

Public notice was duly given
in the Eugene Register Guard
for publication on September
10, 1981.

LANE TRANSIT DISTRICT
REGULAR BOARD MEETING

September 15, 1981

7:30 P.M.

Municipal Courtroom #1

A G E N D A

- I. CALL TO ORDER
- II. ROLL CALL
 - Booth_____ Herbert_____ Kohnen_____ Langton_____
 - Loomis_____ Randall_____ Roemer_____
- III. INTRODUCTORY REMARKS BY BOARD PRESIDENT
- IV. AUDIENCE PARTICIPATION
- V. ITEMS FOR ACTION AT THIS MEETING
 - A. Approval of Minutes
 - B. Computer System Recommendations
 - C. Capital Grant Budget Amendments
 - D. Bus Stop Installation Contract
- VI. LABOR NEGOTIATIONS -- CALL FOR EXECUTIVE SESSION
[Pursuant to ORS 192.660 (1)(d)]
- VII. ITEMS FOR INFORMATION AT THIS MEETING
 - A. Current Activities
 - 1. Real Estate Independent Contractor Dispute
 - 2. Eugene Mall Transit Station
 - 3. River Road Transit Station
 - 4. Risk Management Update
 - 5. New Service Implementation
 - 6. Acting General Manager
 - B. Monthly Reporting
 - 1. Financial
 - 2. Ridership
 - 3. Information Calls
 - 4. Safe Miles
 - 5. Schedule Downtime
- VIII. ITEMS FOR ACTION AT A FUTURE MEETING
 - A. Eugene Mall Transit Station Work Plan
 - B. Audit Report
- IX. ADJOURNMENT

AGENDA NOTES

Page No.

V. ITEMS FOR ACTION AT THIS MEETING

- A. Approval of Minutes: Enclosed are minutes of the August 18 regular meeting. 1
- B. Computer System Recommendations 4

Background: In May, the Board approved the concept of computerizing certain LTD functions. A request for proposals from hardware/software vendors was prepared, advertised and distributed. Three firms responded with proposals; Weber & Weber, management consultants, reviewed the proposals and recommended that the District contract with DAMAS, Inc. for hardware, software and training assistance in the amount of \$128,314.

This recommendation was forwarded to the Board for approval in August. At that time, Board members expressed concerns regarding the scale, cost, applications, purchase method and productivity of computerization in general and the DAMAS proposal in particular. The enclosed memo was prepared by Weber & Weber and District staff to address these concerns and to further describe the need for computerization.

Staff Recommendation: That the General Manager be authorized to execute a contract with DAMAS, Inc. in the amount of \$128,314 for purchase of computer hardware, software and training assistance. (Bid File 81-13).

Results of Recommendation: The staff would draft the contract but would not sign it until UMTA had approved the budget change below, the purchasing process and the contract itself. Training and installation would not begin until the contract is signed. No further Board action will be necessary.

- C. Capital Grant Budget Amendments 12

Background: While minor changes in federal capital grant projects may be made without Board action, UMTA requires a public hearing and authorizing resolution for budget changes of the magnitude of the computerization project. The hearing was held at the August meeting.

The enclosed memo describes the recommended budget changes and the enclosed resolution will meet UMTA requirements for Board approval of the changes.

Staff Recommendation: That the enclosed resolution authorizing budget changes in UMTA grants OR-03-0021-02 and OR-05-0005 be adopted.

Results of Recommended Action: The staff will forward the resolution and request for budget changes to UMTA and provide documentation as requested by UMTA. No further Board action will be necessary.

D. Bus Stop Installation Contract

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Background: With Board adoption of the Comprehensive Service Redesign, a system of relatively fixed line routes has been created and it is now cost-effective to place bus stop signs on all routes. This project will improve public understanding of the new system and result in operational improvements on all routes. The signage program is a high priority in this year's Transit Development Program and is budgeted for this fiscal year (80% UMTA, 10% state, 10% local).

In order to complete the signage program by the implementation date of new service, funds were budgeted and a contract executed for traffic engineering assistance in locating the new bus stops. This work is now complete and the District has advertised for bids.

The enclosed memo discusses the project in more detail and reports the results of the bidding process.

Staff Recommendation: That the General Manager be authorized to execute a contract with J & C Enterprises in the amount of \$33,130.00 for installation of bus stop signs (Bid File No. 81-18).

Results of Recommended Action: The staff would prepare and sign the contract and, with the traffic engineer, monitor installation of signs. About 25 signs will be installed per day and the project will be completed in October. No further Board action will be necessary.

VI. LABOR NEGOTIATIONS -- CALL FOR EXECUTIVE SESSION

An oral report will be made at the meeting.

VII. ITEMS FOR INFORMATION AT THIS MEETING

A. Current Activities

1. Real Estate Contractor Payroll Tax Exemption: The enclosed memo describes recent administrative and legislative developments regarding the exemption of real estate independent contractors from the payroll tax.

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2. Eugene Mall Transit Station: The enclosed memo discusses recent activity at the staff level regarding downtown station improvements.

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3. River Road Transit Station: Enclosed is an update on this project. 21
4. Risk Management Update: The enclosed memo reports on insurance rebates, policy changes and other aspects of the risk management program. 23
5. New Service Implementation: Public information aids on the new service, which begins September 27th, are now being completed and distributed. The most important of these aids, the route/schedule tabloid, is included with the agenda packet.
6. General Manager Absences: Phyllis Loobey will be out of town October 8-14 for the APTA National Convention and October 30-November 5 to assist the transit system in Anchorage, Alaska. Tim Dallas will be acting General Manager during these absences.

B. Monthly Reporting

1. Financial

- a. Financial Comments and Disclosures. The Accountant will prepare a monthly overview of current trends in revenue, expenses and cash flow. 25
- b. Financial Statement 26
- c. Statement of Changes in Financial Position 33
- d. Bills Paid in August 34
- e. Cash Flow Forecast 37

2. Ridership

- a. Summary 38
- b. Weekday Person-Trips Graph 39
- c. Dial-A-Bus Ridership Graph 40

3. Information Calls 41

4. Safe Miles 42

5. Schedule Downtime 43

VIII. ITEMS FOR ACTION AT A FUTURE MEETING

- A. Eugene Mall Transit Station Work Plan: As mentioned earlier, the Board will be asked at the October meeting to approve a work plan to move forward on the downtown station.
- B. Audit Report: The accounting firm of Derickson & Gault will present their audit report for fiscal year 1980-81 at the October meeting.

MINUTES OF DIRECTORS MEETING
LANE COUNTY MASS TRANSIT DISTRICT

REGULAR MEETING

August 18, 1981

Pursuant to notice given to the Eugene Register-Guard for publication on August 13, 1981, and distributed to persons on the mailing list of the District, the regular monthly meeting of the Board of Directors of Lane County Mass Transit District was held at the City Hall, Eugene, Oregon, on August 18, 1981, at 7:30 p.m.

Present: Richard A. Booth, Secretary
Daniel M. Herbert, Vice President
Kenneth H. Kohnen, President, presiding
Ted J. Langton, Treasurer
Robert C. Loomis
Phyllis Loobey, General Manager
Kaye Leach, Recording Secretary

News Media Representative:

Ann Bradley, KEZI-TV

INTRODUCTORY REMARKS BY BOARD PRESIDENT: Mr. Kohnen, Board President, called the meeting to order and remarked that there were several items from the last Board meeting on the agenda. Besides the agenda items, Mr. Kohnen remarked we were having a public hearing on changes to our Capital Grant Budget. He also mentioned that we would be having our legislative report by General Manager, Phyllis Loobey, and that the legislative session went quite well this year.

PUBLIC HEARING - CAPITAL GRANT BUDGET AMENDMENTS: The proposal in the Capital Grant Budget Amendment is to fund the computerization project with funds from the grant contingency balance, this would entail no change in the total dollar value of the project.

Ms. Loobey spoke on the computerization briefly. She stated that we had mailed proposals to all the computer time sharing companies listed in the Eugene and Portland yellow pages, none of whom responded. Of the companies who responded to our requests for proposals, Damus, Inc. was the most acceptable to our needs. Ms. Loobey also mentioned that Mr. Joe Williams with Weber and Weber who presented the Damus, Inc. proposal to L.T.D. was present to answer any questions that might arise concerning the system.

Mr. Kohnen declared the public hearing on the Capital Grant Budget Amendment for computerization open. There was no public testimony on this subject, and Mr. Kohnen closed the public hearing.

Dr. Loomis asked a question regarding the lack of response to our proposal. He realized that our proposal wasn't of the proportion to attract a lot of response, but felt that we couldn't make a decision when only 3 companies had responded. He also stated that he had never heard of Damus, Inc. and wondered what they had done in the past of recognition. Mr. Williams responded that Damus, Inc. was a Portland-based firm which had been in the area for 5 years. He also stated that Damus, Inc. had supplied Tri-Met in Portland with their entire computer package, which included software developed specifically for their unique needs.

Mr. Booth stated that he believed the proposal to be incomplete in regards to long term operation costs, specifically additional staff costs. He asked for a more condensed report on the cost of the system over the next few years. Mr. Williams responded to Mr. Booth's question on additional staff costs. He stated that the system is designed to be used by present staff on a day-to-day basis along with their normal duties and would entail no additional staff to operate.

Dr. Loomis questioned why there was so much emphasis on buying and asked if anyone had checked into leasing with the option to buy. Ms. Loobey responded that UMTA has indicated that they will not fund leased equipment with capital grant funds. If LTD chose to lease computer equipment, it would have to expend additional operating funds to implement this program. In addition there is no straight lease option available to the District for computerization with the exception of I.B.M. No computer firm offered to lease its hardware and I.B.M. only offered a fixed term lease which is more costly than a standard lease/purchase. A representative from I.G.F. Leasing had responded affirmatively to the leasing question. Their cost would include interest at 22.7%. Further questions were raised about the adequacy of the proposed system and District needs now and in the future. Because of several unresolved questions the staff was directed to return to the Board at its September meeting. Information requested were examples of computer applications, operating costs and an examination of starting with a smaller system than that proposed in the Bid package.

