

Public notice was given to the
Eugene Register-Guard for
publication on June 24, 1983

LANE TRANSIT DISTRICT
ADJOURNED BOARD MEETING

June 29, 1983

7:30 p.m.

Municipal Courtroom #1
Eugene City Hall

A G E N D A

- I. CALL TO ORDER
- II. ROLL CALL

Eberly_____ Langton_____ Nelson_____ Parducci_____

Randall_____ Brandt_____ Calvert_____
- III. INTRODUCTORY REMARKS BY BOARD PRESIDENT
- IV. PUBLIC HEARING ON SUPPLEMENTAL BUDGET FOR FY 82-83
- V. PUBLIC HEARING ON FY 83-84 BUDGET
- VI. PUBLIC HEARING ON CHARTER SERVICE FOR FY 83-84
- VII. PUBLIC HEARING ON TRANSIT DEVELOPMENT PROGRAM
- VIII. AUDIENCE PARTICIPATION (on other than Public Hearings)

IX. ITEMS FOR ACTION AT THIS MEETING

- A. Approval of Minutes
- B. Adoption of Supplemental Budget for FY 82-83
- C. Adoption of Budget for FY 83-84
- D. Retrofit of 500 Series Buses with Wheelchair Lifts
- E. Adoption of TDP
- F. Business Bank Card Application and Agreement

X. ITEMS FOR INFORMATION AT THIS MEETING

- A. Current Activities
 - 1. Charter Service for FY 83-84
 - 2. General Manager's Trip to APTA General Managers' Seminar
 - 3. Employee Health Insurance Update
 - 4. Accountant's Vacation
- B. Monthly Reporting
 - 1. Financial
 - 2. Ridership
 - 3. Operations

XI. ITEMS FOR ACTION AT A FUTURE MEETING

- A. Passenger Fare Schedule
- B. Possible Revisions in Service for the September Bid

XII. ADJOURNMENT

AGENDA NOTES

Page No.

- IV. PUBLIC HEARING ON SUPPLEMENTAL BUDGET FOR FY 82-83: State local budget law requires that the Board hold a public hearing before a supplemental budget for the current fiscal year can be adopted.
- V. PUBLIC HEARING ON FY 83-84 BUDGET: Local budget law also requires that a public hearing be held before adoption of the budget for FY 83-84. The required notice of hearing and budget summary have been published.
- VI. PUBLIC HEARING ON CHARTER SERVICE FOR FY 83-84: In compliance with Federal regulations, a public hearing will be held to obtain public comment on the District's charter service. Included in the agenda packet in an informational memo on this subject. No Board action is necessary at this time. 25
- VII. PUBLIC HEARING ON TRANSIT DEVELOPMENT PROGRAM: A hearing is also scheduled to obtain public comment before adoption of the Transit Development Program (TDP) for FY's 1983-84 through 1985-86. Notice of the hearing was published, and extra copies of the TDP are available for the public.
- IX. ITEMS FOR ACTION AT THIS MEETING
- A. Approval of Minutes: Enclosed for Board approval are minutes of the May 17, 1983 and June 21, 1983 regular meetings. 7
- B. Adoption of Supplemental Budget for FY 82-83 12
- Background: The supplemental budget for FY 82-83, as presented in the agenda packet, was approved by the Budget Committee on June 7, 1983. The Board received summary information and approved a budget transfer at the May 17, 1983 meeting.
- Staff Recommendation: That the Board adopt the enclosed Resolution adopting the Supplemental Budget, in the total sum of \$124,000, for Fiscal Year 1982-83.
- Results of Recommended Action: Staff will effect the budget transfers as presented in the approved budget.
- C. Adoption of Budget for FY 83-84 14
- Background: The budget for FY 83-84 was approved by the Budget Committee on June 7, 1983. A budget for FY 83-84 must be adopted by the Board before the end of the present fiscal year (June 30, 1983). Included in the agenda packet are the detailed line-item budget and a resolution adopting that budget.

Staff Recommendation: That the Board adopt or approve the Resolution, as presented in the agenda packet, which effectively adopts the budget for FY 83-84, in the total combined fund sum of \$11,829,059.

Results of Recommended Action: The District will implement those programs and projects consistent with the funding appropriations, the TDP, including the District's Goals & Objectives, and staff action plans.

D. Retrofit of 500 Series Buses with Wheelchair Lifts

22

Issue Presented: Should the District allocate an additional \$7,520 from local capital for FY 83-84 to ensure completion of the entire wheelchair lift retrofit project for the 500 series buses?

Background: In compliance with the District's policy on total fixed route accessibility, an application for Federal matching funds for retrofitting wheelchair lifts onto the 20 500-series buses was submitted to the Urban Mass Transportation Administration (UMTA). After approval of the grant, bids were accepted and only two were received. Of those two, one was non-responsive and one, from PacBus, was \$49,580 over budget. Staff began negotiating with PacBus to lower the bid price without changing the scope of the contract. At its May 17, 1983 meeting, the Board authorized the General Manager to execute a contract to install lifts on the 500 series buses, contingent upon resolving the issue of funding within the budget. A change in the scope of the project would require rebidding under Federal regulations. This would delay the termination of the SMS contract by one to two months.

Staff have negotiated a cost reduction of \$41,000, with no change in the scope of the contract. The bid is still \$7,520 over budget, and no additional federal money is available for this project. Because of the importance of this project to the District and the community, staff recommend that the additional \$7,520 be taken from other capital grant projects for next fiscal year. Total expenditures contemplated in the budget would not increase as a result of this substitution.

Staff Recommendation: That the Board authorize the General Manager to execute a contract with PacBus, for a total cost of \$407,520, to install lifts on the twenty 500 series buses.

Results of Recommended Action: Staff will execute the contract and work will begin on the project. Staff will revise priorities for capital projects for FY 83-84 for Board review.

E. Adoption of Transit Development Program

(separate)

Background: Each year, the Board adopts an updated three-year Transit Development Program. It includes long-term goals as well as immediate objectives. It contains technical information about the organization and operation of the District, and includes action plans which guide the staff's activities throughout the year.

Board members received copies of the draft TDP some time ago. Included with this agenda packet is a revised draft for Board review and approval. If the Board wishes to make minor revisions, the TDP could still be adopted at this time. Any major changes would require holding the adoption of the TDP until the July meeting.

Staff Recommendation: That the Board adopt the Transit Development Program for FY 83-84 through FY 85-86.

Results of Recommended Action: Board members, staff and the interested public will be provided with final copies of the TDP. Staff will begin working from the action plans July 1, 1983.

F. Business Bank Card Application and Agreement

23

Issue Presented: Should the Board authorize the General Manager to apply for a VISA card to cover necessary business expenses?

Background: Included in the agenda packet is a Business Card Application and Agreement for a corporate VISA card with a credit line of \$300. The application must be authorized by resolution of the Board. Signers on the card would be Phyllis Loobey, General Manager, and Mark Pangborn, Director of Administrative Services.

Staff Recommendation: That the Board adopt the enclosed corporate Resolution authorizing a VISA credit card with a credit limit of \$300 for use by authorized District staff.

X. ITEMS FOR INFORMATION AT THIS MEETING

A. Current Activities

1. Charter Service: A staff memo explains the District's involvement in providing local charter service, and projected revenues and activities for FY 83-84. 25
2. General Manager's Trip to APTA General Manager's Seminar: Included in the packet for Board information are a description and an agenda for the American Public Transit Association General Managers' Seminar to be held in Vail, Colorado, July 17-19. Mark Pangborn will be acting General Manager during this absence. 26
3. Employee Health Insurance Update: A staff memo details recent changes made in employee health benefits and the reasons for those changes. 32
4. Accountant's Vacation: Due to the planned vacation of the District's Accountant, Karen Brotherston, the June Financial Statements will not be ready for inclusion in the July Board agenda packet.

B. Monthly Reporting

1. Financial	
a. Balance Sheet	36
b. Comparison of Budgeted and Actual Resources and Expenditures	37
c. Statements of Revenues and Expenses	40
d. Comparison of Year-to-Date Budgeted Expenditures to Actual	41
e. Cash Flow Forecast	42
f. Summary of Investments	43
2. Ridership	
a. Summary	44
b. Weekday Person Trips Graph	45
3. Operations Summary	46

XI. ITEMS FOR ACTION AT A FUTURE MEETING

- A. Passenger Fare Schedule
- B. Possible Revisions in Service for the September Bid

XII. ADJOURNMENT

MINUTES OF DIRECTORS MEETING
LANE TRANSIT DISTRICT

REGULAR MEETING

May 17, 1983

Pursuant to notice given to the Eugene Register-Guard for publication on May 12, 1983, and distributed to persons on the mailing list of the District, the regular monthly meeting of the Board of Directors of Lane Transit District was held at the City Hall in Eugene, Oregon on May 17, 1983 at 7:30 p.m.

Present: Janice Eberly, Secretary
Ted J. Langton, President, presiding
Judy Nelson
Larry Parducci
Glenn E. Randall, Vice President
Phyllis Loobey, General Manager
Jo Sullivan, Recording Secretary

Absent: Peter M. Brandt, Treasurer
Janet Calvert

INTRODUCTORY REMARKS BY BOARD PRESIDENT: Mr. Langton stated that a bus would pick up the Board members after the meeting to take them to the new CSC for a tour of the completed facility.

AUDIENCE PARTICIPATION: Mr. Langton asked for participation from members of the audience. There was none.

MOTION APPROVAL OF MINUTES: Ms. Calvert moved that the Board approve the minutes of the March 29, 1983 special meeting, the April 19, 1983 regular meeting, and the May 3, 1983 adjourned meeting, as circulated. After seconding, the motion carried by unanimous vote, with Mr. Randall not yet being present at the meeting.

