Pangborn, Director of Administrative Services
RE: Amended Section 3 Grant Application

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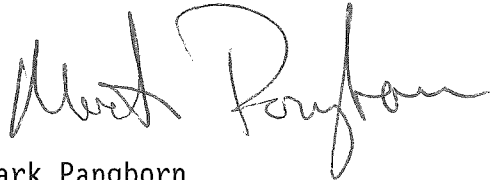
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BOARD ACTION REQUIRED: Amending the current Section 3 grant application to make the application consistent with the current cost estimate for the new operations facility.

Board of Directors
Amended Section 3 Grant
Application
April 29, 1987
Page 2

PROPOSED MOTION: That the Board authorize the General Manager to submit an amended Section 3 grant application for funding of a new operations facility in the amount of \$6,174,187 in federal funds.

A handwritten signature in cursive script, appearing to read "Mark Pangborn".

Mark Pangborn
Director of Administrative Services

MP:ms:js



April 29, 1987

MEMORANDUM

TO: Board of Directors
FROM: Board Salary Committee
RE: Compensation Study - Administrative Salaries

In October, 1986, the Board Salary Committee retained a consultant to conduct an administrative compensation study as approved by the Board on February 19, 1986. Martin Kenny of James Consulting Services has been working with the Executive Committee since that time to complete the study.

The scope and objectives of the study involved two major issues which had been identified by the Board Salary Committee and Executive Committee. These were:

- * A comparison of Lane Transit District administrative salaries and benefits with like positions in other organizations, in both the public and private sectors.
- * A review of the internal salary relationships between administrative jobs and review of the method of analyzing and establishing those relationships.

The study found most Lane Transit District administrative salaries to be below the market average for comparable positions in both the public and private sectors. Administrative benefits are average for public sector employers and somewhat above local private sector employers. The study also confirmed, with few exceptions, that the District's internal alignment of positions is appropriate.

To fully implement the consultants recommendations, administrative salaries would need to be adjusted an average of 9.5 percent.

Board of Directors
Compensation Study - Administrative
Salaries
April 29, 1987
Page 2

Salary Committee Recommendation: After meeting with the consultant and reviewing the Executive Committee's recommendation concerning the study, the Board Salary Committee recommends the following:

- * That the Board implement fifty percent (50%) of the salary recommendations for an average cost of 5 percent. Make no adjustments in benefits; and
- * That the Board reaffirm the policy of moving toward and achieving market parity for Lane Transit District administrative salaries; and further, that full implementation of the study recommendations be considered in future years.

A copy of the compensation study and the recommended salary schedule is attached for your review. The Board Salary Committee members will be available at the April 29 Board meeting to explain the recommendation and answer any questions.



Rich Smith
Chairman, Board Salary Committee
Lane Transit District

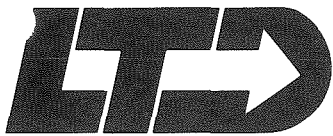
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attachment

LANE TRANSIT DISTRICT
 ADMINISTRATIVE SALARY SCHEDULE FY 87-88
 EFFECTIVE: JUNE 28, 1987

		Minimum	Maximum
Grade 1	Clerk Typist	\$914 (420)	\$1218 (560)
Grade 2		\$1027 (472)	\$1369 (629)
Grade 3		\$1105 (508)	\$1473 (677)
Grade 4	Administrative Secretary Operations Secretary Accounting Clerk	\$1256 (577)	\$1674 (770)
Grade 5	Maintenance Data Tech.	\$1377 (633)	\$1836 (844)
Grade 6		\$1469 (675)	\$1959 (901)
Grade 7		\$1625 (747)	\$2166 (996)
Grade 8	Marketing Representative	\$1798 (827)	\$2397 (1102)
Grade 9	Purchasing Agent Transit Planner Research Assistant Executive Secretary Maintenance Supervisor System Supervisor	\$1910 (878)	\$2546 (1171)
Grade 10	Senior Transit Planner Field Supervisor	\$2005 (922)	\$2673 (1229)
Grade 11	Customer Svc. Administrator	\$2067 (950)	\$2756 (1267)
Grade 12		\$2129 (979)	\$2839 (1305)
Grade 13	Personnel Administrator Safety and Risk Manager Transportation Supervisor MIS Administrator	\$2191 (1007)	\$2921 (1343)
Grade 14		\$2295 (1055)	\$3060 (1407)
Grade 15	Finance Administrator Planning Administrator Marketing Administrator Transportation Administrator Maintenance Administrator	\$2399 (1103)	\$3199 (1471)
Grade 16		\$2519 (1158)	\$3359 (1544)
Grade 17		\$2639 (1213)	\$3519 (1618)
Grade 18	Director of Admin. Svcs. Director of Operations	\$2759 (1269)	\$3679 (1691)

() Denotes bi-weekly salary



April 29, 1987

MEMORANDUM

TO: LTD Contract Review Board
FROM: Johni Giralt, Purchasing Agent
RE: LTD/CRB Recommendations

In response to UMTA comments, the following revised Contract Review Board rules are presented for your review. Generally, LTD must apply practical procurement techniques in compliance with the State of Oregon Statutes and federal regulations.

Our goal is to satisfy the regulatory guidelines while insuring the most cost-effective conduct of District business.

LTD's legal counsel has rendered an "Opinion of Counsel" on the final draft, which concurred with staff's recommendations.

Significant Changes:

- (1) The Oregon Preference has been deleted.
- (2) All contracts shall be competitively bid except items specifically exempt under the revised rules.
- (3) Contracts may be extended to a three-year contract period rather than a two-year period.

Staff Recommendation: That the Board adopt the revised LTD/CRB rules in order for LTD to meet UMTA's deadline of April 30, 1987.

LTD will certify that its procurement procedures comply with relevant regulations. This will significantly reduce burdensome federal review of most contracts.

Johni Giralt / jg
Johni Giralt
Purchasing Agent

JG:js

RESOLUTION

A RESOLUTION ADOPTING THE RULES OF THE
LTD CONTRACT REVIEW BOARD

The Lane Transit District Contract Review Board (LTD/CRB) resolves as follows:

WHEREAS, the LTD Board of Directors, by Ordinance No. 30, adopted on June 18, 1985, created itself as the local contract review board for LTD pursuant to ORS 279.055, and

WHEREAS, the LTD/CRB is authorized by ORS 279.055(5) and LTD Ordinance No. 30 to adopt rules by resolution, and

WHEREAS, on June 24, 1986, the LTD/CRB adopted rules pursuant to ORS 279.055 and LTD Ordinance No. 30, and

WHEREAS, said rules need to be amended to comply with UMTA regulations, and

WHEREAS, the attached rules have been so amended, and

WHEREAS, exemptions from competitive bidding contained in the rules adopted by this Resolution are unlikely to encourage favoritism in the award of LTD contracts or to substantially diminish competition for those contracts, and will result in substantial cost savings to LTD.

NOW, THEREFORE, BE IT RESOLVED by the LTD/CRB:

That the amended Rules of the LTD/CRB, titled "Rules of Lane Transit Contract Review Board (April, 1987)," a copy of which is attached to and hereby made a part of this Resolution, are adopted. Those rules supersede the rules previously adopted by this Board on June 24, 1985.

Date

Board President

RULES OF
LANE TRANSIT DISTRICT
CONTRACT REVIEW BOARD
(April, 1987)

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GENERAL

Section 1. Name.

The local contract review board created by LTD's Board of Directors shall be known as the LTD Contract Review Board, and may be abbreviated LTD/CRB.

Section 2. Definitions.

