

LANE TRANSIT DISTRICT
REGULAR BOARD MEETING

October 16, 1984

7:30 p.m.

McNutt Room,
Eugene City Hall

A G E N D A

- I. CALL TO ORDER
- II. ROLL CALL
Parducci_____ Pusateri_____ Scheve_____ Brandt_____
Calvert_____ Eberly_____ Nelson_____
- III. INTRODUCTORY REMARKS BY BOARD PRESIDENT
- IV. AUDIENCE PARTICIPATION
- V. ITEMS FOR ACTION AT THIS MEETING
 - A. Approval of Minutes
 - B. Supplemental Budget for Fiscal Year 1984-85
 - 1. Staff Presentation
 - 2. Public Hearing
 - 3. Board Deliberation
 - C. Section 5 Operating Assistance Grant Application
 - 1. Staff Presentation
 - 2. Public Hearing
 - 3. Board Deliberation

- D. Section 9 Operating Assistance Grant Application
 - 1. Staff Presentation
 - 2. Public Hearing
 - 3. Board Deliberation
- E. Salary Subcommittee Recommendation
 - Executive Session Pursuant to ORS 192.660(1)(i)

VI. ITEMS FOR INFORMATION AT THIS MEETING

- A. Current Activities
 - 1. Employee of the Month
 - 2. Absenteeism Report
 - 3. Board Member's Resignation
 - 4. T-2000 Plan Update
 - 5. Oregon Transit Association Annual Conference
 - 6. Governing Board Members Seminar
- B. Monthly Financial Reporting
- C. Quarterly Reporting
 - 1. Ridership
 - 2. Operations

VII. ITEMS FOR ACTION AT A FUTURE MEETING

- A. Ordinance #27, District Contract Review Board
- B. Detailed Report on Special Mobility Services (SMS) Service
- C. Marketing Presentations
- D. Mid-Year Budget Committee Meeting

IX. ADJOURNMENT

AGENDA NOTES

Page No.

ITEMS FOR ACTION AT THIS MEETING

- A. Approval of Minutes: Included for Board approval are minutes of the September 18, 1984 regular meeting. 8
- B. Supplemental Budget for Fiscal Year 1984-85 17

1. Staff Presentation:

Background: A number of changes have occurred in the District's capital improvements plan since its presentation to the Budget Committee in April, 1984. These include additional grants which have been approved by the Board, as well as a carryover of capital projects which staff had anticipated completing prior to June 30, 1984. Funds are available in the Capital Projects Fund to cover the local share of these projects. Normally these changes to the budget could be accommodated through a budget transfer from the capital reserve with approval by the Board of Directors.

However, in preparing the Fiscal Year 1984-85 budget, the capital reserve was specified as an Unappropriated Fund Balance rather than as a reserve for future capital expenditures. Staff later learned that under local budget law a supplemental budget may not be used to authorize the expenditure of an Unappropriated Fund Balance.

In order to cover the local share of these additional projects, the General Fund must loan funds to the Capital Projects Fund which will be repaid either during the current year if additional funds become available or at the beginning of the 1985-86 fiscal year. This loan would be funded in the current year through interest earnings and State operating assistance, which staff anticipate to be higher than budgeted. The total loan from the General Fund to the Capital Projects Fund is \$175,000. The total Capital Projects Fund appropriation, after the loan, is \$1,013,894.

The Supplemental Budget was approved by the Budget Committee at its September 18, 1984 meeting, and must now be approved by the Board.

Staff Recommendation: That the Board approve the Supplemental Budget for FY 84-85 as presented in the agenda packet.

Results of Recommended Action: District funds will be expended in accordance with the revised budget.

- 2. Public Hearing: A public hearing on this issue is required by federal regulations. Notice of the hearing has been published twice in a local newspaper of general circulation.

C. Section 5 Operating Assistance Grant Application

19

1. Staff Presentation:

The Section 5 funds are federal funds that were appropriated for the District in past years, but not drawn down by us for our use. LTD is now requesting those funds for use during FY 84-85; receipt of the \$157,313 will not affect the District's operating funds allocation for this fiscal year.

Staff Recommendation: That the Board approve the application for Federal Section 5 operating assistance and the authorizing resolution, as presented in the agenda packet.

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

2. Public Hearing: An applicant for an operating grant from the Urban Mass Transportation Administration (UMTA) must hold a public hearing on the proposed application. Notice of the public hearing has been duly published in a local newspaper of general circulation.

D. Section 9 Operating Assistance Grant Application:

22

1. Staff Presentation:

Background: Included in the agenda packet is the District's application for Federal Section 9 operating assistance for FY 84-85. Also included is the resolution which authorizes the General Manager to execute the application on behalf of the District. This is the District's annual operating grant from the Federal government. Although Congress has not yet appropriated these operational funds, we are submitting this application at this time in anticipation of the authorization of funds.

Staff Recommendation: That the Board approve the application for Section 9 Federal operating assistance through the Urban Mass Transportation Administration, and the enclosed authorizing resolution.

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

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

E. Salary Subcommittee Recommendation:

Background: The Salary Subcommittee has met twice to discuss the General Manager's performance for the period July, 1983 to June, 1984 and related salary and benefit adjustments. At its September meeting, the Board met in Executive Session to further discuss the General Manager's written evaluations from the Board. At this time, the Salary Subcommittee will be making a recommendation to the Board for adjustments to the General Manager's wage and benefit package based on those evaluations.

Executive Session Pursuant to ORS 192.660(1)(i) : In the event that the Board members wish to discuss sensitive or confidential issues related to the General Manager's performance, they may vote to adjourn to Executive Session for that discussion. Prior to voting on any issue, however, they will need to return to regular session.

Subcommittee Recommendation: The Subcommittee recommendation will be included in the Board packet under separate cover. Subcommittee members will be present to discuss the details with the full Board.

VI. ITEMS FOR INFORMATION AT THIS MEETING

A. Current Activities:

1. **Employee of the Month:** The Employee of the month for October is Kelly Campbell. He is a bus operator with a perfect safe-driving record (no preventable accidents in 12 years) and a good attendance record, and was nominated both by patrons and fellow employees. Another bus operator, Sterling Gribskov, has been chosen as the November Employee of the Month. He has received his nine-year safe driving award, has an excellent attendance record, and was nominated by a fellow employee. Mr. Gribskov may be present at the meeting to meet the Board and receive his award.
2. **Absenteeism Report:** Don Gray, Transportation Supervisor, will be present to discuss the report on absenteeism found in the agenda packet. This report is included in response to questions raised during the budget process last spring.