AUDIENCE PARTICIPATION: Clark Cox, of 1085 Patterson Street, Eugene, made a comment regarding the minutes of the last meeting. Under Audience Participation the statement "Eugene Association of Railroad Passengers..." should read "Oregon Association of Railroad Passengers, Eugene Chapter..."

MOTION

VOTE

APPROVAL OF MINUTES: Moved that the minutes of the July 21, 1981 regular Board meeting be approved as amended. Seconded and the motion was approved unanimously.

MOTION

VOTE

HOLIDAY SERVICE: The Board decided unanimously in favor of eliminating Thanksgiving Day service. Motion was made by Mr. Kohnen.

MOTION

VOTE

POLICY FOR FREE FARES: The Board discussed the Free Fare Policy submitted by Mr. Herbert. Major concerns included administrative problems, difficulty in making judgements based upon merit and the immediacy of response by various groups upon knowledge of the program. A motion was made and seconded to accept the staff recommendation. The motion was defeated 3 to 2 with Mr. Booth, Mr. Loomis and Mr. Langton opposing.

TRANSIT DEVELOPMENT PROGRAM: Ellen Bevington briefly presented the revised T.D.P. and stated that no substantive changes had been made. The only changes were to revise appropriate statistics to reflect the new fare structure adopted by the Board at its previous meeting. Dr. Loomis commented that the farebox to operation revenue ratio was too low. Mr. Booth supported this statement and further stated that the basic philosophical difference on the Board was that some Board members favored maximizing ridership while others favored maximizing farebox-operating cost ratio. Mr. Kohnen stated that he felt a higher farebox-operating cost ratio could eventually be achieved by maximizing ridership. After further discussion a motion was made to accept the T.D.P. as presented except the farebox-operating goals should revert back to the statistics presented in the first draft. The motion was seconded and passed unanimously, which includes the goal of 30% farebox-operating cost ratio.

MOTION

VOTE

APTA NOMINATION: A motion was made, seconded and voted unanimously to authorize the General Manager, Phyllis Loobey to accept the APTA appointment to the Executive Committee for the 1981-82 term.

MOTION

VOTE

1981 LEGISLATIVE SESSION: Ms. Loobey spoke on the 1981 Legislative Session. A memo describing legislative attainments was included with the agenda packet. Ms. Loobey advised the Board of the post-legislative conference with Governor Atiyeh attended by herself and Mr. Kohnen. The Governor subsequently signed the Senior Fare Bill (HB 2510); several seniors were asked to voice their support of the bill to the Governor's office. It was felt that the senior support was instrumental in persuading the Governor to sign HB 2510.

MOTION

VOTE

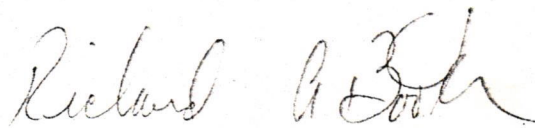
EUGENE MALL TRANSIT STATION: It was motioned and seconded to bypass discussion of the Eugene Mall Transit Station Update.

MOTION

VOTE

MARKETING ACTIVITIES REPORT: It was motioned and seconded to bypass discussion of the Marketing Activities Report.

There was no discussion on any of the other Items for Information, and the meeting was duly adjourned.



Secretary



LANE TRANSIT DISTRICT

September 11, 1981

To: LTD Board of Directors
From: General Manager
Re: Computerization

The staff has conferred with the firm of Weber & Weber to prepare responses to Board concerns about the computerization study. Mr. Williams has prepared a written response to the technical questions focusing on the recommendation to purchase a system in lieu of a lease or timeshare arrangement. Mr. Williams will also make a verbal presentation and will review the entire study process with the Board. Additionally, there are memos from the Director of Operations and the Planning Administrator outlining specific computer applications within their respective divisions. Tim Dallas and Ellen Bevington will each make a brief presentation.

In preparing this information, the staff reviewed its decision making process for the computerization study. Based on this review, the staff still strongly recommends that the Board award a computerization contract to DAMAS, INC. and that \$128,314 be transferred from contingency to computerization to purchase the system, as described in the August Board agenda. The original memo from Weber & Weber describing the DAMAS system has been resubmitted with these materials.

Phyllis
Phyllis Loobey
General Manager

PL:cf



LANE TRANSIT DISTRICT

To: Board of Directors
From: Director of Operations
Re: Computerization

Implementation of computerization in the Operations department as recommended by Weber & Weber will result in increased personnel productivity and present and future cost savings in spare parts inventory, vehicle maintenance and vehicle operators. Since these categories represent the bulk of ongoing daily operational expenditures for the District they are the most likely candidates for improved efficiencies which will result in cost savings. Relatively small percentage improvements in these ongoing daily costs can more than offset the costs of computerization while improving internal control and the availability of management information for current decision making and future planning.

It is estimated that computerization of the spare parts inventory will result in a 11% reduction in inventory investment (\$26,989) in the second and third years. At present we are attempting to maintain and control our inventory as a 24 hour, 7 day per week operation using only four people. Because of the complexity of this specialized inventory and the long operating hours, personnel spend most of their time simply trying to keep up. Computerization would ease the burden and improve the accuracy of inventory maintenance allowing more time to be spent on improved purchasing techniques which lower costs. More time will also be spent on better inventory management to reduce over and out of stock occurrences which will improve bus availability.

All vehicle maintenance scheduling and record keeping is currently performed by one maintenance specialist. As with the parts clerks, most of the personnel time is utilized just keeping up the manual record keeping system. As a result a larger portion of vehicle maintenance than necessary is reactive rather than a result of long-range planning. Computerization would allow more time to be spent identifying recurring problems before they become serious, and predict and plan for future needs. The result of both actions will be lower parts and personnel costs and higher fleet availability.

Bus and driver scheduling are the largest single operating cost the District has. Computerization of Transportation division record keeping and work scheduling will result in reduced personnel costs by allowing supervisor time to be diverted from maintaining records to personnel supervision and system operation. Supervisors will be able to spend less time doing paper-work and more time supervising and scheduling.

In summary, all three of the above functions, inventory, maintenance and drivers are being managed using very cumbersome and time consuming manual



LANE TRANSIT DISTRICT

To: LTD Board of Directors
From: Planning Administrator
Re: 2780/3780 Communications

The 2780/3780 Communication System consists of the systems software that will link the District's computer to the regional information system. This step must be taken before the District can begin to design programs that allow it to access the regional data base. This data represents a powerful planning tool that the District could not ever afford to duplicate. The regional geographic data base is of particular use to the District. Access to this information will accurately allow the District to correlate service investments with population demographics such as age, income, population density, automobile ownership, etc. The relationship between these factors and ridership potential is well documented and ridership forecasting tools based on these factors are continually being refined.

Presently, the District must rely heavily on public input in deciding how to invest its resources. This input is augmented by specialized on-board surveys. The accuracy of this survey data is frequently limited by time constraints and limited financial resources. While both of these data sources are valuable, they are often not statistically valid and for that reason, may not accurately reflect the best interests of the community.

Access to the regional data base would allow the District to statistically document the effectiveness of its market penetration. The ability to design routing alternatives and service levels that reach the largest possible transit market represents a major improvement in resource allocation.

Total computerization of the Planning division will not occur until phase III. However provision of the 2780/3780 systems software at this time will enable the District to use current planning personnel, who have programming expertise, to begin to develop the necessary planning data files. Development of these files will take one to two years and this work must proceed any real computerization of the planning function. For this reason, it is highly desirable to put the necessary system software into place at this time.

Ellen Bevington
Planning Administrator

EB:cf

record keeping and scheduling methods. Computerization will allow personnel to better utilize their time to analyze the situation and plan and implement a cost effective and timely response. It should also facilitate the interaction of decisions between these related operational functions and improve overall management planning and decision making.



Tim Dallas
Director of Operations

TD:cf

	AA&Co	DAMAS	I.B.M.
5. Hardware			
. How old is the technology	1969	1978	1977
. Are requirements met	YES	YES	YES
. Is hardware expandable	YES	YES	YES
. Is hardware maintained	YES	YES	YES
. Hardware maintenance response time	4 HRS	4 HRS	4 HRS
. Warranty period	UNKNOWN	90 DAYS	90 DAYS
7. Training program			
. Is there a training program	YES	YES	NONE SPECIFIED
. Is the training program reasonable	TOO MUCH	YES	NO
8. Economics (Basic System)			
. Is the hardware fixed cost	YES	YES	YES
. Is the software fixed cost	NO	YES	NO
. First year (purchase) cost	\$131,058*	\$102,814	\$124,831.50*
. Five year cost **	\$175,404	\$146,780	\$178,833
9. Vendor Organization			
. Is the vendor experienced with Transit District operations	YES	YES	NO
. How long has the vendor been in business	N/A	1978	N/A
10. Phase II and III software products and support available	YES	YES	NO

* ESTIMATED

** Inflation factored in where missing by consultant

WEBER AND WEBER

MANAGEMENT CONSULTANTS

NORTHWEST OFFICE
P.O. BOX 10959
EUGENE, OREGON 97440
(503) 687-0625

Phyllis Loobey
General Manager
Lane Transit District

August 10, 1981

Subject: Computer System Project Budget

We recommend that the District allocate \$128,314 for the acquisition, installation and implementation of the DAMAS, Inc. computer system.

This amount includes the following items:

1. Basic System proposed by DAMAS	\$102,814
2. Data Base Management software	3,000
3. Report Writer software	1,500
4. Letter quality printer (word processing)	5,500
5. 2780/3780 communications (hardware & software + Lane County costs)	10,000
6. Installation	2,500
7. Additional staff training	1,000

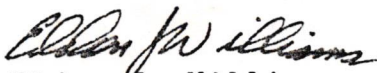
	126,314
8. Contingency	2,000

Total Project Budget	\$128,314

Note - items 2 & 3 are for software tools that will enable the District's staff to develop simple data files and programs without the assistance of a programmer.