As used in these rules, unless the context requires otherwise:

1. "Board" means LTD Contract Review Board.
2. "Competitive Bidding" means solicitation of competitive quotations/offers using either informal or formal procurement methods.
3. "Blanket Purchase Agreement" (BPA) is a long term contractual tool which will require purchase orders to release specific items or products for delivery to LTD during a contract period.
4. "General Manager" means the General Manager of LTD.
5. "Public Contract" means any purchase, lease or sale by LTD of personal property, public improvements or services other than agreements which are for personal service.
6. "Personal Services" means services performed as an independent contractor in a professional capacity, including but not limited to:
 - a. Accountant;
 - b. Attorney;
 - c. Architectural or land use planning consultant;
 - d. Physician;
 - e. Dentist;
 - f. Registered professional engineer, appraiser, or surveyor;
 - g. Passenger aircraft pilot;
 - h. Aerial photographer;
 - i. Timber cruiser;
 - j. Broadcaster;
 - k. Artist in the performing or fine arts, including but not limited to photographer, filmmaker, painter, weaver, and sculptor;
 - l. Consultant;
 - m. Educational or human custodial care;
 - n. Services of a specialized, noncommercial, and creative or research-oriented nature.

"Personal Services" does not include:

- a. Services, even if rendered in a professional capacity, if the predominant result of the contract is a product (for example, a contract with a landscape architect to design a garden is for personal services, but a contract to design a garden and supply all the plants is not);
 - b. Labor that is of a type that generally can be done by any competent worker, including but not limited to janitorial work, security guard work, crop spraying, laundry, and landscape maintenance; and
 - c. Trade-related activities, even if a specific license is required to engage in the activities.
7. "President" means the presiding officer of the LTD Contract Review Board and is the same person who serves as President of the LTD Board of Directors.
 8. "Public Improvement" means projects for construction, reconstruction or major renovation on real property by or for LTD. It does not include emergency work, minor alterations, ordinary repair or maintenance necessary to preserve a public improvement.
 9. "LTD" means Lane Transit District.

Section 3. Competitive Bidding; Exemptions Generally.

All LTD public contracts shall be based upon competitive bidding except the following:

1. Contracts made with other public agencies or the federal government. If federal funds are to be utilized by LTD, the personal property, public improvement or services to be acquired from any other public agency must have been acquired by said agency through public bidding procedures, to the extent required by UMTA Circular 4220.1A.
2. Contracts specifically exempt under these rules.

CATEGORICAL EXEMPTIONS

Section 4. Exemption of Contracts Under Certain Dollar Amounts.

1. LTD may let a contract under \$10,000 without competitive bidding if LTD has determined that awarding the contract without competitive bidding will result in cost savings and UMTA Circular 4220.1A and requirements of paragraph 2 of this section are followed.
2. LTD must make reasonable efforts to obtain at least three quotes prior to awarding a contract under paragraph 1 of this section. If three quotes are not available, fewer will suffice if a written record is made of the effort to obtain quotes.
3. LTD may let a contract without competitive bidding for the following if LTD has determined that awarding the contract without competitive bidding will result in a cost savings.
 - a. Equipment rental to meet short term, seasonal or emergency needs less than three months and for a maximum \$1,000.
 - b. Contracts for supplies where the value of the contract is less than \$2,500, provided no federal funds are used for the purchase.
 - c. A non-repetitive procurement under \$250.
 - d. A non-repetitive personal services procurement under \$500.

Section 5. Emergency Contracts.

1. To authorize an emergency contract, LTD's Board of Directors must declare by resolution that an emergency exists and make detailed written findings describing the emergency conditions necessitating prompt execution of the contract.

Section 6. Equipment Repair and Overhaul.

1. Contracts for equipment repair or overhaul may be let without competitive bidding if one of the following criteria is satisfied:
 - a. The service or parts required are unknown and cannot be determined without extensive preliminary dismantling or testing; or
 - b. The service or parts required are for sophisticated equipment and the service or parts installation requires specially trained personnel that are available from only one source.

2. The General Manager shall promptly report to the LTD/CRB all contracts for equipment repair or overhaul under this exemption in which the contract amount exceeds \$10,000. The report shall include:
 - a. A brief description of the contract;
 - b. The name of the contractor;
 - c. The total dollar amount of the contract;
 - d. A statement of the criterion upon which the award without competitive bidding is based; and
 - e. A description of the selection method that was used.

Section 7. Auction Sales.

Personal property may be sold at auction if LTD determines that the auction contemplated will probably result in a higher net return than if the property were sold by competitive written bid.

Section 8. Copyrighted Materials.

If a contract is for the purchase of copyrighted materials and only one available supplier for the materials is known, LTD may contract for purchase of the materials without competitive bidding.

Section 9. Library Periodicals.

LTD may purchase subscriptions to journals, magazines, and similar periodicals for its library without competitive bidding.

Section 10. Advertising Requirements.

Contracts for advertising public notices and solicitations may be purchased without competitive bidding. All formal IFBs/RFPs shall be advertised in publications that cross state boundaries.

Section 11. Insurance Contracts.

1. Contracts for insurance where either the annual or aggregate premium exceeds \$5,000 must be let by competitive bidding or by one of the procedures described in this section.
2. a. LTD may appoint a licensed insurance agent to serve as LTD's Agent of Record and perform insurance services in connection with more than one insurance contract. Among the services to be provided is the securing of competitive proposals from insurance carriers for all coverage for which the agent of record is given responsibility.

- b. Prior to the selection of an agent of record, LTD shall make reasonable efforts to inform known insurance agents in the competitive market area that it is considering the selection. Those efforts shall include a public advertisement in at least one newspaper of general circulation in the Eugene-Springfield metropolitan area. The article shall generally describe the nature of the insurance that LTD will require. If the amount of the annual premium for insurance other than employee benefits insurance is likely to exceed \$10,000 per year, the notice also shall include a public advertisement in at least one insurance trade publication of general circulation in the state.
 - c. The period of appointment of an Agent of Record shall not exceed six years. Agents of Record may serve more than one appointment period, but must qualify for such subsequent appointment prior to each period as if each appointment period were the first. This section shall not affect LTD's contractual rights, if any, to terminate the appointment of an Agent of Record prior to the end of any appointment period.
- 3.
- a. LTD may solicit proposals from licensed insurance agents for the purpose of acquiring specific contracts.
 - b. Before contracting for specific insurance, LTD shall make reasonable efforts to inform known insurance agents in the competitive market area of the subject matter of the contract, and to solicit proposals for providing the services required in connection with the contract.
 - c. LTD shall select an insurance agent on the basis of the most competitive offer considering coverage, premium cost, and service to be provided.
- 4.
- a. Within 30 days after the selection of an agent of record under subsection 2 of this section, LTD's General Manager shall report to the LTD/CRB the name of the agent, the number of agents that offered to provide the service, and the reasons for the selection.
 - b. LTD's General Manager shall report annually to the LTD/CRB all insurance contracts purchased under subsection 3 of this section. The reports shall be filed by July 31 of each even-numbered year after 1984, covering the two preceding fiscal years. The reports shall include:
 - i. A description of the contract;
 - ii. The name of the company

- iii. A description of the reasons why the insurance agent and insurance carrier were selected and other proposals rejected.

Section 12. Disadvantage Business Enterprises.

LTD's General Manager shall report annually to the LTD/CRB all contracts that are let pursuant to this section. Reports shall be filed by July 31 of each even-numbered year after 1984, covering the preceding two fiscal years. The reports shall include:

- a. A description of the contracts, including the amount.
- b. The name of the contractor, and a general description of the type of work to be performed or service or product to be purchased.

Section 13. Contract Modifications.