SEVENTH AMENDMENT--SALARIED EMPLOYEES' RETIREMENT PLAN: Mr. Langton called the Board's attention to the amendment to the Salaried Employees' Retirement Plan, found on page 19 of the agenda packet. Ms. Nelson asked about the "minimal cost." Mr. Langton explained that there was no cost to the District, and only a minimal cost to the plan itself. Ms. Nelson then stated that she had a problem with the use of "his" and "he" throughout the amendment and said she would like to see LTD follow along with the City's and County's emphasis on non-specific language. Ms. Loobey explained that the material was prepared by the legal counsel for the plan, but that the District and the Board had no policy in that regard. Mr. Langton stated that the plan's trustees would ask the plan's attorney to change the language.

MOTION Ms. Nelson moved that the Board approve the Seventh Amendment to the Salaried Employees' Retirement Plan. Mr. Randall arrived at this point in the meeting and was present to vote. The motion carried unanimously.

VOTE

MOTION LANE COUNTY FAIR PROMOTION: Ms. Nelson moved that the Board approve the Lane County Fair proposal as outlined on page 24 of the agenda packet. The motion was seconded by Mr. Randall. Ms. Nelson asked if additional revenues were collected the previous year during the Fair promotion. Ed Bergeron, Marketing Administrator, replied that the District received only the \$12,000 from the Fair Board to replace lost farebox revenues, and that the same process would be used this year. With no further discussion, the motion carried unanimously.

VOTE

1983-84 TDP REVIEW: Mr. Langton remarked that all Board members had previously received copies of the draft TDP (Transit Development Program) for review, and that it would need to be adopted by the June Board meeting. Mark Pangborn, Director of Administrative Services, stated that a public hearing on the TDP would need to be held at the next meeting. Mr. Randall commented that the TDP was not "etched in stone," to which Mr. Langton added that it can be modified through the year, but that it is the basis for the staff's actions during the year, so it was important for the Board to give it as much thought as possible.

MOTION TWIN COACH REPLACEMENT GRANT: Ms. Nelson moved that the Board approve the Section 9A application as included in the agenda packet. Mr. Randall seconded, and the motion carried by unanimous vote.

VOTE

LIFT INSTALLATION FOR 500 SERIES BUSES: Ms. Loobey stated that it was not clear in the staff memo, but staff would negotiate the contract for the retrofit of lifts on the 500 series buses, by negotiating with the vendors on their bid price, so that it would stay within the budget. She explained that one bid was lower in cost per unit, but it was non-compliant or nonresponsive. She stated that if staff are not able to bring down the bid price, they would suggest alternatives, such as not doing all of the changes to the buses, or doing some of them in-house.

Ms. Nelson asked about the timeline for this retrofit. Ms. Loobey stated that the District was scheduled to phase out Dial-A-Bus in December, and staff were concerned about having the buses lift-equipped for the transition, since this retrofit was another component of the process toward 100% accessibility. She said it normally takes 60 to 90 days to go through the bid process, and if the District had to do so again, it would take another 60 days or so. Additionally, if the District had to extend the SMS contract for curb-to-curb service, that would increase expenses, as well. Ms. Nelson asked if the SMS contract could be continued on a month-to-month basis. Ms. Loobey replied that that would be open to negotiation, but that the contract itself might have to be renegotiated, which could increase the monthly expenses.

MOTION

Mr. Randall moved, seconded by Mr. Parducci, that the Board adopt the staff recommendation to authorize the General Manager to execute a contract to install lifts on the 500 series buses, contingent upon resolving the issue of funding within the budget.

Mr. Langton stated that he was not sure he could approve of doing less than a full job of retrofitting the buses. Other Board members agreed with his position on this issue. Tim Dallas, Director of Operations, stated that negotiations had begun and staff felt fairly certain that they would be able to resolve the issue within the budget so that the entire project could be completed. Mr. Pangborn stated that staff's major concern was having Board action that night rather than at the next monthly meeting, so the issue could be resolved as soon as possible.

Mr. Langton asked staff if the discussion gave them enough direction without actually adding to the motion. In other words, direction from the Board was to negotiate the price down to be able to complete the entire project within budget constraints. Mr. Pangborn stated that that was staff's intent.

VOTE

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

BUDGET TRANSFER REQUEST: Mr. Langton commented that this type of transfer request is fairly common as the District nears the end of the fiscal year. Mr. Pangborn called the Board's attention to the resolution on pages 32 and 33 of the agenda packet. He explained each area listed under reductions and increases in appropriations. In the General Fund, money set aside for binding interest arbitration had not been spent, and staff had begun a program of careful spending early in the fiscal year, when it looked as if projected revenues might not be received. The total reduction in expenditures amounted to \$268,500, which staff were proposing to transfer to fund certain increases. He explained that Administration Materials and supplies were over budget by \$3,500, and Maintenance Personal Services were over by \$5,000. Additionally, staff sought to fund prior years' accrued vacation leave, necessitated by new accounting rules, in the amount of \$120,000, and to transfer \$140,000 to the Risk Management Fund, to fully fund that program. Mr. Pangborn stated that no General fund moneys would have to be used the following year for Risk Management costs or to help fund the accrued leave. He ended by stating that this was staff's best guess as to what would happen by the end of the fiscal year, but that it was possible that further transfers might be necessary at the next meeting.

MOTION

Mr. Randall moved that the resolution printed on pages 32 and 33 of the agenda packet for the May 17, 1983 Board meeting be adopted. Mr. Parducci seconded the motion, which carried by unanimous vote.

VOTE

ITEMS FOR INFORMATION AT THIS MEETING:

Legislative Update: Ms. Loobey talked about a bill passed during the last Legislative session that would allow someone to verbally inform any member of

the staff or Board, within 90 days of an alleged incident, that an incident had occurred, and that would constitute legal notice. There was much concern that someone could approach a Board or staff member in the grocery store, on a weekend or evening, etc., and word of that "notice" might not get back to appropriate staff in time for the appropriate legal response to be taken, and staff would not be able to corroborate or substantiate the report without more specific information. She stated that there was now a bill before the Legislature which would amend that time for notice to two years rather than 90 days. She said that it was her position that the District should take a position against that bill, and that, unless she heard otherwise from the Board, she would take that position through the Oregon Transit Association (OTA), which acts as a lobbyist for its member organizations.

Mr. Randall stated that it was his position that the Board and individual Board members at a local level should not enter into the political arena, and that such matters should be handled through OTA. Ms. Loobey stated that it was her intent to suggest to the District's lobbyist that they fight the bill, and that she was not necessarily asking for the Board's permission or involvement. Mr. Langton thought the Board should not take a position, but that the District should, and staff did not need permission from the Board to do so.

Ms. Nelson asked who sponsored the bill. Ms. Loobey said she could let the Board know later, but she thought it was the trial attorneys.

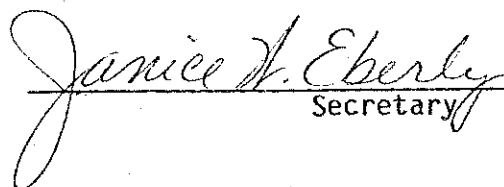
Third Quarter Progress--Performance Objectives: Ms. Nelson asked about the survey information on page 37 of the agenda packet which talked about public support rating LTD "Good" or "Excellent." Nancy Matela, Administrative Analyst, replied that 61% of the people responding to a telephone survey in 1982 rated the District in those two categories. She further explained that the 1982 survey was the most recent measurement.

Ms. Calvert arrived at the meeting at this time, having attended another meeting first.

Ms. Nelson asked for copies of the last two surveys. Ms. Matela stated that last year's survey was done in-house, but the previous one was done by MAR%STAT.

Mr. Randall moved, and Ms. Nelson seconded, that the meeting be adjourned. With no further discussion, the meeting was unanimously adjourned at 8:05 p.m. Interested Board and staff members then took the bus to the newly completed Customer Service Center for a tour of the facility.

MOTION
VOTE


Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

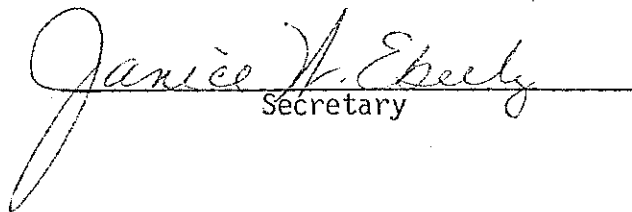
June 21, 1983

Notice of the regular monthly meeting of the Board of Directors of the Lane Transit District, scheduled to be held on June 21, 1983 at 7:30 p.m. in the Eugene City Hall, Eugene, Oregon, was duly given to the Eugene Register-Guard for publication on June 16, 1983.

Present: Ted J. Langton, President

Absent: Peter M. Brandt, Treasurer
Janet Calvert
Janice Eberly, Secretary
Judy Nelson
Larry Parducci
Glenn E. Randall, Vice President

ADJOURNMENT: Due to lack of a quorum, Mr. Langton adjourned the meeting to June 28, 1983, at 7:30 p.m. in the Eugene City Hall.


Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

ADJOURNED MEETING

June 28, 1983

Pursuant to notice given at the June 21, 1983 regular meeting and distributed to persons on the mailing list of the District, an adjourned meeting of the Board of Directors of the Lane Transit District was held at the City Hall in Eugene, Oregon at 7:30 p.m. on June 28, 1983.

Present: Ted J. Langton, President

Absent: Peter M. Brandt, Treasurer
Janet Calvert
Janice Eberly, Secretary
Judy Nelson
Larry Parducci
Glenn E. Randall, Vice President

Due to lack of a quorum, the meeting was adjourned to Wednesday, June 29, 1983 at 7:30 p.m. in the City Hall, Eugene, Oregon.