- item 5 is required for support of the Planning division under Phase III.

Sincerely,



Eldon J. Williams
Managing Partner
Weber and Weber
Northwest Office

WEBER AND WEBER

MANAGEMENT CONSULTANTS

NORTHWEST OFFICE
P.O. BOX 10959
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Phyllis Loobey
General Manager
Lane Transit District

Sept. 9, 1981

Re: Board concerns about Computer Acquisition

At the August 18, 1981 Board meeting, members raised several questions. As the District's computer consultants, we felt it was our responsibility to respond to the following questions.

1. Why Operations first

We recommended the Operations division as the first or priority area for automated support because it has the largest staff, budget and greatest requirement for timely and accurate operating information. In Operations a decision made today with today's information could save thousands of dollars.

2. Why Get A Computer

In government the main reasons for acquiring a computer system are: to reduce costs, avoid future costs, improve staff productivity and provide more accurate, timely and relevant information.

These reasons apply for Lane Transit District as well. With a computer system the District will be able to reduce its parts inventory investment, reduce the cost of maintaining its fleet of buses and improve the productivity (reduce future costs) of its professional and clerical staff. Costs for performing certain data collection and processing tasks will be reduced or eliminated, which will give the staff the time to plan for the future, to spot problems and resolve them before they get out of hand or become a crisis.

3. Computer size

The Request For Proposal, required a computer that would have capacity adequate to meet the needs of the Phase I uses (Inventory, Maintenance and Transportation) and that could be expanded (added to) to a size adequate to meet the projected needs of the District over the next five years. This requirement ensured that the District would not be buying a computer much larger than it currently needed and that it would not be forced into an expensive and very disruptive conversion from one computer to another within the next five years.

The recommended proposal has both adequate capacity and expandability and is current technology that will not become obsolete in two or three years.

4. Financing

In the computer industry there are four main methods for financing a computer system: a) Purchase - this method is the least expensive and most cost effective, if you can be assured of capacity adequate to meet your needs for three to five years; b) Lease/Purchase - same caveat as Purchase but more expensive since you must pay interest; c) Lease - for medium term needs (one to three years) where you don't know what your needs will be, this can be cost effective; d) Rent - for short term needs (one year or less) where your organization is growing at a fast and unpredictable rate this method would be appropriate.

Timeshare - In our search for software packages (national advertising), we found one firm in Alabama that supported a Transit District via Timesharing. This firm declined to submit a proposal because of the difficulty in supporting a client several thousand miles away and their inability to compete based on cost. We believe that any firms providing Timeshare services to Transit Districts would have responded to the advertisements or the R.F.P..

5. What will the computer do

The computer system will keep the records for inventory, maintenance and transportation; it will indicate when parts should be reordered, in the most economical quantity, from the vendor with the best price and delivery time. It will schedule preventive maintenance, evaluate the costs of repairs based on the component, procedure, vendor, mechanic, route and driver. It will keep the time roll records for all drivers, assist in planning extra board requirements and evaluating the performance of routes, schedules and drivers. It will do all this cheaper and faster than any human could.

6. Operating Costs

The recommended computer system will not require any additional staff for its operation or for the collection and preparation of data for input to the computer. The District's operating costs will be limited to:

Cost Item	81-82	82-83	83-84	84-85	85-86
Hardware maintenance	7776	8160	8568	8988	9432
Software maintenance	0	1920	1920	1920	1920
Supplies	788	150	150	150	150
	----	----	----	----	----
Operating costs	8564	10230	10638	11058	11502

7. Return on Investment

Item	81-82	82-83	83-84	84-85	85-86
Purchase cost	128314	0	0	0	0
Operating costs	8564	10230	10638	11058	11502
	-----	-----	-----	-----	-----
	136878	10230	10638	11058	11502
Benefits	82433	82433	82433	82433	82433
(savings from cost reduction/avoidance or improved productivity)	-----	-----	-----	-----	-----
	54445-	72203	71795	71375	70931
Cummulative Benefits		17758	89553	160928	231859

In the second full year of operation the District will have reached the breakeven point on its investment and over the five year period will realize a net cummulative benefit valued at \$231,859.

WEBER AND WEBER

MANAGEMENT CONSULTANTS

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P.O. BOX 10959
EUGENE, OREGON 97440
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RETURN ON INVESTMENT CORRECTION

Item	81-82	82-83	83-84	84-85	85-86
Savings	84,574	67,585	67,585	67,585	67,585
Computer Cost	128,314	0	0	0	0
Operating Cost	8,564	10,230	10,638	11,058	11,502
	-----	-----	-----	-----	-----
Savings per Year	-52,304-	57,355	56,947	56,527	56,083
Cummulative Savings		5,051	61,998	118,525	174,608

Over 5 years the District's benefit will exceed the cost by \$174,608

The District will break even on its investment in the second year.

Addition
after packet



LANE TRANSIT DISTRICT

September 10, 1981

TO: LTD Board of Directors

FROM: General Manager

RE: Authorizing Resolution for Budget Amendments to UMTA Grants

Amendments to UMTA grants are typically handled at the administrative level. Project No. OR-03-0021 and No. OR-05-0005 were originally approved on June 22, 1979. UMTA has since processed three amendments to enable the District to adjust budgets for individual line items in order to reflect actual bid prices. None of these amendments have changed the total dollar value of the grants.

The attached sheet summarizes the funds available to the District under both UMTA grants and a revised project budget is provided. With the exception of computerization, these budget revisions will be made to reflect current contract obligations, particularly in the area of landscaping, paving, and remodeling projects. These revisions will be done at the administrative level.

However, if the Board elects to spend its remaining contingency funds for the computerization project, the addition of this line item would constitute a change in the scope of the project, necessitating both a public hearing and a Board resolution requesting UMTA to approve the transfer.

Action Requested

Approve the attached resolution to amend the capital grant budget to shift \$128,314.00 from contingency to computerization.

Phyllis
Phyllis Loobey
General Manager

PL/bjr

LTD BOARD MEETING
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COMBINED PROJECT BUDGETS FOR UMTA GRANTS

No. OR-03-0021-02 and No. OR-05-0005

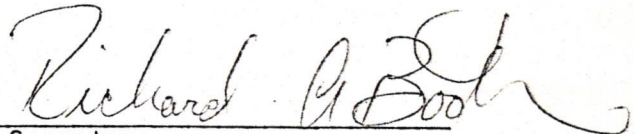
<u>LINE ITEM</u>	<u>CURRENT BUDGET</u>	<u>REVISED BUDGET</u>
Buses	\$1,901,570	\$1,934,201
Shelters	95,135	15,000
Power Cradle Assembly	24,200	24,200
Engines & Transmissions	32,240	32,240
Destination Signs	70,370	70,370
Fueling Facility	156,600	169,573
Administrative Bldg.	119,632	141,559
Radio	26,500	30,198
P. A. System	3,240	3,240
Fareboxes	28,350	28,350
Property Acquisition	455,239	457,739
Property Appraisal	10,360	10,360
Relocation Expense	14,051	14,716
Engineering & Design	49,874	60,898
Parking Improvements	328,924	339,047
Bus Stop Improvements	35,000	65,000
Service Vehicles	19,417	19,662
Office Equipment	27,407	20,335
Maintenance Equipment	16,750	23,182
Computerization	--	128,314
Contingencies	<u>174,011</u>	<u>686</u>
Total	\$3,588,870	\$3,588,870

RESOLUTION

Be It Hereby Resolved that the budgets for UMTA Projects No. OR-03-0021-02 and No. OR-05-0005 be amended to allow Lane Transit District to expand the scope of the original projects to include the computerization of selected District functions.

Be It FURTHER RESOLVED that \$128,314 be transferred from contingency funds to a newly created line item for computerization.

Be it FURTHER RESOLVED that the General Manager is authorized to petition the Urban Mass Transit Administration to approve the grant amendment.


Secretary



LANE TRANSIT DISTRICT

September 15, 1981

TO: LTD Board of Directors

FROM: Planning Administrator

RE: Award of Bus Stop Contract

BACKGROUND

The District has programmed UMTA funds to complete the system of bus stop signage along all routes. This program was deferred until the Board adopted the Comprehensive Service Redesign. Since the Board finalized the route structure, it is now possible to implement these much needed improvements.

The table below summarizes the bids received for the installation of approximately 600 new bus stop signs in the Eugene/Springfield area.

SUMMARY OF BID #81-18

BID OPENING SEPTEMBER 4, 1981

FIRM'S	BID BOND	PROPOSAL	MIN. WAGE	NON- SEG.	NON- COL.	ELIG.	% COMP (9-27)	(2" PIPE) ALT. 1	(SQ. TUBING) ALT. 2
J & C ENTERPRISES INC. 481 N. 42nd Springfield	X	X	X	X	X	X	60%	\$33,422	\$33,130
LANDMARK COMMERCIAL P. O. 2956 Eugene, Or.	X	X	X	X	X	X	29%	\$34,205	\$38,540
UNISTRUT Portland, Or.	X	X	0	X	0	X	00	No Bid	\$43,399.80
THE HOEDADS Eugene, Or.	X	X	X	X	X	X	00	\$51,000	No Bid

September 15, 1981
Award of Bus Stop Contract
Page Two

ACTION REQUESTED

The staff recommends that the Board award a bus stop contract to J & C Enterprises in the amount of \$33,130; local share for the project would be \$6,626; federal participation would be \$26,404.

Ellen Bevington

Ellen Bevington
Planning Administrator

EB/bjr



LANE TRANSIT DISTRICT

To: Board of Directors
From: General Manager
Re: Real Estate Independent Contractors

Late last fall, an administrative ruling by a Department of Revenue hearings officer held that independent contractors associated with real estate firms were not subject to the payroll tax based upon a 1977 statute. The result was a refund of almost three year's taxes to Gilbert Realty of Eugene. Subsequent to that ruling approximately \$110,000 in additional refund claims have been received by the Department of Revenue.