Any modification for additional work requested by LTD, including a change order, extra work, field order, or other change in the original specifications, that increases the original contract price may be made with the contractor without competitive bidding provided one of the following criteria is satisfied:

1. The original contract was let by competitive bidding and imposes a binding obligation on the parties covering the terms and conditions of the additional work resulting in the cost increase; or
2. The additional work is necessitated by unanticipated circumstances, such as differing site conditions, that were not reasonably foreseeable.
3. The modification shall not exceed 10% of the initial contract amount, or 20% of the initial contract amount when that amount does not exceed \$100,000.

Section 14. Sole Source.

1. LTD may award a contract for a service or product without competitive bidding if LTD has determined that the service or product is available from only one source after making a reasonable effort to identify alternative sources. A cost analysis shall accompany these procurements. Refer to UMTA Circular 4220.1A.
2. Sole Source procurements over \$10,000 shall be advertised in a publication that crosses state boundaries. The purchase shall not be consummated for a minimum of 5 calendar days after the date of publication.

3. If a contract is awarded under this section, LTD's General Manager shall promptly submit to the LTD/CRB a written report that includes:
 - a. A description of that sole source; and
 - b. A description of the procedure used to determine that the service or product is available from only one source.
 - c. The contract's monetary amount (includes price analysis/cost analysis.).
4. Report all sole source contracts to UMTA, as required.

(Sections 15 - 30 Reserved)

SPECIFIC EXEMPTIONS

Section 31. Brand Name.

1. Specifications for public contracts shall not expressly or implicitly require any product by any brand name or mark unless the term "or equal" is used.

Section 32. Other Specific Exemptions: Application and Findings.

1. The LTD/CRB may grant an exemption upon the following findings:
 - a. It is unlikely such exemption will encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts; and
 - b. The awarding of public contracts pursuant to the exemption will result in substantial cost savings to LTD. In making such findings, the LTD/CRB may consider the type, cost, and amount of the contract, the number of persons available to bid and such other factors as may be deemed appropriate.

Section 33. Action on exemption applications.

1. The Board may act on applications for specific exemptions by ordinance or resolution.
2. The president of the LTD/CRB may, in the exercise of discretion, notify the members of the Board that an application for exemption has been made and that if no objections are received to the exemption within seven days after the president's notice, the exemption will be considered granted by unanimous consent and the president may, in the exercise of discretion, deem the exemption adopted as a temporary exemption by resolution. Exemptions so adopted shall be placed on the Board's agenda as a unanimous consent calendar item for ratification as a temporary exemption or adoption by ordinance or resolution at the next meeting of the Board.

(Sections 34-49 Reserved)

BIDDING AND CONTRACTING PROCEDURES

Section 50. Exemptions from Bid and Performance Security Requirements.

1. Public Improvement Contracts. Bid and performance security need not be required for public improvement contracts if the amount of the bid is less than \$10,000.
2. LTD's Director of Administrative Services may, but does not have to require bid security for contracts other than construction contracts.

Section 51. Contract Award.

LTD shall award contracts to the lowest bidder except in the following circumstances:

The bidder has failed substantially to comply with the Invitation for Bids (IFB) or Request for Proposals (RFP) or any statutory requirement relating to public contracting.

Section 52. Requirements Contracts.

1. LTD may enter into a requirements contract (BPA) whereby LTD agrees to purchase its requirements for particular goods or services from the contractor and the contractor agrees to supply all of LTD's needs for those goods or services at a predetermined price if all of the following criteria are satisfied:
 - a. The contract must be let by competitive bidding pursuant to the requirements of Chapter 279, Oregon Revised Statutes and applicable rules, UMTA Circular 4220.1A, and rules of the LTD/CRB and LTD.
 - b. The term of the contract, including extensions, does not exceed three years; and
 - c. The contract is subject to no less than thirty days notice of cancellation to the contractor.
2. Requirements contracts may provide for price escalation only if the escalation is no more frequent than annually and is tied to a market Price Index or reflects documented cost increases actually incurred by the contractor.

Section 53. Life Cycle Costing.

1. In determining the lowest responsible bidder for contract award, LTD may use life cycle costing. As used in this rule, life cycle costing means determining the cost of a product, and its consumables, over its useful life.
2.
 - a. LTD shall identify those factors that will have cost implications over the life of the product including, but not limited to initial cost and operating and maintenance costs.
 - b. The invitation for bids shall clearly set out those factors and the methodology to be used in calculating life cycle cost adjustments.
 - c. The life cycle cost adjustments shall be applied to the base bid, and the bidder whose total adjusted bid is lowest shall be considered the lowest bidder.

Section 54. Product Prequalification.

1. When it is impractical to create specific design or performance specifications for a type of product to be purchased, LTD may specify a list of approved products by reference to particular manufacturers or sellers in accordance with the following product prequalification procedure:
 - a. LTD must make reasonable efforts to notify all known manufacturers or vendors of competitive products of its intention to accept applications for inclusion in its list of prequalified products. Notification shall include advertisement in a trade journal which crosses state boundaries.
 - b. LTD must permit applications for prequalification of similar products until not more than 15 days prior to advertisement for bids on the product.
2. If an application for inclusion in a list of prequalified products is denied, or an existing prequalification is revoked, LTD shall notify the applicant in writing. The applicant may appeal to the LTD/CRB for a review of the denial or revocation.
3. The product prequalification procedure under this section does not apply to construction contracts.

Section 55. Bidder Prequalification.

LTD may require bidders to prequalify in accordance with ORS 279.039 to 279.047, and rules adopted by LTD. Appeals from disqualification shall be governed by Section 72 of these Rules.

Section 56. Federal Rules.

Notwithstanding any other provision of these rules, LTD shall adhere to UMTA Circular 4220.1A, OMB Circular A-102, and other applicable federal procurement procedures for contracts funded in part with federal funds.

Section 57. Procurements.

LTD shall follow all LTD procurement policies and the "Doing Business with LTD" handbook. All procurements shall follow the State of Oregon Public Contracting and Purchasing Statutes, notwithstanding Section 56, Federal Rules.

LTD shall not follow less restrictive procedures in conflict with the federal provisions of rules in Section 56.

(Sections 58 - 70 Reserved)

BOARD PROCEDURES

Section 71. Board Proceedings.

1. Proceedings of the LTD/CRB shall be governed by the same procedural rules that govern proceedings of LTD's Board of Directors, insofar as they are consistent with these rules.
2. The President of the LTD Board of Directors shall be the President of the LTD/CRB.
3. A majority of the members of the LTD/CRB shall constitute a quorum. Exercise of the Board's authority shall be by majority vote of the entire Board.
4. Meetings of the LTD/CRB may be held by conference telephone call after the required public notice. The President shall conduct the meeting using a speaker telephone attachment.
5. On urgent or perfunctory matters, the President may poll the members of the Board by telephone. Electronic transcripts of the polling calls shall be made and retained. In the course of the poll, any member may request the matter be discussed by conference call or deferred to a meeting.
6. Prior to conference calls or telephone polls, the press and public, including persons directly interested in the subject matter of the poll, shall be given reasonable notice that they may be present with the President at the time of the meeting or poll.
7. Notices of the LTD/CRB meetings or other actions shall be of the same type and given in the same manner as notices of meetings or other actions of LTD's Board of Directors. LTD/CRB notices may be published as part of LTD Board of Director notices when the actions that are the subject of the notices will occur on the same date and at the same place.
8. The agenda of the meetings of the LTD/CRB shall include the following:
 - a. Unanimous consent calendar including a brief description of each contract exempted and the amount of the contract.
 - b. A brief description of proposed exemptions including the amount of each contract.