Secretary

LANE TRANSIT DISTRICT
SUPPLEMENTAL BUDGET FINANCIAL SUMMARY
FOR THE FISCAL YEAR 1982-83

GENERAL FUND

RESOURCES

Federal Operating Assistance	<u>\$124,000</u>
Total Resources	\$124,000

EXPENDITURES

Accrued Leave	\$120,000
Transfer to Capital Projects Fund	\$124,000
Contingency	<u>(\$ 40,000)</u>
Transportation-Personal Services	<u>(\$ 80,000)</u>
Total Expenditures	\$124,000

RESOLUTION ADOPTING THE SUPPLEMENTAL BUDGET

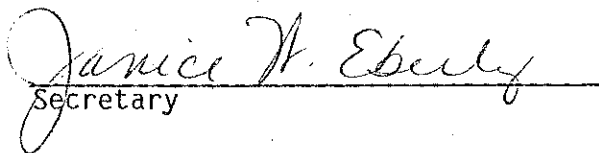
BE IT RESOLVED that the Board of Directors of the Lane Transit District hereby adopts the supplemental budget, as approved by the Budget Committee for 1982-83 in the total sum of \$124,000, now on file at the Lane Transit District offices, located at 8th and Garfield.

Resolution Making Appropriations

BE IT RESOLVED that the Board of Directors hereby also increases appropriations in the current 1982-83 fiscal year budget and that the supplemental budget is appropriated as follows:

General Fund

Accrued Leave	\$120,000
Transfer to Capital Projects Fund	\$124,000
Contingency	(\$ 40,000)
Transportation-Personal Services	(\$ 80,000)
Total General Fund Appropriation	\$124,000


Secretary

June 29, 1983
Date

CERTIFICATION

The undersigned duly qualified and acting Executive Secretary of the Lane Transit District certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Directors held on June 29, 1983.

Ed E. Sullivan

Signature of Recording Officer

Executive Secretary

Title of Recording Officer

June 30, 1983

Date

LANE TRANSIT DISTRICT
DETAILED LINE-ITEM BUDGET
1983-84

GENERAL FUND RESOURCES

/-----82-83-----/ Budgeted Projected		Description	/-----83-84-----/ Proposed Amended Memo		
		OPERATING REVENUES			
1,287,200	1,217,000	Passenger Revenue	1,025,400	1,025,400	
14,900	22,000	Charters	36,000	36,000	
32,900	44,000	Advertising	46,400	46,400	
---	8,000	Miscellaneous	10,000	10,000	
1,335,000	1,291,000	TOTAL OPERATING REVENUES	1,117,800	1,117,800	
		NON-OPERATING REVENUES			
50,000	89,000	Interest Revenue	50,000	50,000	
4,700,000	4,679,000	Payroll Tax	4,574,000	4,574,000	
4,750,000	4,768,000	TOTAL NON-OPERATING REV	4,624,000	4,624,000	
		GRANTS & REIMBURSEMENTS			
651,000	893,000	Federal Operating Assis.	650,000	650,000	
350,000	255,000	State Operating Assistance	200,000	200,000	
---	3,000	Other Grants	---	---	
1,001,000	1,151,000	TOTAL GRANTS & REIMBURSE.	850,000	850,000	
7,086,000	7,210,000	TOTAL RESOURCES	6,591,800	6,591,800	

MEMO EXPLANATIONS FOR GENERAL FUND (as listed on individual Division pages which were included in Budget Committee packets)

A-Reduce maximum salary increase from 6% to 5%. Benefits changed accordingly.

B-Change FICA as a result of salaries changes and recent federal legislation which increases the FICA rate from 6.7% to 7.0% beginning January 1, 1983 for a weighted average FICA rate for the fiscal year of 6.86%.

C-Medical/dental rate for non-contract employees reduced to that of contract employees.

D-Market research funded through reductions in other Marketing line-items.

E-Error in projecting uniform costs corrected.

F-Reduce logo consulting.

LANE TRANSIT DISTRICT
DETAILED LINE-ITEM BUDGET
1983-84

GENERAL FUND EXPENDITURE SUMMARY BY OBJECT

/-----82-83-----/ Budgeted Projected		Description	/-----83-84-----/ Proposed Amended Memo		
		DIRECT EXPENDITURES			
4,903,200	4,814,745	Personal Services	4,931,300	4,913,500	
1,271,300	1,125,381	Materials & Supplies	1,198,700	1,198,700	
541,200	443,316	Contractual Services	421,800	415,800	
6,715,700	6,383,442	TOTAL DIRECT EXPENDITURES	6,551,800	6,528,000	
		GENERAL OPERATING			
40,000	---	CONTINGENCY	40,000	63,800	
---	120,000	FUNDING OF ACCRUED LEAVE	---	---	
		TRANSFERS			
186,400	423,258	Transfer to Capital Projects Fund	---	---	
143,900	283,300	Transfer to Risk Management Fund	---	---	
330,300	706,558	TOTAL TRANSFERS	---	---	
7,086,000	7,210,000	TOTAL EXPENDITURES	6,591,800	6,591,800	

LANE TRANSIT DISTRICT
DETAILED LINE-ITEM BUDGET
1983-84

EXPENDITURE SUMMARY BY DEPARTMENT

/-----82-83-----/		Description	/-----83-84-----/		
Budgeted	Projected		Proposed	Amended	Memo
585,500	533,343	Administration	535,700	531,400	
769,100	723,416	Marketing & Planning	735,500	726,000	
3,294,900	3,227,465	Transportation	3,299,600	3,289,300	
2,066,200	1,899,218	Maintenance	1,981,000	1,981,300	
40,000	---	Contingency	40,000	63,800	
---	120,000	Funding of Accrued Leave	---	---	
		Transfer to Capital			
186,400	216,598	Projects Fund	---	---	
		Transfer to Risk			
143,900	283,300	Management Fund	---	---	
7,086,000	7,003,340	TOTAL EXPENDITURES	6,591,800	6,591,800	

LANE TRANSIT DISTRICT
DETAILED LINE-ITEM BUDGET
1983-84

CAPITAL PROJECTS RESOURCES

/-----82-83-----/		Description	/-----83-84-----/		
Budgeted	Projected		Proposed	Amended	Memo
955,500	1,131,377	BEGINNING FUND BALANCE	943,626	1,127,207	F
---	---	UMTA Section 3 Revenue	2,144,203	2,144,203	
486,600	112,097	UMTA Section 5 Revenue	928,370	928,370	
27,200	27,200	UMTA Section 18 Revenue	---	22,160	G
---	-	UMTA Section 9-A Revenue	393,000	393,000	
236,000	446,673	Federal Aid Urban Revenue	41,200	41,200	
65,300	30,970	State Grant Revenue	256,719	256,719	
---	756	Other Grant Revenues	---	---	
186,400	423,258	Transfer from General Fund	---	---	
1,957,000	2,172,331	TOTAL CAPITAL RESOURCES	4,707,118	4,912,859	

MEMO EXPLANATIONS FOR CAPITAL PROJECTS FUND

F-Beginning fund balance changed as a result of changes in FY82-83 projections.

G-LCC project will carry over into 83-84.

H-Additional capital expenditures needed for compute software and sealing the asphalt on the Eugene Mall.

I-Capital contingency created.

LANE TRANSIT DISTRICT
DETAILED LINE-ITEM BUDGET
1983-84

CAPITAL PROJECTS EXPENDITURES

/-----82-83-----/ Budgeted Projected		Description	/-----83-84-----/ Proposed Amended Memo		
			LOCAL EXPENDITURES		
2,000	2,000	Computer Software	---	2,500	H
6,200	6,200	Office Equipment	16,000	16,000	
15,600	15,600	Maintenance Equipment	950	950	
19,900	19,900	Bus Stop Improvements	25,500	25,500	
335,000	335,000	Land & Buildings	16,400	17,800	H
15,000	15,000	Bus Related Equipment	---	---	
9,000	9,000	Service Vehicles	---	---	
---	---	Miscellaneous	3,600	3,600	
402,700	402,700	TOTAL LOCAL EXPENDITURES	62,450	66,350	
		UMTA EXPENDITURES			
---	---	Computer Software	68,000	68,000	
62,700	---	Office Equipment	61,150	61,150	
34,000	6,300	Bus Stop Improvements	40,000	75,000	G
---	---	Buses	3,856,000	3,856,000	
268,000	100,000	Bus Related Equipment	300,000	300,000	
---	---	Service Vehicles	19,500	19,500	
111,500	40,200	Miscellaneous	166,000	166,000	
476,200	146,500	TOTAL UMTA EXPENDITURES	4,510,650	4,545,650	
		FHWA FUNDED EXPENDITURES			
100,000	100,000	Bus Stop Improvements	77,000	77,000	
391,000	395,924	Land & Buildings	---	---	
491,000	495,924	TOTAL FHWA EXPENDITURES	77,000	77,000	
---	---	CONTINGENCY	---	223,859	I
1,369,900	1,045,124	TOTAL CAPITAL PROJECTS EXPENDITURES	4,650,100	4,912,859	

LANE TRANSIT DISTRICT
DETAILED LINE-ITEM BUDGET
1983-84

RISK MANAGEMENT RESOURCES

/-----82-83-----/ Budget Projected			/-----83-84-----/ Proposed Amended Memo		
152,300	274,004	BEGINNING FUND BALANCE	319,400	319,400	
143,900	283,300	Transfer from General Fund	---	---	
---	25,000	Interest Revenue	5,000	5,000	
296,200	582,304	TOTAL RISK MANAGEMENT RESOURCES	324,400	324,400	