When the District was advised of the ruling in May of this year, the Board directed the staff to seek legislative relief. An amendment was attached to a bill exempting nursery firms from the payroll tax. During hearings on that amended bill, the real estate industry testified at length on the potentially compromising position they would be in vis-a-vis federal exemptions granted through the IRS on independent contractors.

The result of that hearing plus four work sessions and two additional hearings was HB 2818. That bill represented a series of compromises reached by representatives of the Portland and Eugene business communities; agricultural interests, the real estate industry and the transit districts.

The Department of Revenue recently issued a policy statement that real estate independent contractors were subject to the payroll tax, that refunds would not be made and that quarterly payments were due. Jean Tate's office has restated their case to the Department of Revenue and has asked for a conference on the issue. Jean Tate has not yet received a response from the Department of Revenue on a conference. Dick Bryson has requested in writing that the District be advised of the conference date so that we may be represented.

The Tri-Met board has directed their staff to pursue the dispute between the Department of Revenue and the real estate industry through the Tax Court.

Both Jean Tate and Ron Schmaedick have approached me with an offer to stretch the repayment of the previous three years' taxes over a period of at least one year. The Eugene Board of Realtors were not willing to follow the lead of Ms. Tate and Mr. Schmaedick.

The various components are thus:

1. Many real estate firms are organized with independent contractors and are so treated by the IRS.

2. The real estate industry believes that independent contractor status is jeopardized by the Department of Revenue's treatment of their sales persons as employees for purposes of the payroll tax.
3. HB 2818 was viewed as a compromise bill which gives greater equity to all payroll tax payers as well as shifting the payroll tax from the real estate firms to their independent contractors.
4. In any event, claims for refund should not be processed unless an administrative procedure is developed which allows the irrefutable demonstration of sales peoples' status as independent contractors instead of employees.
5. The unfunded liability is \$110,000 for the previous three years and would be approximately \$35,000 annually for the future unless the Board enacted the self-employment tax authority upon, say 1982 incomes.

While no Board action is necessary at this time, the staff will continue to monitor the situation and make reports and recommendations as needed.

Phyllis

Phyllis Loobey
General Manager

PL:cf



LANE TRANSIT DISTRICT

September 15, 1981

TO: Board

FROM: Staff

RE: Eugene Mall Transit Station

Since the joint LTD/Eugene application for Urban Initiatives funding for a Eugene Mall Transit Station was rejected last year, no progress has been made in the development of this project, nonetheless the current station at 10th & Willamette continues to present problems; it is an eyesore, has operational drawbacks and is a significant deterrent to ridership. The staff has recently begun a process that may result in the construction of a new station downtown in a comparatively short amount of time and at low cost.

LTD was one of five agencies invited to participate in the Eugene Renewal Agency's annual goal setting process in August. As a result of this participation and the ERA's continuing concern over the appearance and use of the current site, the ERA set a goal of resolving the transit station/10th & Willamette issue as its first priority for 1981-82. To make progress toward the goal, the renewal agency asked LTD, the Downtown Development Board and any other interested parties to make design proposals to the ERA board by November 1st, with a design concept to be approved in December.

The Planning Staff has begun setting a direction for LTD's proposal for a new Eugene Mall Transit Station. This direction is to work with the ERA staff to determine options for a station site and select a best option for preliminary design. This process is likely to be an update of the 1980 Downtown Transportation Study rather than a full-blown alternatives analysis. The staff's present plan is to propose a station design that can be funded locally and built within one year. Such a design would allow LTD to construct a station that would provide needed facilities for riders and discourage loitering, without the delays and costs entailed in federal funding. The study will involve staff time and is likely to require some consulting services for traffic engineering assistance and preparation of conceptual drawings. These activities will not significantly disrupt current plans; the TDP set aside staff time for work on the Eugene Mall station and consulting services would be procured in lieu of the U of O Study. It is the staff's belief that any solution to the U of O problems will be in the distant future, and that downtown is a priority because of its potential to develop higher ridership.

September 15, 1981
Eugene Mall Transit Station
Page Two

At this time, the work schedule and content of the downtown project are both somewhat undefined. They will be prepared in detail by the LTD and ERA staffs and presented to both boards in October.



LANE TRANSIT DISTRICT

September 15, 1981

TO: LTD Board of Directors

FROM: Planning Administrator

RE: River Road Transit Station

The River Road Transit Station project is nearing construction readiness. The project architects are Lutes/Sanatel, P.C., and they have completed the final plans and specifications. The State Highway Department has approved these documents, and the advertisement for bids is underway. The bid opening is scheduled for Thursday, September 17th.

A breakdown of the financing for the River Road Transit Station is as follows:

	Per Cent Project Cost
Federal Aid Urban (FAU)	88%
State Mass Transit Division	6%
Lane Transit District	6%

Pre-bid estimates furnished by the architect indicate that the project will come in on budget. Recent awards by State Highway Division have been 20% to 30% under pre-bid estimates, indicating an extremely competitive market and potentially a lower project cost.

As a Federal Aid Urban project the Federal Highway Administration charges the State Highway Division with the responsibility for administering this grant and insuring that applicable federal regulations are met. For this reason, the State retains control of the bidding process for all FAU projects. On September 17th, the State will award a contract for the construction of the River Road Transit Station to the lowest responsive bidder in accordance with federal and state regulations. The state, under contract

September 15, 1981
River Road Transit Station
Page Two

to the District, will then provide all construction engineering and on-site supervision.

An analysis of the September 17th bid opening and the subsequent State award will be presented at the October board meeting.

Ellen Bevington

Ellen Bevington
Planning Administrator

EB/bjr



LANE TRANSIT DISTRICT

September 15, 1981

TO: Board

FROM: Director of Administrative Services

RE: Risk Management Update

Since the Board established the Risk Management Fund and appointed a new agent of record, several developments of interest have occurred in the area of risk management.

Contracts with Tromp & McKinley Insurance for services as agent of record have been completed. Separate contracts have been negotiated for liability/property risks and health/life coverage since Tromp & McKinley treats the two as separate entities. All insurance will be purchased without commissions and the District will pay Tromp & McKinley a flat fee for services in lieu of commission. This arrangement encourages the agent to enthusiastically pursue self-insurance and other alternatives to first-dollar insurance. The agreed annual fees for services are \$18,553 for liability/property and \$9,000 for health/life. These figures represent the minimum fee that Tromp & McKinley can charge under state regulations.

The District recently received a \$248,329 payment from SAIF Corporation as the retro adjustment for the 1980 policy year. The adjustment was some \$90,000 over budget and approximately \$70,000 greater than for 1979, because the loss ratio for 1980 was only 2.5%. The unexpectedly large adjustment will reduce the amount of general funds necessary to service the Risk Management Fund. The District is currently attempting to extend the 1981 policy for six months so that renewal dates in the future will coincide with the beginning of the fiscal year.

Significant changes in the District's liability and property coverage have taken place under the new insurance agent. Basic liability coverage has been changed from first dollar coverage to a \$5,000 per occurrence deductible with an annual aggregate loss limit of \$125,000, resulting in

September 15, 1981
Risk Management Update
Page Two

a 25% premium savings. Umbrella liability coverage has been increased from \$1 million to \$5 million at a 12% premium reduction and errors and omissions coverage has also been broadened at a lower premium level. Property coverage has also been broadened with only a slight increase in costs.



Paul Shinn
Director of Administrative Services

PS/bjr

LANE TRANSIT DISTRICT
Financial Comments and Disclosures
August 31, 1981

Our cash position appears strong, with little likelihood of requiring warrants until at least April, 1982.

Investments. As of August 31, 1981, Lane Transit District has \$500,000 invested in Certificates of Deposit with Equitable Savings and Loan at 18.25% and an additional \$100,000 at 18.00%. These certificates are due at various dates between September 10, 1981 and October 5, 1981. Due dates were chosen to meet projected cash needs. All certificates are 100% collateralized. Projected interest income from these investments is approximately \$10,000.

Additionally, at August 31, 1981, \$313,865 was invested with the Local Government Pool, earning interest of approximately 14%.

Passenger Fares continue to be below projected. The following is a three-year comparison of farebox revenue for the month of August.

<u>Year</u>	<u>Base Year</u>	<u>Farebox Revenue</u>
1981	60¢	\$ 86,502
1980	60¢	107,377
1979	35¢	96,202

August, 1979 revenue includes revenues from Lane County Fair service. Farebox revenue figures suggest a serious downturn in ridership and revenue.

Payroll Tax Revenue has been traditionally \$100,000 less in the first quarter than in subsequent quarters. Revenue of \$1,230,000 for the first quarter is slightly above the budgeted amount.

SAIF Retroactive Adjustment for 1980 was received in August in the amount of \$248,329. This amount was recognized as revenue in fiscal year 1980-81 and is included in the beginning fund balance. This amount will therefore not be recognized as revenue in fiscal year 1981-82.

Expenditures appear on course at this time.

Field work on the audit for fiscal year 1980-81 was completed approximately September 8, 1981. The audit report is expected to be presented at the October board meeting.

