

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

February 19, 1985

7:30 p.m.

Municipal Courtroom #1,
Eugene City Hall

A G E N D A

I. CALL TO ORDER

II. ROLL CALL

Calvert_____ Eberly_____ Nichols_____ Parducci_____
Pusateri_____ Brandt_____

III. INTRODUCTORY REMARKS BY BOARD PRESIDENT

IV. AUDIENCE PARTICIPATION

V. EMPLOYEE OF THE MONTH

VI. ITEMS FOR ACTION AT THIS MEETING

- A. Approval of Minutes
- B. Salary Subcommittee Recommendation on Administrative Salaries
- C. Fare Policy
- D. Grant Application for Federal Aid Urban Funds
 - 1. Staff Presentation
 - 2. Public Hearing
 - 3. Board Deliberation

VII. ITEMS FOR INFORMATION AT THIS MEETING

A. Current Activities

1. Presentation on Downtown Plan
2. Commuter Promotion
3. Federal Operating Assistance
4. APTA Federal Allocations Subcommittee Meeting, January 31, 1985
5. Staff Assignments
6. Governing Board Members Seminar, July 14-16, 1985
7. Progress Report on 800 Series Buses
8. Update on 10th and Willamette
9. T-2000 Goals and Facilities Study Ridership Projections

B. Monthly Financial Reporting

VIII. ITEMS FOR ACTION AT A FUTURE MEETING

- A. Ordinance #27, District Contract Review Board
- B. Marketing Presentations
- C. Transplan (T-2000 Plan)--Review of First Draft
- D. Review of Design for Opening of Willamette Street
- E. Capital Improvements Program
- F. Federal Capital Grant Application

IX. ADJOURNMENT (to February 26)

bdagenda.jhs

AGENDA NOTES

Page No.

V. EMPLOYEE OF THE MONTH: The March employee of the month has not yet been chosen, so there will be no presentation until the March 12 meeting.

VII. ITEMS FOR ACTION AT THIS MEETING

A. Approval of Minutes: Included for Board approval are minutes of the January 15, 1985 regular meeting and the February 12, 1985 adjourned work session. 8

B. Salary Subcommittee Recommendation on Administrative Salaries: 16

Issue Presented: Should the Board approve a general adjustment to the Administrative Salary Schedule of 3.5%; an additional adjustment to grades within the salary schedule of from 3% to 5%, to be distributed by the Executive Committee; and adjustment of two positions by one grade on the salary schedule?

Background: In preparation for the budget each year, the Board Salary Subcommittee meets with the Executive Committee and the Personnel Administrator to discuss administrative salaries for the next fiscal year. The Subcommittee reviewed salary survey data, compiled by staff, which compared District administrative salaries with salaries of like positions in local government units and West Coast transit properties of similar size.

Included in the agenda packet is a memo from the Subcommittee which explains the results of the salary survey and the reasons for the recommendation to the Board on this issue. Subcommittee members and staff will be available to answer any questions the Board may have.

Subcommittee Recommendation: That the Board approve a general adjustment of 3.5% to the Administrative Salary Schedule; approve an additional adjustment to grades within the salary schedule of from 3% to 5%, to be distributed by the Executive Committee; and approve the adjustment of two positions (Maintenance Data Technician and Safety and Risk Manager) by one grade on the salary schedule, as presented in the agenda packet.

C. Fare Policy:

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Background: Staff have prepared a draft Fare Policy to be used to guide decisions on fare-related issues. The draft policy is included in the agenda packet for Board review. Stefano Viggiano, Planning Administrator, will make a brief oral presentation on the policy at the meeting, and will be available to answer any questions the Board may have.

Staff Recommendation: That the Board adopt the draft Fare Policy which is included in the agenda packet.

Results of Recommended Action: The Fare Policy will be used to guide staff and the Board in making decisions about changes in fares and about promotional fare programs. The Board will be asked to review and amend the policy as necessary.

D. Grant Application for Federal Aid Urban Funds:

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1. Staff Presentation

Issue Presented: Should the Board approve the application for a Federal Aid Urban grant from the U.S. Department of Transportation in the amount of \$27,000, for improvements to the Springfield City Center Station?

Background: As part of the District's agreement with the City of Springfield for the Springfield City Center Station (SCCS), LTD is responsible for replacing an asphalt bus bay and making other improvements to the surrounding asphalt as requested. The City has requested that the District make those improvements this year. Additionally, bus operators have also experienced difficulty in the operation of the wheelchair lift at certain places in the station, due to the slope of the bus bay and street and the height of the curbs. These problems can be corrected as part of the asphalt replacement and repair project, with an estimated combined cost of \$27,000.

The project has been funded in an UMTA Section 9 grant, but staff are proposing to use available Federal Aid Urban (FAU) funds for this project and free the unused UMTA funds to purchase additional passenger shelters.

Included in the agenda packet is a staff memo which explains this issue in more detail. Also included is a Resolution authorizing staff to proceed with the application for FAU funds for this project.

Staff Recommendation: That the Board approve the enclosed Resolution authorizing staff to apply for a Federal Aid Urban grant in the amount of \$27,000 for improvements to the Springfield City Center Station.

2. Public Hearing: As an applicant for an operating grant from the federal government, the District must hold a public hearing on the proposed application. Notice of the public hearing has been published in a local newspaper of general circulation, as required.

VI. ITEMS FOR INFORMATION AT THIS MEETING

A. Current Activities

1. Presentation on Downtown Plan: Russ Brink, the City of Eugene Downtown Manager, will be present to give the Board an overview of the Downtown Plan and the Price Sonoma development, as well as how they impact LTD and what the District's opportunities for involvement in the projects might be.
2. Commuter Promotion: Included for the Board's review is a memo describing a new promotion designed to increase ridership and monthly pass sales among downtown Eugene employees. Sue Hanson of the Marketing staff will be present to make a brief presentation to the Board. 28
3. Federal Operating Assistance: A staff memo in the agenda packet describes the status of the District's federal UMTA operating assistance grants. 29
4. APTA Federal Allocations Subcommittee Meeting, January 31, 1985: At the November meeting, the Board approved the appointment of the General Manager to the position of Chair of the APTA Federal Allocations Subcommittee. Since that time, Ms. Loobey has attended three meetings to discuss a course of action and potential recommendations in response to the Reagan administration's budget proposals for Fiscal Year 1985. Included in the agenda packet is a memo 30

which summarizes a program agreed upon by representatives from properties across the country at the most recent meeting. Ms. Loobey will continue to keep the Board informed about the Subcommittee's activities.

5. Staff Assignments: District staff are active in many aspects of local community and governmental affairs. Included in the agenda packet for Board information is a list of activities in which specific staff members are participating. Questions regarding these activities should be directed to Phyllis, Mark, or Tim. 32
6. Governing Board Members Seminar, July 14-16, 1985: Included in the agenda packet are informational materials about the APTA Governing Boards Committee and its plans for a Governing Board Members Seminar to be held in Seattle, Washington July 14-16. Anyone interested in attending should talk to Phyllis or Jo, who will also be keeping the Board informed as future informational materials are recieved. 34
7. Progress Report on 800 Series Buses: Tim Dallas, Director of Operations, will give a verbal report on the status of the new 800 series buses.
8. Update on 10th and Willamette: A brief oral report on the status of the opening of Willamette between 10th and 11th will be given at the meeting.
9. T-2000 Goals and Facility Study Ridership Projections: Included in the agenda packet is a memo which discusses the discrepancy between transit goals in the revised T-2000 Plan (the TransPlan) and the ridership projection made by Economic Consultants of Oregon (ECO) for the Facilities Study. Stefano Viggiano will be present to answer any questions the Board may have about this issue. 42
- B. Monthly Financial Reporting: Included in the agenda packet are financial statements for January, 1985.
 1. Comparison of Budgeted and Actual Revenues and Expenditures
 - a. General Fund 44
 - b. Capital Projects Fund 45
 - c. Risk Management Fund 46

MINUTES OF DIRECTORS MEETING
LANE TRANSIT DISTRICT

REGULAR MEETING

January 15, 1985

Pursuant to notice given to the Register-Guard for publication on January 10, 1985, and distributed to persons on the mailing list of the District, the regular monthly meeting of the Board of Directors of the Lane Transit District was held on Tuesday, January 15, 1985 at 7:30 p.m. in the Eugene City Hall.

Present: Janet Calvert, President, presiding
Janice Eberly, Vice President
Joyce Nichols
Larry Parducci, Secretary
Gus Pusateri
Phyllis Loobey, General Manager
Jo Sullivan, Recording Secretary

News Media Representatives:

John Selix, KUGN Radio
Shelly Kurtz, KVAL-TV
Carolyn Donnelly, KMTR-TV
Patty Mantia, The Register-Guard

Absent: Peter Brandt, Treasurer
Velma Scheve

INTRODUCTORY REMARKS BY BOARD PRESIDENT: Ms. Calvert announced that the Eugene Chamber of Commerce had chosen to honor LTD in its "Salute to Commerce" program in March, and a banquet has been tentatively set for March 26. LTD is the first public agency to be so honored. More information will be distributed to Board members before March.

OATH OF OFFICE: Richard Bryson, District Counsel, was present to administer the oath of office to Joyce Nichols, who was recently appointed to the Board by Governor Atiyeh. After introductions by Ms. Calvert, Ms. Nichols stated that she has been a resident of Eugene for ten years and presently works at Weyerhaeuser as a public affairs manager. Before that she worked with Lane County and Lane Community College in community relations. Her interest in community relations, she said, is one of the reasons she was interested in serving on the LTD Board of Directors. After signing the oath of office, Ms. Nichols became a full member of the Board.

AUDIENCE PARTICIPATION: Ms. Calvert asked for comments from the audience on items of a general nature, and requested that anyone with comments on a specific issue on the agenda wait until that item came up for Board discussion. There was no audience participation at this point.

EMPLOYEE OF THE MONTH: Ms. Calvert stated that for the past few months, the employees selected as Employee of the Month through a staff selection process had been coming to the Board meetings to receive their awards and be introduced to the Board. She introduced Paul Kraft, who had been chosen as the January Employee of the Month. Mr. Kraft has been employed as a bus operator at LTD for 10 years, with an excellent attendance record and a four-year safe driving record. Mr. Kraft stated that it has been a pleasure working at Lane Transit, and Ms. Loobey conveyed the staff's appreciation of his service. Ms. Calvert then introduced Bill Moore, the February Employee of the Month. Mr. Moore was employed in 1959 by Emerald Transportation, Eugene's privately owned bus company, and continued employment through the change to public transportation with LTD in 1970. He worked at different times as a driver and mechanic, before becoming a full-time journeyman mechanic in 1964. He was promoted to Leadman in 1975 and to Maintenance Supervisor in 1984. His attendance has been excellent and he has received a 13-year No Time Loss Accident Safety Award. Ms. Calvert thanked Mr. Moore for his 25 years of faithful service to LTD, to which he replied that he has enjoyed working at and being a part of LTD.