- c. Contested case hearings of appeals of disqualification or revocation of prequalification, including the name of the contractor and the grounds of the proposed disqualification or revocation of prequalification.
 - d. The agenda of a meeting of the LTD/CRB may be included in the agenda of a meeting of the LTD Board of Directors when the two meetings will be at the same place and on the same date.
9. The LTD Board of Directors, during any of its meetings, may sit as the LTD/CRB by merely announcing that it is sitting in that capacity. Formal adjournment of the Board of Directors and convening of the Contract Review Board are unnecessary.
10. Records of LTD/CRB proceedings shall be made in the same manner as those of LTD Board of Directors proceedings, and may be made a part of the latter records.

Section 72. Appeals.

1. A contractor or bidder may appeal to the LTD/CRB any of the following:
- a. Notice of denial of qualification to bid under the section of these rules entitled "Bidder Prequalification."
 - b. Notice of conditions varying from application for prequalification.
 - c. Notice of revocation of prequalification.
 - d. Notice of product disqualification under the section of these rules entitled "Product Prequalification."
 - e. The appeal must be filed with LTD. An appellant under paragraph a, b, c or d of this subsection must notify LTD of its intent to appeal within three working days after receipt of the notice being appealed. The notice of intention to appeal need not be in any particular form so long as it is in writing and delivered to LTD's Director of Administrative Services.
2. Upon receipt of the notice of appeal, LTD shall promptly forward to the LTD/CRB the contractor's prequalification application, the notice of refusal of bid or prequalification or revocation, and the record of investigation by LTD upon which the refusal or revocation was based, together with the notice of appeal. The burden of sustaining the refusal, disqualification, or revocation is upon LTD. The LTD/CRB shall consider de novo the notice of disqualification, based upon the material forwarded by LTD, and upon any evidence submitted by the parties.

3. For purpose of appeals, three members of the LTD/CRB shall constitute a quorum. Meetings for appeal purposes may be held upon five days notice to Board members, LTD's Director of Administrative Services, and the appellant. THE LTD/CRB shall decide the appeal within ten days after receiving notification of the appeal from LTD. The LTD/CRB shall set forth in writing the reasons for its decision.
4. At any time prior to the appeal hearing, LTD may reconsider its revocation or disqualification.
5. The LTD/CRB is not authorized to consider or act upon appeals or protests based upon grounds other than those listed in subsection 1 of this section.
6. Appeals under this section shall be treated as contested cases under the Attorney General's Model Rules of Procedure effective on the date the appeal is filed, insofar as those rules are consistent with these rules.

crbrules.jg

RESOLUTION
LANE TRANSIT DISTRICT

WHEREAS, Costs in Administration are anticipated to be greater than originally budgeted, and

WHEREAS, It is necessary to appropriate sums so that expenditures do not exceed appropriations, as required by ORS 249.435(4), therefore

BE IT RESOLVED that budget appropriations for the Fiscal Year 1986-87 are hereby revised as follows:

GENERAL FUND

REDUCTIONS IN APPROPRIATIONS

Administration-Contractual Services	\$ 3,500
Total Reductions	\$ 3,500

INCREASES IN APPROPRIATIONS

Administration - Personal Services	\$ 3,500
Total Increases	\$ 3,500

April 29, 1987
Date Adopted

Board Secretary



Lane Transit District

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

April 29, 1987

MEMORANDUM

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

Federal Section 504 regulations require that the District prepare and submit to the Urban Mass Transportation Administration (UMTA) a program for handicapped transportation services. Attached to this memo is an executive summary of the District's Accessible Service Program. The Program was prepared with the assistance of the Lane Council of Governments (L-COG).

The District already exceeds Federal guidelines for handicapped service with the exception that it does not have a public participation mechanism in place. The District is the only system in the northwest that provides 100 percent wheelchair accessible bus service. In addition, LTD annually contributes to a consortium of transportation agencies to provide demand responsive service to disabled and elderly persons who are unable to utilize the fixed route.

Time Line

In accordance with Federal requirements, the draft Program is subject to public review and a public hearing. The District will be soliciting public comment from April 1 to May 30, 1987. A public hearing is scheduled for the Board of Directors meeting on Wednesday, May 20, 1987. Adoption of the Program is anticipated at the June Board of Directors meeting.

Action Requested: Information only.

Micki Kaplan/jk
Micki Kaplan
Transit Planner

MBK/caf

attachment

EXECUTIVE SUMMARY

LANE TRANSIT DISTRICT ACCESSIBLE SERVICE PROGRAM

Background

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

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

Proposed Program

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

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

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

Comparison of Federal Regulations with Existing LTD Service

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

Federal Service Criteria

LTD Service Provided

Comments

The operator must provide information on schedules and other information.

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

Meets
Criteria

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

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

Meets
Criteria

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

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

Meets
Criteria

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

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

This is
addressed
in the
Proposed
Plan.



Lane Transit District

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

April 29, 1987

MEMORANDUM

TO: Board of Directors
FROM: Stefano Viggiano, Planning Administrator
RE: Winter 1987 Route Segment Analysis

Introduction

Four times every year, the District conducts a Route Segment Analysis (RSA). The RSAs involve the collection of passenger trip counts on every bus after every trip. The survey is conducted on a weekday, a Saturday, and a Sunday. The results presented here are for the Winter 1987 RSA, which was conducted in February.

The RSAs provide information on the number of passengers picked up by every round trip for every bus on the days surveyed. The trip totals can then be divided by the running time of the trip to determine the productivity of the trip (rides per service hour). The trip ridership counts and productivity totals can then be aggregated to determine the ridership and productivity of entire routes, groups of routes, times of day, or routes during certain times of day. By comparing ridership and productivity figures of the recent RSA to previous RSAs, trends can be determined. Analyses of these trends provide staff with information which can lead to improvements in service. The RSAs are also used to identify service which is substandard, and which may require modification or elimination.

It should be stressed that RSAs are based upon a survey on one weekday, Saturday, and Sunday. Given the amount of variation in ridership that occurs from one day to another--especially at the trip level--reliability is a problem. Definite conclusions based on a single RSA are, therefore, discouraged; additional data is necessary before any changes in service are made. For example, additional data would be collected on service which the RSA indicates does not meet District productivity standards before any action is taken.

The RSAs should not be used to determine systemwide ridership and productivity trends, as the District collects total passenger counts on a daily basis. These daily counts, along with scheduled service hours, provide much more accurate and reliable system ridership and productivity figures than the single-day counts available from the RSA. Systemwide ridership, service, and productivity information is presented to the Board on a quarterly basis.

Winter 1987 RSA

Summary tables from the Winter 1987 RSA are attached. Tables 1, 2, and 3 indicate the ridership and productivity of routes, in order of productivity, for weekday, Saturday, and Sunday respectively. Table 4, which shows trip-specific information for the #30 Bertelsen route on Saturday, is included as an example of the more detailed information collected for each route. The table indicates the amount of ridership on each trip on the #30 Bertelsen route, as well as summary information about the route. Information like this is provided for every route on the weekday, Saturday, and Sunday surveyed.

#11X Express

Last September, the District began operating the #11X Express for one trip in the morning and another trip in the afternoon. The #11X is unique in the system in that it operates on a limited stop basis; that is, the bus only stops at selected high-use bus stops along the Main Street/Franklin corridor. This limited stop feature improves the travel time of the route.

The Winter 1987 RSA indicates that the productivity of the #11X is less than half of the systemwide average. Since the RSA can be unreliable in providing ridership data at the trip level because of variations in ridership from day to day, additional counts were collected on this trip. Ten days of counts indicate that the #11X carries an average of 36 people per day for an average productivity of 17.3 rides per hour. The route has, thus, already achieved its one-year productivity goal after only six months. It can be expected that the ridership and productivity of the route will continue to increase.