25

	<u>Page No.</u>
3. <u>Board Member's Resignation:</u> Included in the agenda packet is a letter of resignation from Judy Nelson. Staff and the Board wish to express their appreciation for Judy's time and support while a member of the Board of Directors.	28
4. <u>T-2000 Plan Update:</u> Included in the agenda packet is a memo from staff which gives an update on the T-2000 Plan. Stefano Viggiano, Planning Administrator, will be present at the meeting to answer any questions the Board may have.	29
5. <u>Oregon Transit Association Annual Conference:</u> A memo regarding the OTA Annual Conference is included in the agenda packet. The conference will be held in Eugene on November 1 and 2, and all Board members are invited to attend. As soon as the agenda for the conference is finalized, it will be mailed to Board members. Please call Jo Sullivan if you wish to attend any of the sessions.	30
6. <u>Governing Board Members Seminar:</u> Included in the agenda packet is information which describes the first Governing Boards Seminar offered by the American Public Transit Association (APTA). It will be held on November 11-13 in New Orleans. Any Board members who might be interested in attending should contact Phyllis Loobey, Mark Panyborn or Jo Sullivan.	32
B. <u>Monthly Financial Reporting:</u> Included in the agenda packet are financial statements for September, 1984. The financial statements are printed on lined computer paper in an attempt to make them easier to read.	33
C. <u>Quarterly Reporting:</u>	
1. <u>Ridership:</u> Ridership figures for the first quarter of FY 84-85 (July through September) are included in the agenda packet for Board review.	37
a. Ridership Summary	
b. Weekday Persons Trips Graph	
c. Farebox Revenue Graph	
2. <u>Operations:</u> The Operations Summary for July, August, and September, 1984 is included for Board review.	39

VII. ITEMS FOR ACTION AT A FUTURE MEETING

- A. **Ordinance No. 27, District Contract Review Board:** An ordinance adopting the rules of the District Contract Review Board will need to be adopted after reading at two consecutive meetings of the Board. The Budget Subcommittee will be meeting to discuss this issue, and the first reading of the ordinance will be scheduled for a later Board meeting. Staff are waiting for...
- B. **Detailed Report on Special Mobility Services (SMS) Service:** A detailed report on the Dial-A-Ride services provided by SMS will be presented for discussion at the November meeting of the Board.
- C. **Marketing Presentations:** Presentations by the Marketing division are scheduled on the following topics for future Board meetings: (1) November--Christmas promotions; (2) January--new buses, commuter promotion, and Ferry Street Bridge area promotions; and (3) April--summer promotions.
- D. **Mid-year Budget Committee Meeting:** A Budget Committee meeting will be held in December to discuss the mid-year status of the District's revenues and expenditures. Budget Committee members will be contacted to determine the best meeting date.

IX. ADJOURNMENT

MINUTES OF DIRECTORS MEETING
LANE TRANSIT DISTRICT

REGULAR MEETING

September 18, 1984

Pursuant to notice given to the Register-Guard for publication on September 13, 1984 and distributed to persons on the mailing list of the District, the regularly scheduled meeting of the Board of Directors of the Lane Transit District was held on Tuesday, September 18, 1984 at 7:20 p.m. in the Eugene City Hall.

Present: Peter Brandt, Treasurer
Janet Calvert, President, presiding
Janice Eberly, Vice President
Judy Nelson
Larry Parducci, Secretary
Gus Pusateri
Velma Scheve
Phyllis Loobey, General Manager
Jo Sullivan, Recording Secretary

INTRODUCTORY REMARKS BY BOARD PRESIDENT: After calling the meeting to order at 7:40 p.m., Ms. Calvert expressed her pleasure at once again having all seven Board positions filled. She welcomed the two new members, Gus Pusateri and Velma Scheve, and said she thought they would find the Board to be a congenial group to work with. They had signed the oath of office just prior to the Budget Committee meeting which had been held at 7:15 that evening. Ms. Calvert also explained that the order of roll call changes each meeting, with the first person at one meeting being last at the next, so that no member has to vote first all the time.

AUDIENCE PARTICIPATION: Ms. Calvert opened the meeting for public comment. Paul Bonney of 487 Antelope Way, Eugene, said he had talked to Ed Bergeron, Marketing Administrator, about the schedules for the new service being offered at the end of the month, and was very much impressed about the 15-minute service to the Oakway Mall. However, he said there would be no more buses which several people from his church relied on to get to church on Sundays.

APPROVAL OF MINUTES: Ms. Eberly moved, seconded by Ms. Nelson, that the minutes of the July 17, 1984 regular meeting be approved as mailed. With no additions or corrections, the motion was approved by unanimous vote.

SECTION 18 CAPITAL GRANT APPLICATION: Ms. Loobey introduced this topic by reminding the Board that they had discussed the Section 18 application at their meeting in July. She said those funds are federal funds which are only available through the State for rural programs. Their availability enabled the District to try some different kinds of services in rural communities. Staff first looked at Junction City, which has a large concentration of elderly housing. It was proposed that LTD continue the trunk route between Eugene and Junction City, which is used a lot for work trips and to a small extent for shopping, and add service

on a smaller demand/response vehicle within Junction City itself. That vehicle would be quartered in Junction City and would be used only for service there. Staff had made initial contacts with the Junction City Chamber of Commerce and City Council, and planned to meet with other interested parties, including representatives from housing for the elderly, senior services, and the transportation subcommittee of the Chamber of Commerce. Ms. Loobey stated that staff were bringing this issue to the Board at that time because of the timeline the State had set for distributing the funds.

Two additional projects were investigated in conjunction with the availability of the funds. The first involved discussions with the developer of a shopping area in Veneta regarding setting up a minor transfer station at that site. Ms. Loobey explained that there is money in the grant application which would provide for a shelter and shelter pad in Veneta. The second project is a van pool experiment for the upper McKenzie. The forest service employees now do a "reverse commute"; that is, they go up the river in the mornings and return to Eugene in the afternoons. The van pool would mean that they could drive in the van to work and the van's inbound trip would be used for people who live in McKenzie Bridge and work or go to school in Eugene. Regular bus service would be consolidated in the mid-day, to make work and shopping trips from McKenzie Bridge to Eugene more convenient for those who live in that area. Van pooling has been tried in other areas across the country, where the van is driven and maintained by the group of people who use it. Ms. Loobey introduced Leon Skiles, Service Analyst, as the staff person assigned to this project. Mr. Parducci asked what LTD's responsibilities for the van would be. Mr. Skiles answered that the van would be owned 80% by the federal government and 20% by LTD. A contractual agreement would be set up with the users; LTD will decide which is the most beneficial of several ways in which to set up such an agreement. The van would be used for a specific purpose and its use would be monitored through mileage. Mr. Pusateri asked if the District would be paid per mile. Mr. Skiles said it would not, but van pooling was generally more cost effective than regular service. LTD's only expense would be to incur the capital expenses, and would have close to a 100% farebox to operating cost ratio. Ms. Calvert asked about insurance, to which Mr. Skiles replied that he thought the users would have to be insured, but staff had not investigated some of those details in great depth because they weren't yet sure the District would be receiving the grant.

Mr. Brandt asked if this was the first time the Board had known about the proposed projects for Veneta and McKenzie Bridge. Ms. Loobey said it was; when the Board talked in July, staff were only contemplating the Junction City service, which was still the highest priority. However, since the federal money is available now and the federal funding process is laborious, staff thought this would be an appropriate time to apply for such funds.

In response to a question from Mr. Brandt, Mr. Skiles stated that the grant total for Veneta and McKenzie River was \$56,000, with a local match of \$12,000. Mr. Brandt then wondered why the District would want to spend \$12,000 for service in those two areas. Ms. Loobey replied that it would involve a reduction in the

District's operating expenses and the opportunity to provide a different kind of service, as well as to maximize the Section 18 funds and minimize operating costs. Ms. Calvert commented that the District would be providing better service to areas which pay the payroll tax. In response to a question from Ms. Nelson, Mr. Skiles stated that the \$12,000 was for operating costs, which would be divided by expected ridership to set up an appropriate cost for using the van pool.

Public Hearing on Section 18 Capital Grant Application: Ms. Calvert opened the public hearing on this issue. Hearing no testimony from the audience, she closed the hearing.