APPROVAL OF MINUTES: Ms. Eberly moved that the minutes of the November 27, 1984 adjourned meeting be approved as circulated. After seconding by Mr. Parducci, the motion passed by unanimous vote.

FARE INCREASE: Mark Pangborn, Director of Administrative Services, made the staff presentation on this issue. He restated three existing policies: (1) passenger fares will at least keep pace with inflationary increases in the economy; (2) in order to minimize the loss of ridership that occurs with fare increases, increases would occur more frequently and in smaller amounts; and (3) a balance should be kept between cash fares and passes and tokens, with increases occurring at alternate times. He explained that smaller, periodic increases in cash fares had proved to be more acceptable to the public than large increases which are spaced farther apart. Additionally, riders had responded more positively when cash fares were increased at different times than passes and tokens, since that left them with the option to switch to the other type of payment if it proved to be more economical for them.

Mr. Pangborn stated that the last fare increase was in 1983, with cash fares increasing from 50 cents to 55 cents (a 10% increase) in February, 1983, and passes and tokens increasing by 11% the following September. He also explained two significant reasons that ridership had increased but revenues had declined in the last six months. The first was a policy decision by Adult and Family Services (AFS) to discontinue the purchase of monthly passes for its clients, and to purchase tokens and day passes instead. This had cost the District almost \$9,000 in six months, which was at least half of the District's revenue loss for that period. The revenue decline was also attributed to special promotions such as the 25-cent weekend fare, free Fair service, the 25-cent football shuttles, the downtown shuttle, and the program of free fares for seniors over eighty. According to a staff analysis, he said, if those promotions had

not been offered, revenues would have increased about 6%, but ridership would have increased only 3.5% instead of 8%.

Mr. Pangborn stated that, in order to avoid having to make a substantial fare increase in the future, planning for a fare increase should begin now. He explained that the Portland Consumer Price Index (CPI) had increased 6.7% since LTD's last fare increase. Since the smallest reasonable cash fare increase is five cents, or a 9.1% increase, staff recommended that the Board approve a cash fare increase effective September 1, 1985, when the percentage would be more in line with the CPI increase (anticipated to be 9% by September). Mr. Pangborn called the Board's attention to page 22 of the agenda packet, which listed additional reasons for the recommendation to postpone an increase in cash fares until September. The Districts new service, offered last September, has attracted many new riders, and would not want to discourage them from taking the bus at this point. Since most new riders pay with cash, staff would like to let them become consistent riders before the fare is raised. By making a decision now to raise fares in September, the revenue figures can be built into the budget, so the impact of the increase will be known.

Public Hearing on Proposed Fare Increase: Ms. Calvert opened the public hearing on the proposed cash fare increase. Paul Bonney, of 587 Antelope Way, Eugene, stated that he had no argument against the fare increase, but would hate to see it happen. He thought Mr. Pangborn's arguments in favor of the increase were reasonable ones. Mr. Bonney added that he thought it was interesting that football shuttle fares were lowered but revenues increased; he liked to see that happen. Ms. Calvert then read testimony called to the office by Mrs. Houchen, who usually attends the meetings as a representative of the League of Women Voters but wanted to make a statement as a private citizen. Mrs. Houchen had said that she was against the fare increase because of the area's present economy, and she was afraid that such an increase would bring a decrease in ridership. She stated that she had supported LTD for some time, and would hate to see the District's ridership hurt by a fare increase. Hearing no further testimony, Ms. Calvert closed the public hearing.

Ms. Calvert commented that the timing in September was important because of the promotional sequence. Mr. Pangborn explained that fall service begins at the end of September, and that, by raising fares at the end of the summer and before students go back to school, the fare will be in place when school starts, and will allow the District ample opportunity for marketing the fares. Mr. Parducci asked if all fares would be raised. Mr. Pangborn replied that all cash fares would increase proportionally; Reduced Fare patrons and seniors, who pay half-fare, would pay 30 cents instead of 25 cents, but special promotions would depend upon the promotion and the activity, and staff will propose that the 25-cent weekend fare would increase to 30 cents. That fare has had a very positive response, and is seen as a good way to get patrons on the buses

at a minimal cost, since buses are running then, anyway. Fares on the downtown shuttle, which runs on weekdays, would also increase to 30 cents.

Mr. Pangborn stated that staff would concur with Mr. Bonney in being reluctant to raise fares. However, there is a concern that if it is not done, the District would lag behind the increase in inflation and would have to increase fares more than five cents or ten cents. Ms. Loobey added that the District's experience with waiting too long and then increasing fares dramatically, as was done in 1981, was devastating, with a 30% drop in ridership. She added that it had taken three years to bring ridership back up to 1981 productivity levels.

With no further discussion, Mr. Parducci moved that the Board accept the staff recommendation to increase cash fares from 55 cents to 60 cents, effective September 1, 1985, with corresponding increases in the cash fare schedule. After seconding by Mr. Pusateri, the motion passed by unanimous vote.

FACILITIES SUBCOMMITTEE RECOMMENDATION: Ms. Calvert called the Board's attention to the Subcommittee recommendation found on page 23 of the agenda packet, and opened the meeting for audience participation on this topic. Dan Herbert, of 1913 Potter, Eugene, explained that he had been President of the LTD Board during the time when planning had begun for acquiring the kinds of maintenance and administrative facilities which the District ought to have. Because of that involvement, he said, it was becoming exciting to him as it approached reality. Mr. Herbert then also identified himself as an architect associated with Brockmeyer McDonnell Architects. He said he had read the agenda materials on the facilities issue and, although he had not seen the technical documents, he was impressed with the substance of the report and wanted to support it very strongly. He told the Board that the issue of locating a site to minimize deadhead time was very important, and they should not let solid technical reasons be swayed by political pressures. The possibility of saving 10% of operational costs for the life of the facility should be a high priority in choosing a site, he said. He stated that he did support the study and hoped the Board would go ahead to the next stage of planning.

Mr. Herbert then asked what was the policy of the Board with respect to selection of architects for design of the facilities. Tim Dallas, Director of Operations, replied that it would be handled like any other personal services contract, in which Requests for Proposals would be sent to architects, a screening process would narrow the field to two or three, and selection would probably be made, as is usual, by staff. Mr. Herbert then commented that the District might want to consider separating the projects for the maintenance and administrative facilities. Ms. Calvert thanked Mr. Herbert for his positive comments.

Ms. Calvert then stated that the Board Facilities Subcommittee had met two times and heard complete presentations. The members of the Subcommittee are Ms. Calvert, Ms. Eberly, and Mr. Parducci, with Jim Ivory and Bruce Hall as community representatives chosen through the Chambers of

Commerce. She also stated that the Board should keep in mind that this is long-term planning, and that part of the reason that the District is working well now is that staff and the Board had planned ahead for the future. She added that there were some concerns among Subcommittee members that these decisions about facilities had to be made at the same time that there was a possibility of having to move some of the District's facilities due to the opening of Willamette Street between 10th and 11th. She then introduced Eric Gunderson, of Wilson Bryant Gunderson Seider, who was the architect involved in the facilities study.

Mr. Gunderson first reviewed the findings of the study. He explained that the forecast in fleet size for the year 2005 was based on steady growth in conjunction with a projected 3.2% growth in the community, with no major increases in service or ridership. ECO Northwest, a company which specializes in economic forecasting, projected a fleet size of 136 for 2005. Fleet Maintenance Consultants, a company specializing in maintenance facilities, projected that a bus facility capable of handling 160 buses would be of maximum efficiency for a community this size. Growth to more buses would best be handled by satellite facilities, which would be more central to the route structure. Two facilities would enable the District to handle the numbers stated in the T-2000 goals. According to the study, the District would need 11.4 acres by 2005, which is roughly a growth in size of 2-1/2 to 3 times the present facility.

Mr. Gunderson also summarized the problems with the present facility, including: (1) the need to lease land on which to park new buses which are now arriving in Eugene; (2) the need to lease a trailer for expanded office space for the present administration building; (3) the cramped parking area, with increased hazards in maneuvering buses on the site and the need for additional work hours for fueling, maintenance, etc., because of the way buses need to be moved around the site for those functions; and (4) a maintenance facility which is lacking a needed three bus bays already. He stated that the study's recommendations were solutions to long-term problems and were not a "bandaid" approach. The recommended steps, he said, would allow the District to build in phases toward the final 2005 goals.

Mr. Gunderson then outlined the four steps which were being recommended that evening. The Board was being asked to adopt the findings and recommendations of the first two phases of the study and authorize phases 3, 4 and 5. Included in those three phases are the analysis of alternative sites, budgeting, beginning design work, and application for federal funds. If the District hopes to maintain the proposed timeline, application for federal funds needs to be done now, since it is a lengthy process. After Board review and approval of plans developed by an architect, construction would be undertaken, and the new facilities would be occupied in late 1987 or early 1988. Mr. Gunderson stressed the need to keep to the timeline because, with 88 buses now, there is already a problem with parking space. By the time new facilities are occupied, the District will have 94 buses. In 1990 six more buses are scheduled to be

purchased; those could possibly be articulated buses, which would mean additional problems with maneuvering the buses on the property.

Before asking for questions, Mr. Gunderson invited the members of the Board to review the technical information from the study which he would make available to them. Ms. Nichols stated that all the material presented had been new to her but that she thought it had all been well thought out. She asked how much of the total cost would be eligible for federal funds. Ms. Loobey replied that currently 80% is eligible, but in the future it could be cut to 75%. Ms. Calvert added that the money for phases 3, 4, and 5 has been budgeted in the present year's budget.

Ms. Eberly then moved that the Board adopt the findings and recommendations in phases 1 and 2 and authorize phases 3, 4, and 5 of the facilities study. Mr. Parducci seconded the motion.

Ms. Eberly asked if a decision would be made at budget time and if the subcommittee would remain active on this issue. The reply to both questions was affirmative.

With no further discussion, the motion carried by unanimous vote. Ms. Calvert then thanked Mr. Gunderson for his presentation.

STRATEGIC PLANNING PROCESS: Ms. Loobey called the Board's attention to pages 32 and 33 of the agenda packet. She stated that staff were recommending that the Board set a work session before the February meeting, in order to discuss a wide variety of issues which could or should impact the District in its future. The issues suggested for discussion had not previously been discussed by the Board in a long-range way. This process would give staff direction for the next three fiscal years. Ms. Loobey said that she envisioned at least one work session, and possibly two, to finalize the work that staff had begun on this project. It was decided that the Board and staff would meet for a dinner meeting at 6:30 p.m. on Tuesday, February 12, for approximately two hours.