#34 Veneta on Saturday

The #34 Veneta began operating on Saturday last June. The winter RSA indicates that the two trips on the Veneta carried 52 people for a productivity of 17.3 trips per hour; additional counts yield a similar productivity of 16.3 trips per hour. With this productivity, the Veneta Saturday service has achieved its goal of 15 trips per hour.

Staff will be available to answer questions about the RSA at the Board meeting.



Stefano Viggiano
Planning Administrator

Attachments

TABLE 1

Weekday Trips

TABLES

WINTER 1987 RSA

Routes by Productivity

Name	Total Rides	Total Hours	Total Prod.
72 Willard/Jefferson I	84	1.32	63.64
22 E Mall Express	370	6.22	59.49
73 Willard/Jefferson II	50	0.95	52.63
21 Eugene Mall	428	8.91	48.04
74 Goodwill Tripper	15	0.33	45.45
31A Bailey Hill	539	12.42	43.40
** 150% of System Average			42.13
71 Marist	8	0.20	40.00
35 Westside & 30 Eugene Mall	320	8.25	38.79
10B Mohawk & 13 Eugene Mall	249	6.43	38.72
12B Harlow to Springfield	281	7.55	37.22
31B City View	588	16.30	36.07
21 LCC/Harris	464	13.10	35.42
22 LCC Express	312	8.82	35.37
11 Thurston	2,822	81.72	34.53
51 Santa Clara	1,015	29.52	34.38
41 Barger	1,014	29.50	34.37
25 Amazon	719	21.42	33.57
30 Bertelsen & 32 or 35 Eugene Mall	794	23.80	33.36
24 Willamette	603	18.84	32.01
32 West 11th & 30 Eugene Mall	264	8.50	31.06
36 University	137	4.50	30.44
10 Mohawk/Q	247	8.35	29.58
27 Fairmount	393	13.50	29.11
66 VRC/Crescent & 67 Eugene Mall	657	23.21	28.31
** System Average			28.09
39 Parkway & 20 LCC	70	2.50	28.00
20 30th Ave. Shuttle	140	5.12	27.34
13A Centennial & 10B Mohawk to 5th & B	273	10.16	26.87
1 Downtown Shuttle from U of O	154	5.88	26.19
23 Fox Hollow	703	28.05	25.06
40 Royal	724	29.38	24.64
1 Downtown Shuttle from 5th Street	113	4.62	24.46
15 Springfield	152	6.26	24.28
12A Harlow & 18 LCC Express	194	8.06	24.07
67 Coburg/Crescent & 66 Eugene Mall	398	16.97	23.45
50 Park	345	15.00	23.00
13B Centennial/Daisy	410	18.75	21.87
55 Riviera Express	123	5.91	20.81
18 Ashlane Express & 12A Eugene Mall	217	10.46	20.75
12B Eugene Mall from 5th and B	234	11.42	20.49
33 Jefferson	258	13.00	19.85
15 LCC	165	8.70	18.97
34 Veneta	128	7.00	18.29
44 Echo Hollow & 54 to VRC & 65 E. Mall	186	10.35	17.97
52 Irving	212	12.47	17.00
61 Oakway	232	13.87	16.73
65 VRC/K-Mart & 54 to RRTS & 44 Eugene	186	11.27	16.50
60 VRC/Cal Young	240	14.81	16.21
14 Fairview	108	7.05	15.32
** 50% of System Average			14.04
26 LCC/Lowell	93	7.25	12.83
63 Coburg	69	5.75	12.00
16 McKenzie Bridge	138	12.50	11.04
11X Express	21	2.08	10.10
53 Junction City	64	7.40	8.65
Total	18,723	665.70	28.13

Routes by Productivity

Route	Rides	Hours	Productivity
** 150% of System Average			48.34
64 VRC	344	7.50	45.87
11 Thurston	1668	38.90	42.88
51 Santa Clara	565	13.95	40.50
13 Centennial	536	13.96	38.40
25 Amazon	381	10.17	37.46
60 VRC/Cal Young	334	9.60	34.79
24 Willamette	191	5.50	34.73
66 VRC/Crescent & 67 VRC-Eugene Mall	672	19.42	34.60
67 Coburg/Crescent & 66 Eugene Mall	195	5.72	34.09
41 Barger	715	21.32	33.54
30 Bertelsen	694	21.12	32.86
12 Harlow	228	7.00	32.57
** System Average			32.23
12 Eugene Mall	290	9.10	31.87
31B City View	339	11.52	29.43
40 Royal	402	13.88	28.96
27 Fairmount	168	6.00	28.00
23 Fox Hollow	382	14.05	27.19
10 Mohawk/"Q"	161	6.24	25.80
33 Jefferson	158	6.30	25.08
61 Oakway	145	5.87	24.70
1 Downtown Shuttle from U of O	142	6.08	23.36
1 Downtown Shuttle from 5th Street	64	3.21	19.94
50 Park	198	10.57	18.73
44 Echo Hollow and 17 VRC Special	141	7.92	17.80
34 Veneta	52	3.00	17.33
** 50% of System Average			16.11
17 VRC Special and 44 Eugene Mall	107	7.05	15.18
10B Mohawk and 13 Eugene Mall	54	4.41	12.24
Total	8,347	288.94	28.89

TABLE 3

Sunday Trips

TABLES

WINTER 1987 RSA

Routes by Productivity

Route	Rides	Total Hours	Productivity
** 150% of System Average			41.80
11 Thurston	673	16.30	41.29
51 Santa Clara	401	10.95	36.62
41 Barger	385	10.92	35.26
30 Bertelsen	358	10.82	33.09
66 VRC/Crescent	344	10.42	33.01
60 VRC/Cal Young	280	9.07	30.87
25 Amazon	244	8.00	30.50
** System Average			27.87
13 Centennial	297	11.58	25.65
23 Fox Hollow	279	11.05	25.25
12 Harlow	119	5.35	22.24
40 Royal	211	10.88	19.39
12 Eugene Mall	136	7.15	19.02
10 Mohawk/"Q"	96	5.20	18.46
31B City View	165	9.03	18.27
65 VRC/K-MART	135	7.58	17.81
10B Mohawk	52	3.30	15.76
61 Oakway	59	4.00	14.75
** 50% of System Average			13.93
1 Downtown Shuttle	75	6.93	10.82
	4,309	159	27.18

TABLE 4

WINTER 1987 RSA

ROUTE SUMMARIES

Saturday Trips

Route: 30 Bertelsen

Schedule	Time	Rides	Hours
15	6.20	6	0.52
21	7.20	28	1.00
22	8.20	18	1.00
21	9.20	32	1.00
23	9.50	15	1.00
22	10.20	36	1.00
24	10.50	22	1.00
21	11.20	39	1.00
23	11.50	26	1.00
22	12.20	32	1.00
24	12.50	25	1.00
21	13.20	54	1.00
23	13.50	26	1.00
22	14.20	51	1.00
24	14.50	31	1.00
21	15.20	44	1.00
23	15.50	47	1.00
22	16.20	50	1.00
24	16.50	20	0.30
21	17.20	41	1.00
22	18.20	29	1.00
21	19.20	12	1.00
22	20.20	10	0.30

Summary Statistics for the #30 Bertelsen

	A.M. Peak	Midday	P.M. Peak	Evening	Total
RIDES	52	389	202	51	694
HOURS	2.52	12.00	4.30	2.30	21.12
PRODUCTIVITY	20.63	32.42	46.98	22.17	32.86
Maximum Rides/Trip	28	54	50	29	54
Minimum Rides/Trip	6	15	20	10	6
Average Rides/Trip	17	32	40	17	30
Number of Trips	3	12	5	3	23
System Productivity	17.27	33.91	41.20	23.13	32.23
% of System Average	119.5%	95.6%	114.0%	95.9%	102.0%