MOTION With no further discussion, Mr. Brandt moved that the Board approve the application for Section 18 capital funds as set forth in the Board packet. After
VOTE seconding by Ms. Nelson, the motion carried by unanimous vote.

AUDIT REPORT: Ms. Calvert introduced David Gault and Steven Christiansen, who were present to represent Derickson & Gault, the District's independent auditors. Mr. Gault addressed a few comments to the newer members of the Board. He explained that the firm of Derickson & Gault was hired by the Board to conduct an independent audit required by the State. He called their attention to the 25-page report and the management letter which was included in the agenda packet, and said their independence from the District permits them to "tell it like it is." The audit found that the District's financial statements are a fair presentation, and that the District is substantially in compliance with regulations. Mr. Gault further stated that LTD's accounting function is administered very competently.

Mr. Brandt commented that there was not one negative comment in the report and wondered if things were really that good. Mr. Gault said they would have loved to have found something wrong but did not. Mr. Brandt then wondered how many adjusting journal entries the auditors had to make between the District's records and the final audit report. Mr. Christiansen said there were none. Mr. Gault added that the firm audits 12 local agencies, and the average is about 10 adjusting entries.

MOTION Ms. Nelson moved, seconded by Mr. Parducci, that the Board approve the audit report presented by Derickson & Gault. With no further discussion, the motion
VOTE carried by unanimous vote. The Board members thanked Mr. Gault and Mr. Christiansen for their presentation.

BANKING RESOLUTION: Ms. Loobey commented that the notes in the agenda packet were fairly descriptive about why the resolution was being presented to the Board, beginning with the purchase of Bank of the Northwest by First Interstate Bank. Staff did ask for proposals to handle the District's banking, and it appears that First Interstate Bank is the most capable of handling LTD's large amount of coins. Other banks would charge \$35 per hour to count the coins, but by keeping the float at a minimum of \$20,000, the District should be able to escape monthly charges for the most part, averaged out over six months or a year. The District has until November to accomplish the transition to new checks, etc.

The four banks which submitted proposals were First Interstate, Centennial, Pacific Western, and Citizens Valley.

MOTION
VOTE

Ms. Nelson moved that the Board approve the banking resolution found on pages 27 and 28 of the agenda packet. After seconding by Mr. Parducci, the motion carried unanimously.

APPOINTMENT OF FACILITY NEEDS SUBCOMMITTEE: Ms. Loobey stated that staff were suggesting appointment of a Facility Needs Subcommittee to work with the staff and architects on a space needs study for which the District recently approved funds and awarded a contract to the architectural firm of Wilson Bryant Gunderson & Seider. Because of the potential magnitude of this project and because of concerns within the business community, it was being suggested that the subcommittee include members of the Chambers of Commerce of Eugene and Springfield. Ms. Loobey explained that the subcommittee may be a standing subcommittee for 18 to 24 months, and said that the architects and staff had completed a site study of Tri-Met, Olympia, C-Tran in Vancouver, Washington, and Seattle Metro, and the project was underway. Specific issues that concern the District's future for the next 20 years will arise as the District goes through the process, and staff believed it was important to have the subcommittee to work with staff and the architects.

Ms. Calvert said that normally it didn't take Board action to establish a subcommittee, but staff thought it was appropriate to ask the Board if it wished to include members of the local Chambers of Commerce on the subcommittee. Ms. Nelson asked if it would serve any purpose to include someone from the Downtown Commission or other active groups. Ms. Calvert stated that it was hoped that having members from the Chambers would encompass that aspect of active downtown groups, as well. Mr. Brandt was concerned that if the District involved people from the Chambers, everyone else would want to be involved, too. He said he did not particularly relish working with people from the community when dealing with some rather confidential materials, and said the District had the capabilities to make its own decisions. He said he was not saying the Board shouldn't ask for some community input toward the end, but he saw a potential for problems if that involvement began too soon.

Ms. Nelson asked about the scope of the project. Ms. Loobey replied that it would involve making projections regarding the District's size for fleet, etc. Some considerations will be the T-2000 Plan, the present site, looking at a vacant site somewhere, using a split site, and other issues to decide what is best for the District based on what needs are foreseen for the next 10 to 20 years. It is thought that by the time construction would begin, it would be a \$6 to \$8 million project, which would have a substantial impact on the community. Ms. Loobey stated that she understood Mr. Brandt's concerns, but that any aspect of the study would be public record, and the results of subcommittee meetings would not be confidential after they went to the full Board. Mr. Brandt thought that the process of finding a location, if the District were to move or expand, would need to be kept confidential, and added that if the District was talking about spending \$6-8 million, a lot of people would want to be involved. He

thought the Board would be "jumping the gun" to ask people to get involved before the process got further along and that it would slow down the process; he anticipated a lot of problems with it.

Ms. Nelson wondered about the Board going ahead to get the initial work done and then at some point in the future involving members from the Chambers. It was Mr. Brandt's opinion that Ms. Loobey and staff were involving community members in, and informing them of, LTD's activities all the time, through their memberships in various community and business groups. He thought that would be more appropriate than asking outsiders to come in and help make a decision. He asked if staff had made a commitment to the Chambers to involve those members, to which Ms. Loobey replied that they had not, but had inquired whether there would be interest in being involved. Mr. Brandt then wanted to know if there would be a problem if the Chamber members were not included. Ms. Loobey stated that in virtually any construction project done by any local unit of government, there has been a great deal of conflict about it, whether it is deserved or not. Her concern regarding not involving Chamber of Commerce members was that the District might be setting itself up for more conflict from the community when the project begins to unfold. She said she did not know of any construction project in the last eight to 10 years where that has not happened. The purpose of inviting members of the business community to participate is to let them be involved in a more intimate way, not because the District doesn't know what it is doing and needs outside help.

Ms. Nelson proposed that, if the purpose is to avoid controversy, having Chamber of Commerce members on the subcommittee would not make any difference. Mr. Brandt thought it could avoid controversy, but he agreed that it wouldn't, and thought it could lead to further problems. He wondered whether the Chamber representatives would be non-voting members; Ms. Looby' stated that they would. Ms. Eberly wondered if the Chamber members could be involved in the subcommittee during specific stages of the project. She said she understood Mr. Brandt's concerns and thought there was probably no way to "plug up all the holes," but that there was some possibility for improvement. She suggested that the Board members could reach out and talk to the transportation committees of the two Chambers. She reminded the Board that when the Special Committee on Transportation was active, there was a lot of good, positive feedback; the meetings were open and sometimes members of the public came to give input. Ms. Eberly stated that she did not have a problem with the idea of Chamber members on the subcommittee, but she was suggesting a compromise. Because certain things would have to be kept confidential, she was suggesting that input from the Chamber members could be used in the early stages, and the second stage could continue with the Board subcommittee.

Mr. Parducci suggested that, since the Chamber members would be non-voting members of the subcommittee, confidential issues could still be discussed solely by the three-member Board subcommittee. He said he agreed with Ms. Eberly, although he understood what Mr. Brandt was saying. Ms. Nelson said she thought it could be useful to have the input from the community, but thought it would be naive of the Board to expect it to avoid controversy. Mr. Parducci added that

he agreed with Mr. Brandt that this issue had to be handled carefully so it didn't get out of hand.