INVESTMENT POLICY: Karen Rivenburg, Accountant, summarized the memo from the Budget Subcommittee found on page 37 of the agenda packet. She explained the types of investments allowed the District by Oregon statute and the Subcommittee's recommendation that LTD only invest in securities for which there is no risk of loss of principal. Ms. Calvert stated that Mr. Brandt was especially concerned that all investments be fully collateralized, so they had deleted some instruments allowed by law from their recommendation.

Mr. Pusateri moved, seconded by Ms. Nichols, that the Board adopt the investment policy as presented on pages 38 and 39 of the agenda packet, allowing investment in U.S. Treasury Bills and Notes, Time Certificates of Deposit up to \$100,000 per financial institution, Repurchase Agreements when collateralized by U.S. Treasury Bills and Notes, and the Local Government Investment Pool. With no further discussion, the motion passed by unanimous vote.

SUPPLEMENTAL BUDGET: Ms. Rivenburg stated that the issue of Safe Harbor Leasing was discussed at the November Budget Committee meeting. In explanation of Safe Harbor Leasing, she said that the District would sell tax credits, which it can't use, on the new buses presently being purchased. In order to do so, LTD must finance a certain percentage of the total cost. Staff had become aware of a private letter of ruling from the Internal Revenue Service recently received by the Washington Metropolitan Area Transit Authority (WMATA), which states that a district need only finance 1% of the total cost in order to qualify for the Safe Harbor Leasing program. The supplemental budget included creation of a short-term borrowing fund to provide \$50,000 for loan repayment. In response to a question, Ms. Rivenburg explained that the total in the Resolution Adopting the Supplemental Budget was \$100,000 because the General Fund appropriation of \$50,000 and the Short-term Borrowing Fund appropriation had to be added together for that purpose. The \$250,000 figure in the budget approved by the Budget Committee represented 5% which staff originally believed the District would have to borrow for this program. However, \$50,000 is the actual amount needed.

Public Hearing on the Supplemental Budget: Ms. Calvert then opened the public hearing on the supplemental budget. Hearing no testimony from the audience, she closed the public hearing.

Ms. Eberly then moved that the Board adopt the Resolution Adopting the Supplemental Budget, the Resolution Making Appropriations, and the Resolution authorizing the General Manager to borrow the funds, as found on pages 42 and 43 of the agenda packet. After seconding by Ms. Nichols, the motion carried by unanimous vote.

BUDGET COMMITTEE NOMINATIONS: Three positions on the Budget Committee had expired on January 1, 1985, but the incumbents had agreed to serve again. Mr. Parducci moved, seconded by Ms. Nichols, that the Board approve the nominations of Paul Bonney, Emerson Hamilton, and Robert O'Donnell to three-year terms on the Budget Committee. With no further discussion, the motion carried unanimously.

ITEMS FOR INFORMATION AT THIS MEETING:

Employee Awards Banquet: Ms. Loobey informed the Board that the annual Employee Awards Banquet would be held on Sunday, February 17, with no-host cocktails at 6:30 and dinner at 7:30 p.m. at the Valley River Inn. Ed Bergeron will act as Master of Ceremonies, and annual awards will be presented to the employees. All Board members were invited to attend and to bring a guest.

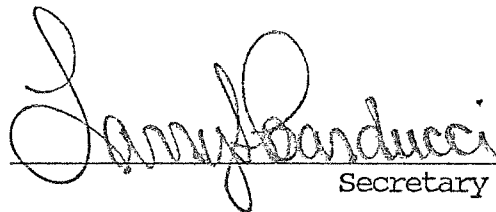
Budget Timeline: The Board's attention was called to the budget timeline in the agenda packet. The first meeting of the Budget Committee is scheduled for April 9. A second meeting will be held either on April 16 (the evening of the regular Board meeting) or on April 30. The final meetings have been scheduled for May 7 and May 28.

March 19 regular meeting, since it falls during the 4-J school district's spring vacation. Mr. Pusateri stated that he might not be in town, as well. Because the Eugene Chamber Salute to Commerce banquet is scheduled for March 26, the March Board meeting will probably be held on the second Tuesday, March 12. The February meeting will need to be adjourned to that date.

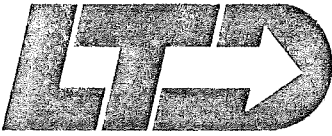
Ride on New Buses: Mr. Dallas explained that the new 800 series buses were still being fitted with accessories in order to enable the District to accept them from the manufacturer, so there would be no ride on the buses that evening. Staff will arrange the ride for a later meeting.

Ridership Figures: In commenting on the ridership figures for December, Ms. Loobey stated that there had been no snow in Eugene this year during December, but the ridership figures were being compared with ridership levels from last year, when it had snowed. Snow and ice conditions always create more ridership for short periods of time.

ADJOURNMENT: Ms. Eberly moved that the Board adjourn to a work session on Tuesday, February 12 at 6:30 p.m. at an area restaurant. After seconding, the motion carried unanimously and the meeting was adjourned at 8:55 p.m.


Secretary

BDMN0115.JHS



Lane Transit District

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

February 19, 1985

MEMO

TO: Board of Directors

FROM: Board Salary Subcommittee

RE: Administrative Salaries for Fiscal Year 1985-86

As is customary this time of year, the Board Salary Subcommittee met recently with the Executive Committee to consider and discuss administrative salaries for FY 85-86, in preparation for the development of next fiscal year's operating budget.

As a basis for discussion, the Subcommittee reviewed salary survey data compiled by staff comparing District administrative salaries with like positions in units of local government and West Coast transit properties of similar size. The survey indicated that administrative salaries range from a value of 6.1% over to 30.5% under the average of surveyed salaries, depending upon the classification. Salaries for middle management and above generally lag behind those of comparable positions. Additionally, the Subcommittee discussed the Consumer Price Index - Urban, computed for Portland for 1984, which increased 3.7% for this period. Finally, the Subcommittee discussed what it anticipated local and regional, public and private sector adjustments to be next fiscal year and found that to be in the 5% to 7% range.

In reviewing the above information, two factors become apparent. The first is that District salaries, particularly in middle management, still lag behind local public agencies, as well as transit districts, by 16% to 20%. A stated goal of the Board-adopted Administrative Salary Policy is "to provide fair and equitable compensation based on the relative value of each position within L.T.D., and with due consideration to rates of pay in like positions, for comparable work in the marketplace and the District's financial position." The second factor is that the District is in the same position as last year in trying to address this market discrepancy. Given the local economy and the District's relative financial position, it is unrealistic to assume that market inequities can be addressed in one or two years. Rather, an approach like that adopted by the Board last year continues to be appropriate.

Last year, the Board approved a 3.5% annual adjustment to the administrative salary schedule with a 3%, 4%, or 5% adjustment to some grades to address market differences, and the implementation of a new management benefit. This year, the Subcommittee recommends a similar approach to salaries, with no adjustment in benefits.

Administrative Salaries, Cont.

Page 2

February 19, 1985

As a reminder, administrative staff are governed by a Performance Based Pay Policy which allows movement within a salary grade, based upon performance, as evaluated each June. Over the last year, this policy was revised, whereby entry level salaries are now 75% of the maximum, rather than 78%.

Recommendation:

In consideration of the foregoing, the Board Salary Subcommittee submits the following for full Board consideration:

- * A general adjustment to the Administrative Salary Schedule of 3.5%.

Expenditure: \$34,248.00 Cost 3.5%

- Consistent with CPI-U, Portland, 1984, 3.7%
- Consistent with salary surveys.

- * An additional adjustment to grades within the salary schedule of from 3% to 5%, to be distributed by the Executive Committee.

Expenditure: \$28,380.00 Cost: 2.9%

- Consistent with salary surveys.
- Addresses "gap" in market surveys.

- * As the result of a recent internal job evaluation process, adjustment of two (2) positions by one grade on the salary schedule: Maintenance Data Technician to Grade 4 and Safety and Risk Manager to Grade 9. Reclassify one (1) Service Analyst position to Senior Transit Planner at Grade 8.

Expenditure: \$5,148.00 Cost: 5%



Gus Pusateri

Chairperson, Board Salary Subcommittee

attachment

February 8, 1985

TO: Board Salary Subcommittee
FROM: Personnel Administrator
RE: Historical Overview of Administrative
Salary Adjustments

FY '79-80

July 1, 1979 6% adjustment to Administrative Salary Schedule.

January 1, 1980 4% adjustment to Administrative Salary Schedule.

FY '80-81

July 1, 1980 Administrative Salary Schedule was restructured
and expanded from 10 grades to 13 grades.
Positions were allocated accordingly.

January 1, 1981 All administrative salaries reduced by 5%.

FY '81-82

July 1, 1981 5% restored to the Administrative Salary Schedule.
No retroactivity.

November 12, 1981 10% adjustment to Administrative Salary Schedule -
retroactive to July 1, 1981.

January 1, 1982 2% adjustment to Administrative Salary Schedule.

FY '82-83

July 1, 1982 Administrative Salary Schedule frozen - no
adjustment.


November 1, 1982 Implementation of administrative Performance Based
Pay Plan.

FY '83-84

July 1, 1983 5% adjustment to the Administrative Salary Schedule.

FY '84-85

July 1, 1984 3.5% adjustment to the Administrative Salary
Schedule. Grades 6-8 an additional 3%; Grades
9-12 an additional 4%; Grade 13 an additional 5%.
Implementation of Severance Pay Plan.



David Harrison
Personnel Administrator

OR 51111

C O N F I D E N T I A L

February 7, 1985

SALARY SURVEY SUMMARY
1985

<u>BENCHMARK POSITION</u>	<u>FY'84-85 LTD SALARY</u>	<u>SALARY SURVEY AVERAGE</u>	<u>1985 SURVEY % +-</u>
Clerical Specialist	\$1201-1539	\$1148-1428	+6.1%
Accounting Clerk	\$1201-1539	\$1224-1543	-2.0%
Marketing Representative	\$1638-2100	\$1741-2225	-6.0%
Executive Secretary	\$1721-2207	\$1637-2105	+4.9%
Purchasing Agent	\$1721-2207	\$2072-2626	-19.6%
System Supervisor	\$1721-2207	\$1935-2487	-12.5%
Service Analyst	\$1721-2207	\$1953-2509	-13.5%
Personnel Administrator	\$1916-2456	\$2356-3096	-23.9%
Maintenance Manager	\$2110-2706	\$2451-3131	-15.9%
Planning Administrator	\$2110-2706	\$2447-3134	-15.8%
Accountant	\$2110-2706	\$2288-2953	-8.7%
Dir. Admin. Svcs.	\$2349-3011	\$3052-3916	-29.9%
Dir. Operations	\$2349-3011	\$3448-4417	-30.5%

AGENCIES SURVEYED;

City of Eugene	Springfield Utility Board	Vancouver Transit
City of Springfield	L-COG	Tri-Met
City of Corvallis	Tacoma Transit	Santa Cruz Transit
Lane County	Spokane Transit	Long Beach Transit
Local Government Personnel Institute Salary Survey		

SalSvSm.dnh

DRAFT
Fare Policy

The Fare Policy is to be used to provide direction in making decisions about changes in the District's fare structure. The policy is composed of objectives and policy statements. The objectives indicate the general goals that the District's fare structure should achieve. The policy statements provide more specific direction on the various aspects of a fare structure. The intent of each of the policy statements is further explained in a discussion section that follows each statement.