Saturday, February 7, 1987

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SPECIAL SERVICES REPORT
March/April 1987

<u>Date of Service</u>	<u>Sponsor</u>	<u>Denied/Granted</u>
3/12/87	Carden of Willamette School (LTD Marketing Event)	Granted

specserv.jhs

LANE TRANSIT DISTRICT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES
 GENERAL FUND
 FOR THE NINE MONTHS ENDING MARCH 31, 1987 (75.00% OF YEAR COMPLETED)

	CURRENT MONTH		YEAR-TO-DATE		%	YEARLY	BALANCE
	1987	1986	1987	1986	ACTIVITY	BUDGET	
REVENUES							
Operating Revenues:							
Passenger Fares	129,388	126,318	1,090,920	1,058,313	74.05%	1,473,200	(382,280)
Charters	590	393	18,651	17,153	93.26%	20,000	(1,349)
Advertising	4,136	3,646	34,284	31,626	73.41%	46,700	(12,416)
Miscellaneous	472	3,496	4,099	5,434	136.63%	3,000	1,099
TOTAL OPERATING REVENUES	134,586	133,853	1,147,954	1,112,526	74.40%	1,542,900	(394,946)
Non-Operating Revenues:							
Interest	13,601	13,641	108,417	127,485	72.28%	150,000	(41,583)
Payroll Taxes	0	0	3,778,621	3,625,686	74.61%	5,064,500	(1,285,879)
Federal Operating Assistance	0	0	0	0	0.00%	714,800	(714,800)
State In-Lieu-Of Payroll Taxes	137,298	125,811	366,201	304,280	80.50%	454,900	(88,699)
State Special Transportation	18,046	0	271,395	0	90.47%	300,000	(28,605)
UMTA Planning Grants	1,403	0	10,666	0	26.67%	40,000	(29,334)
Other Operating Assistance	0	854	842	854	5.47%	15,400	(14,558)
TOTAL NON-OPERATING REVENUES	170,348	140,306	4,536,142	4,058,305	67.31%	6,739,600	(2,203,458)
TOTAL REVENUES	304,934	274,159	5,684,096	5,170,831	68.63%	8,282,500	(2,598,404)
EXPENDITURES							
Administration:							
Personal Services	40,833	37,948	393,850	351,254	76.02%	518,100	124,250
Materials and Supplies	9,586	6,989	96,357	79,336	85.42%	112,800	16,443
Contractual Services	13,505	3,813	56,459	50,341	58.87%	95,900	39,441
Total Administration	63,924	48,750	546,666	480,931	75.22%	726,800	180,134
Marketing and Planning:							
Personal Services	33,546	40,081	320,731	328,246	68.72%	466,700	145,969
Materials and Supplies	4,863	5,327	110,150	114,309	77.03%	143,000	32,850
Contractual Services	8,398	8,847	153,234	174,973	54.42%	281,600	128,366
Total Marketing and Planning	46,807	54,255	584,115	617,528	65.54%	891,300	307,185
Transportation:							
Personal Services	316,823	292,796	2,739,636	2,652,014	73.96%	3,704,300	964,664
Materials and Supplies	597	2,347	18,176	13,919	79.72%	22,800	4,624
Contractual Services	18,046	385	274,623	3,271	85.18%	322,400	47,777
Total Transportation	335,466	295,528	3,032,435	2,669,204	74.88%	4,049,500	1,017,065
Maintenance:							
Personal Services	78,007	76,372	722,271	730,940	72.71%	993,400	271,129
Materials and Supplies	68,522	59,582	541,158	649,705	63.53%	851,800	310,642
Contractual Services	13,938	3,891	99,325	88,275	72.66%	136,700	37,375
Total Maintenance	160,467	139,845	1,362,754	1,468,920	68.76%	1,981,900	619,146
Contingency	0	0	0	0	0.00%	161,500	161,500
Transfer to Capital Projects	0	49,800	0	49,800	0.00%	200,000	200,000
Transfer to Risk Management	0	58,000	0	58,000	N/A	271,500	271,500
TOTAL EXPENDITURES	606,664	646,178	5,525,970	5,344,383	66.72%	8,282,500	2,756,530
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	(301,730)	(372,019)	158,126	(173,552)	N/A	0	158,126

LANE TRANSIT DISTRICT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES
 CAPITAL PROJECTS FUND
 FOR THE NINE MONTHS ENDING MARCH 31, 1987 (75.00% OF YEAR COMPLETED)

	YEAR-TO-DATE	% ACTIVITY	YEARLY BUDGET	BALANCE
RESOURCES				
Beginning Fund Balance	2,226,661	95.04%	2,342,748	(116,087)
Revenues:				
UMTA Section 3	0	0.00%	831,300	(831,300)
UMTA Section 5	0	N/A	0	0
UMTA Section 9	193,097	8.92%	2,164,300	(1,971,203)
UMTA Section 18	24,874	3.50%	711,700	(686,826)
Federal Highway Admin	10,388	5.91%	175,800	(165,412)
State Assistance	33	N/A	300,000	(299,967)
Miscellaneous Grants	0	N/A	60,000	(60,000)
Asset Sale Proceeds	996	N/A	0	996
Transfer from Gen'l Fund	0	0.00%	200,000	(200,000)
Capital Lease Financing	69,285	95.83%	72,300	(3,015)
Total Revenues	298,673	6.61%	4,515,400	(4,216,727)
TOTAL RESOURCES	2,525,334	36.82%	6,858,148	(4,332,814)
EXPENDITURES				
Locally Funded:				
Office Equipment	0	N/A	0	0
Bus Stop Improvements	0	N/A	0	0
Miscellaneous	69,285	N/A	72,300	3,015
Total Locally Funded	69,285	N/A	72,300	3,015
UMTA Funded:				
Personal Services	27,262	55.64%	49,000	21,738
Computer Software	5,830	41.35%	14,100	8,270
Office Equipment	31,575	47.84%	66,000	34,425
Maintenance Equipment	5,745	22.01%	26,100	20,355
Bus Stop Improvements	40,397	35.13%	115,000	74,603
Land & Buildings	134,997	4.52%	2,988,600	2,853,603
Buses	0	0.00%	1,170,500	1,170,500
Bus Related Equipment	665	2.22%	30,000	29,335
Service Vehicles	25,029	129.02%	19,400	(5,629)
Miscellaneous	877	1.52%	57,700	56,823
Total UMTA Funded	272,377	6.00%	4,536,400	4,264,023
FHWA Funded:				
Bus Stop Improvements	11,855	5.95%	199,400	187,545
Total FHWA Funded	11,855	5.95%	199,400	187,545
Contingency	0	0.00%	167,000	167,000
Capital Lease Principal	0	0.00%	12,300	12,300
TOTAL EXPENDITURES	353,517	7.09%	4,987,400	4,633,883
ENDING FUND BALANCE	2,171,817	116.09%	1,870,748	301,069

LANE TRANSIT DISTRICT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES
 RISK MANAGEMENT FUND
 FOR THE NINE MONTHS ENDING MARCH 31, 1987 (75.00% OF YEAR COMPLETED)