LANE TRANSIT DISTRICT
STATEMENT OF OPERATIONS
Two Months Ended August 31, 1981

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>	<u>BUDGET</u>	<u>BALANCE</u>
RESOURCES:				
Beginning Fund Balance	\$ -	\$ -	\$ 50,000	(50,000)
Operating Revenues:				
Passenger Fares	\$ 86,502	\$ 182,541	\$1,700,000	\$ (1,517,459)
Charters	-	7,142	7,000	142
Advertising	-	30	32,900	(32,870)
Miscellaneous	101	296	2,000	(1,704)
TOTAL	\$ 86,603	\$ 190,009	\$1,741,900	\$ (1,551,891)
Non-Operating Revenues:				
Interest	\$ -	\$ 3,245	\$ 10,000	(6,755)
Payroll Taxes	950,000	1,230,000	5,060,000	(3,830,000)
State Grants	-	-	-0-	-
Operating Assistance	-	-	600,000	(600,000)
TOTAL	\$ 950,000	\$ 1,233,245	\$5,670,000	\$ (4,436,755)
TOTAL RESOURCES:	\$ 1,036,603	\$ 1,423,254	\$7,461,900	\$ (6,038,646)

EXPENDITURES:

Administration Dept.:				
Personal Services	\$ 22,208	\$ 46,417	\$ 314,150	\$ 267,733
Materials & Supplies	7,484	21,777	75,000	53,223
Contractual Services	6,582	8,471	109,950	101,479
TOTAL	\$ 36,274	\$ 76,665	\$ 499,100	\$ 422,435
Marketing & Planning Dept.:				
Personal Services	\$ 25,419	\$ 53,926	\$ 365,600	\$ 311,674
Materials & Supplies	3,638	6,705	70,005	63,300
Contractual Services	38,382	38,582	227,460	188,878
TOTAL	\$ 67,439	\$ 99,213	\$ 663,065	\$ 563,852
Transportation Dept.:				
Personal Services	\$ 246,346	\$ 534,614	\$3,380,600	\$ 2,845,986
Materials & Supplies	1,383	1,796	28,520	26,724
TOTAL	\$ 247,729	\$ 536,410	\$3,409,120	2,872,710
Maintenance Dept.:				
Personal Services	\$ 74,456	\$ 152,652	\$ 956,430	\$ 803,778
Materials & Supplies	104,783	116,282	1,136,330	1,020,048
Contractual Services	3,390	6,416	59,000	52,584
TOTAL	\$ 182,629	\$ 275,350	\$2,151,760	1,876,410
CONTINGENCY	\$ -	\$ -	\$ 35,000	\$ 35,000
TRANSFER TO CAPITAL PROJECTS	\$ -	\$ -	\$ 638,155	\$ 638,155
TRANSFER TO RISK MANAGEMENT	\$ -	\$ -	\$ 65,700	\$ 65,700
TOTAL EXPENDITURES	\$ 534,071	\$ 987,638	\$7,461,900	\$ 6,474,262
NET INCREASE IN WORKING CAPITAL	\$ 502,532	\$ 435,616	\$ -0-	\$ 435,616

LANE TRANSIT DISTRICT
ADMINISTRATION DEPT. EXPENDITURES
Two Months Ended August 31, 1981

	<u>CURRENT</u> <u>MONTH</u>	<u>YEAR TO</u> <u>DATE</u>	<u>BUDGET</u>	<u>BALANCE</u>
Personal Services:				
General Manager	\$ 2,640	\$ 5,676	\$ 34,450	\$ 28,774
Director of Admin. Services	2,062	4,433	26,700	22,267
Executive Secretary	1,132	2,688	17,800	15,112
Clerical Specialist	505	1,801	14,000	12,199
Clerk Typist	2,059	2,852	9,200	6,348
Accountant	1,872	4,025	24,400	20,375
Personal Svcs. Specialist	1,198	2,576	15,600	13,024
Accounting Clerks	2,020	4,343	26,200	21,857
Purchasing Agent	1,616	3,474	22,200	18,726
Safety & Training Supervisor	1,782	3,831	23,300	19,469
Personnel Administrator	1,698	3,651	23,300	19,649
Instructors	-	7	14,200	14,200
FICA	1,236	2,652	17,100	14,448
Retirement	793	1,765	21,300	19,535
Medical & Dental	1,595	2,650	20,900	18,250
Unemployment	-	-	3,500	3,500
TOTAL	\$ 22,208	\$ 46,417	\$ 314,150	\$ 267,733

Materials & Supplies:				
Fuel and Lubricants	\$ 128	\$ 128	\$ 800	\$ 672
Printing	10	10	4,410	4,400
Miscellaneous	1,029	1,791	10,615	8,824
Dues, Publications, Memberships	4,668	16,576	14,150	(2,426)
Training & Travel	447	1,106	10,775	9,669
Employee Programs	214	354	10,550	10,196
Utilities	988	1,812	23,700	21,888
TOTAL	\$ 7,484	\$ 21,777	\$ 75,000	\$ 53,223

Contractual Services:				
Legal	\$ -	\$ -	\$ 14,250	\$ 14,250
Audit	-	-	10,400	10,400
Medical	-	-	1,900	1,900
Employee Relations	421	445	4,800	4,355
Consulting Fees	5,725	7,250	51,000	43,750
Miscellaneous	416	756	7,600	6,844
Interest	20	20	20,000	19,980
TOTAL	\$ 6,582	\$ 8,471	\$ 109,950	\$ 101,479

TOTAL ADMINISTRATION DEPT.	\$ 36,274	\$ 76,665	\$ 499,100	\$ 422,435
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LANE TRANSIT DISTRICT
MARKETING & PLANNING DEPT. EXPENDITURES
Two Months Ended August 31, 1981

	<u>CURRENT</u> <u>MONTH</u>	<u>YEAR TO</u> <u>DATE</u>	<u>BUDGET</u>	<u>BALANCE</u>
Personal Services:				
Marketing Administrator	\$ 1,782	\$ 3,831	\$ 23,100	\$ 19,269
Marketing Representatives	3,780	8,127	50,600	42,473
Service Representative	556	556	13,400	12,844
Planning Administrator	1,782	3,831	23,100	19,269
Service Planner	1,412	3,036	19,100	16,064
Facilities Planner	1,412	3,035	18,800	15,765
Service Analyst	1,884	4,078	26,500	22,422
Customer Relations Administrator	-	1,542	22,300	20,758
Chief Clerk	1,861	3,768	18,300	14,532
Information Clerks	6,654	13,379	67,700	54,321
FICA	1,405	3,057	20,900	17,843
Retirement	901	2,035	23,900	21,865
Medical & Dental	1,990	3,651	31,300	27,649
Unemployment	-	-	5,100	5,100
Uniform Allowance	-	-	1,500	1,500
TOTAL	\$ 25,419	\$ 53,926	\$ 365,600	\$ 311,674
Materials & Supplies:				
Fuel & Lubricants	\$ 146	\$ 146	\$ 800	\$ 654
Printing	2,907	4,052	52,100	48,048
Miscellaneous	60	1,201	6,420	5,219
Dues, Pub., Membership	40	343	1,010	667
Training & Travel	90	173	5,175	5,002
Leases & Rentals	395	790	4,500	3,710
TOTAL	\$ 3,638	\$ 6,705	\$ 70,005	\$ 63,300
Contractual Services:				
Ad Agency Fees	\$ 2,079	\$ 2,079	\$ 5,300	\$ 3,221
Consulting Fees	-	-	9,500	9,500
Miscellaneous	7,618	7,818	28,960	21,142
Advertising Media	28,685	28,685	104,000	75,315
Contract Transportation	-	-	79,700	79,700
TOTAL	\$ 38,382	\$ 38,582	\$ 227,460	\$ 188,878
TOTAL MARKETING & PLANNING DEPT.	\$ 67,439	\$ 99,213	\$ 663,065	\$ 563,852

LANE TRANSIT DISTRICT
TRANSPORTATION DEPT. EXPENDITURES
Two Months Ended August 31, 1981

	<u>CURRENT</u> <u>MONTH</u>	<u>YEAR TO</u> <u>DATE</u>	<u>BUDGET</u>	<u>BALANCE</u>
Personal Services:				
Director of Operations	\$ 2,166	\$ 4,657	\$ 28,300	\$ 23,643
Transportation Supervisor	1,964	4,222	25,600	21,378
Asst. Transp. Supervisor	1,782	3,831	24,300	20,469
Field Supervisors	6,628	14,251	88,300	74,049
System Supervisors	7,721	15,757	103,000	87,243
DAB Supervisors	3,156	6,785	42,000	35,215
Clerk Typist	674	1,431	9,500	8,069
Bus Operators	182,938	400,021	2,450,000	2,049,979
FICA	13,768	29,815	193,500	163,685
Retirement	8,829	19,849	119,500	99,651
Medical & Dental	16,085	32,477	234,900	202,423
Unemployment	-	-	39,800	39,800
Uniform Allowance	635	1,518	21,900	20,382
TOTAL	\$ 246,346	\$ 534,614	\$3,380,600	\$2,845,986
Materials & Supplies:				
Fuel & Lubricants	\$ 746	\$ 746	\$ 7,000	\$ 6,254
Printing	27	27	8,500	8,473
Miscellaneous	510	823	6,000	5,177
Training & Travel	-	-	5,700	5,700
Leases & Rentals	100	200	1,320	1,120
TOTAL	\$ 1,383	\$ 1,796	\$ 28,520	\$ 26,724
TOTAL TRANSPORTATION DEPT.	\$ 247,729	\$ 536,410	\$3,409,120	\$2,872,710

LANE TRANSIT DISTRICT
MAINTENANCE DEPT. EXPENDITURES
Two Months Ended August 31, 1981

	<u>CURRENT</u> <u>MONTH</u>	<u>YEAR TO</u> <u>DATE</u>	<u>BUDGET</u>	<u>BALANCE</u>
Personal Services:				
Maintenance Supervisor	\$ 1,964	\$ 4,220	\$ 25,600	\$ 21,380
Clerical Specialist	1,160	2,494	15,100	12,606
Leadmen	5,407	10,880	64,400	53,520
Journeyman	8,445	17,467	126,300	108,833
Mechanic I	13,080	26,322	161,600	135,278
Mechanic II	10,458	21,781	96,500	74,719
General Service Workers	7,335	15,772	91,400	75,628
Chief Cleaner	1,439	3,289	19,100	15,811
Cleaners	6,548	12,038	90,000	77,962
Partskeeper	1,520	3,331	19,700	16,369
Parts Clerks	4,321	9,146	54,500	45,354
Tool & Differential	(121)	940	16,130	15,190
FICA	4,093	8,577	52,100	43,523
Retirement	2,625	5,704	31,600	25,896
Medical & Dental	4,636	9,145	67,900	58,755
Unemployment	-	-	11,500	11,500
Uniform Allowance	1,546	1,546	13,000	11,454
TOTAL	\$ 74,456	\$ 152,652	\$ 956,430	\$ 803,778