I. OBJECTIVES

1. Promote ridership by making the fare structure attractive to users.
2. Improve the farebox recovery ratio.
3. Improve the efficiency of fare collection.
4. Promote equity of fare payment among patrons.

II. APPLICATION

This policy applies to Planning and Marketing personnel who develop recommendations for changes to the fare structure, and to Executive Committee and the Board of Directors who review and approve the changes to the fare structure.

II. POLICIES

1. Recommendations for changes in the fare will be developed by Planning and Marketing and reviewed by Executive Committee.

Discussion: In developing the recommendations, Planning and Marketing staff will contact and gather input from other divisions at the District. Executive Committee shall review the recommendations and determine if they should be sent to the Board of Directors for approval.

2. Staff recommendations for changes to the fare will consider the inflation rate; ridership and revenue trends; local economic trends; trends in automobile-related costs, such as gas; service

changes; the value of the service to the rider; market conditions and opportunities; the District's financial situation; the District's Goals and Objectives; and Board policy.

Discussion: This policy statement lists the most important factors to be considered in making recommendations for changes to the fare structure. The list of factors to be evaluated is not meant to be exclusive; other factors will need to be considered from year-to-year. It is further recommended that staff develop and maintain a ridership model in order to more accurately predict the effects of changes in the fare structure.

3. Increases in the farebox recovery ratio should be pursued by improving the ridership productivity of the system and by improving internal operating efficiency.

Discussion: There are three ways to improve the farebox recovery ratio: by increasing the fare (in real terms); by improving ridership productivity; and by improving internal operating efficiency. Attempts to improve the recovery ratio by increasing the fare by an amount greater than the market would bear have proven unsatisfactory. Ridership decreases have almost offset the increase in the average fare, yielding only small gains in revenue. Of the other two methods, improvements in internal operating efficiency will be largely dependent on unpredictable future labor negotiations. However, improvements in the ridership productivity are clearly within reach and can have a significant impact on the farebox recovery ratio. If the average fare remains stable (in real terms), a 50% increase in ridership productivity would achieve the 30% farebox recovery goal.

4. Prepayment of fares shall be encouraged. Accordingly, passes and tokens should be priced below the cash fare.

Discussion: Prepayment of fares benefits the District in a number of ways. It improves the cash flow situation; it guarantees ridership and revenue by the patron; it reduces the chance of non-payment or underpayment; and it speeds boarding. Prepayment mechanisms also tend to encourage increased ridership by patrons since the cost of the ride is not required at the time the decision to take the ride is made. It is recommended that passes be discounted approximately 20-30% below the cash fare and that tokens be discounted 10-20% below the cash fare. Passes should, in general, be discounted more than tokens since they are more effective at increasing ridership and are a more efficient fare mechanism from an internal operating standpoint.

5. Increases to the base fare should not exceed 20% and no more than one increase in each fare type should be implemented within a year.

Discussion: This policy directs that changes in the fare be incremental in nature to avoid large "catch-up" increases. The District's experience has been that large fare increases (even though occurring less often) have a substantially more negative impact on ridership than smaller, more frequent fare increases. However, more than one increase in any one fare instrument in a year would tend to discourage ridership.

6. Recommendations for fare changes will be developed prior to the budget process each spring for the following fiscal year.

Discussion: Given the dynamic nature of ridership, budgets, and other factors that affect fares, it is necessary to consider changes in the fare on a yearly basis and to not program the changes into the future. This policy ties the recommendations on fare changes into the budget process as well as to decisions on major changes in the service that result from the Annual Route Review. This policy does not preclude making unprogrammed changes to the fare in mid-year if unforeseen conditions warrant.

7. The District should alternate increases in the cash fare with increases in the cost of tokens and passes.

Discussion: The District has had good success alternating increases in the cash fare with increases in the cost of tokens and passes. This method always give riders the option of switching to a fare payment mechanism which has not been increased and therefore mitigates some of the negative impacts of fare increases.

8. Changes in the fare structure should be implemented in conjunction with driver bids.

Discussion: Since the fare structure is noted prominently on timetables and since the timetables are revised every bid, it follows that fare changes should be implemented in conjunction with bids. It is also recommended that in order to minimize the impact of pass price increases on students, pass prices should only be increased in conjunction with the June or September bids. Students make up a large proportion of pass riders. Pass price increases during the school year are more visible to

students and therefore may result in a greater loss of ridership.

9. Fare promotions shall be used to attract new riders onto the system.

Discussion: Most fare promotions have been shown to be a cost-effective method of attracting new users to the system at a very low cost per trip generated. Surveys indicate that many of those attracted by free or reduced fares are not regular bus riders. The process to be followed in fare promotions includes an analysis of the proposal, a marketing plan for the promotion, and a post-project evaluation. The extent of the analysis, marketing plan, and evaluation would be based on the scale of the promotion.

10. Discounted fares may be used to encourage ridership during traditionally low demand periods.

Discussion: The District has had very good success in generating additional ridership in low demand times through fare reductions. The cost per trip generated by the fare reductions has been much lower than for other options available to the District. This policy also implies that pass prices should be priced so as to compensate for expected low demand periods. For example, term passes should be priced to compensate for low student use during vacations.

11. Fare payment options that effectively attract a different market segment or encourage increased use of the bus by current riders shall be developed. The fare payment options should be made conveniently available to patrons.

Discussion: The District currently offers patrons the choice of paying cash or using tokens, monthly passes, term passes, or day passes. Each of these fare payment options is attractive to a different segment of the market. Other fare payment options which either attract additional riders, increase bus use among current riders, or which are more convenient forms of current options should be investigated and, if feasible, implemented. Convenient access to all fare payment options will tend to make the system more attractive to patrons and thus will increase ridership.

12. The fare charged should be relative to the value of the service to the consumer.

Discussion: The fare charged should be commensurate with the amount of service provided. Charging the same fare for all metropolitan-area trips results in a much higher cost per mile for shorter trips than for the longer trips. Reducing the fare for shorter trips would tend to create a more equitable pricing system and would increase ridership; an example of this is the Downtown Shuttle.

13. The transfer policy shall be designed to encourage ridership and make the service more competitive with the automobile.

Discussion: Due to the structure of the system, transfers are required to complete many trips. Since the requirement to transfer is in itself a disincentive to ride, the District should strive to give transferring patrons other advantages. Options to make the service more attractive to transferring patrons should be investigated and, if feasible, pursued.

14. The design and number of fare payment instruments shall consider the ease of enforcement by drivers and ease of understanding by patrons.

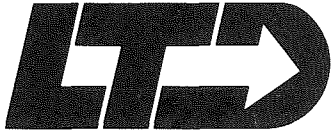
Discussion: Driver enforcement of fares is necessary to ensure adherence by patrons to the fare policies. The ease of enforcement is dependent on the design of the fare payment instrument and the quantity of different fare payment options available. These two factors should be considered when making decisions on the implementation of a new fare option or the redesign of an existing fare instrument. Fare enforcement programs should be evaluated periodically to ensure that they are appropriate.

V. MAINTENANCE RESPONSIBILITY

The Planning and Marketing Administrators will monitor application of this policy and propose revisions as necessary.

PLANNING/SMV/DRAFT 12-84

FAREPOL.SMV



Lane Transit District

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

February 19, 1985

MEMO

TO: Board of Directors

FROM: Planning

RE: Federal Aid Urban Grant for Improvements to the Springfield City Center Station

Background

As part of the agreement with the City of Springfield for the Springfield City Center Station (SCCS), the District agreed to replace an asphalt bus bay and make other improvements to the surrounding asphalt as requested. The City has requested that LTD make the improvements this year.

The District has also experienced difficulty in the operation of the wheelchair lift at certain portions of the station. The problems are associated with the slope of the bus bay and street and the height of the curbs. The lift problems can be corrected as part of asphalt replacement and repair. The total cost of the project is estimated to be \$27,000.

The project was included in an UMTA Section 9 Grant application and has been funded. UMTA funds have been used for design services for the project. The District proposes that, instead of using the remaining UMTA funds for the construction of the SCCS improvements, Federal Aid Urban funds be used. This would then free the unused UMTA funds to purchase additional passenger shelters.

An annual allocation of Federal Aid Urban funds is made available to the community for transportation improvements. The money is split among the City of Springfield, City of Eugene, Lane County, and LTD. The District's share of the funds is approximately \$130,000 per year and has been used to construct SCCS and the River Road Transit Station. FAU money will also be used to construct the Parkway Station at 29th and Amazon Parkway and to make improvements to the major University of Oregon bus stop at 13th and Kincaid.

Action Requested

Approve the application for a Federal Aid Urban grant in the amount of \$27,000 for improvements to the Springfield City Center Station.

A handwritten signature in dark ink, appearing to read 'Stefano Viggiano', with a stylized, flowing script.

Stefano Viggiano
Planning Administrator

SV:ms:ecm

(Springfield City Center Station)

AUTHORIZING RESOLUTION

Resolution authorizing the filing of an amended application with the Department of Transportation, United States of America, for a grant under the Surface Transportation Act.

WHEREAS, the Secretary of Transportation is authorized to make grants for a mass transportation program of projects;

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including provisions by it of the local share of the project costs in the program;

WHEREAS, it is required by the U.S. Department of Transportation in accord with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Surface Transportation Act, the applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder; and

WHEREAS, it is the goal of the applicant that minority business enterprise be utilized to the fullest extent possible in connection with these projects, and that definite procedures shall be established and administered to ensure that minority business shall have the maximum construction contracts, supplies, equipment contracts, or consultant and other services.

NOW, THEREFORE, BE IT RESOLVED BY The Lane Transit Board of Directors:

1. That the General Manager is authorized to execute and file an application on behalf of Lane Transit District with the U.S. Department of Transportation to aid in the financing of construction of improvements to the Springfield City Center Station.
2. That the General Manager is authorized to execute and file with such applications an assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964.
3. That the Director of Administrative Services is authorized to furnish such additional information as the U.S. Department of Transportation may require in connection with the application for the program of projects.
4. That the General Manager is authorized to set forth and execute affirmative minority business policies in connection with the program of projects' procurement needs.

5. That the General Manager is authorized to execute grant agreements on behalf of Lane Transit District with the U.S. Department of Transportation for aid in the financing of improvements to the Springfield City Center Station.