MOTION Mr. Brandt then moved that the Board establish a Facility Needs Subcommittee to include one member from the Eugene Chamber of Commerce and one member from the Springfield Chamber of Commerce, and that no additional representatives of other groups be allowed to become members of said subcommittee without approval by 100% of the Board members. Mr. Parducci seconded, and the motion carried unanimously.

VOTE

Ms. Calvert then said that, because there were two new members on the Board, she would be making a reassignment of subcommittee memberships. She then made the following appointments to Board subcommittees:

Budget Subcommittee: Velma Scheve, Peter Brandt, and herself as ex officio member

Salary Subcommittee: Gus Pusateri, Judy Nelson, and herself as ex officio member

Facilities Needs Subcommittee: Larry Parducci, Janice Eberly, and herself as ex officio member

Ms. Calvert then stated that the action items for the evening were concluded, but there were several informational items for which presentations were planned.

ITEMS FOR INFORMATION AT THIS MEETING:

Employee of the Month: In an effort to familiarize the Board with employees and the Employee of the Month program, Ms. Calvert said a new feature of the agenda packet would be a short description of the employee chosen for each month. It is also hoped that the Employee of the Month will be able to attend the meeting to meet the Board members.

Maintenance Presentation: Chuck Beever, Maintenance Manager, was present to discuss the role and functions of the Maintenance division. He used a chart which showed the organization of the division, which operates 24 hours a day, seven days a week. He explained the functions of the Clerical Specialist, the tire specialist, the three leadmen, five journeymen, four mechanics, general service workers, lead cleaner, partskeeper, and parts clerks. Another chart showed the operating functions for each shift, which are from 7:00 a.m. to 3:30 p.m., 3:00-11:30 p.m., and 11:00 p.m. to 7:30 a.m. A third chart showed the maintenance facilities in relation to the rest of the property. Mr. Beever also talked about performance measures used in Maintenance, including road calls (calls from drivers for maintenance work on buses that are out on the road), down time (the amount of time a bus is out of service for maintenance work), and attendance, which runs from 98% to 100% in that division. The percentage rate for available vehicles is also at 98%. Fuel mileage at LTD is at 5+ miles per gallon, which is the top in the nation.

Mr. Beever also discussed the training and incentive programs in the Maintenance division, and listed the variety and ages of District vehicles for which Maintenance is responsible. Ms. Calvert asked Mr. Beever how he would like to change the physical working arrangement. He replied that one of the problems with the facilities occurs on the third shift, when buses are being moved all over the property for different reasons because functions are not consolidated. Mr. Brandt wondered if the City would let LTD close 8th Avenue by the property. Ms. Loobey replied that the City had talked to District staff about the possibility when they were talking about the Chambers connector, so people would not continue to use 8th Avenue. The Board showed some interest in the ability to wash so many buses each night, to which Mr. Beever responded by saying that the employee who does that is a very dedicated employee. Mr. Parducci asked if the new buses would get better gas mileage, but because of their larger size and heavier weight, Mr. Beever estimated that they would also get 5 miles to the gallon.

The Board members thanked Mr. Beever for his interesting presentation.

Planning Report on Special Service: Mr. Skiles first talked about the Lane County Fair. He said it was not quite as successful as last year, but it was still successful, with a 22% increase over Sunday of last year, and the District carrying well over double what it would carry on normal summer days. The differences, he said, were beyond the capabilities of the District to influence. The Fair service was seen as a way to introduce new people to the system, and staff had tried to emphasize use of the existing system rather than setting up special park and ride locations. A very successful shuttle was provided between the fairgrounds and River Road Transit Station; this emphasized the availability of that facility to the public.

In discussing the summer Route Segment Analysis (RSA), Mr. Skiles stated that RSAs are done quarterly, with counts being taken on a Wednesday, Saturday, and Sunday. A person is there to record the count on the bus each time it enters the mall, which shows ridership for each trip on each route. This is the major data which Planning uses in evaluating service and making changes. This summer, the RSA showed increases in weekdays on the routes to Valley River Center, the Springfield Mall, and the 5th Street area. The increase in Valley River Center ridership, he said, was due in part to the success of the Totally Transit program, with Valley River Center being a major destination point for that age group (12-17). The increase to 5th Street follows a trend apparent through the past year, which shows that there is a large demand for circulation in the downtown area, and which should help sustain the new shuttle service being offered this year. Another highlight was increased productivity on weekends, which followed a decrease in fares on weekends. Again, the ridership gain was the highest on the Valley River Center routes.

Mr. Skiles stated that the new service implemented last winter--the additional service to Valley River Center, the West 11th and the #19 Main Street routes--are all meeting expected ridership levels. The #19 Main Street follows a

trend to provide more service in the middle of the day to make service consistent throughout the day; riders place a high value on this mid-day service, and productivity for the whole day increases as a result. This trend played a large part in adding additional service in the Thurston corridor, which increased frequency to every 15 minutes.

Marketing Report on Summer Promotions and Activities: Ms. Calvert commented that she was pleased to see the number of Totally Transit passes which had been sold over the summer. Ms. Loobey introduced Bruce Cappelli and Kathy Wiltz, from Cappelli Miles & Wiltz, the District's ad agency which worked on the campaigns over the summer. Mr. Cappelli said he would take the next few minutes to show the Board the District's advertising over the last few months and what direction the advertising would take for the next year or so. He said it was nice to be able to come to the Board on the heels of very successful promotions; as a whole, he said, the District has been successful in impacting its public image and marketing which has a direct impact on ridership. He complimented the Marketing staff for their efforts in this area, as well, and said that his agency acts as a sounding Board for marketing concepts. He said the Totally Transit campaign was incredibly successful, and showed samples of the Totally Transit advertising materials and the television commercials. He added that the campaign was based upon the jargon at the time, and may have to be changed somewhat if offered next summer.

Mr. Cappelli then talked about the new overall advertising concept for the District, which captures a new orientation based on the new kinds of service developed in the last couple of years, the new colors, logo, and buses, and the new convenience of the system and caters more to the mentality of the riders. The new theme is "Express Yourself," which also applies to the personalities of the riders and shows that riding the bus is part of a good lifestyle and that successful people can ride the bus and enjoy it. He showed an example of a newspaper ad for the football shuttles, now using photographs of real people in real situations, rather than illustrations.

This year, he said, the District has the ability to use a mixture of media types, to reinforce the ability to reach into the community. Mr. Cappelli and Ms. Wiltz then played a music package based around the "Express Yourself" theme, and showed new advertising using the words "Transportation Innovation" to explain new materials in a mailer to people in the Ferry Street Bridge sector. "Transportation Innovation" stickers will be used to call attention to new service. Mr. Cappelli stated that the agency is paying attention to what other APTA members are doing in their broadcasting and advertising, as well.

Update on Dial-A-Ride: Ms. Calvert stated that staff would be bringing this issue to the Board again in November. Ms. Loobey reminded the Board that they discussed funding for Dial-A-Ride in July, and said that staff have continued to work on some areas of concern. It had been anticipated that the District would be able to examine the overhead, scope of the project, and fixed route availability in order to move people from Dial-A-Ride to fixed route service. Those examinations have occurred, she said, but the move to fixed route service has not

happened, due to an unanticipated trip demand on the part of the frail elderly. Wheelchair and other physically limited younger people have made the change to fixed route service; as space became available, the frail elderly increased their trip-making, thus using the service more. As a result, the Board had increased the funding by \$9,000 until the end of the calendar year. Ms. Loobey stated that this portion of the Dial-A-Ride ridership has caused more use of the service than was anticipated, and staff did not see any feasible way to reduce the costs of Dial-A-Ride without denying trips to those who need them. She explained that staff were giving the Board this progress report as they continued to examine the issues, and would come back to the Board in November with a full report.