LANE TRANSIT DISTRICT
DETAILED LINE-ITEM BUDGET
1983-84

RISK MANAGEMENT EXPENDITURES

/-----82-83-----/ Budget Projected		Description	/-----83-84-----/ Proposed Amended Memo		
32,000	33,680	Administration	20,900	20,900	
53,200	80,939	Worker's Compensation	104,000	104,000	
145,500	143,754	Liability	195,100	195,100	
25,000	4,531	Miscellaneous Insurance	4,400	4,400	
		TOTAL RISK MANAGEMENT			
255,700	262,904	EXPENDITURES	324,400	324,400	

RESOLUTION

BE IT RESOLVED that the budget of Lane Transit District for the Fiscal Year 1983-84 in the total combined fund sum of \$11,829,059 is hereby adopted and,

BE IT FURTHER RESOLVED that the amounts for the Fiscal Year 1983-84 are appropriated for the following purposes by organizational unit:

GENERAL FUND

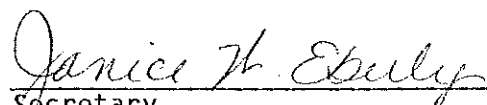
	Administration
\$ 384,000	For Personal Services
\$ 97,800	For Materials & Supplies
\$ 49,600	For Contractual Services
	Marketing & Planning
\$ 355,500	For Personal Services
\$ 110,300	For Materials & Supplies
\$ 260,200	For Contractual Services
	Transportation
\$3,268,900	For Personal Services
\$ 20,400	For Materials & Supplies
\$ ---	For Contractual Services
	Maintenance
\$ 905,100	For Personal Services
\$ 970,200	For Materials & Supplies
\$ 106,000	For Contractual Services
	Unallocated Expenditures
\$ 63,800	For Contingency
\$ ---	For Transfer to Capital Projects Fund
\$ ---	For Transfer to Risk Management Fund

	CAPITAL PROJECTS FUND
\$4,912,859	For Capital Outlay

	RISK MANAGEMENT FUND
\$ 324,400	For Risk Management Expenditures, and

BE IT FURTHER RESOLVED that the General Manager is authorized to make expenditures and incur obligations within the limits of the foregoing.

June 29, 1983
Dated _____


Secretary

CERTIFICATION

The undersigned duly qualified and acting Executive Secretary of the Lane Transit District certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Directors held on June 29, 1983.

Ed E. Sullivan
Signature of Recording Officer

Executive Secretary
Title of Recording Officer

June 30, 1983
Date



LANE TRANSIT DISTRICT

June 29, 1983

MEMORANDUM

TO: BOARD OF DIRECTORS
FROM: MARK PANGBORN, DIRECTOR OF ADMINISTRATIVE SERVICES
RE: RETROFIT OF THE 500 SERIES BUSES

At the May, 1983 meeting, the Board authorized the General Manager to sign a contract with Pac Bus to install wheelchair lifts on the twenty 500 series buses. This project is 80% grant funded at a total cost of \$400,000. The only acceptable bid was \$449,580 -- \$49,580 over the grant amount. No additional grant money is available so the District has negotiated a cost reduction of \$42,060, with no change in scope of work. The bid is still \$7,520 over budget.

Given that this retrofit project allows the District to phase out the Dial-A-Bus service, staff recommend that the additional \$7,520 be allocated out of local capital for Fiscal Year 1983-84. This could affect bus stop improvements or Valley River Center bus stop changes next year, but given the importance of this project, staff feel it ranks as a top priority.

Staff would revise capital project priorities next year for Board review.

Mark Pangborn/j

Mark Pangborn
Director of Administrative Services

MP:gw

BUSINESS CARD APPLICATION AND AGREEMENT

Type of Account Desired

☐ Dual Account
☐ MasterCard Only
☒ VISA Card Only

FINANCIAL TRANSACTION SERVICES

A DEPARTMENT OF SEATTLE-FIRST NATIONAL BANK

B7

PLEASE COMPLETE THIS APPLICATION AND THE AGREEMENT ON THE REVERSE, AND RETURN IT TO FINANCIAL TRANSACTION SERVICE, P.O. BOX 12920, SEATTLE, WA 98111, ALONG WITH A CURRENT COPY OF YOUR FINANCIAL STATEMENT.

COMPLETE BUSINESS NAME Lane Transit District		DOING BUSINESS AS	
BUSINESS ADDRESS P. O. Box 2710	CITY Eugene	STATE Oregon	ZIP 97402
BUSINESS PHONE 687-5581			
TYPE OF BUSINESS Public Transportation	NO. OF LOC. 1	YRS. IN BUS. 12	TYPE OF OWNERSHIP SOLE OWNER (Authority Req.)
		PARTNERSHIP (Partnshp. Agrmt. Req.)	Municipal CORPORATION (Gen. Guaranty Req.)
OWNERS/OFFICERS	NAME	TITLE	RESIDENCE ADDRESS
	Phyllis Loobey	Agent of Record/General Mgr	5315 Nectar Way, Eugene, OR 97405
	Ted Langton	President of the Board	545 Dartmoor Dr., Eugene, OR 97401
	Peter Brandt	Treasurer of the Board	2311 McMorran, Eugene, OR 97405
PRINCIPLE BANK OF DEPOSIT Bank of the Northwest		BRANCH Main	ACCOUNT OFFICERS NAME Walter A. Sands
		DATE 5-23-83	
NO. OF CARDS DESIRED <input checked="" type="checkbox"/>	1) CARD(S) TO READ (ATTACH LIST IF NECESSARY) Lane Transit District Phyllis Loobey	CREDIT LINE Lane Transit District Jo E. Sullivan	5) CARD TO READ AGGREGATE CREDIT LINE REQUESTED \$ 300.00

CORPORATE RESOLUTION

RESOLVED that any one of the following named persons: Ted Langton, the President, or Peter Brandt, the Vice President, or Phyllis Loobey, the Secretary, or Jo E. Sullivan, the Treasurer of this Corporation, or Mark Pangborn is hereby authorized and empowered for and on behalf of this corporation to execute and deliver to Seattle-First National Bank, a Financial Transaction Services Business Card Agreement, and supplemental agreements amending or revising said agreement or agreements, all of which shall set forth the conditions under which credit cards may be issued to the Company for use by its employees and under which the Company shall be obligated for charges made by the use of such Cards; and to perform all acts and execute and deliver all instruments in writing which Bank deems necessary to carry out the purposes of this resolution. This authority shall continue in force until notice in writing of its revocation shall have been given to and received by Bank.

We, Ted Langton and Peter Brandt, the President of the Board and Treasurer of the Board, respectively, of Lane Transit District, a municipal corporation, hereby certify that the foregoing is a full, true and correct copy of a resolution adopted by the Board of Directors of said corporation at a meeting duly and regularly called and held on the 29th day of June, 19 83, and that said resolution is duly recorded and appears in the minute book of said corporation, and has not been altered, amended or revoked.

IN WITNESS WHEREOF we have hereunto set our hands and the seal of said corporation this 29th day of June, 19 83.

/s/ Ted J. Langton
President
(Office Held)

/s/ Peter Brandt
Treasurer
(Office Held)

(AFFIX SEAL)

BANK USE ONLY	PREVIOUS EXPERIENCE (INCLUDE LOAN HISTORY AND COPY OF FORM 1022 ON FILE)	ACCOUNT NUMBER	DATE	CL	INITI
	LOCAL REPUTATION	BY	S/C	BRANCH	

FINANCIAL TRANSACTION SERVICES (BUSINESS CARD AGREEMENT)

Agreement between Lane Transit District

(hereinafter called "Company" or "Holder")

SEATTLE-FIRST NATIONAL BANK, a national banking association (hereinafter called "Bank").

Company desires to have Bank issue to it a number of Credit Cards (hereinafter "Cards") for use by Company's employees to incur obligations of charges against Company; and Bank desires to issue such Cards, subject to Company's agreement to the terms and conditions herein as to all Cards issued by Company.

1. USE OF CARD.

Cards issued hereunder shall be used for purchase of goods, services and cash advances only. Holder agrees to pay Bank for credit extended in connection with any Card issued to Holder, and to any employee of Holder pursuant to this Agreement, together with all applicable charges set forth herein. Holder agrees that the Cards are to be used for business or agricultural purposes, and not primarily for personal, family or household purposes. Holder agrees to pay Bank for such credit and such other charges regardless of the purposes for which any employee of Holder obtains credit using any Cards issued pursuant to this Agreement. Credit shall be extended on the basis only of Cards presented for use in an imprinter at the time the obligation is incurred. The employee of Holder presenting the Card shall sign a sales draft; however, failure on the part of the employee to sign a sales draft shall not relieve Holder of obligation for value advanced on presentation of a Card. Bank's standard form agreement with individual cardholders shall not apply to Cards issued hereunder. Periodic monthly statements (hereinafter "Statements") shall be provided Holder by Bank on accounts which have activity, and payments shall be remitted to Bank with the Statements and in accordance with Paragraph 3 herein. Company agrees to return all Cards issued on demand of Bank. If any Card is lost or stolen, Company agrees to notify Bank immediately by phone at 206-583-4243.

2. CREDIT LINE.

Holder will be given a total credit limit for all Cards issued to Holder (hereinafter "Aggregate Credit Line"). Holder may also be given a credit line for each individual Card issued to Holder (hereinafter "Individual Credit Card Line"). Holder agrees not to incur debt to Bank on Cards exceeding its Aggregate Credit Line. Holder further agrees not to incur debt to Bank on any one Card exceeding the Individual Credit Card Line, if any, established for that Card. If Holder exceeds its Aggregate or Individual Credit Card Line, the excess may be deemed immediately due and payable at the option of Bank. Holder's Aggregate Credit Line shall be and remain as set forth on the front of this application or as subsequently modified by Bank in writing.

3. ISSUANCE OF CARDS/MEMBERSHIP FEES.

Holder agrees to pay at the time of issuance, and annually in September after a membership fee. The membership fee is \$25 for the first account, one credit card. In addition, \$10 will be charged for each additional credit card, regardless of the number of accounts, and regardless of whether Cards are issued pursuant to Option A or Option B below.