3-12-85
Date

Jammy Banducci
Board Secretary



Lane Transit District

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

February 19, 1985

MEMORANDUM

TO: Board of Directors
FROM: Sue Hanson, Marketing Representative
RE: Commuter Promotion

A promotion designed to increase ridership and monthly pass sales among downtown Eugene employers will be implemented this spring by the Marketing Division. Downtown commuters were selected as the target market because they often must pay for parking and excellent bus service is available downtown.

Promotion activities will begin in March and will include publicizing the introduction of the new Gillig buses into service. Elements of the campaign will include:

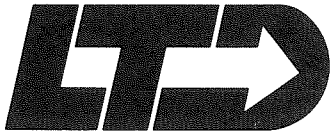
- * Comparisons of the costs of owning, driving, and parking a car.
- * Incentives to encourage non-riders to try riding the bus.
- * Incentives for riders to buy monthly passes, such as discounts on merchandise and services.
- * Individualized trip planning at places of employment.

Certain promotional elements will become a permanent part of our downtown marketing efforts.

The campaign will be supported by media advertising and direct marketing efforts. We will be working closely with the Eugene Downtown Association and downtown employers.

Sue Hanson
Marketing Representative

SH/js



Lane Transit District

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

February 19, 1985

MEMORANDUM

TO: Board of Directors
FROM: Accountant
RE: Federal Operating Assistance

The District has received a grant from UMTA for \$157,313 in operating assistance, representing carryovers from federal fiscal years 1982 and 1983. As you may recall, Board members expressed some concern that these carryover funds would be reprogrammed by UMTA before we could use them.

We expect approval soon on our other UMTA operating assistance grant of \$893,448 from federal 1985 funds. These grants are both included in our budget for Fiscal Year 1984-85.

Karen R. Rivenburg

Karen R. Rivenburg
Accountant

KRR:ms:js



Lane Transit District

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

February 19, 1985

MEMO

TO: Board of Directors
FROM: General Manager
RE: APTA Federal Allocations Subcommittee, January 31, 1985

At the most recent meeting in Washington, D.C., about 80 representatives from properties across the country agreed to the following program vis-a-vis the Administration's budget proposal:

Continue support of HR 5504 and S.2504. HR 2504, introduced by James Howard (D) of New Jersey, maintains operational and capital funding (Section 9, general fund), increases by \$.3 billion gas tax dedicated funds for capital, and several other key provisions.

The companion Senate bill S.2504, introduced by Alphonse D'Amato (R) of New York, contains many of the provisions of the House measure.

There is not a high level of expectation that either measure will be passed and, if they were, they most likely would be vetoed by the President.

The Association feels compelled to support both measures, however, because of D'Amato and Howard's historical support of transit.

Pursue continuation of current level of funding. The Office of Management and Budget 1985-1986 budget proposal eliminates in its entirety the Section 9 general fund operating and capital program.

The Association does not agree with this proposal because of the negative impact upon transit operations across the country and because Federal transit funding has been cut 28% since 1981. We have already contributed a fair share to deficit reduction disproportionately to other federal programs.

STAFF ASSIGNMENTS

LTD:

Phyllis Loobey: Legislature
Mark Pangborn: Budget
Service
Tim Dallas: Labor Agreement
Facilities (Administration/Maintenance)

APTA:

Phyllis Loobey: Small Operators Steering Committee
Federal Allocations
Western Meeting
Annual Meeting
Mark Pangborn: Western Meeting
Tim Dallas: Regional Workshops
Western Meeting
School/Transit

EUGENE:

Phyllis Loobey: Downtown
Willamette/Cover/11-20th-2-way
Price-Sonoma Willamette to 8th
Ed Bergeron: Downtown
Willamette/Cover/11-20th-2-way
Price-Sonoma Willamette to 8th
Celebration
Other Events--Novelty Vehicle(s)
Stefano Viggiano: University Research Park
Downtown
Willamette/Cover/11-20th-2-way
Price-Sonoma Willamette to 8th
Celebration
Other Events--Novelty Vehicle(s)
6th-7th Widening
Airport
Mark Pangborn: Clean Air Committee

SPRINGFIELD/LANE COUNTY:

Phyllis Loobey: MATC
TPC
Junction City

Mark Pangborn: Junction City

Stefano Viggiano: L-COG

Leon Skiles: Junction City

CHAMBER OF COMMERCE:

Phyllis Loobey: GALA-RATS
Governmental Affairs
Eugene Chamber--Board of Directors

Tim Dallas: Springfield Chamber--Board of Directors

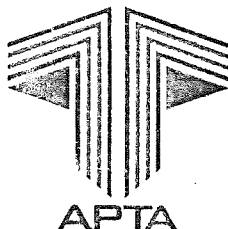
Mark Pangborn: Transportation
Economic Development

Ed Bergeron Special Events
Springfield/Eugene Greeters
State Chamber Conferences

OTHER:

Ed Bergeron: Eugene Downtown Association
Eugene Downtown Commission

Stefano Viggiano: Valley River Station



American Public Transit Association
1225 Connecticut Avenue, N.W.
Washington, DC 20036
Phone (202)828-2800

Jack R. Gilstrap
Executive Vice President

Chairman

Warren H. Frank

President

Bernard J. Ford

Secretary-Treasurer

Laurence W. Jackson

Immediate Past Chairman

Joseph Alexander

Immediate Past President

Houston P. Ishmael

Vice Presidents

Harry Alexander, Human Resources

John A. Bonsall, Development & Technology

Richard F. Davis, Management & Finance

Fred Gilliam, Bus Operations

Francis A. Gorman, Rail Transit

Anthony M. Kouneski, Marketing

Reba Malone, Governing Boards

Claude G. Robinson, Associate Members

Daniel T. Scannell, Government Affairs

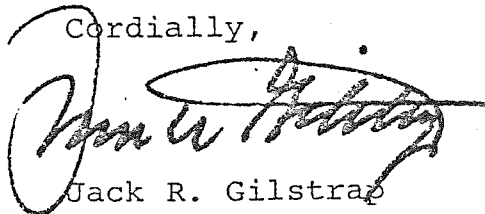
Leslie R. White, Small Operations

TO: Governing Board Members
FROM: Executive Vice President
DATE: February 4, 1985
SUBJECT: Governing Board Members Seminar
July 14, 15, 16, 1985

I want to alert you to mark your calendars for APTA's second presentation of its highly successful Governing Board Members Seminar, this time to be held in Seattle, Washington, July 14-16, 1985. This seminar is a repeat of the event held in New Orleans, Louisiana, last November, an event more than one participant called "excellent" in every way. Once again, APTA will be presenting a series of important topics in public transportation that relate directly to the role and responsibilities of you, transit's policy maker. This seminar is especially important for first year board members or those serving only a very short time, and is an excellent opportunity for board members around the country to get together and share experiences and solutions.

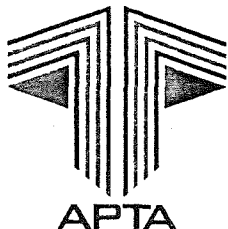
Once again, participation will be limited to the first 100 governing board members registering, so I urge you to watch Passenger Transport and APTA's special mailings for more information. If you have any questions, please contact APTA's Director of Training and Professional Development, Thomas Urban, at 202/828-2837. In the meantime, mark your calendar for Seattle, Washington, July 14-16. As a transit policy maker, it's an event you can't afford to miss.

Cordially,



Jack R. Gilstrap

JRG/pce



American Public Transit Association
1225 Connecticut Avenue, N.W.
Washington, DC 20036
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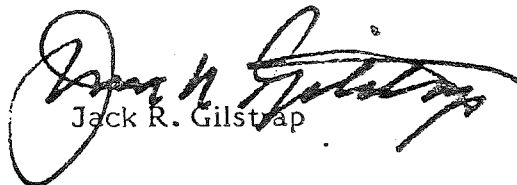
TO: APTA Transit System Members

FROM: Jack R. Gilstrap, Executive Vice President

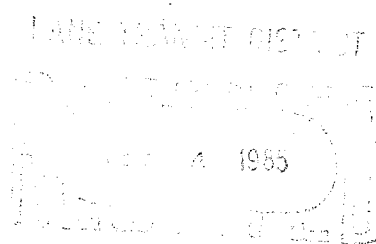
DATE: January 28, 1985

SUBJECT: Communication for Board Members

The Chairman of APTA's Governing Boards Committee, Wendell Cox, has requested that I send you the enclosed information on the Governing Boards Committee. I believe this information will be of interest to your board members.


Jack R. Gilstrap

Enclosure





American Public Transit Association
1225 Connecticut Avenue, N.W.
Washington, DC 20036
Phone (202)828-2800

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Reba Malone, Governing Boards
Claude G. Robinson, Associate Members
Daniel T. Scannell, Government Affairs
Leslie R. White, Small Operations

TO: APTA Transit System Board Members

FROM: Wendell Cox, Chairman, APTA Governing Boards Committee

DATE: January 28, 1985

SUBJECT: Activities for 1985 and Committee Membership

The Officers and Regional Representatives of the APTA Governing Boards Committee met recently in St. Louis to make plans for 1985. I have enclosed a summary of the St. Louis meeting so that you will be familiar with what we have planned.

The Committee's meetings and other activities provide an excellent opportunity for transit system board members to share information and experiences.

In almost all cases, Committee meetings and other activities are scheduled to coincide with the regularly scheduled major APTA meetings. I sincerely hope you will give serious consideration to participating. As a first step, you may want to join the Committee. This can be done by completing the enclosed form and mailing it to the APTA headquarters.

As additional information, I have enclosed a list with the names, addresses, and phone numbers of the Governing Boards Committee Officers and Regional Representatives. Please let us know if you have any comments on the activities we have planned or if you have any suggestions.

Wendell Cox
Wendell Cox

Enclosures

GOVERNING BOARDS COMMITTEE

SUMMARY OF PLANNING SESSION

ST. LOUIS, MISSOURI: NOVEMBER 30, 1984

1. Background: The Officers and Regional Representatives of the APTA Governing Boards Committee met in St. Louis, Missouri on November 30, 1984 to make plans for 1985. Suggestions for the Governing Boards Committee program for the next year centered on the following issues:

- the need for increased communication among board members;
- the importance of increased governing board member familiarity with funding and operational issues;
- the need for focus on meeting the needs of customers, the riders and taxpayers;
- the role of the board relative to agency management.

2. Membership Drive: An effort will be made to broaden the Committee's membership base by sending a mailing to the board members of all APTA transit systems and by the Regional Representatives directly seeking new members by contacting board members in their regions. Regional Representatives may seek assistance in this effort by asking other board members in the region. One way of doing this would be to appoint "state chairs" to contact prospective Committee members.

3. APTA Meetings: The dates and locations of the major APTA meetings for 1985 are set out below. The individuals with primary responsibility for planning governing board-related activities at these meetings are identified:

- Legislative Conference (Washington, D.C.: March 10-12, 1985).

Governing Board Contact: James G. Apple

- Western Conference (San Antonio, Texas: April 20-24, 1985).