Downtown Plan Schedule and Update: Ms. Loobey stated that the Downtown Plan, especially the opening of Willamette between 10th and 11th, was still of concern to the District. The Eugene Planning Commission was at that time conducting sessions on the Downtown Plan; the day before, the aspect of opening Willamette between 10th and 11th was brought back to the table. The Planning Commission has instructed that their concerns regarding a cost benefit analysis, how useful the opening would be, and what happens to the concerns expressed by LTD and Lane Community College be inserted back into the process of the Downtown Plan. Ms. Loobey said staff would keep the Board posted on this issue.

Payroll Tax: Ms. Calvert stated that she was interested in knowing how the payroll tax had been coming in. Karen Rivenburg, Accountant, stated that a 2.9% increase in the tax base was projected, and that at that point in the quarter, receipts were 3-4% above the same time last year. She said staff would have a better idea when the next quarter's receipts come in, considering what may happen to the wood products industry as a result of the quarantine recently imposed.

MOTION

EXECUTIVE SESSION: Ms. Nelson moved that the Board adjourn to Executive Session pursuant to ORS 192.660(1)(i), for the purpose of reviewing and evaluating the performance of the General Manager. After seconding, the motion carried by unanimous vote.

VOTE

MOTION

VOTE

RETURN TO REGULAR SESSION/ADJOURNMENT: After returning to regular session, Mr. Brandt moved that the meeting be adjourned. After seconding, the meeting was unanimously adjourned at 10:00 p.m.


Board Secretary

LANE TRANSIT DISTRICT
SUPPLEMENTAL BUDGET FINANCIAL SUMMARY
FOR THE FISCAL YEAR 1984-85

GENERAL FUND

RESOURCES

Interest	\$ 75,000
State Operating Assistance	100,000
Total Resources	\$ 175,000

EXPENDITURES

Loan to Capital Projects Fund	\$ 175,000
Total Expenditures	\$ 175,000

CAPITAL PROJECTS FUND

RESOURCES

UMTA Section 9 Revenue	\$ 570,134
UMTA Section 18 Revenue	88,440
FHWA Revenue	160,320
State Revenue	20,000
Loan from General Fund	175,000
Total Resources	\$1,013,894

EXPENDITURES

UMTA Funded Expenditures	\$ 823,214
FHWA Funded Expenditures	182,200
Contingency	8,480
Total Expenditures	\$1,013,894

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 1984-85 in the total sum of \$1,188,894, 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 1984-85 fiscal year budget and that the supplemental budget is appropriated as follows:

General Fund

Loan to Capital Projects Fund	\$ 175,000
Total General Fund Appropriation	\$ 175,000

Capital Projects Fund

Capital Outlay	\$1,013,894
Total Capital Projects Appropriation	\$1,013,894

Secretary

Date

FEDERAL ASSISTANCE		2. APPLICANT'S APPLICATION	a. NUMBER	3. STATE APPLICATION IDENTIFIER	a. NUMBER
1. TYPE OF ACTION <input type="checkbox"/> PREAPPLICATION <input checked="" type="checkbox"/> APPLICATION (Mark appropriate box) <input type="checkbox"/> NOTIFICATION OF INTENT (Opt) <input type="checkbox"/> REPORT OF FEDERAL ACTION		b. DATE Year month day 1984 10 17		b. DATE Year month day 19	
4. LEGAL APPLICANT/RECIPIENT a. Applicant Name : Lane County Mass Transit District b. Organization Unit : c. Street/P.O. Box : P.O. Box 2710 d. City : Eugene e. County : Lane f. State : Oregon g. ZIP Code: 97402 h. Contact Person (Name & telephone No.) : Karen Rivenburg, 503/687-5581		5. FEDERAL EMPLOYER IDENTIFICATION NO. 95-0586982		6. PRO-GRAM (From Federal Catalog) a. NUMBER b. TITLE	
7. TITLE AND DESCRIPTION OF APPLICANT'S PROJECT Operating Assistance for the Lane County Mass Transit District for the period July 1, 1984 through June 30, 1985. (Section 5)		8. TYPE OF APPLICANT/RECIPIENT A-State H-Community Action Agency B-Interstate I-Higher Educational Institution C-Substate District J-Indian Tribe D-County K-Other (Specify): E-City F-School District G-Special Purpose District Enter appropriate letter G		9. TYPE OF ASSISTANCE A-Basic Grant D-Insurance B-Supplemental Grant E-Other C-Lean Enter appropriate letter(s) A	
		10. AREA OF PROJECT IMPACT (Names of cities, counties, States, etc.) Lane County Mass Transit District		11. ESTIMATED NUMBER OF PERSONS BENEFITING 227,000	
13. PROPOSED FUNDING a. FEDERAL \$ 157,313 .00 APPLICANT 5,427,387 .00 c. STATE .00 d. LOCAL .00 e. OTHER .00 f. TOTAL \$5,584,700 .00		14. CONGRESSIONAL DISTRICTS OF: a. APPLICANT 4 b. PROJECT 4 15. PROJECT START DATE Year month day 1984 7 1 17. PROJECT DURATION Months 12		12. TYPE OF APPLICATION A-New C-Revision E-Augmentation B-Renewal D-Continuation Enter appropriate letter A	
20. FEDERAL AGENCY TO RECEIVE REQUEST (Name, City, State, ZIP code) UMTA, Washington, D.C. 20590		18. ESTIMATED DATE TO BE SUBMITTED TO FEDERAL AGENCY 1984 10 17		15. TYPE OF CHANGE (For 12c or 12a) A-Increase Dollars F-Other (Specify): B-Decrease Dollars C-Increase Duration D-Decrease Duration E-Cancellation Enter appropriate letter(s)	
22. THE APPLICANT CERTIFIES THAT a. To the best of my knowledge and belief, data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is approved. b. If required by OMB Circular A-95 this application was submitted, pursuant to instructions therein, to appropriate clearinghouses and all responses are attached:		19. EXISTING FEDERAL IDENTIFICATION NUMBER		21. REMARKS ADDED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
23. CERTIFYING REPRESENTATIVE a. TYPED NAME AND TITLE Phyllis P. Loobey General Manager		b. SIGNATURE		c. DATE SIGNED Year month day 19 84 10 17	
24. AGENCY NAME		25. APPLICATION RECEIVED 19		26. ORGANIZATIONAL UNIT	
27. ADDRESS		27. ADMINISTRATIVE OFFICE		28. FEDERAL APPLICATION IDENTIFICATION	
31. ACTION TAKEN <input type="checkbox"/> a. AWARDED <input type="checkbox"/> b. REJECTED <input type="checkbox"/> c. RETURNED FOR AMENDMENT <input type="checkbox"/> d. DEFERRED <input type="checkbox"/> e. WITHDRAWN		32. FUNDING a. FEDERAL \$.00 b. APPLICANT .00 c. STATE .00 d. LOCAL .00 e. OTHER .00 f. TOTAL \$.00		33. ACTION DATE Year month day 19	
34. STARTING DATE Year month day 19		35. CONTACT FOR ADDITIONAL INFORMATION (Name and telephone number)		36. ENDING DATE Year month day 19	
37. REMARKS ADDED <input type="checkbox"/> Yes <input type="checkbox"/> No		38. FEDERAL AGENCY A-95 ACTION a. In taking above action, any comments received from clearinghouses were considered. If agency response is due under provisions of Part 1, OMB Circular A-95, it has been or is being made.		b. FEDERAL AGENCY A-95 OFFICIAL (Name and telephone no.)	