☒ Option A. If checked, Company wants all Cards issued with the same account number even though different user names are placed on each Card. All charges incurred with the Cards will be billed on a single statement.

☐ Option B. If checked, Company wants each Card to have a different account number. Each account will have a separate credit limit and be billed separately. The Company's Aggregate Credit Line will still be applicable.

4. PAYMENTS.

A. When Due. Holder shall pay the full amount of the balance on its account within 25 days of the Statement closing date. The date by which payment shall be made will be indicated on Holder's Statement.

B. Late and Collection Charges. If Bank does not receive Holder's payment in full of the account balance by the due date indicated on the Statement, Holder shall pay a late charge of 1.25% of the unpaid account balance each month. If the account remains unpaid, each month the late charge shall be added to the principal balance and be subject to subsequent late charges.

If Bank starts collection action, or if Holder violates this Agreement, Bank will bill Holder a collection charge based on the costs incurred and Bank's collection charge schedule.

C. Application of Payments. When Bank receives a payment, it is applied first to overdue amounts. The remainder is divided between any purchase balance and cash balance, and cash advance fees and late and collection charges are paid before the purchase or advance itself.

5. COPYING CHARGE.

Holder agrees to pay a copying charge of \$1 per item copied to cover the cost of locating and duplicating bank's copies of sales slips or statements requested by holder.

6. CASH ADVANCE FEES.

For each cash advance of \$500 or less Holder will be charged a cash advance fee in the amount of 4% of the advance or \$15, whichever is less.

7. MERCHANT-HOLDER RELATIONSHIP.

Bank shall have no liability for merchandise or services purchased by use of Card, and Holder shall make good-faith efforts to settle any claims or disputes for purchases with merchant and waives any claim against Bank for any merchant's refusal to honor any Card.

8. FOREIGN PURCHASES AND ADVANCES.

If Holder uses its Card in a foreign country, and the charge is figured in a foreign currency, the foreign bank will convert the charge to U.S. dollars at its buying rate for U.S. dollars on the date of the charge. Bank will show the converted amount on Holder's Statement when Bank bills Holder.

9. TERMINATION.

Any commitment of Bank under this Agreement shall be solely for the benefit of, and may not be assigned by, Holder. This Agreement may be terminated by either party, without cause, by notice to the other. Termination by Bank shall be without liability to Holder. If either party terminates this Agreement, Holder shall immediately cut in half all Cards issued and return them to Bank. Termination shall not affect Holder's liability for any purchases, advances and charges made prior to termination.

10. DEFAULT AND ACCELERATION.

All amounts due shall immediately become due and payable, without notice and at Bank's option, upon:

- (a) Dissolution, insolvency, or bankruptcy of Holder;
- (b) Failure of Holder to pay or perform as agreed hereunder;
- (c) Institution of attachment, garnishment, or levy proceedings against Holder or Holder's property.

In the event of such acceleration, Holder authorizes Bank to set off against the amount due any funds of Holder on deposit with Bank. Such set off will be rescinded by Bank as to any disputed amount upon request of Holder within ten (10) days after the action is taken. Holder agrees to pay reasonable collection costs and attorneys' fees incurred by Bank to collect amounts due, whether or not suit is commenced. At option of Bank, venue for any such suit may be laid in Seattle, King County, Washington.

11. PERIODIC CREDIT REVIEW.

Bank may from time to time request information for the purpose of conducting a credit review or assuring repayment. Holder agrees to furnish the information requested by Bank within a reasonable time after Bank requests it.

12. AFFILIATE BANKS.

Bank may assign its rights under this Agreement to an affiliate bank. If this happens, Holder agrees to pay amounts due hereunder, including attorney fees and collection costs, to the affiliate bank. Holder agrees that Bank may provide the affiliate bank with information concerning the account or accounts covered by this Agreement and other financial information concerning Holder.

13. AMENDMENTS.

This Agreement may be amended by Bank giving written notice to Holder not less than fifteen (15) days prior to the effective date of the amendment or fifteen (15) days prior to the beginning of the billing cycle within which said amendment will become effective, whichever is the earlier date. Unless Holder terminates this Agreement prior to the effective date of any amendment, Holder is deemed to have agreed to said amendment.

14. ACCEPTANCE BY HOLDER.

Holder agrees to abide by the terms and conditions as set forth in the Business Card agreement. Statmenting will be provided using the standard cardholder statement which has disclosures on the reverse side which do not apply. Acceptance and use of these cards constitutes a binding agreement between Holder and Bank.

DATE May 23, 19 83

COMPANY NAME Lane Transit District

☒ /s/ Phyllis Loobey

AUTHORIZED SIGNATURE

Agent of Record/General Manager

PRINT NAME & TITLE

SEATTLE-FIRST NATIONAL BANK

☒

AUTHORIZED SIGNATURE

PRINT NAME & TITLE

Branch or Department _____

LTD BOARD MEETING
06/29/83 Page 24

CERTIFICATION

The undersigned duly qualified and acting Executive Secretary of the Lane Transit District certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Directors held on June 29, 1983.

Ed Sullivan
Signature of Recording Officer

Executive Secretary
Title of Recording Officer

June 30, 1983
Date



LANE TRANSIT DISTRICT

June 29, 1983

MEMO

TO: Board of Directors
FROM: Ed Bergeron, Marketing Administrator
RE: Charter Services

Our federal funding subjects LTD to Urban Mass Transportation Administration guidelines regarding charter service. In general, those guidelines require:

1. Charters must not interfere with our fixed route service.
2. Our charter rates must cover all of our direct plus allocated costs (including equipment depreciation).
3. We must accept public testimony annually on the nature of our proposed charter services.

The last three years have marked a dramatic increase in demand for our charter services as a result of growth in the local convention and visitor industry. Because charters represent a valid community service, yet remain secondary to our fixed route system, we do not actively market our capability. Our approach has been to respond only to direct requests where it has been determined by the customer that local, private firms cannot provide the necessary service.

For FY 83-84, we project charter revenues totalling \$36,000. The bulk of the revenues will come from major events such as the Oregon Country Fair, the NCAA Track & Field Tournament, the Worldwide Church of God Convention, the Association of Food Industries Convention and others. Occasionally, we will respond to local groups who wish to travel across the borders of our service district. These include service to the Oregon Country Fair, tour groups to Hinman and Forgeron Vineyards and to the "Goose Train" in Cottage Grove.

Eugene/Springfield would not be able to attract major conventions without our charter capability. We have been proud to participate in the success of this new local industry, while at the same time encouraging cooperation and growth within the community's fledgling private charter service group.

Ed Bergeron
Marketing Administrator

LTD BOARD MEETING
06/29/83 Page 25

Agenda

General Manager Seminar

Marriott's Mark Resort

Vail, Colorado

July 17-19, 1983

Sunday, July 17, 1983

Arrival

6:30 - 7:30 p.m. - Welcoming Reception

Monday, July 18, 1983

7:45 - 8:00 a.m. - Continental Breakfast

8:00 - 8:15 a.m. - Welcome and Seminar orientation

James H. Graebner, APTA President

8:15 - 8:30 a.m. - APTA Reports

Jack R. Gilstrap, Executive
Vice President

8:30 - 10:00 a.m. - Topic - "Understanding the Future"

Presiding: David A. Wagner, Administrator,
Mass Transit Administration,
Baltimore, MD

Guest Lecturer

David Pearce Snyder, noted lecturer, strategic forecaster and consulting futurist, conducts this morning session devoted to the next 5 to 15 years. His forecasts cover the full spectrum of social and political behavior, and are integrated with "most probable scenarios" of economic and technologic developments. His clients include major corporate and public sector organizations. He has published over 100 articles on the future of institutions, life-styles and social technologic in addition to his books.

10:00 - 10:15 a.m. - Break

10:15 - 12:00 Noon - Continue with topic "Understanding the Future"

12:00 - 12:15 p.m. - Break

12:15 - 1:45 p.m.

- Group Luncheon

Presiding: Harvel Williams, APTA
Secretary-Treasurer and
General Manager, Metropolitan
Transit Authority, Nashville, TN

Book Report on "The One Minute Manager"
authored by Dr. Ken Blanchard

By: Roger P. Snoble, General Manager,
San Diego Transit Corporation,

This extremely successful book, which
has sold 10,000 hardback copies in 4
months, presents a common sense approach
of achieving greater results in less
time, reducing employee turnover and
increasing productivity and profits.
What are the secrets of one minute
management? What are the keys of
motivating employees? How do you
manage to correct poor performances?
Following the book report, a discussion
will follow.

1:45 - 2:00 p.m.

- Break

2:00 - 4:00 p.m.

- Topic: "The Important Factors that Impact
Transit's Future"

Moderator: Louis J. Gambaccini,
Executive Director, Port
Authority Trans-Hudson
Corporation, NY, NY

Panelists: Keith Bernard, General Manager,
San Francisco Bay Area Rapid
Transit District, Oakland, CA

John A. Dyer, General Manager,
Southern California Rapid
Transit District, Los Angeles,
CA

Bernard J. Ford, Executive
Director, Chicago Transit
Authority, Chicago, IL

James P. Reichert, General
Manager, Orange County Transit
District, Garden Grove, CA

John D. Simpson, President,
New York City Transit Authority,
NY, NY

Guest: David Pearce Snyder

8:15 - 10:00 a.m. - "THE ETERNAL ISSUE" (cont'd.)