Governing Board Contacts: Mary Gersh, Chair
Ray Rinehart

- Eastern Conference (Norfolk, Virginia: May 12-15, 1985).

Governing Board Contacts: Ernestine R. Green, Chair
Fred Graham
Samuel P. Rabb

- Rapid Transit Conference (Atlanta, Georgia: June 2 - 5, 1985).

Governing Board Contact: To be appointed

- Annual Meeting (Los Angeles, California: October 6 - 10, 1985).

Governing Board Contacts: Wendell Cox, Chair
James G. Apple

4. Bylaws: A committee will be appointed to review the Committee's own operating guidelines and to propose any appropriate revisions. This committee would also be asked to review APTA's Bylaws to recommend revisions, limited to those of highest priority, to the APTA Board of Directors.
5. Joint Development: A committee on joint development to assist in the planning of the Rapid Transit Conference will be appointed.
6. Board Member Orientation Booklet: A board member orientation booklet will be prepared. This booklet will include general information of value especially to new transit board members.
7. Board Member Newsletter: A board member newsletter will be prepared. Ideas should be submitted to Wendell Cox or the Committee's staff advisor, Mr. Batchelder.
8. Board Member Demographic Survey: A survey of transit board members will be taken to obtain information about the way boards operate and about the characteristics of board members.
9. Glossary: Suggestions for revision of the "Glossary of Transit Terminology" should be submitted to Wendell Cox or Robert Batchelder.
10. Governing Boards Seminar: A report was made on the successful Governing Boards Seminar, held in New Orleans on November 12 and 13, 1984. It was agreed that the Committee should encourage additional seminars like the one held in New Orleans.

GOVERNING BOARDS COMMITTEE
OFFICERS AND REGIONAL REPRESENTATIVES

Transit System

Mailing Address

Chairman: Wendell Cox

Los Angeles County
Transportation Commission
354 South Spring Street
Suite 500
Los Angeles, CA 90013
(213) 626-0370

Tel: Business: (213) 253-6499
Residence: (818) 998-7988

Vice Chairman: James G. Apple

Transit Authority of River City
1000 West Broadway
Louisville, KY 40203
(502) 587-2691

Stites & Harbison
600 West Main Street
Louisville, KY 40202

Tel: Business: (502) 587-3400
Residence: (502) 895-6511

Secretary/Treasurer: Andrew Damiani

Tidewater Transportation District
Commission
Post Office Box 2096
Norfolk, VA 23501
(804) 627-9291

Post Office Box 1411
Suffolk, VA 23434

Tel: Business: (804) 539-1216
Residence: (804) 539-4315

REGIONAL REPRESENTATIVES

Region I: Maine, Vermont, New Hampshire, Massachusetts, Connecticut,
New York, and Rhode Island

Ernestine R. Green

Niagara Frontier Transportation
Authority
Post Office Box 5008
181 Ellicott Street
Buffalo, NY 14203
(716) 855-7300

245 Woodbridge Avenue
Buffalo, NY 14214

Tel: Business: (716) 855-7300
Residence: (716) 834-3383

Region II: New Jersey, Pennsylvania, Delaware, Maryland, Virginia,
West Virginia, Washington, D.C., North Carolina, and
South Carolina

Fred Graham

LTD BOARD OF DIRECTORS
2/19/85 Page 39

Greenville Transit Authority
154 Augusta Street
Post Office Box 2873

Post Office Box 2987
Greenville, SC 29602

Region III: Kentucky, Tennessee, Georgia, Florida, Alabama,
Mississippi, Arkansas, Louisiana, Puerto Rico, and U.S.
Virgin Islands

Samuel P. Rabb

Memphis Area Transit Authority
Post Office Box 122
Memphis, TN 38101
(901)278-7880

Tel: Business: (901)278-7880
Residence: (901)386-3950

Region IV: Minnesota, Wisconsin, Illinois, Indiana, Ohio, Michigan,
North Dakota, and South Dakota

James Alexander

Gary Public Transportation
Corporation
237 West 22nd Avenue
Gary, IN 46407
(219)885-6911

Region V: Nebraska, Kansas, Oklahoma, Texas, Montana, Wyoming,
Colorado, Utah, New Mexico, Iowa, and Missouri

Mary E. Gersh

Kansas City Area Transportation
Authority
1350 East 17th Street
Kansas City, MO 64108
(816)346-0200

9900 Mission Road
Overland Park, KS 66206

Tel: Business: (913)341-4554
Residence: (913)649-9161

Region VI: Idaho, Nevada, Arizona, Washington, Oregon,
California, Alaska, and Hawaii

Ray Rinehart

Alameda-Contra Costa
Transit District
508 16th Street, Suite 314
Oakland, CA 94612
(415)891-4777

Tel: Business: (415)531-7376
Residence: (415)654-0597

Vice President - Governing Boards: Reba Malone

VIA Metropolitan Transit
Post Office Box 12489
800 West Myrtle Street
San Antonio, TX 78212
(512)227-5371

306 Golden Crown
San Antonio, TX 78223

Tel: Business: (512)333-8
Residence: (512)532-1885

REPLY FORM
GOVERNING BOARDS COMMITTEE MEMBERSHIP

I would like to join the APTA Governing Boards Committee.

Name: _____

Transit System: _____

Address: _____

Telephone: Business _____

Residence _____

(Signature)

Please return to: Mr. Wendell Cox
Chairman
Governing Boards Committee
American Public Transit Association
1225 Connecticut Avenue, NW
Washington, DC 20036

**Lane Transit District**

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

February 19, 1985

TO: Board of Directors

FROM: Planning

RE: T-2000 Goals and Facilities Study Ridership Projections

As you are aware, the revised transit goal for the T-2000 Plan (to be renamed TransPlan) is that transit will carry 8% of all metropolitan area trips by the year 2000. This goal was a downward revision of the previous goal of 14% transit trips and was agreed upon by elected officials from all three local jurisdictions. The 8% goal would call for the District to carry approximately 28,000,000 person trips in the year 2000. This contrasts with the 3,500,000 person trips that we are estimating for Fiscal Year 1984-85.

The fleet projections made by Economic Consultants of Oregon (ECO) for the Facilities Study included a 20-year ridership projection. The ECO report estimated that annual ridership in the year 2000 is likely to be between 6,000,000 and 7,100,000 person trips.

There has been some concern in the community about the discrepancy between the TransPlan goal and the ECO projections. Some citizens are concerned that the TransPlan goal is too optimistic and that the Plan will therefore underestimate street needs. These concerns may be voiced by members of the public at the Board meeting on February 19.

Staff response to these questions has been that there are inherent differences between goals and projections. The ECO projections are based primarily on the historical relationship between employment and ridership. The projections do not assume major changes in policies that affect transit usage. The TransPlan goal is approachable only if the community makes a concerted effort to make transit a more attractive alternative. This point was made repeatedly during the discussions on the transit goal that occurred last summer.

In reviewing the ECO analysis, staff felt that many assumptions were overly pessimistic of transit's ability to achieve ridership increases and that the projections were therefore conservative. However, the conservative approach seems appropriate in this instance since ECO's projections will result in a facility able to handle the nearly 160 buses which we have been told is the optimal size for a bus maintenance facility. Should ridership and fleet size increase at a faster rate, the District would

Board of Directors
T-2000 Goals and Facilities Study
Ridership Projections
February 19, 1985
Page 2

consider an additional "satellite" facility when the fleet exceeded 150 buses. Therefore, our plans based on ECO's projections do not preclude our ability to handle greater growth in ridership in an efficient manner.

It is also worth noting that the TransPlan will be updated in five years, at which time the transit goal is subject to modification. Transit usage between now and then will help us to develop more accurate ridership goals in the future. If the 8% goal is not realistic, it could be reconsidered at that time.

Staff will be available to respond to questions on this issue at the Board meeting.

A handwritten signature in dark ink, reading "Stefano Viggiano" with a stylized flourish at the end.

Stefano Viggiano
Planning Administrator

SV:ms:js

LANE TRANSIT DISTRICT
COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES
GENERAL FUND
FOR THE SEVEN MONTHS ENDING JANUARY 31, 1985 (58.33% OF YEAR COMPLETED)

	CURRENT MONTH		YEAR-TO-DATE		%	YEARLY	
	1985	1984	1985	1984	ACTIVITY	BUDGET	BALANCE
REVENUES							
Operating Revenues:							
Passenger Fares	123,823	125,518	725,612	741,594	48.86%	1,485,200	(759,588)
Charters	165	269	42,878	20,947	119.11%	36,000	6,878
Advertising	2,803	4,837	20,688	26,397	45.97%	45,000	(24,312)
Miscellaneous	186	209	1,744	1,638	34.88%	5,000	(3,256)
TOTAL OPERATING REVENUES	126,977	130,833	790,922	790,576	50.34%	1,571,200	(780,278)
Non-Operating Revenues:							
Interest	15,700	12,159	115,579	70,527	77.05%	150,000	(34,421)
Payroll Taxes	366,257	320,802	2,642,506	2,870,780	60.03%	4,401,900	(1,759,394)
Federal Operating Assistance	0	0	0	0	0.00%	1,043,400	(1,043,400)
State In-Lieu-Of Payroll Taxes	0	(71,322)	194,201	125,516	43.16%	450,000	(255,799)
Other Operating Assistance	0	396	1,752	2,941	17.52%	10,000	(8,248)
TOTAL NON-OPERATING REVENUES	381,957	262,035	2,954,038	3,069,764	48.78%	6,053,300	(3,101,262)
TOTAL REVENUES	508,934	392,868	3,744,960	3,860,340	49.10%	7,626,500	(3,881,540)
EXPENDITURES							
Administration:							
Personal Services	37,440	30,791	235,644	212,241	57.56%	409,400	173,756
Materials and Supplies	5,295	5,826	57,204	54,158	45.15%	126,700	69,496
Contractual Services	1,361	2,739	26,969	23,135	32.49%	83,000	56,031
Total Administration	44,096	39,356	319,817	289,534	51.66%	619,100	299,283
Marketing and Planning:							
Personal Services	35,763	29,543	239,073	204,488	56.40%	423,900	184,827
Materials and Supplies	7,955	7,206	81,690	79,495	63.33%	129,000	47,310
Contractual Services	35,857	20,311	184,538	167,701	65.28%	282,700	98,162
Total Marketing and Planning	79,575	57,060	505,301	451,684	60.47%	835,600	330,299
Transportation:							
Personal Services	308,509	264,379	2,023,309	1,881,377	55.61%	3,638,100	1,614,791
Materials and Supplies	3,114	1,322	7,912	3,442	48.54%	16,300	8,388
Contractual Services	404	0	2,482	0	20.68%	12,000	9,518
Total Transportation	312,027	265,701	2,033,703	1,884,819	55.47%	3,666,400	1,632,697
Maintenance:							
Personal Services	75,824	74,469	538,332	539,819	51.99%	1,035,400	497,068
Materials and Supplies	70,200	69,639	502,968	453,361	55.14%	912,200	409,232
Contractual Services	10,206	7,340	49,879	30,589	44.46%	112,200	62,321
Total Maintenance	156,230	151,448	1,091,179	1,023,769	52.97%	2,059,800	968,621
Contingency	0	0	0	0	0.00%	80,000	80,000
Loan to Capital Projects	0	0	0	0	0.00%	175,000	175,000
Transfer to Capital Projects	0	0	190,600	0	100.00%	190,600	0
Transfer to Risk Management	0	0	0	0	N/A	0	0
TOTAL EXPENDITURES	591,928	513,565	4,140,600	3,649,806	54.29%	7,626,500	3,485,900
EXCESS (DEFICIT) OF REVENUES							
OVER EXPENDITURES	(82,994)	(120,697)	(395,640)	210,534	N/A	0	(395,640)