SECTION I - APPLICANT/RECIPIENT DATA

SECTION II - CERTIFICATION

SECTION III - FEDERAL AGENCY ACTION

AUTHORIZING RESOLUTION

Resolution authorizing the filing of an application with the Department of Transportation, United States of America, for a grant under the Urban Mass Transportation Act of 1964, as amended.

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

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

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

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

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

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

Authorizing Resolution
Page 2

5. That the General Manager is authorized to execute grant agreements on behalf of Lane Transit District with the U.S. Department of Transportation for aid in the financing of mass transit operators.

Date

Board Secretary

FEDERAL ASSISTANCE		2. APPLICANT'S APPLICATION		3. STATE APPLICATION IDENTIFIER		a. NUMBER	
1. TYPE OF ACTION <input type="checkbox"/> PREAPPLICATION <input checked="" type="checkbox"/> APPLICATION <small>(Mark appropriate box)</small> <input type="checkbox"/> NOTIFICATION OF INTENT (Opt.) <input type="checkbox"/> REPORT OF FEDERAL ACTION		b. DATE Year month day 19 84 10 17		b. DATE Year month day 19		b. DATE Year month day 19	
4. LEGAL APPLICANT/RECIPIENT a. Applicant Name : Lane County Mass Transit District b. Organization Unit : c. Street/P.O. Box : P.O. Box 2710 d. City : Eugene e. State : Oregon f. State : Oregon g. ZIP Code: 97402 h. Contact Person (Name & telephone No.) : Mark Pangborn (503) 687-5585		5. FEDERAL EMPLOYER IDENTIFICATION NO. 93-0586982		6. PRO-GRAM <small>(From Federal Catalog)</small>		a. NUMBER 	
7. TITLE AND DESCRIPTION OF APPLICANT'S PROJECT 1985 Operating Grant (Section 9)		8. TYPE OF APPLICANT/RECIPIENT A-State B-Interstate C-Substate D-District E-County F-City G-School District H-Community Action Agency I-Higher Educational Institution J-Indian Tribe K-Other (Specify): Enter appropriate letter <input type="checkbox"/> G		9. TYPE OF ASSISTANCE A-Basic Grant B-Supplemental Grant C-Loan D-Insurance E-Other Enter appropriate letter(s) <input type="checkbox"/> A		10. AREA OF PROJECT IMPACT (Names of cities, counties, States, etc.) Eugene/Springfield, Oregon urbanized area	
11. ESTIMATED NUMBER OF PERSONS BENEFITING 227,000		12. TYPE OF APPLICATION A-New B-Renewal C-Provision D-Continuation E-Augmentation Enter appropriate letter <input type="checkbox"/> A		13. PROPOSED FUNDING		14. CONGRESSIONAL DISTRICTS OF:	
a. FEDERAL \$ 893,448.00 b. APPLICANT 4,691,252.00 c. STATE 0.00 d. LOCAL 0.00 e. OTHER 0.00 f. TOTAL \$ 5,584,700.00		a. APPLICANT 14th b. PROJECT 14th		15. TYPE OF CHANGE (For 11c or 11e) A-Increase Dollars B-Decrease Dollars C-Increase Duration D-Decrease Duration E-Cancellation F-Other (Specify): Enter appropriate letter(s) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		16. PROJECT START DATE Year month day 19 84 07 01	
17. PROJECT DURATION 12 Months		18. ESTIMATED DATE TO BE SUBMITTED TO FEDERAL AGENCY Year month day 19 84 10 17		19. EXISTING FEDERAL IDENTIFICATION NUMBER N/A		20. FEDERAL AGENCY TO RECEIVE REQUEST (Name, City, State, ZIP code) Urban Mass Transit Administration, Region X, Seattle, WA 98174	
21. REMARKS ADDED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		22. THE APPLICANT CERTIFIES THAT		a. To the best of my knowledge and belief, data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the assured assurances if the assistance is approved.		b. If required by OMB Circular A-95 this application was submitted, pursuant to instructions therein, to appropriate clearinghouses and all responses are attached:	
23. CERTIFYING REPRESENTATIVE a. TYPED NAME AND TITLE Phyllis P. Loobey General Manager		b. SIGNATURE		c. DATE SIGNED Year month day 19 84 10 17		24. AGENCY NAME	
25. APPLICANT RECEIVED Year month day 19		26. ORGANIZATIONAL UNIT		27. ADMINISTRATIVE OFFICE		28. FEDERAL APPLICATION IDENTIFICATION	
29. ADDRESS		30. FEDERAL GRANT IDENTIFICATION		31. ACTION TAKEN		32. FUNDING	
<input type="checkbox"/> a. AWARDED <input type="checkbox"/> b. REJECTED <input type="checkbox"/> c. RETURNED FOR AMENDMENT <input type="checkbox"/> d. DEFERRED <input type="checkbox"/> e. WITHDRAWN		a. FEDERAL \$.00 b. APPLICANT .00 c. STATE .00 d. LOCAL .00 e. OTHER .00 f. TOTAL \$.00		33. ACTION DATE Year month day 19		34. STARTING DATE Year month day 19	
35. CONTACT FOR ADDITIONAL INFORMATION (Name and telephone number)		36. ENDING DATE Year month day 19		37. REMARKS ADDED <input type="checkbox"/> Yes <input type="checkbox"/> No		38. FEDERAL AGENCY A-95 ACTION	
a. In taking above action, any comments received from clearinghouses were considered. If agency response is due under provisions of Part 1, OMB Circular A-95, it has been or is being made.		b. FEDERAL AGENCY A-95 OFFICIAL (Name and telephone no.)		LTD BOARD MEETING 10/16/84 Page 22		STANDARD FORM 424 PAGE 1 (10-75) Issued by GSA, Federal Management Circular 74-7	

SECTION I - APPLICANT/RECIPIENT DATA

SECTION II - CERTIFICATION

SECTION III - FEDERAL AGENCY ACTION

AUTHORIZING RESOLUTION

Resolution authorizing the filing of an application with the Department of Transportation, United States of America, for a grant under the Urban Mass Transportation Act of 1964, as amended.

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

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

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

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

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

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

Authorizing Resolution

Page 2

5. That the General Manager is authorized to execute grant agreements on behalf of Lane Transit District with the U.S. Department of Transportation for aid in the financing of mass transit operators.

Date

Board Secretary



Lane Transit District

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

October 16, 1984

MEMO

TO: Board of Directors
FROM: Don Gray
RE: Absenteeism

During the budget process last spring, a concern about the District's rate of absenteeism was expressed. This report is in response to that concern.

Very few standards have been established for absenteeism in the transit industry. After checking with various transit properties on the West Coast, I found that there are no properties that keep absenteeism records as completely as Lane Transit.

The American Public Transit Association publishes a quarterly report of transit property absenteeism in the United States which is based on a single, typical work day each quarter. However, in my opinion, this does not reflect an accurate picture for absenteeism because it is based on a single day, not a monthly average. This day is seldom an accurate reflection of long-term trends.