Materials & Supplies:

Fuel & Lubricants	\$ 72,854	\$ 72,869	\$ 728,000	\$ 655,131
Tires & Tubes	5,674	5,951	58,200	52,249
Parts	22,225	29,052	299,000	269,948
Freight-in-Parts	50	105	2,900	2,795
Printing	5	5	2,300	2,295
Cleaning Supplies	140	2,209	6,930	4,721
Miscellaneous	1,463	2,355	20,100	17,745
Training & Travel	-	-	1,500	1,500
Building Maintenance	1,478	2,285	5,400	3,115
Utilities	894	1,451	12,000	10,549
TOTAL	\$ 104,783	\$ 116,282	\$1,136,330	\$1,020,048

Contractual Services:

Contract Maintenance-Vehicles	\$ 1,648	\$ 2,197	\$ 17,300	\$ 15,103
Radio Repair	429	806	4,200	3,394
Custodial	-	789	8,900	8,111
Signs & Shelters	1,100	1,751	14,100	12,349
Miscellaneous	213	873	4,900	4,027
Property Insurance	-	-	9,600	9,600
TOTAL	\$ 3,390	\$ 6,416	\$ 59,000	\$ 52,584

TOTAL MAINTENANCE DEPT.	\$ 182,629	\$ 275,350	\$2,151,760	\$1,876,410
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LANE TRANSIT DISTRICT
CAPITAL PROJECTS FUND
Two Months Ended August 31, 1981

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>	<u>BUDGET</u>	<u>BALANCE</u>
RESOURCES:				
Beginning Fund Balance	\$ 560,361	\$ 563,465	\$ 140,740	\$ 422,725
UMTA Section 3	78,285	78,285	240,000	(161,715)
UMTA Section 5	-	-	208,949	(208,949)
UMTA Section 18	-	-	50,720	(50,720)
Federal Aid Urban	-	-	730,400	(730,400)
FHWA TSM	-	-	100,000	(100,000)
State Assistance	-	-	74,405	(74,405)
Transfer from General Fund	-	-	638,155	(638,155)
TOTAL	\$ 638,646	\$ 641,750	\$2,183,369	(1,541,619)

EXPENDITURES:

Locally Funded:

Bus-Related Equipment	\$ -	\$ -	\$ 16,500	\$ 16,500
Land & Buildings	-	-	48,800	48,800
Miscellaneous	-	-	-0-	-
Office Equipment	-	895	4,280	3,385
Computer Software	-	-	2,500	2,500
Maintenance Equipment	-	-	10,700	10,700
Service Vehicles	7,322	7,322	7,000	(322)
TOTAL	\$ 7,322	\$ 8,217	\$ 89,780	\$ 81,563

FHWA Projects:

Land & Buildings	\$ -	\$ -	\$ 830,000	\$ 830,000
Bus Stop Improvements	-	-	100,000	100,000
TOTAL	-	-	930,000	930,000

UMTA Projects:

Buses	\$ -	\$ -	\$ -0-	\$ -
Bus-Related Equipment	-	-	300,000	300,000
Land & Buildings	87,402	89,611	24,865	(64,746)
Bus Stop Improvements	-	-	184,011	184,011
Maintenance Equipment	-	-	10,000	10,000
Office Equipment	-	-	-0-	-
Miscellaneous	8,245	8,245	99,548	91,303
TOTAL	\$ 95,647	\$ 97,856	\$ 618,424	\$ 520,568

TOTAL EXPENDITURES	\$ 102,969	\$ 106,073	\$1,633,204	\$1,532,131
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ENDING FUND BALANCE	\$ 535,677	\$ 535,677	\$ 545,165	\$ (9,488)
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Composition of Ending Fund Balance:

Funds in Local Government Pool	\$ 111,856
Investment in Certificates of Deposit	400,000
Grants Receivable	23,821
	<u>\$ 535,677</u>

LANE TRANSIT DISTRICT
Risk Management Fund
Two Months Ended August 31, 1981

Revenues	\$ -0-	\$ -0-
Expenditures:		
SAIF	(6,191)	(6,191)
PL & PD Insurance	(22,779)	(22,779)
Misc. Insurance	<u>(4,305)</u>	<u>(4,305)</u>
Decrease in Fund Balance	\$(33,275)	\$(33,275)
Add: Beginning Fund Balance	<u>118,000</u>	<u>118,000</u>
Fund Balance, August 31, 1981	<u>\$ 84,725</u>	<u>\$ 84,725</u>
Composition of Fund Balance, August 31, 1981:		
Funds in Local Government Investment Pool		<u>\$ 84,725</u>

LANE TRANSIT DISTRICT
Statement of Changes in Financial Position
General Fund
Two Months Ended August 31, 1981

Financial Resources Were Provided By:

Operating Revenues	\$ 86,603	\$ 190,009
Non-Operating Revenues	<u>950,000</u>	<u>1,233,245</u>
Total Resources Available	\$ 1,036,603	\$ 1,423,254
Less: Operating Expenses	(534,071)	(987,638)
Transfer to Capital Projects	<u>-</u>	<u>-</u>
Net Increase in Working Capital	\$ 502,532	\$ 435,616
Add: Net Working Capital, Beginning of period	<u>(66,916)</u>	<u>-0-</u>
Net Working Capital	<u>\$ 435,616</u>	<u>\$ 435,616</u>

Components of Working Capital, August 31, 1981

Current Assets

Cash	\$ 6,714	
Funds in Local Government Pool	117,285	
Certificate of Deposit	200,000	
Accounts Receivable	61,006	
Inventory	357,066	
Prepaid Insurance	<u>27,062</u>	\$ 769,133

Less: Current Liabilities

Accounts Payable	\$ 47,027	
Benefits Payable	92,726	
Payroll Payable	169,028	
Unearned Revenue	<u>24,736</u>	\$ 333,517

Net Working Capital, August 31, 1981		<u>\$ 435,616</u>
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BILLS PAID
August, 1981

Al Coupling & Hose	\$	79	50
* A+ Industries		647	90
Advertising Services	11	249	83
Airweld, Inc.		111	75
All Oregon Construction	20	059	74
* American Barricade		30	00
* American Express Co.		61	15
* American Marketing Association		25	00
Associated Management, Inc. (CSC Rent)		350	00
A & V Electronics		440	91
Bairds Safe & Lock		5	35
Beacon Electric		215	19
Bearings, Inc.		248	18
Sandra Bishop (surveyor)		72	50
Bob's Upholstrey		298	00
Branch Engineering (bus stop sign surveying)	2	203	50
Liz Burritt (surveyor)		20	00
* Cascade Employer's Association	4	619	40
Central Blue Print		70	13
Chapman Brothers		23	40
* Chevron, U.S.A., Inc.	73	232	68
Chicago Marriott Hotel (APTA Conference)		95	00
Chuck & Ray's Service Center		35	00
Citizens Bank of Oregon (Bankcard)		46	55
Cole's Artists Supply		14	05
Ray Crawford (copy service)		24	00
Crown Heating & Air		296	80
Diversified Production Systems (Custodial)		788	73
Ken Donner (surveyor)		21	25
Earl's Sanitary Service		34	65
Eugene Auto Electric	2	008	11
Eugene Dodge	1	169	73
Eugene Fastener & Supply		150	69
Eugene Register Guard		142	20
Eugene Stationers		30	76
Eugene Water & Electric Board	1	415	42
Eugene Welder's Supply		72	10
Far West Truck Center		330	60
Firestone Stores		277	56
Friction Materials		600	23
Furrow Building Material		81	91
Gardener Radiator		75	00
General Motors	1	108	08
Gil's Car Upholstery		42	50

Glausi Oil Co.	\$	593	33
Eric Gustafson (surveyor)		10	00
Jessie Gustafson (surveyor)		36	25
Harr Motor Supply		57	12
Heinke Wholesalers		329	58
Garnet W. Hogue (Insurance Premium)		8	00
Palmer W. Hults (Insurance Premium)		8	00
* Fred S. James & Co. (Insurance)	8	523	05
Jerry's Specialized Sales		98	97
Vickie Kohle (surveyor)		40	00
Knechts North 99		8	45
Kendall Ford	8	245	00
Kupper Paint		84	03
Lane Council of Governments		9	00
Lane County Dept. of Finance (Data Processing)		174	74
Lek-Tra Alarm		45	00
Loomis Armored Car Service		339	94
Mac's Battery & Filter		456	70
Nancy Matela (Business expense reimbursement)		87	01
McAyeal's Wardrobe Cleaners (uniforms)		459	85
Medical Services, Inc.		5	55
Mobius Co. (printing)		545	00
Mountain Top Experience (transmitter site lease)		100	00
Charles A. Moyer (Insurance Premium)		33	00
* Muncie Reclamation		470	68
M-W Coffee Service		384	04
National Fire Fighter		7	52
North Coast Electric Co.		95	89
Northwest Natural Gas Co.		28	60
Office Systems Group		92	00
Orchard Auto Parts		268	83
Pacific Northwest Bell		146	55
Packer Scott		141	91
Paramount Supply		29	16
* Pay n Save Corporation		27	46
Petty Cash - L. Sederlin		275	34
* PHA Life Insurance Co. (medical & dental)	24	387	40
Barry Pinkley (golf tournament)		214	00
Potter Manufacturing Co.		450	00
* Prentice Hall Inc. (subscription)		273	00
Professional Copy		170	86
Professionally Speaking		523	00
Ray-O-Lite Signs		490	00
Rentex Corporation	1	545	78