LANE TRANSIT DISTRICT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES
 CAPITAL PROJECTS FUND
 FOR THE SEVEN MONTHS ENDING JANUARY 31, 1985 (58.33% OF YEAR COMPLETED)

	YEAR-TO-DATE	% ACTIVITY	YEARLY BUDGET	BALANCE
RESOURCES				
Beginning Fund Balance	2,189,724	95.95%	2,282,207	(92,483)
Revenues:				
UMTA Section 5	0	0.00%	2,775,504	(2,775,504)
UMTA Section 9	152,131	8.63%	1,763,147	(1,611,016)
UMTA Section 18	0	0.00%	88,440	(88,440)
Federal Highway Admin	3,659	1.82%	201,520	(197,861)
State Assistance	37,326	31.11%	120,000	(82,674)
Misc Grant Revenues	5,246	43.72%	12,000	(6,754)
Transfer from Gen'l Fund	190,600	100.00%	190,600	0
Loan from Gen'l Fund		0.00%	175,000	(175,000)
Total Revenues	388,962	7.30%	5,326,211	(4,937,249)
TOTAL RESOURCES	2,578,686	33.89%	7,608,418	(5,029,732)
EXPENDITURES				
Locally Funded:				
Land & Buildings	4,750	N/A	0	(4,750)
Total Locally Funded	4,750	N/A	0	(4,750)
UMTA Funded:				
Computer Software	13,579	238.23%	5,700	(7,879)
Office Equipment	59,067	37.60%	157,081	98,014
Maintenance Equipment	2,933	2.26%	129,500	126,567
Bus Stop Improvements	23,807	8.85%	269,001	245,194
Land & Buildings	30,867	31.40%	98,300	67,433
Buses	3,982	0.08%	4,859,479	4,855,497
Bus Related Equipment	0	0.00%	97,900	97,900
Service Vehicles	9,284	43.79%	21,203	11,919
Miscellaneous	46,645	32.01%	145,700	99,055
Total UMTA Funded	190,164	3.29%	5,783,864	5,593,700
FHWA Funded:				
Bus Stop Improvements	4,158	1.82%	229,000	224,842
Total FHWA Funded	4,158	1.82%	229,000	224,842
Contingency	0	0.00%	8,480	8,480
TOTAL EXPENDITURES	199,072	3.31%	6,021,344	5,822,272
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES				
	2,379,614	149.94%	1,587,074	792,540

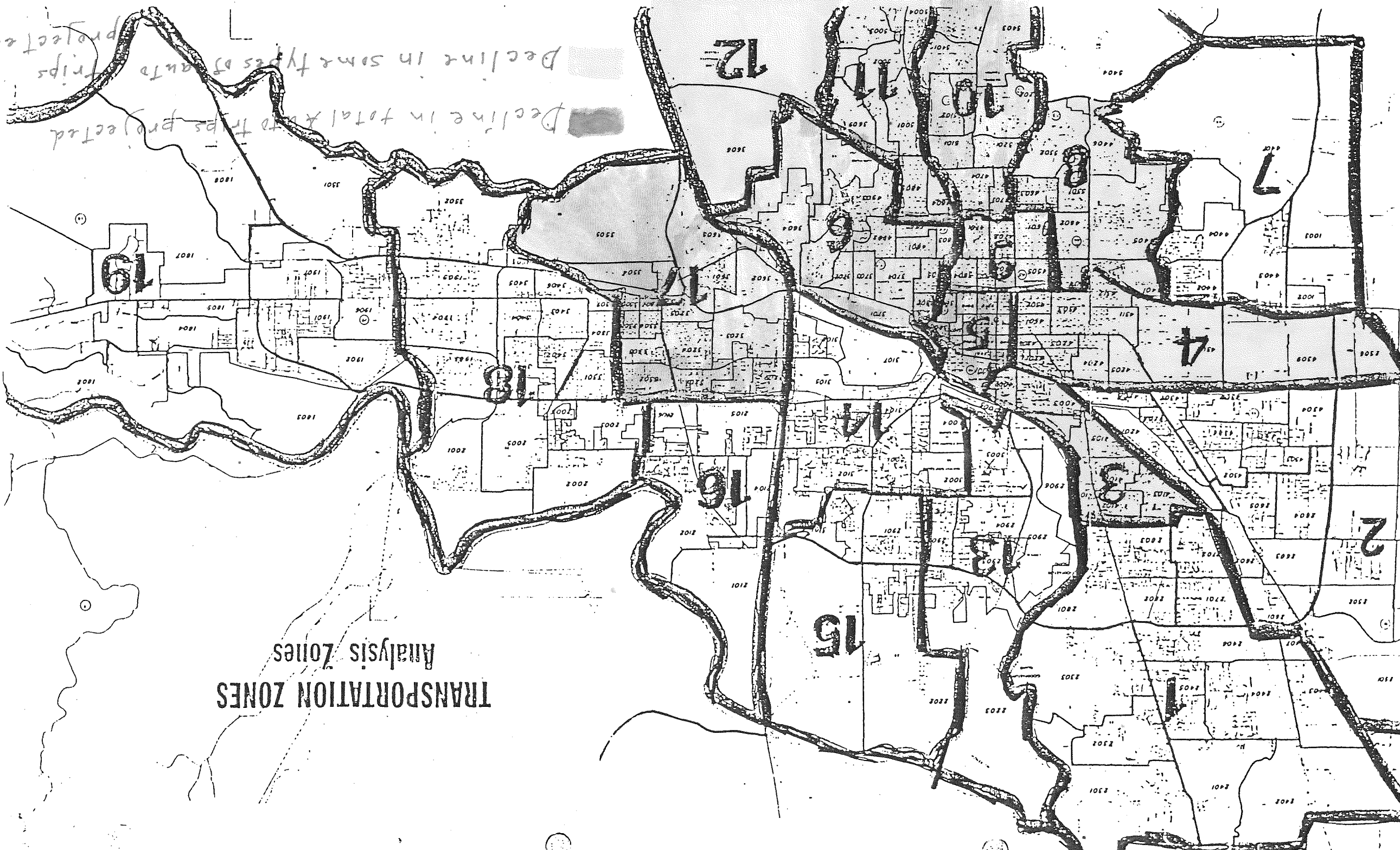
LANE TRANSIT DISTRICT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES
 RISK MANAGEMENT FUND
 FOR THE SEVEN MONTHS ENDING JANUARY 31, 1985 (58.33% OF YEAR COMPLETED)

	YEAR-TO-DATE	% ACTIVITY	YEARLY BUDGET	BALANCE
RESOURCES				
Beginning Fund Balance	398,394	1.05	380,649	17,745
Revenues:				
Transfer from Gen'l Fund	0	N/A	0	0
Interest	22,393	1.49	15,000	7,393
Total Revenues	22,393	1.49	15,000	7,393
TOTAL RESOURCES	420,787	1.06	395,649	25,138
EXPENDITURES				
Administration	12,300	0.75	16,500	4,200
Worker's Compensation	29,892	0.21	143,000	113,108
Liability Program	97,195	0.49	199,400	102,205
Miscellaneous Insurance	487	0.11	4,400	3,913
TOTAL EXPENDITURES	139,874	0.39	363,300	223,426
ENDING FUND BALANCE	280,913	8.68	32,349	248,564

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

	YEAR-TO-DATE ACTIVITY	YEAR-TO-DATE BUDGET	VARIANCE FAVORABLE (UNFAVORABLE) AMOUNT	%
REVENUES				
Operating Revenues:				
Passenger Fares	725,612	693,000	32,612	4.71%
Charters	42,878	27,000	15,878	58.81%
Advertising	20,688	22,500	(1,812)	-8.05%
Miscellaneous	1,744	2,502	(758)	-30.30%
TOTAL OPERATING REVENUES	790,922	745,002	45,920	6.16%
Non-Operating Revenues:				
Interest	115,579	75,000	40,579	54.11%
Payroll Taxes	2,642,506	2,200,950	441,556	20.06%
Federal Operating Assistance	0	0	0	N/A
State In-Lieu-Of Payroll Taxes	194,201	210,000	(15,799)	N/A
Other Operating Assistance	1,752	5,000	(3,248)	N/A
TOTAL NON-OPERATING REVENUES	2,954,038	2,490,950	463,088	18.59%
TOTAL REVENUES	3,744,960	3,235,952	509,008	15.73%
EXPENDITURES				
Administration:				
Personal Services	235,644	238,819	3,175	1.33%
Materials and Supplies	57,204	76,625	19,422	25.35%
Contractual Services	26,969	36,238	9,269	25.58%
Total Administration	319,816	351,682	31,866	9.06%
Marketing and Planning:				
Personal Services	239,073	247,225	8,152	3.30%
Materials and Supplies	81,690	100,463	18,773	18.69%
Contractual Services	184,538	231,250	46,712	20.20%
Total Marketing and Planning	505,301	578,938	73,637	12.72%
Transportation:				
Personal Services	2,023,309	2,086,531	63,222	3.03%
Materials and Supplies	7,912	8,335	423	5.08%
Contractual Services	2,482	7,000	4,518	64.54%
Total Transportation	2,033,703	2,101,866	68,163	3.24%
Maintenance:				
Personal Services	538,332	602,029	63,697	10.58%
Materials and Supplies	502,968	541,348	38,380	7.09%
Contractual Services	49,879	72,330	22,451	31.04%
Total Maintenance	1,091,179	1,215,707	124,528	10.24%
Contingency	0	0	0	N/A
Transfer to Capital Projects	190,600	190,600	0	0.00%
Transfer to Risk Management	0	0	0	N/A
TOTAL EXPENDITURES	4,140,599	4,438,793	298,194	6.72%
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	(395,639)	(1,202,841)	210,814	-17.53%