	YEAR-TO-DATE	% ACTIVITY	YEARLY BUDGET	BALANCE
RESOURCES				
Beginning Fund Balance	481,100	1.00	481,100	0
Revenues:				
Transfer from Gen'l Fund	0	N/A	271,500	(271,500)
Interest	10,335	1.03	10,000	335
Total Revenues	10,335	0.04	281,500	(271,165)
TOTAL RESOURCES	491,435	0.64	762,600	(271,165)
EXPENDITURES				
Administration	0	0.00	18,900	18,900
Worker's Compensation	143,322	0.56	254,600	111,278
Liability Program	209,160	0.43	483,900	274,740
Miscellaneous Insurance	2,329	0.45	5,200	2,871
TOTAL EXPENDITURES	354,811	0.47	762,600	407,789
ENDING FUND BALANCE	136,624	N/A	0	136,624

LANE TRANSIT DISTRICT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES
 GENERAL FUND
 FOR THE NINE MONTHS ENDING MARCH 31, 1987 (75.00% OF YEAR COMPLETED)

	CURRENT MONTH		YEAR-TO-DATE		% ACTIVITY	YEARLY BUDGET	BALANCE
	1987	1986	1987	1986			
REVENUES							
Operating Revenues:							
Passenger Fares	129,388	126,318	1,090,920	1,058,313	74.05%	1,473,200	(382,280)
Charters	590	393	18,651	17,153	93.26%	20,000	(1,349)
Advertising	4,136	3,646	34,284	31,626	73.41%	46,700	(12,416)
Miscellaneous	472	3,496	4,099	5,434	136.63%	3,000	1,099
TOTAL OPERATING REVENUES	134,586	133,853	1,147,954	1,112,526	74.40%	1,542,900	(394,946)
Non-Operating Revenues:							
Interest	13,601	13,641	108,417	127,485	72.28%	150,000	(41,583)
Payroll Taxes	0	0	3,778,621	3,625,686	74.61%	5,064,500	(1,285,879)
Federal Operating Assistance	0	0	0	0	0.00%	714,800	(714,800)
State In-Lieu-Of Payroll Taxes	137,298	125,811	366,201	304,280	80.50%	454,900	(88,699)
State Special Transportation	18,046	0	271,395	0	90.47%	300,000	(28,605)
UMTA Planning Grants	1,403	0	10,666	0	26.67%	40,000	(29,334)
Other Operating Assistance	0	854	842	854	5.47%	15,400	(14,558)
TOTAL NON-OPERATING REVENUES	170,348	140,306	4,536,142	4,058,305	67.31%	6,739,600	(2,203,458)
TOTAL REVENUES	304,934	274,159	5,684,096	5,170,831	68.63%	8,282,500	(2,598,404)
EXPENDITURES							
Administration:							
Personal Services	40,833	37,948	393,850	351,254	76.02%	518,100	124,250
Materials and Supplies	9,586	6,989	96,357	79,336	85.42%	112,800	16,443
Contractual Services	13,505	3,813	56,459	50,341	58.87%	95,900	39,441
Total Administration	63,924	48,750	546,666	480,931	75.22%	726,800	180,134
Marketing and Planning:							
Personal Services	33,546	40,081	320,731	328,246	68.72%	466,700	145,969
Materials and Supplies	4,863	5,327	110,150	114,309	77.03%	143,000	32,850
Contractual Services	8,398	8,847	153,234	174,973	54.42%	281,600	128,366
Total Marketing and Planning	46,807	54,255	584,115	617,528	65.54%	891,300	307,185
Transportation:							
Personal Services	316,823	292,796	2,739,636	2,652,014	73.96%	3,704,300	964,664
Materials and Supplies	597	2,347	18,176	13,919	79.72%	22,800	4,624
Contractual Services	18,046	385	274,623	3,271	85.18%	322,400	47,777
Total Transportation	335,466	295,528	3,032,435	2,669,204	74.88%	4,049,500	1,017,065
Maintenance:							
Personal Services	78,007	76,372	722,271	730,940	72.71%	993,400	271,129
Materials and Supplies	68,522	59,582	541,158	649,705	63.53%	851,800	310,642
Contractual Services	13,938	3,891	99,325	88,275	72.66%	136,700	37,375
Total Maintenance	160,467	139,845	1,362,754	1,468,920	68.76%	1,981,900	619,146
Contingency	0	0	0	0	0.00%	161,500	161,500
Transfer to Capital Projects	0	49,800	0	49,800	0.00%	200,000	200,000
Transfer to Risk Management	0	58,000	0	58,000	N/A	271,500	271,500
TOTAL EXPENDITURES	606,664	646,178	5,525,970	5,344,383	66.72%	8,282,500	2,756,530
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	(301,730)	(372,019)	158,126	(173,552)	N/A	0	158,126



Lane Transit District

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

April 29, 1987

MEMORANDUM

TO: Board of Directors

FROM: Dolly Gudder, Transit Planner

RE: Highlights of the Third Quarter Fiscal Year 1986-1987
Ridership Summary

Farebox revenue for the third quarter of the current fiscal year is 3.1 percent higher than during the same quarter of the previous fiscal year. This is associated with increased ridership; person trips have increased 4.4 percent for the quarter. The trend of ridership growth that the District has been experiencing over the past couple of years appears to be continuing. Both farebox revenue and ridership are also higher than the year-to-date Transportation Development Plan (TDP) goals.

Productivity, compared to FY 85-86, increased in January and February and remained equal in March, resulting in a 3 percent increase for the third quarter. Perhaps the most notable statistic this quarter is the increase of efficiency, or the lowering of cost per trip by 4.1 percent. The District's cost per trip is lower than a year ago, as well as lower than the TDP goal.

User funding, or farebox to operating cost ratio, also showed an impressive increase of 4 percent over 1985-1986. However, user funding remains slightly below the TDP goal.

Dolly Gudder
Transit Planner

DAG/caf

attachments

QUARTERLY RIDERSHIP SUMMARY

THIRD QUARTER FY 86-87

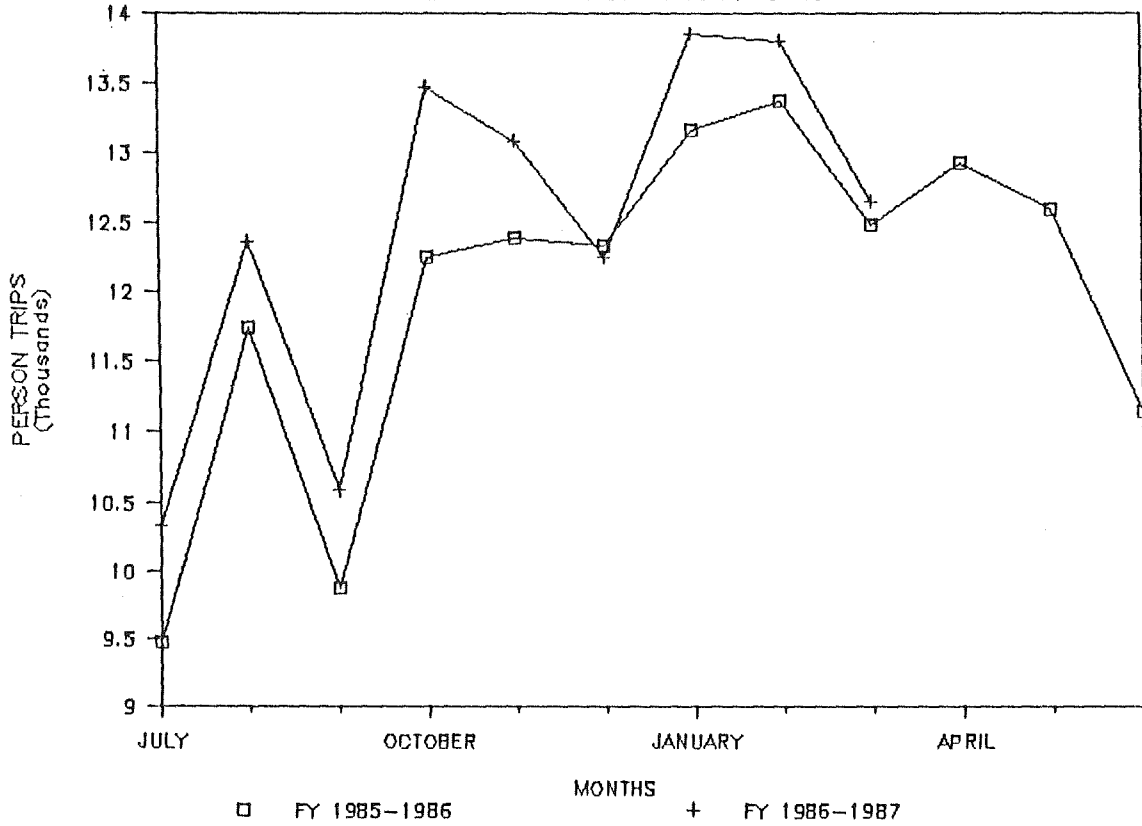
STATISTIC	JANUARY			FEBRUARY			MARCH		
	FY 86-87	FY 85-86	%CHANGE	FY 86-87	FY 85-86	%CHANGE	FY 86-87	FY 85-86	%CHANGE
FAREBOX REVENUE	\$136,691	\$134,218	1.8%	\$128,921	\$126,644	1.8%	\$129,388	\$126,318	2.4%
PERSON TRIPS	334,793	326,847	2.4%	316,073	306,760	3.0%	318,669	308,589	3.3%
WEEKLY SCHEDULE HOURS	4,027	3,999	0.7%	4,023	4,006	0.4%	4,023	4,006	0.4%
PRODUCTIVITY	19.6	18.5	5.7%	19.6	19.1	2.8%	18.2	18.2	0.0%