Absenteeism figures at Lane Transit are calculated on a daily basis by the Transportation Supervisor and posted in the employees' lounge. Complete absenteeism records have been kept since 1979. We are making good progress toward our current Transit Development Program (TDP) goal of 5%. A record of past monthly averages is attached.

Lane Transit applies a stricter standard for recording absenteeism than most employers who do not count prearranged, long-term, excused, or part-day absences. Many employers also do not count being late as absenteeism, while Lane Transit is compelled to do so due to the unique nature of its business.

Whenever an operator is scheduled to work and does not, it is counted as an absence. This includes partial day absences. Following is a list of absences that are counted against absenteeism figures:

Medical Leave of Absence	Disciplinary Suspension
Family Emergencies	Worker Compensation Time Loss
Doctor Appointments	Sick Leave
Personal Leave of Absence	Late (by as little as one second)
Disciplinary Hearing	Absent without Leave
Suspended License	

Absenteeism
October 16, 1984
Page 2

In dealing with excessive absenteeism, a program of progressive discipline, which includes verbal warning, counseling, written warning, suspension, and, if necessary, discharge, is used.

In addition, an operator's attendance record is discussed at his or her semi-annual performance evaluation conducted by a Field Supervisor. An attendance incentive program is also in effect. It recognizes operators who attend work consistently, with both semi-annual bonuses and annual certificates, at the employee awards banquet.

The Transportation division at Lane Transit keeps a watchful eye on attendance and is constantly striving for improvement. At present, we have a very good record.



Don Gray
Transportation Supervisor

DG:km

Attachment

1983-1984 ABSENTEEISM
COMPARISON

	<u>1983</u>	<u>1984</u>
January	9.7	9.6
February	8.4	11.2
March	9.0	7.1
April	9.3	8.2
May	6.5	7.0
June	7.9	8.6
July	5.3	7.3*
August	5.9	6.0
September	5.3	4.8
October	9.1	
November	6.6	
December	6.5	

1983 Average: 7.5%

1984 Year-to-Date Average: 7.9%

*Implementation of operator incentive program.



clint nelson, dmd

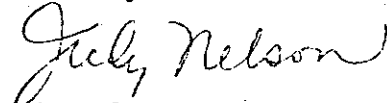
October 3, 1984

TO: PHYLLIS LOOBEY, GENERAL MANAGER
FROM: JUDY NELSON
RE: LANE TRANSIT BOARD

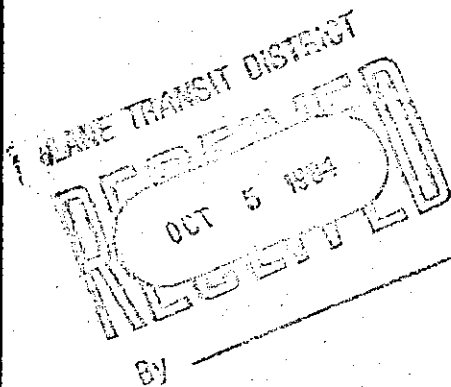
I regrettably tender my resignation from the LTD Board effective immediately. I am unable to devote the time and energy the position requires and deserves.

I have been privileged to have participated with the you as the general manager and with the Transit District.

Sincerely,



Judy Nelson



LTD BOARD MEETING
10/16/84 Page 28

bailey hill professional center, 1925 bailey hill road, suite e, eugene, ore., 97405

342-1500 or 687-8609



Lane Transit District

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

October 16, 1984

TO: Board of Directors
FROM: Planning Administrator
RE: T-2000 Plan Update

The Lane County Board of Commissioners and the Eugene and Springfield City Councils have reached decisions on the key issues in the update of the T-2000 Plan. On the transit goal, the Springfield City Council adopted goals of 4% in 1990, 6% in 1995, and 8% in 2000. The Eugene City Council and the Lane County Board of Commissioners adopted goals of 3% in 1990, 5% in 1995, and 8% in 2000.

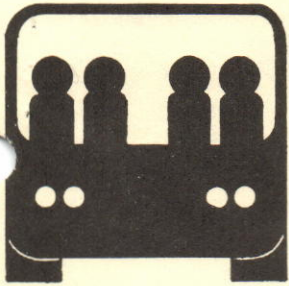
Although these goals are below the LTD Board recommendation of 4% in 1990, 7% in 1995, and 10% in 2000, they were accompanied by strong statements of support for transit from elected officials of all three jurisdictions. District staff feel that the update process was very positive and showed extensive community support to have transit play an increased roll in the future transportation system.

Work is now beginning on the preparation of the new long range transportation plan. A draft plan should be completed by winter, 1985. The Board recommendations regarding the elimination of the "free parking" policy and the establishment of a mechanism to assure adherence to the plan will be considered during this phase. Updates on the progress of the draft long range transportation plan will be provided for the Board as appropriate.

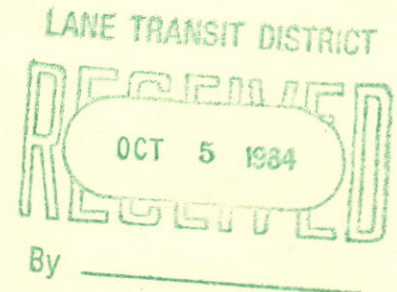
A handwritten signature in cursive script that reads 'Stefano Viggiano' with a small flourish at the end.

Stefano Viggiano
Planning Administrator

SV:ms



OREGON TRANSIT ASSOCIATION



POST OFFICE BOX 588
LAKE OSWEGO, OREGON 97034
(503) 636-8188

October 3, 1984

Members

Basin Transit Service
Klamath Falls
Colco Transit
St. Helens
Corvallis Municipal Transit
Lane Transit District
Eugene
Pumpqua Pumpkin Ride
Roseburg
Rogue Rapids Transit
Medford
Salem Area Transit District
Tri-Met
Portland
Tri-River Trolley
Reedsport
Woodburn Transit
Amco Transit
McMinnville

TO: Oregon Transit Association Members and
Transit Colleagues
FROM: Roger Martin, ^{REM} Executive Director
RE: Oregon Transit Association Annual Conference

Our annual conference has been set for November 1st and 2nd at the Springfield Red Lion (on I-5 take the Beltline East exit). Thursday's session will run from 8:30 a.m. until approximately 4:00 p.m., with registration at 8:00 a.m. Friday's session will be from 8:00 a.m. until approximately 2:30 p.m. I want to encourage non-members as well as members to attend and bring as many people as possible from your transit district or business.

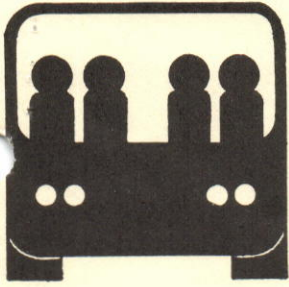
We have an interesting conference planned with topics such as transit labor law, effects of Ballot Measure #2 on transit districts, trends in arbitration, "fire-at-will" doctrine, effectiveness training, etc. In addition we will hold our annual business meeting which includes election of new officers.

Two luncheons and a reception late Thursday afternoon, after the presentation of the "Transit Legislator of the Year Award," will be included in the conference. Everyone will be on their own for dinner Thursday evening.

If you need a room for the conference, you may use the enclosed card and contact the Red Lion directly. Let them know you are with the O.T.A. as they have a block of rooms reserved. Single rooms are \$30 plus 6% tax; doubles are \$38 plus 6% tax. You must make your reservation by October 19 as these prices and reservations are only good until that date.