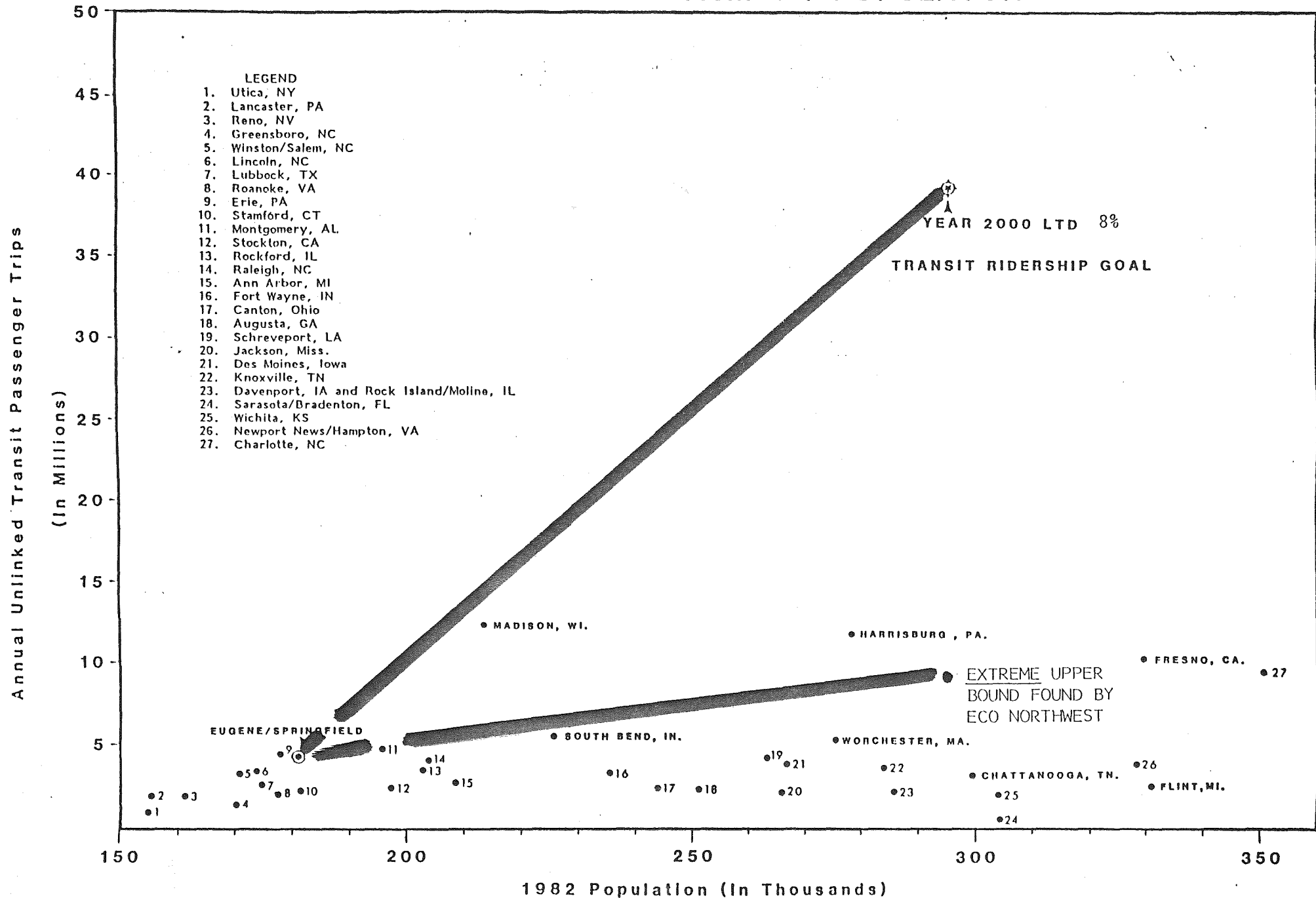
TRANSPORTATION ZONES
Analysis Zones



Decline in total auto trips projected

Decline in some types of auto trips

ANNUAL TRANSIT RIDERSHIP BY POPULATION



C. Implications for LTD

What do our findings imply about the likely accuracy of any of our preliminary forecasts? In particular, do the factors we examined suggest that conditions in E/S are conducive to large increases in the percentage of trips made on transit? If so, we should favor our higher preliminary projections. We summarize some of the key points.

The overriding consideration for persons making a modal choice is relative price, where that price includes out-of-pocket costs (e.g., fares, gas, parking), indirect costs (e.g., insurance and maintenance of an auto), time costs (total door-to-door travel time, which varies with the amount of congestion), and psychic costs (wait time, crowdedness, poor weather). Some people are constrained in their choices by low-income and lack of an auto: a high proportion of these will use transit. What are the current and likely conditions of these factors in E/S?

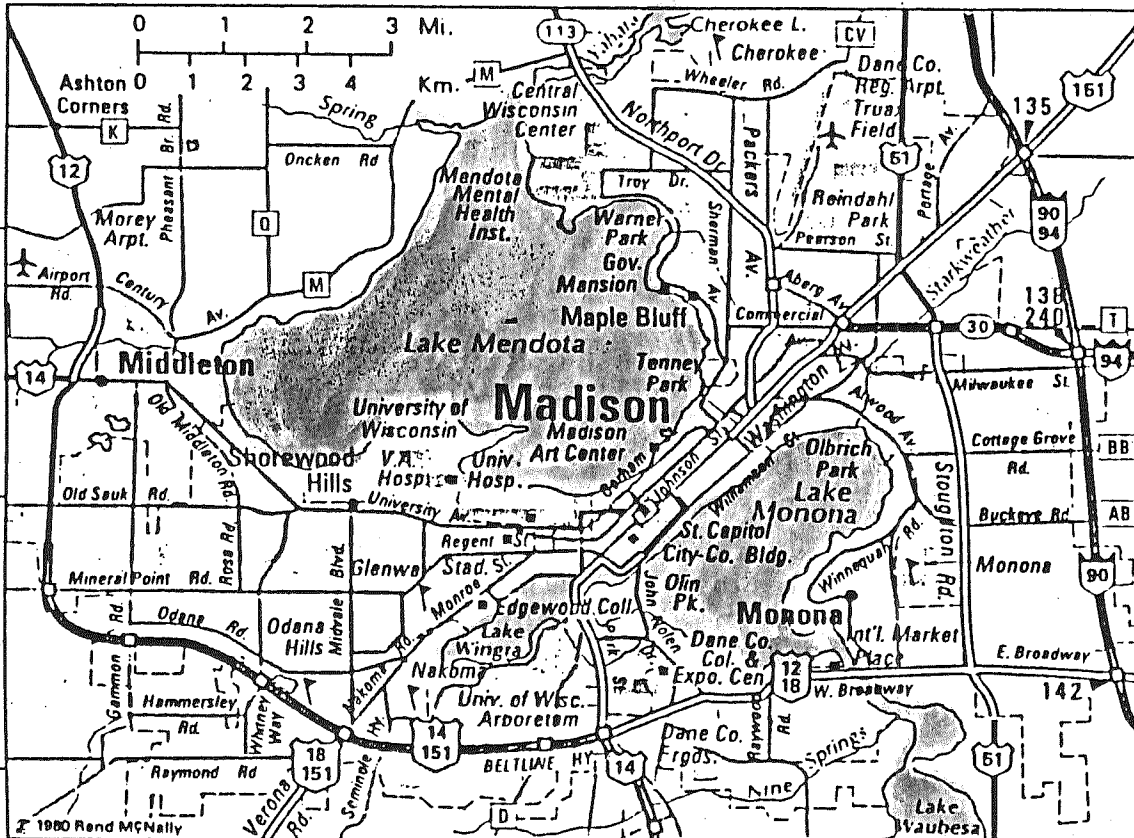
-The area generally lacks congestion. Congestion seldom causes more than five minutes delay to auto traffic here. (We note that LTD's buses are subjected to the same delays.) The slight delays that do exist will likely be reduced with the widening of Sixth and Seventh Avenues, construction of the Chambers Connector, and other street and highway projects planned for the next few years. With population and auto-trips growing more slowly in the future than during the past 20 years, we do not expect congestion to begin to produce the type of inconvenience that exists in larger metropolitan areas.

-Eugene and Springfield have an abundance of both free and relatively inexpensive parking in their downtowns and within all major shopping centers outside the downtowns.

Development regulations for each city set the minimum number of parking spaces that commercial development must provide. LTD might achieve a small gain in ridership with the elimination of the Park Free Program in the Downtown area. In the long-run LTD might achieve greater gains in ridership if the area does not supply additional parking spaces to meet forecasted shortages in Eugene Downtown, Springfield Downtown, U of O, and Sacred Heart. These policies are speculative, but, if instituted, would increase transit.

-Development in E-S is spread among downtowns in Eugene and Springfield, a regional shopping center, the university/hospital area, and several sub-regional shopping centers scattered about the Metro area. In large cities, the concentration of employment in the downtown makes transit more economical, especially relative to the auto, which is more greatly burdened by the psychic and out-of-pocket costs of congestion, and the high cost or unavailability of parking. Even if the Eugene downtown had the same percentage of metropolitan employment as the downtown of larger cities, the metropolitan employment is too small to make the number of employees large enough to substantially improve the efficiency and, hence, the service of transit.

Eugene is not Madison, whose large university, state capital, single downtown, physical constraints, downtown transit mall, parking fees, and winter weather all act to make transit more attractive than it would be in Eugene,



-E-S does not have severe enough weather to cause travel delays or parking difficulties as it does in many of the cities. Fewer people choose transit here for that reason.

-LTD does not have large groups of special riders such as school children, participants in special programs, or organized block of employees from a major employer regularly riding transit. Although these kinds of relationships do not exist in all the cities we contacted, they nevertheless can add to ridership if properly cultivated and operated at high-enough levels. Only very small programs now exist in E-S. Where other transit systems provide substantial reductions in fares for commuter tickets and free-fare zones or periods, LTD has only a limited program of subsidizing monthly passes to a limited group of commuters and riders (e.g., people from the U of O). Special ridership is, however, a potential way for LTD to increase its ridership.

On the balance, we believe LTD will not be able to achieve the higher per capita ridership levels achieved by several cities in our selected sample. In other words, we do not expect the percentage of all riders taken on transit (modal split) to increase much over current levels. In yet other words, we do not expect transit ridership to increase much faster than general growth in population and employment in the E/S area. The expected annualized growth rate is roughly 3.2% for E/S employment between now and 2000; the annualized growth rate in ridership for LTD to meet its goal of an 8% modal split by 2000 would have to be 16.7%. As the Evaluation Report points out, to achieve that goal commuter trips would have to exceed those in all similar sized cities. We think our case studies make it clear that that level of commuting is very unlikely. LTD has worked hard to achieve the level of ridership it has thus far, given the number of forces working against transit here and for transit elsewhere. Buses have been acquired, facilities built, many unproductive routes eliminated. Additional gains in ridership will be hard to achieve. The Evaluation Report makes this point in several places.