THIRD QUARTER YEAR-TO-DATE SUMMARY

STATISTIC	TDP GOAL	FY 86-87	FY 85-86	%CHANGE
FAREBOX REVENUE	\$1,090,062	\$1,090,920	\$1,058,313	3.1%
PERSON TRIPS	2,729,148	2,766,142	2,649,658	4.4%
PRODUCTIVITY	18.1	18.0	17.5	3.0%
EFFICIENCY	\$1.32	\$1.27	\$1.33	-4.1%
USER FUNDING	19.6%	19.5%	18.8%	4.0%

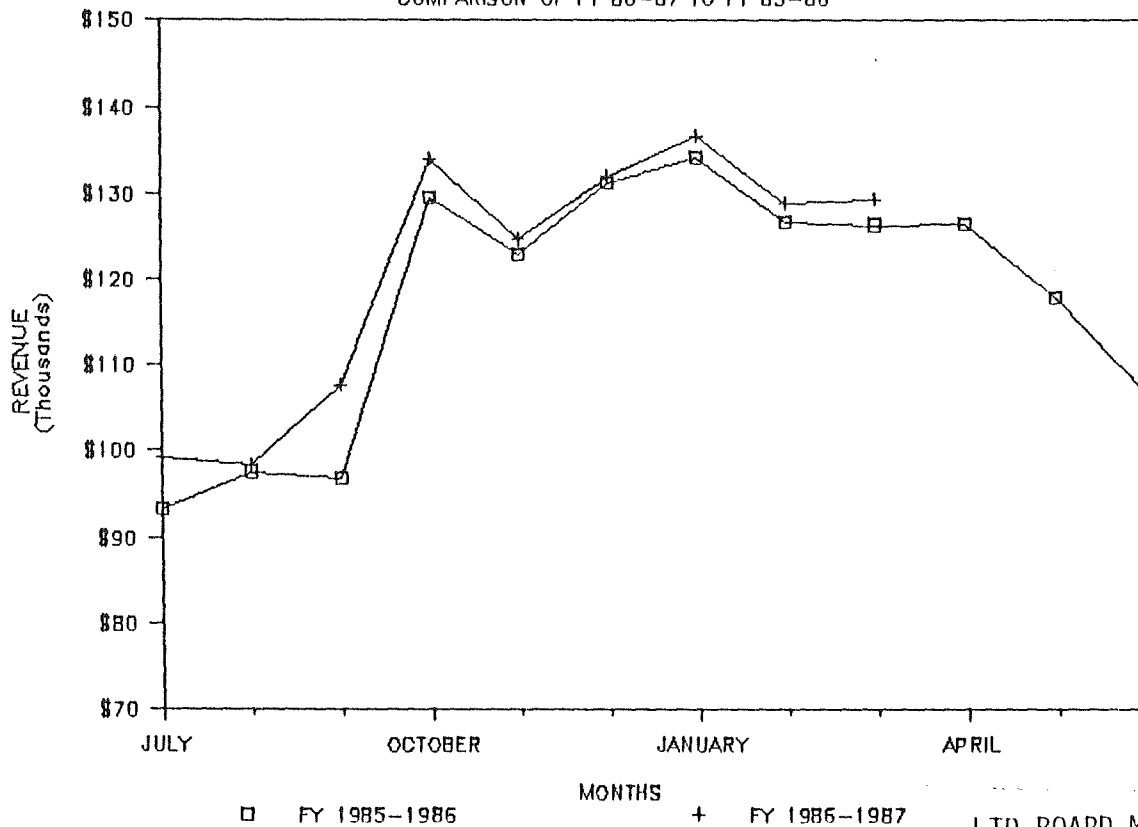
AVERAGE WEEKDAY PERSON TRIPS

COMPARISON OF FY 85-87 TO FY 85-86



FAREBOX REVENUE

COMPARISON OF FY 85-87 TO FY 85-86



LANE TRANSIT DISTRICT
INVESTMENT SUMMARY
MARCH 31, 1987

INSTRUMENT	LGIP
FINANCIAL INSTITUTION	N/A
ISSUE DATE	N/A
MATURITY DATE	N/A
INTEREST RATE	6.14% (average)
PRINCIPAL	\$2,508,933
MARKET VALUE	same

OPERATIONS DEPARTMENT SUMMARY
 JANUARY, FEBRUARY, MARCH 1987

	JANUARY			FEBRUARY		
	1986-87	1985-86	% CHANGE	1986-87	1985-86	% CHANGE
ON-TIME PERFORMANCE	98.9%	99.7%	-0.8%	99.7%	99.7%	0.0%
SAFE MILES BETWEEN ACCIDENTS/INCIDENTS	28,124	42,384	-33.6%	65,724	33,440	96.5%
MILES BETWEEN BREAKDOWNS	7,258	5,780	25.6%	9,389	8,670	8.3%
TOTAL MILES	224,988	254,305	-11.5%	262,896	234,079	12.3%
COMPLAINTS	17	27	--	8	23	--
COMPLIMENTS	11	14	--	13	5	--

	MARCH			GOAL	FISCAL YEAR-TO-DATE TOTALS/AVERAGES		
	1986-87	1985-86	% CHANGE		1986-87	1985-86	% CHANGE
ON-TIME PERFORMANCE	99.6%	99.3%	0.3%	99.0%	99.4%	99.2%	0.2%
SAFE MILES BETWEEN ACCIDENTS/INCIDENTS	13,491	41,074	-67.2%	38,000	25,355	26,302	-3.6%
MILES BETWEEN BREAKDOWNS	7,324	9,858	-25.7%	10,000	7,819	7,502	4.2%
TOTAL MILES	256,324	246,448	4.0%	N/A	2,231,194	2,183,041	2.2%
COMPLAINTS	35	18	--	--	163	198	--
COMPLIMENTS	2	16	--	--	82	74	--