Panelists: Gordon Break, Manager, Human Resources, Toronto Transit Commission, Toronto, ONT

John A. Dyer, General Manager, Southern California Rapid Transit District, Los Angeles, CA

Warren H. Frank, Executive Director, Central New York Regional Transportation Authority, Syracuse, NY

James E. Reading, General Manager, Central Ohio Transit Authority, Columbus, OH

Michael H. Setzer, General Manager Transit, Bi-State Development Agency, St. Louis, MO

Are you fairly evaluating your staff? Are you satisfied with your process. Is the MBO concept better than others? Should consultants be used to develop your plan? Should priority attention be given to salaries versus fringes? What impact does your plan have on your employees' morale and motivation? Do "across the board" increases work better? What position does the Board take on your process? What should the General Manager's salary be compared to?

Panel of General Managers present experiences, processes, and opinions on techniques for evaluating and compensating management staff. Group discussion will follow. Moderator summarizes.

10:00 - 10:15 ap.m. - Break

10:15 - 12:00 Noon - Topic: "THE TOUGH DECISION! What is the best role of a consultant?"

Moderator: John C. Pingree, General Manager, Utah Transit Authority, Salt Lake City, UT

2:00 - 4:00 p.m.

- "THE IMPORTANT FACTORS THAT IMPACT TRANSIT'S FUTURE" (cont'd.)

How can you plan in a sea of uncertainty? Will your city grow or decline? As the social and recreational aspects of life change, what if any impact will this have on transit? Will the computer explosion really affect us? What technological developments should we be interested in? Should we be interested in robots? As population and age change should it concern us? How knowledgeable are we about the future?

The sessions will permit an opportunity to examine the social, economic, and technologic trends and developments presented by David Snyder and discuss the impacts on transit's future. General discussion and moderator summarizes.

4:00 - 5:00 p.m.

- Topic - "A Candid Report - Transit's Role, Environment, and Performance"

Presiding: Robert E. Nisbet, General Manager, AC Transit, Oakland, CA

Speaker: Richard S. Page, President, Washington State Business Roundtable, former transit executive and UMTA Administrator

The speaker will share with the group his candid opinions relative to transit's responsibility, future, working environment, and performance. This unique session also will provide for some questions and answers.

5:00 - 6:00 p.m.

- Break

6:00 - 7:00 p.m.

- Reception

Tuesday, July 19, 1983

8:00 - 8:15 a.m.

- Continental Breakfast

8:15 - 10:00 a.m.

- Topic: "THE ETERNAL ISSUE - Is there a "best" Evaluation/Compensation Process?"

Moderator: L. A. Kimball, APTA Vice President - Marketing and Executive Director/General Manager, Regional Transportation District, Denver, CO

1:30 - 3:00 p.m. - "PERSONAL FINANCIAL PLANNING"*(cont'd.)

Lecturer: Paul Thompson II, Director, Executive Financial Planning, Hay Associates. Mr. Thompson is a veteran and recognized expert in personal financial and estate planning. This session will focus on such subjects as the logic of personal financial planning, attractive new opportunities, potential new pitfalls, evaluation of insurance and needs, home and education financing, balance sheet preparations, tax shelters, and mutual funds. The session will provide an opportunity for discussion and questions and answers.

3:00 - 3:15 p.m. - Break

3:15 - 5:00 p.m. - TOPIC: "PERSONAL ESTATE PLANNING"*

Lecturer: Paul Thompson II, Hay Associates

This session will focus on comprehensive family estate planning including tax laws, wills, etc. This session also will permit low key give-and-take forum for general discussion of family estate planning considerations.

5:00 - 5:15 p.m. - Seminar wrap up

Summarized by: Neil Peterson, Executive Director, Seattle Metro, Seattle, WA

5:15 - 6:30 p.m. - Break

6:30 - 9:00 p.m. - Dinner Theatre

Dinner theatre featuring the way-off Broadway transit players will present a dynamic entertaining skit. (Playrights pending)

"I'M THE BEST TO MANAGE YOUR TRANSIT SYSTEM"

*NOTE: Both of these sessions are designed to provide the manager in attendance with information that can be shared with his management staff at the transit system.

10:15 - 12:00 Noon

- "THE TOUGH DECISION!" (cont'd.)

Panelists: John F. Downing, Executive
Director, Niagara Frontier
Transportation Authority, Buffalo,
NY

Cliff Franklin, General Manager,
Dallas Transit System, Dallas, TX

Kenneth M. Gregor, General
Manager, Metropolitan Atlanta
Rapid Transit Authority, Atlanta,
GA

Warren J. Higgins, Transportation
Coordinator, Metropolitan Dade
County Transportation Adminis-
tration, Miami, FL

John F. Potts, Director, City of
Detroit Department of Trans-
portation, Detroit, MI

How and when should you use them? When are
you being responsible to the public in using
consultants? Is it in essence passing the
work and buck? Is it cost effective use of
the public treasury? Should you try first
to use local consultants? MBE's? When
should their contracts cease? Consultants
should be considered for what projects?

Panel of General Managers will present
broad issues, objectives, and strategies
involved when using outside consultants.
Group discussion will follow. Moderator
summarizes.

12:00 - 1:30 p.m.

- Break

1:30 - 3:00 p.m.

- TOPIC: "PERSONAL FINANCIAL PLANNING - Every-
body's Unfinished Business"

Presiding: Laurence W. Jackson, General
Manager, Long Beach Transit,
Long Beach, CA

When was the last time you did your
personal balance sheet? Are you paying
Uncle Sam too much? Are you living today
and ignoring tomorrow? Are you making
your insurance agent rich? Can you affe
not to "kick off"? What about your
children's education? How can you best
invest your money?



LANE TRANSIT DISTRICT

June 28, 1983

MEMO

TO: Board of Directors
FROM: David Harrison, Personnel Administrator
RE: Employee Health Insurance Update

The recently negotiated collective bargaining agreement between the District and Amalgamated Transit Union, Local 757, includes a provision which limits the District's dollar contribution to employee health insurance premiums. Effective June 10, 1983, the District's contribution was limited to \$183.00 per month, per employee.

Additionally, the Agreement created a Health and Welfare Committee composed of two management staff (Phyllis and myself) and two Union officers (Rich Ries and Paul Headley) to administer this program.

Over the last several months, the Committee has worked with John Sedberry, the District's Broker of Record, to review proposals and select new employee health insurance coverage. That has been accomplished and employees have been enrolled. Attachment I provides a synopsis of the new coverage. Some of the significant changes include:

- * Raising the calendar year deductible to \$200.00 per person with a maximum of \$600.00 per family.
- * Co-insurance: 80% of the first \$2,500.00 incurred expense; 100% thereafter.
- * The offering of a medical option - Health Maintenance Organization (HMO) - SelectCare.
- * Dental Coverage: \$25.00 deductible per individual with a maximum of \$75.00 per family; incurred expense paid at 80%.

Insurance Update, Cont.

Page 2

June 28, 1983

The premium cost for the base plan, including life and dependent life, disability, medical, dental and vision, is \$181.54. The difference between this figure and the District's contractual limit of \$183.00 - \$1.46 - will be held in an account to offset future health insurance premium increases.

Those employees who opted for the "SelectCare" medical coverage will be required to contribute \$22.90 per month toward that coverage.

The Committee's emphasis has been to obtain the best possible coverage available while staying within the dollar limitation agreed to. This has been accomplished with the recognition that health insurance costs will continue to increase and employees will have to start bearing more of that cost.



David Harrison
Personnel Administrator

DH/em

attachment

ATTACHMENT I
BENEFIT COMPARISON
LANE TRANSIT DISTRICT

Life Insurance: \$10,000 All Employees
AD & D: \$10,000 All Employees

Dependent Life: \$100 Under Six Months
(PHA Life Ins. Co.) \$1,000 Over Six Months

Disability Income: \$125 Per Week
(Standard Insurance Co.) 1st Day Acc/8th Day Illness
52 Week Benefit Period

Health Insurance:	<u>PHA Life</u>	<u>SelectCare</u>
Hospital Expense Benefit:		
Room & Board:	Semi-Private-Major Med.	100% - 365 Days per Year
Hospital Extras:	Major Medical	100% Participating Hospitals
Special Nursing:	Major Medical	100% Participating Hospitals
Hospital Outpatients:	Major Medical	Therapy @ 80%
Ambulance:	Major Medical	\$25 Fee in service area; 20% or \$25 Fee, whichever greater, out of service area.
Surgical Expense:	Major Medical	100% Participating Physician
Physician In-Hospital:	Major Medical	100% Participating Physician
Comprehensive Major Medical:		
Calendar Year Deductible:	\$200/\$600 Max.Family	Major Medical does not apply.
Co-Insurance:	80% first \$2,500; 100% thereafter; 2nd Opinion Surg. Incl.	Major Medical does not apply.
Lifetime Maximum:	\$1,000,000	
Physician Home & Office Visits:	Major Medical	100% Participating Physician
Chiropractic Adjustments:	Major Medical	Authorization from Primary Care Physician required - 80%
Diagnostic X-Ray & Lab:	Major Medical	100% Participating Physician and Hospital
Supplemental Accident:	First \$500 in full	\$25 Fee per visit; 100% thereafter
Psychiatric:		
Outpatient:	50% to \$500 Max/Yr.	50% to Max of 20 Visits/Yr.
Inpatient:	30 days	30 days
Drug & Alcoholism:	80% to \$4,500 Max/24 mo.	80% to \$4,500 Max./24 mo.
Maternity:	Same as illness	100%
Prescription Drug Benefit:	Major Medical	\$5 Fee/Prescription for a 30 day supply.
		100% Eye refraction for children under 18 every 24 mos.

Attachment I, Cont.
Page 2

Vision Care:
(PHA Life Ins. Co.)