Risk Education & Research (consulting)	\$	87	50
Jo Romania Chevrolet	7	484	84
* SAIF Corporation	6	190	89
* City of Salem		20	00
Sani Pac		269	15
Save & Lock		53	00
Scot Sanitary Supply		152	60
Service Master		442	86
* Shell Oil Co.		41	59
* Simplex Time Recorder		69	93
Gene Small (surveyor)		83	75
Springfield Medical Diagnostics		64	00
Stalick International		206	46
Jerry Stephenson (shelter & building maintenance)		73	80
Richard Stephenson (station site maintenance)		45	00
Judy Stratton (surveyor)		40	00
Gene Stringfield Building Material		10	00
Mary Sutyak (surveyor)		42	50
Terrill Auto Parts	1	268	02
Toastmasters (membership fees)		15	00
Tool House		38	42
* Tradex/McCracken (freight)		33	57
* Transit Supply	2	081	31
Tromp & McKinley Insurance, Inc.	18	561	50
Tru Line		53	95
United Radio Supply		81	00
University of Oregon		150	00
University of Oregon Bookstore		11	25
The Video Station (advertising)		28	50
* Washington State Dept. of Transportation (conf. registration)		30	00
Weber & Weber	1	437	50
Western Paper Co.		149	96
Willamette Parts		682	83
TOTAL		\$213	245 30

* Vendors out of service area

LANE TRANSIT DISTRICT
CASH FLOW FORECAST
SEPT-1981

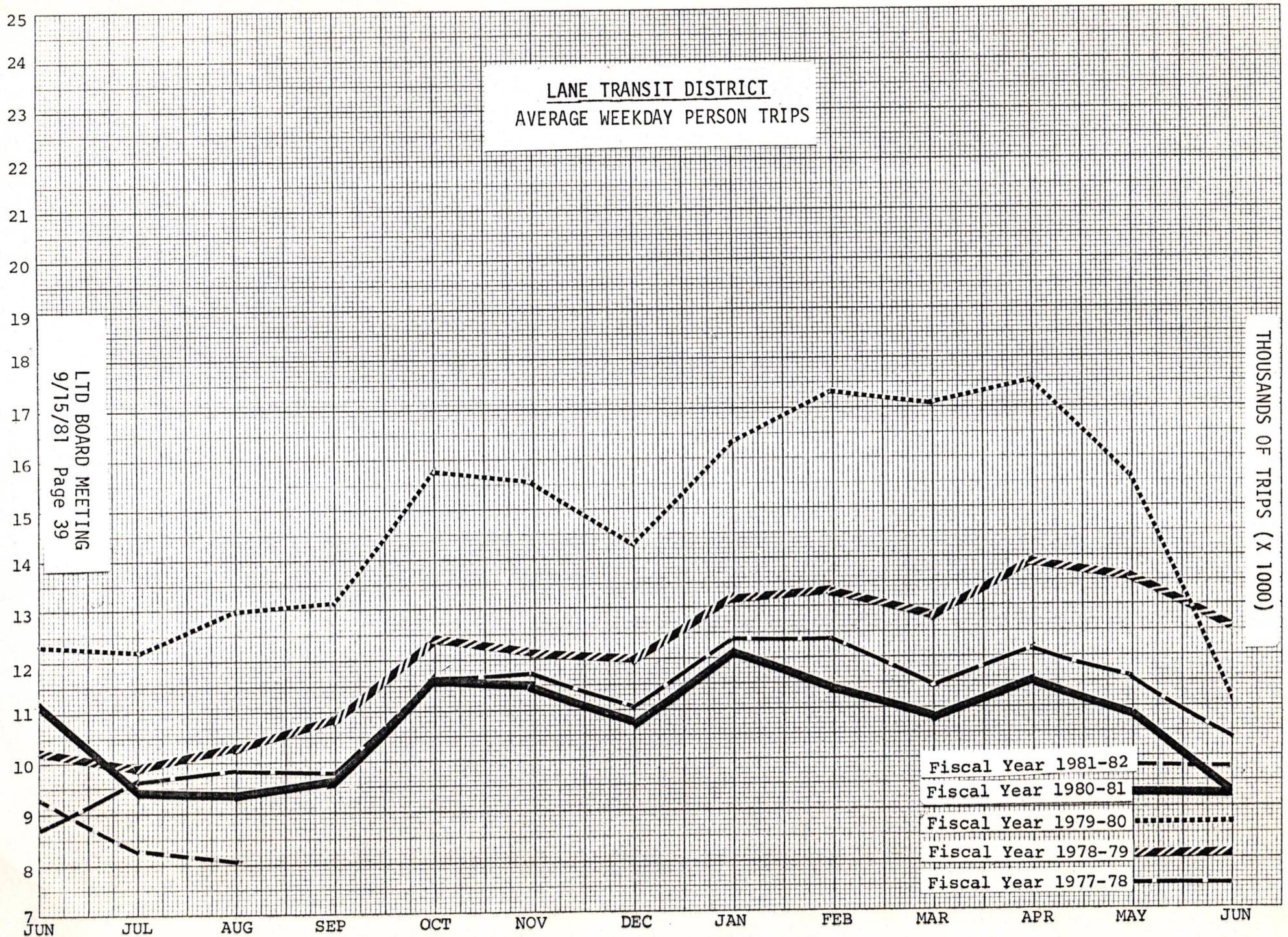
Prepared By	Initials	Date
Approved By		

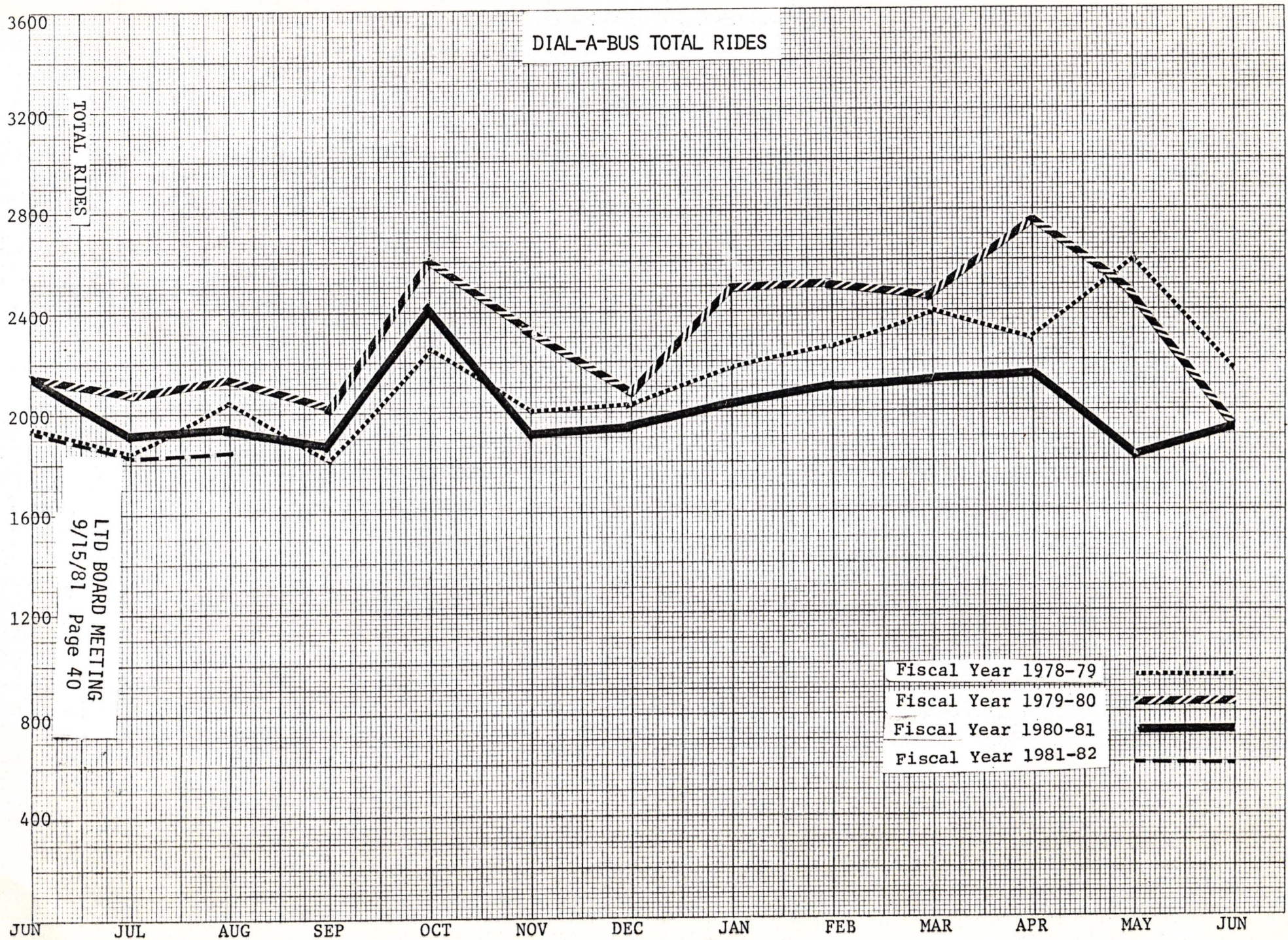
	1	2	3	4	5	6	7
		SEPT	OCT	NOV	DEC	JAN	FEB
Beginning Cash Balance:		920	470	98	729	306	46
Anticipated Receipts:							
Passenger Fares		111	142	141	126	165	158
Payroll Taxes		-	150	1090	20	150	1100
Sec 5 Grants		-	-	-	-	-	-
Other General Fund Revenues		5	5	5	5	5	5
Borrowing							
Capital Assistance		50	75	75	75	75	75
TOTAL CASH AVAILABLE		1086	842	1409	955	701	1384
Anticipated Disbursements:							
Personal Services		357	485	421	390	390	400
Other Operating Expenses		159	159	159	159	165	165
Retirement of Debt		-					
Capital Outlay		100	100	100	100	100	100
TOTAL DISBURSEMENTS		616	744	680	649	655	665
ENDING CASH BALANCE		470	98	729	306	46	719
ENDING BALANCE-WARRANTS		-0-	-0-	-0-	-0-	-0-	-0-