No Deductible-80% Co-insurance
\$250/Yr. Maximum/Person

Dental Care:
(Oregon Dental Service)

\$25/\$75 Family Max.
\$1,000 Person/Yr. Max.
80% Preventive
50% Prosthetics
50% Orthodontics to lifetime
maximum of \$1,000

LANE COUNTY MASS TRANSIT DISTRICT
BALANCE SHEET
MAY 31, 1983 AND 1982

<u>ASSETS</u>	<u>1983</u>	<u>1982</u>
Current Assets:		
Cash	\$ 21,293	\$ 88,477
Investments	1,385,594	1,640,869
Accounts Receivable	149,581	39,712
Inventory	352,454	323,081
Prepaid Expenses	7,370	27,062
Sub-Total	<u>1,916,292</u>	<u>2,119,201</u>
Less: Restricted Assets	<u>(1,344,052)</u>	<u>(433,253)</u>
Total Current Assets	<u>572,240</u>	<u>1,685,948</u>
Property, Plant, and Equipment	7,883,007	6,790,577
Less: Accumulated Depreciation	<u>(2,477,213)</u>	<u>(1,987,505)</u>
Net Property, Plant & Equipment	<u>5,405,794</u>	<u>4,803,072</u>
Other Assets:		
Deposits	11,920	61,397
Restricted for Future Capital Outlay	1,149,784	260,829
Restricted for Risk Management	194,268	172,424
Total Other Assets	<u>1,355,972</u>	<u>494,650</u>
TOTAL ASSETS	<u><u>\$7,334,006</u></u>	<u><u>\$6,983,670</u></u>

LIABILITIES AND DISTRICT EQUITY

Current Liabilities:		
Accounts Payable	\$ 118,524	\$ 14,802
Accrued Payroll and Withholdings	95,450	138,523
Employee Benefits Payable	113,103	96,614
Other Current Liabilities	1,102	---
Claims Payable	22,500	---
Unearned Revenue	30,902	29,128
Total Current Liabilities	<u>381,581</u>	<u>279,067</u>
District Equity:		
Contributed Under Governmental Grant Programs	6,649,710	5,747,317
Retained Earnings:		
Restricted for Contingent Liability	75,000	---
Unrestricted	227,715	957,286
Total District Equity	<u>6,952,425</u>	<u>6,704,603</u>
TOTAL LIABILITIES AND DISTRICT EQUITY	<u><u>\$7,334,006</u></u>	<u><u>\$6,983,670</u></u>

LANE COUNTY MASS TRANSIT DISTRICT
COMPARISON OF BUDGETED AND ACTUAL RESOURCES AND EXPENDITURES
GENERAL FUND
FOR THE ELEVEN MONTHS ENDING MAY 31, 1983

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BALANCE</u>
<u>Resources:</u>			
<u>Operating Revenues:</u>			
Passenger Fares	\$1,124,962	\$1,287,200	\$ (162,238)
Charters	19,352	14,900	4,452
Advertising	40,330	32,900	7,430
Miscellaneous	5,466	---	5,466
TOTAL	<u>1,190,110</u>	<u>1,335,000</u>	<u>(144,890)</u>
<u>Non-Operating Revenues:</u>			
Interest	82,109	50,000	32,109
Payroll Taxes	4,699,232	4,700,000	(768)
Federal Operating Assistance	---	651,000	(651,000)
Other Operating Grants	2,935	---	2,935
State Operating Assistance	264,618	350,000	(85,382)
TOTAL	<u>5,048,894</u>	<u>5,751,000</u>	<u>(702,106)</u>
TOTAL RESOURCES	<u>6,239,004</u>	<u>7,086,000</u>	<u>(846,996)</u>
<u>Expenditures:</u>			
<u>Administrative Dept.:</u>			
Personal Services	327,063	370,000	42,937
Materials and Supplies	77,633	93,000	15,367
Contractual Services	57,694	92,500	34,806
TOTAL	<u>462,390</u>	<u>555,500</u>	<u>93,110</u>
<u>Marketing & Planning Dept.:</u>			
Personal Services	311,869	347,700	35,831
Materials and Supplies	79,403	92,400	12,997
Contractual Services	264,503	309,000	44,497
TOTAL	<u>655,775</u>	<u>749,100</u>	<u>93,325</u>
<u>Transportation Dept.:</u>			
Personal Services	2,871,520	3,195,800	324,280
Materials and Supplies	15,080	19,100	4,020
TOTAL	<u>2,886,600</u>	<u>3,214,900</u>	<u>328,300</u>
<u>Maintenance Dept.:</u>			
Personal Services	830,676	914,700	84,024
Materials and Supplies	826,643	975,300	148,657
Contractual Services	59,106	86,200	27,094
TOTAL	<u>1,716,425</u>	<u>1,976,200</u>	<u>259,775</u>
Other:	<u>3,522</u>	<u>---</u>	<u>(3,522)</u>
Contingency:	<u>---</u>	<u>---</u>	<u>---</u>
Accrued Leave Funding	<u>---</u>	<u>120,000</u>	<u>120,000</u>
Transfer to Capital Projects:	<u>186,400</u>	<u>186,400</u>	<u>---</u>
Transfer to Risk Management:	<u>143,900</u>	<u>283,900</u>	<u>140,000</u>
TOTAL EXPENDITURES:	<u>6,055,012</u>	<u>7,086,000</u>	<u>1,030,988</u>
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	<u>\$ 183,992</u>	<u>\$ -----</u>	<u>\$ 183,992</u>

LANE COUNTY MASS TRANSIT DISTRICT
COMPARISON OF BUDGETED AND ACTUAL RESOURCES AND EXPENDITURES
CAPITAL PROJECTS FUND
FOR THE ELEVEN MONTHS ENDING MAY 31, 1983

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BALANCE</u>
<u>Resources</u>			
Beginning Fund Balance	\$1,131,377	\$ 955,500	\$ 175,877
UMTA Section 5	10,442	486,600	(476,158)
UMTA Section 18	4,660	27,200	(22,540)
Federal Aid Urban	446,675	236,000	210,675
State Assistance	24,419	65,300	(40,881)
Other Grant Resources	756	---	756
Transfer From General Fund	186,400	186,400	---
Total Resources	<u>1,804,729</u>	<u>1,957,000</u>	<u>(152,271)</u>
<u>Expenditures</u>			
Locally Funded			
Bus Related Equipment	6,603	15,000	8,397
Land & Buildings	79,416	335,000	255,584
Bus Stop Improvements	8,344	19,900	11,556
Office Equipment	6,262	6,200	(62)
Computer Software	---	2,000	2,000
Maintenance Equipment	15,141	15,600	459
Service Vehicles	7,154	9,000	1,846
Total Locally Funded	<u>122,920</u>	<u>402,700</u>	<u>279,780</u>
FAU Funded			
Bus Stop Improvements	107,482	100,000	(7,482)
Land & Buildings	395,923	391,000	(4,923)
Total FAU Funded	<u>503,405</u>	<u>491,000</u>	<u>(12,405)</u>
UMTA Funded			
Bus Related Equipment	2,000	268,000	266,000
Bus Stop Improvements	6,310	34,000	27,690
Office Equipment	1,500	62,700	61,200
Computer Hardware & Software	13,717	111,500	97,783
Total UMTA Funded	<u>23,527</u>	<u>476,200</u>	<u>452,673</u>
Total Expenditures	<u>649,852</u>	<u>1,369,900</u>	<u>720,048</u>
Ending Fund Balance	<u>\$1,154,877</u>	<u>\$ 587,100</u>	<u>\$ 567,777</u>

LANE COUNTY MASS TRANSIT DISTRICT
COMPARISON OF BUDGETED AND ACTUAL RESOURCES AND EXPENDITURES
RISK MANAGEMENT FUND
FOR THE ELEVEN MONTHS ENDING MAY 31, 1983

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BALANCE</u>
<u>Resources</u>			
Beginning Fund Balance	\$274,004	\$152,300	\$121,704
Transfer From General Fund	143,900	143,900	---
Interest Revenue	21,779	---	21,779
Total Resources	<u>439,683</u>	<u>296,200</u>	<u>143,483</u>
 <u>Expenditures</u>			
Administration	30,924	34,500	3,576
Worker's Compensation	65,374	83,200	17,826
Liability Insurance	138,049	145,500	7,451
Miscellaneous Insurance	4,242	25,000	20,758
Reserve for Incurred Liabilities	---	8,000	8,000
Total Expenditures	<u>238,589</u>	<u>296,200</u>	<u>57,611</u>
 Fund Balance	<u>\$201,094</u>	<u>\$-----</u>	<u>\$201,094</u>

LANE COUNTY MASS TRANSIT DISTRICT
STATEMENTS OF REVENUES AND EXPENSES
FOR THE ELEVEN MONTHS ENDING MAY 31, 1983

	Current Month		Year-To-Date	
	<u>1983</u>	<u>1982</u>	<u>1983</u>	<u>1982</u>
Operating Revenue				
Passenger Fares	\$ 107,232	\$ 96,294	\$1,124,962	\$1,144,044
Charters	300	155	19,352	9,630
Advertising	3,654	3,340	40,330	32,342
Other	173	101	5,466	19,234
Total Operating Revenue	<u>111,359</u>	<u>99,890</u>	<u>1,190,110</u>	<u>1,205,250</u>
Operating Expenses				
Administration	36,974	30,098	462,390	416,166
Marketing & Planning	54,000	64,231	655,775	594,287
Transportation	249,758	266,353	2,886,600	3,050,943
Maintenance	168,343	152,917	1,716,425	1,785,982
Insurance	13,836	9,519	238,589	173,670
Depreciation	45,000	34,666	495,000	485,333
Other	(781)	---	3,522	---
Total Operating Expenses	<u>567,130</u>	<u>557,784</u>	<u>6,458,301</u>	<u>6,506,381</u>
Loss from Operations	<u>(455,771)</u>	<u>(457,894)</u>	<u>(5,268,191)</u>	<u>(5,301,131)</u>
Other Income (Expenses)				
Payroll Tax Revenue	880,000	920,000	4,699,232	4,903,479
Interest Revenue	9,178	14,812	103,888	70,148
Other Operating Grants	2,935	---	2,935	---
Federal Operating Assistance	---	867,392	---	867,392
State Operating Assistance	---	---	264,618	240,236
Total Other Income (Expenses)	<u>892,113</u>	<u>1,802,204</u>	<u>5,070,673</u>	<u>6,081,255</u>
Net Income (Loss)	<u>\$ 436,342</u>	<u>1,344,310</u>	<u>\$ (197,518)</u>	<u>\$ 780,124</u>

LANE COUNTY MASS TRANSIT DISTRICT
COMPARISON OF YEAR TO DATE BUDGETED EXPENDITURES TO ACTUAL
FOR THE ELEVEN MONTHS ENDING MAY 31, 1983

	<u>ACTUAL</u>	<u>YEAR-TO-DATE BUDGET</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
<u>Administrative Department</u>			
Personal Services	\$ 327,063	\$ 337,773	\$ 10,710
Materials & Supplies	77,633	81,850	4,217
Contractual Services	57,694	70,650	12,956
Total Administration	<u>462,390</u>	<u>490,273</u>	<u>27,883</u>
<u>Marketing & Planning</u>			
Personal Services	311,869	316,923	5,054
Materials & Supplies	79,403	87,425	8,022
Contractual Services	264,503	290,120	25,617
Total Mktg. & Planning	<u>655,775</u>	<u>694,468</u>	<u>38,693</u>
<u>Transportation</u>			
Personal Services	2,871,520	2,929,808	58,288
Materials & Supplies	15,080	16,800	1,720
Total Transportation	<u>2,886,600</u>	<u>2,946,608</u>	<u>60,008</u>
<u>Maintenance</u>			
Personal Services	830,676	837,000	6,324
Materials & Supplies	826,643	890,250	63,607
Contractual Services	59,106	76,300	17,194
Total Maintenance	<u>1,716,425</u>	<u>1,803,550</u>	<u>87,125</u>
Total	<u>\$5,721,190</u>	<u>\$5,934,899</u>	<u>\$213,709</u>

LANE COUNTY MASS TRANSIT DISTRICT
CASH FLOW FORECAST
MAY 31, 1983

(In Thousands)

JUN

Beginning Cash Balance	\$1,407
Anticipated Receipts:	
Passenger Fares	97
Payroll Taxes	20
Section 5 Operating Assistance	---
State Operating Assistance	---
Other Revenue	6
Capital Assistance	100
Total Cash Available	1,630
Anticipated Disbursements:	
Personal Services	340
Other Operating Expenses	145
Insurance	10
Capital Outlay	300
Total Disbursements	795
Ending Cash(*) Balance	\$ 835

*Cash includes short-term investments in C.D.'s and the LGIP.

LANE COUNTY MASS TRANSIT DISTRICT
SUMMARY OF INVESTMENTS
FOR THE MONTH ENDING MAY 31, 1983

	Ending Balance	Average Balance	Average Interest Rate	Interest Earnings
Local Government Investment Pool	\$1,285,594	\$1,167,017	8.48%	\$ 8,403.41
Certificate of Deposit State Savings & Loan	100,000	100,000	9.00%	775.00

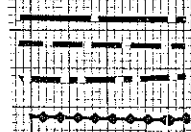
RIDERSHIP SUMMARY FOR MAY, 1983

STATISTIC	CURRENT MONTH				FISCAL YEAR TO DATE			
	TDP GOAL*	1982-83 ACTUAL	1981-82 ACTUAL	% CHANGE	TDP GOAL*	1982-83 ACTUAL	1981-82 ACTUAL	% CHANGE
REVENUE	103,100	107,232	96,294	+11.4%	1,188,700	1,126,089	1,113,874	+1.1%
PERSON TRIPS	253,700	260,294	254,481	+2.3%	2,889,600	2,723,546	2,784,969	-2.2%
AVERAGE FARE	.41	.41	.37	+10.8%	.41	.41	.40	+2.5%
AVERAGE WEEKDAY PERSON TRIPS	--	10,998	11,072	-0.7%	--	--	--	--
PASS SALES	--	3,178	2,723	+16.7%	--	31,901	24,633	+29.5%
TOKEN SALES	--	27,049	29,087	-7.0%	--	--	--	--

* TDP goals are adopted on an annual basis. Monthly goals are estimated by a formula based on estimated vehicle hours, U of O and LCC enrollment, gas prices and CPI.

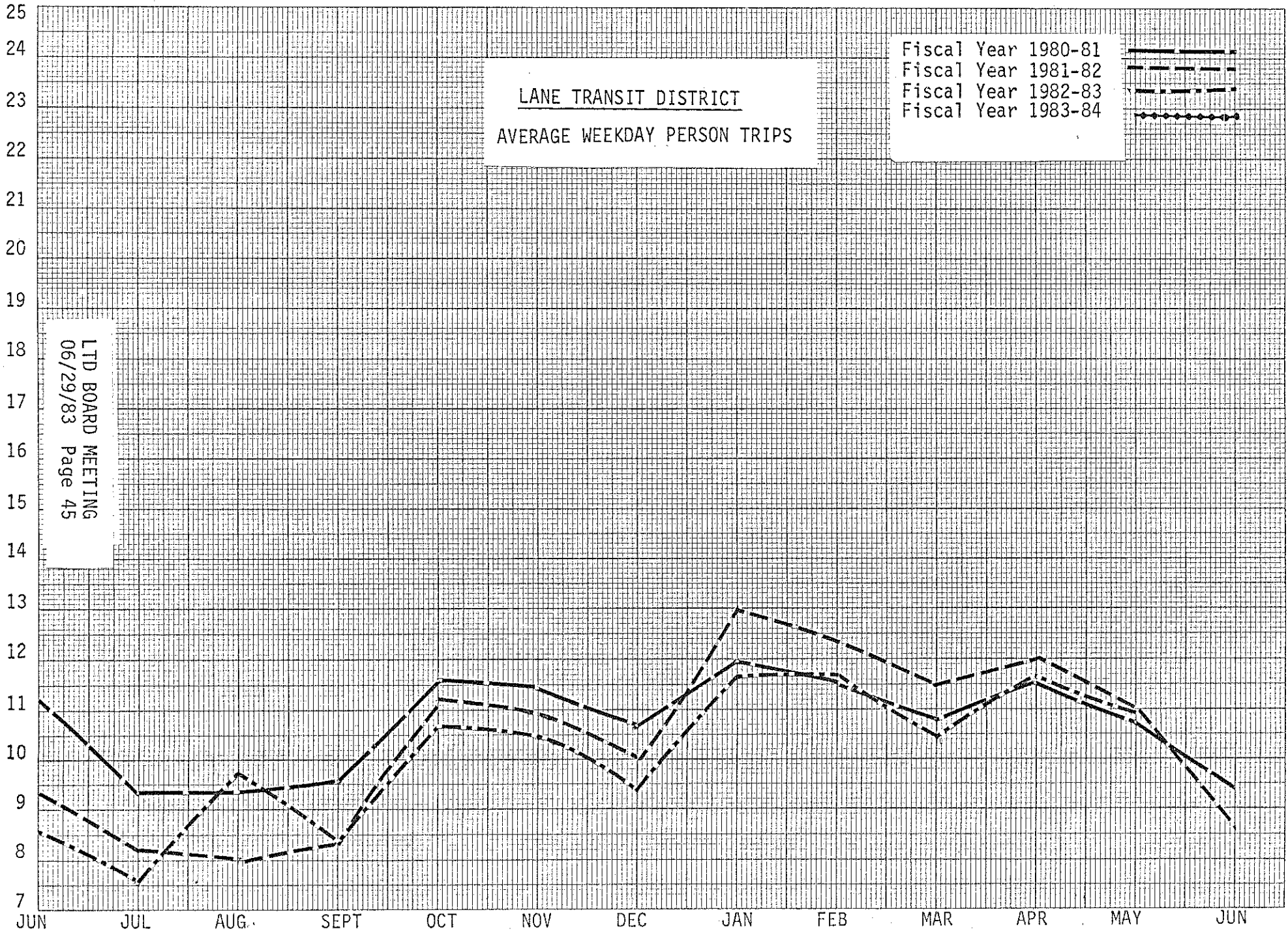
LANE TRANSIT DISTRICT
AVERAGE WEEKDAY PERSON TRIPS

Fiscal Year 1980-81
Fiscal Year 1981-82
Fiscal Year 1982-83
Fiscal Year 1983-84



LTD BOARD MEETING
06/29/83 Page 45

THOUSANDS OF TRIPS (X 1000)



OPERATIONS DEPARTMENT

BOARD REPORT

MAY 1983

	May 1983	FY 82-83 Year-to-Date Totals/Averages	May 1982	FY 81-82 Year-to-Date Totals/Averages
	----	-----	----	-----
<u>TRANSPORTION DIVISION:</u>				
Absenteeism	6.5%	8.1%	5.6%	6.7%
On-Time Performance	98.70%	98.21%	98.04%	97.07%
Compliments	2	-	3	-
Complaints	12	-	16	-

MAINTENANCE DIVISION:

Number of Active Vehicles
Rate Available
Number of Road Calls
Miles Between Failures
Fuel Miles Per Gallon
Oil Miles Per Quart**
Total Miles

This information not available
at this time. Will be presented
at next month's Board meeting.

SAFETY & TRAINING:

Vehicular & Passenger Accidents/Incidents	4	65	6	73
Safe Miles Between Accidents/Incidents	57,966	38,397	37,217	35,265
On-the-Job Injury Claims	3	32	0	22
On-the-Job Injury Claims Cost (Reported Quarterly)				

*TDP Goal: On-Time Performance 97.4%
 Safe Miles 38,000

**This data is always one month behind.