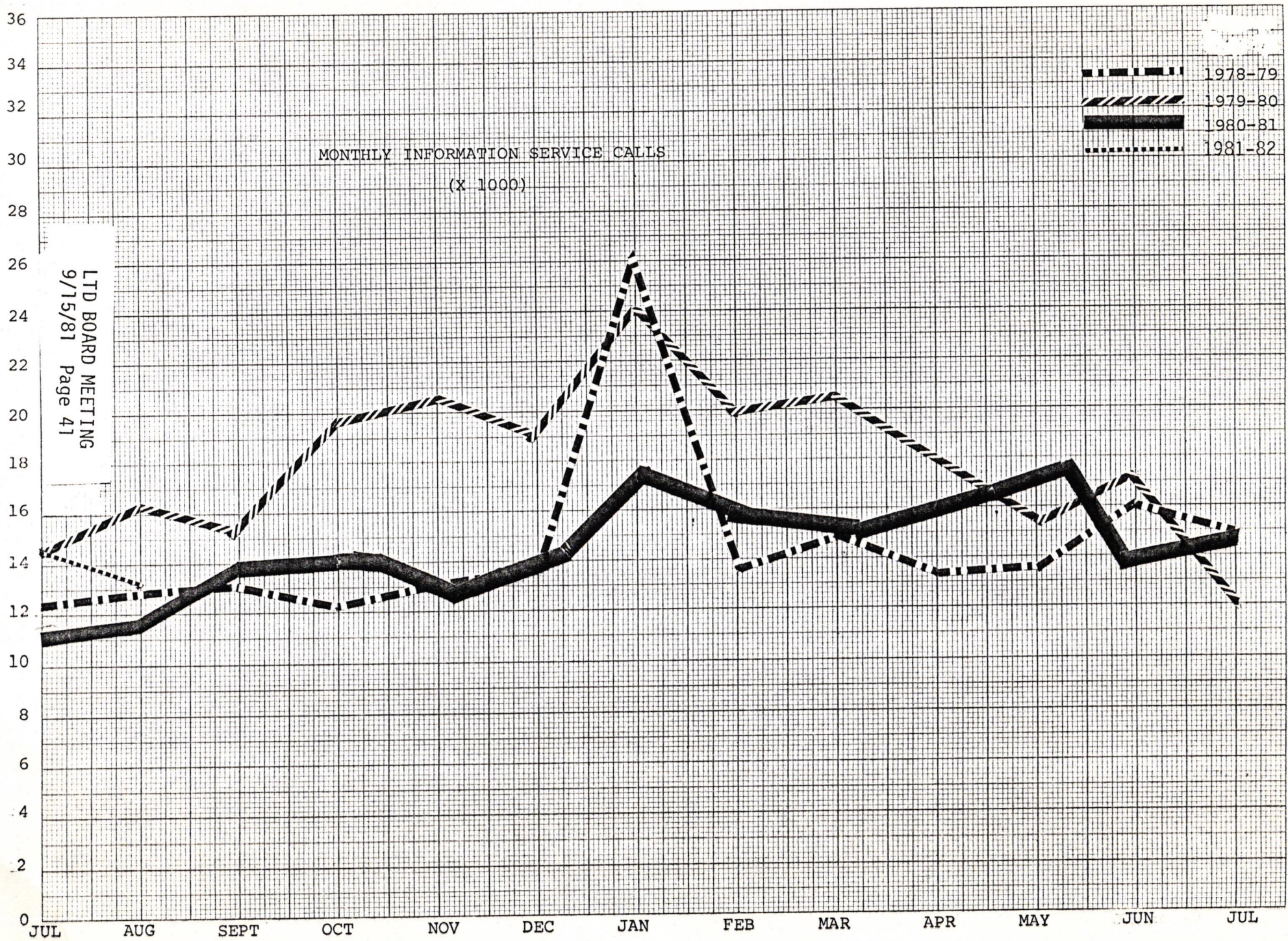
RIDERSHIP SUMMARY FOR AUGUST

STATISTIC	CURRENT MONTH				FISCAL YEAR TO DATE			
	TDP Goal*	1981-82 Actual	1980-81 Actual	% Change	TDP Goal*	1981-82 Actual	1980-81 Actual	% Change
MONTHLY RIDERSHIP Fixed Route Person-Trips	216,908	196,866	235,770	-16.5%	452,643	408,121	493,025	-17.2%
AVERAGE FARE Fixed Route	.45	.44	.46	- 4.3%	.45	.45	.44	+ 2.2%
FAREBOX REVENUE	97,608	86,502	107,377	-19.4%	203,689	182,541	218,488	-16.5%
ACCESSIBLE SERVICE Lift Person Trips	-	293	-	-	-	577	-	-
DIAL-A-BUS Monthly Person-Trips	-	1560	1718	- 9.2%	-	3166	3437	- 7.8%

* TDP goals are adopted on an annual basis. Monthly goals are estimated by assuming that the current year's monthly performance will be proportional to last year's.



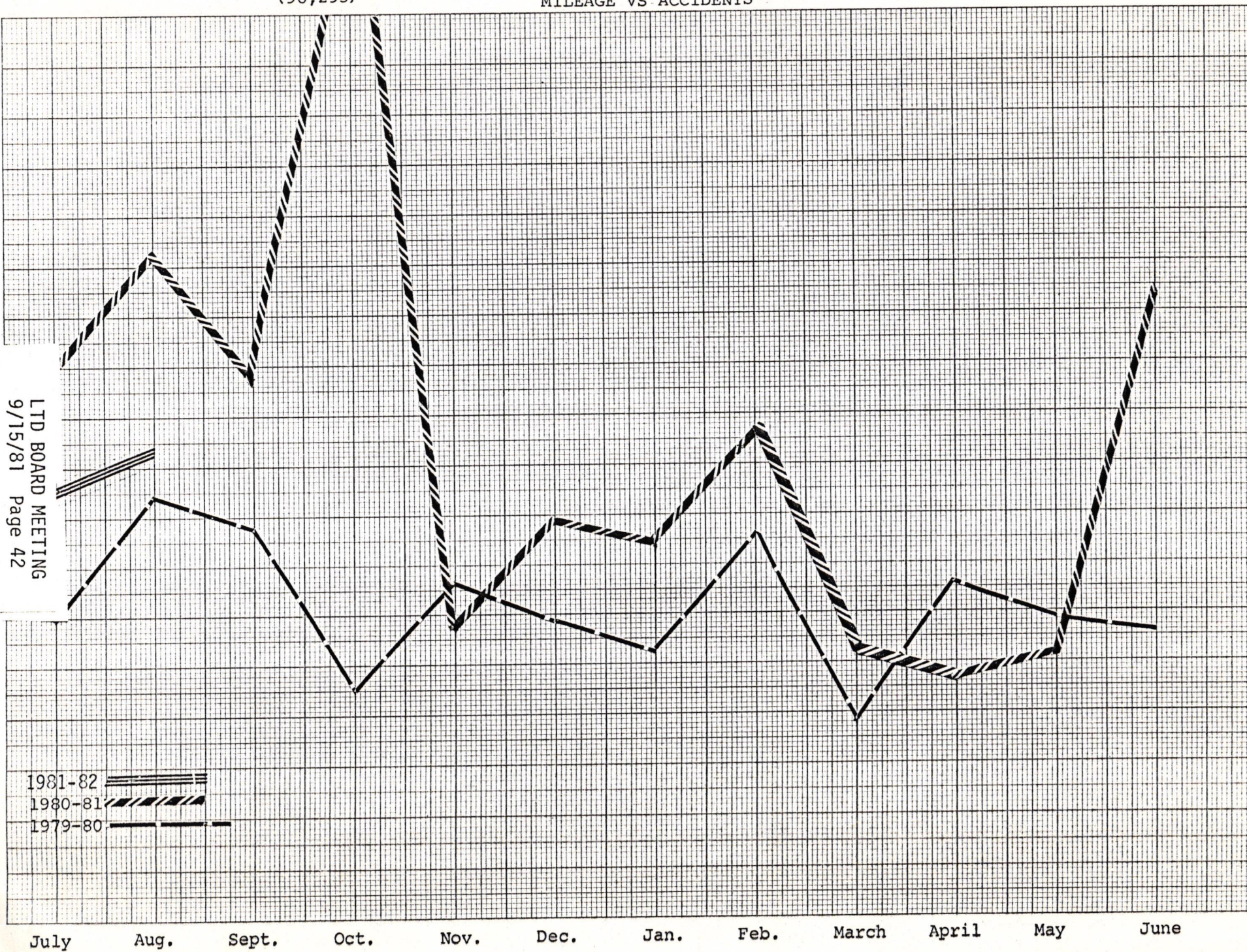




SAFE MILES BETWEEN ACCIDENTS
MILEAGE VS ACCIDENTS

(96,293)

MILEAGE (x 1000)



SCHEDULE DOWNTIME LOG

DATE	100	Sch. Down	300	Sch. Down	400	Sch. Down	500	Sch. Down	600	Sch. Down	700	Sch. Down
January '80	25	871	9	373	8	468	7	175	0	0	---	---
February	22	582	4	159	3	217	6	161	1	29	---	---
March	28	934	7	247	1	105	6	94	1	9	---	---
April	20	666	5	154	3	145	6	244	0	0	---	---
May	19	564	2	63	0	0	2	64	0	0	---	---
June	19	646	7	159	1	51	6	110	0	0	---	---
July	16	497	10	348	2	130	6	228	0	0	---	---
August	11	237	5	122	0	0	4	119	0	0	---	---
September	6	287	1	21	1	20	4	142	0	0	---	---
October	15	426	8	241	3	80	5	36	0	0	---	---
November	13	244	5	100	0	0	5	138	0	0	---	---
December	12	423	5	98	5	338	5	241	0	0	1	32
January '81	18	527	0	0	0	0	4	79	0	0	0	0
February	11	412	0	0	1	65	1	61	0	0	3	102
March	13	325	0	0	1	9	4	106	1	40	4	160
April	8	852	0	0	1	43	7	236	0	0	9	189
May	2	52	0	0	0	0	6	169	0	0	6	389
June	4	94	0	0	0	0	1	23	0	0	5	137
July	6	200	0	0	1	45	0	0	0	0	2	123
August	3	59	0	0	0	0	5	98	0	0	0	22