Registration fee for the conference is \$25 per person which includes the two luncheons, the reception, coffee/tea and meeting room. A registration form is attached for your convenience. We need to get an accurate count for the conference so please help us by registering early.

See you on November 1st!



OREGON TRANSIT ASSOCIATION

POST OFFICE BOX 588
LAKE OSWEGO, OREGON 97034
(503) 636-8188

OREGON TRANSIT ASSOCIATION ANNUAL CONFERENCE

NOVEMBER 1st & 2nd, 1984

RED LION - SPRINGFIELD

3280 Gateway

(On I-5 Take the Beltline East Exit)

(503) 726-8181

Members

- Basin Transit Service
- Klamath Falls
- Colco Transit
- St. Helens
- Corvallis Municipal Transit
- Lane Transit District
- Eugene
- Pumpqua Pumpkin Ride
- Roseburg
- Rogue Rapids Transit
- Medford
- Salem Area Transit District
- Tri-Met
- Portland
- Tri-River Trolley
- Reedsport
- Woodburn Transit
- Amco Transit
- McMinnville

Thursday, November 1st

Friday, November 2nd

8:30 a.m. - 4:00 p.m.

8:00 a.m. - 2:30 p.m.

Registration 8:00 a.m.

NAME (S) _____

ADDRESS _____

REPRESENTING _____

PHONE _____

\$25.00 per person

RETURN THIS FORM AND MAKE CHECK PAYABLE TO:

Oregon Transit Association
P.O. Box 588
Lake Oswego, Oregon 97034

FOR MORE INFORMATION CONTACT MARTIN & ASSOCIATES (503) 636-8188



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

Jack R. Gilstrap
Executive Vice President

Chairman

Joseph Alexander

President

James H. Graebner

Secretary-Treasurer

Harvel Williams

Immediate Past Chairman

John L. McDonnell

Immediate Past President

Houston P. Ishmael

Vice Presidents

Harry Alexander, Human Resources

Lloyd G. Berney, Management & Finance

John A. Dyer, Development & Technology

Francis A. Gorman, Rail Transit

Anthony M. Kouneski, Marketing

William R. Montgomery, Governing Boards

John C. Pingree, Bus Operations

Melvin A. Pullin, Associate Members

Daniel T. Scannell, Government Affairs

Leslie R. White, Small Operations

TO: APTA Membership Correspondents

FROM: Thomas S. Urban, Director of Training
and Professional Development

DATE: September 24, 1984

SUBJECT: Governing Board Members Seminar

Enclosed you will find information describing APTA's first presentation of its Governing Boards Seminar, November 11-13, in New Orleans, Louisiana. APTA is presenting this seminar as one of the first activities of its Training and Professional Development program, and I am asking you to pass on these materials to your governing board members. The brochure enclosed details the seminar's content and speakers, and provides both a registration form and hotel reservation card. If you have any questions about the brochure or the seminar itself, please contact me at (202)828-2837.

Thank you for your help in bringing APTA's Training and Professional Development program to its membership.



Sincerely,

Thomas S. Urban
Director of Training and
Professional Development

TSU/pce

Enclosures

LANE TRANSIT DISTRICT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES
 GENERAL FUND
 FOR THE MONTH ENDING SEPTEMBER 30, 1984 (25.00% OF YEAR COMPLETED)

	CURRENT MONTH		YEAR-TO-DATE		%	YEARLY	BALANCE
	1984	1983	1984	1983			
REVENUES							
Operating Revenues:							
Passenger Fares	83,683	91,369	264,866	263,420	17.83%	1,485,200	(1,220,334)
Charters	1,857	2,880	35,482	14,143	98.56%	36,000	(518)
Advertising	2,803	3,538	9,476	10,614	21.06%	45,000	(35,524)
Miscellaneous	182	138	824	592	16.48%	5,000	(4,176)
TOTAL OPERATING REVENUES	88,525	97,925	310,648	288,769	19.77%	1,571,200	(1,260,552)
Non-Operating Revenues:							
Interest	10,116	6,569	41,502	22,381	55.34%	75,000	(33,498)
Payroll Taxes	41,335	10,000	1,108,701	1,239,978	25.19%	4,401,900	(3,293,199)
Federal Operating Assistance	0	0	0	0	0.00%	1,043,400	(1,043,400)
State In-Lieu-Of Payroll Taxes	0	0	0	0	0.00%	350,000	(350,000)
Other Operating Assistance	0	0	0	0	0.00%	10,000	(10,000)
TOTAL NON-OPERATING REVENUES	51,451	16,569	1,150,203	1,262,359	19.56%	5,880,300	(4,730,097)
TOTAL REVENUES	139,976	114,494	1,460,851	1,551,128	19.60%	7,451,500	(5,990,649)
EXPENDITURES							
Administration:							
Personal Services	36,167	29,179	105,813	88,008	25.85%	409,400	303,587
Materials and Supplies	2,484	8,155	20,885	27,050	16.48%	126,700	105,815
Contractual Services	10,756	5,948	17,023	8,273	20.51%	83,000	65,977
Total Administration	49,407	43,282	143,721	123,331	23.21%	619,100	475,379
Marketing and Planning:							
Personal Services	32,048	27,096	99,758	84,368	23.53%	423,900	324,142
Materials and Supplies	36,659	17,034	50,617	47,826	39.24%	129,000	78,383
Contractual Services	65,694	27,379	104,174	77,273	36.85%	282,700	178,526
Total Marketing and Planning	134,401	71,509	254,549	209,467	30.46%	835,600	581,051
Transportation:							
Personal Services	252,685	263,211	814,610	782,703	22.39%	3,638,100	2,823,490
Materials and Supplies	683	329	1,498	1,130	9.19%	16,300	14,802
Contractual Services	443	0	847	0	7.06%	12,000	11,153
Total Transportation	253,811	263,540	816,955	783,833	22.28%	3,666,400	2,849,445
Maintenance:							
Personal Services	72,191	77,382	226,353	227,771	21.86%	1,035,400	809,047
Materials and Supplies	48,733	74,707	204,354	174,644	22.40%	912,200	707,846
Contractual Services	7,378	(5,176)	22,592	7,049	20.14%	112,200	89,608
Total Maintenance	128,302	146,913	453,299	409,464	22.01%	2,059,800	1,606,501
Contingency	0	0	0	0	0.00%	80,000	80,000
Transfer to Capital Projects	0	0	190,600	0	100.00%	190,600	0
Transfer to Risk Management	0	0	0	0	N/A	0	0
TOTAL EXPENDITURES	565,921	525,244	1,859,124	1,526,095	24.95%	7,451,500	5,592,376
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	(425,945)	(410,750)	(398,273)	25,033	N/A	0	(398,273)

LANE TRANSIT DISTRICT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES
 CAPITAL PROJECTS FUND
 FOR THE MONTH ENDING SEPTEMBER 30, 1984 (25.00% OF YEAR COMPLETED)

	YEAR-TO-DATE	% ACTIVITY	YEARLY BUDGET	BALANCE
RESOURCES				
Beginning Fund Balance	2,189,724	95.95%	2,282,207	(92,483)
Revenues:				
UMTA Section 5	0	0.00%	2,775,504	(2,775,504)
UMTA Section 9	38,040	3.19%	1,193,013	(1,154,973)
Federal Highway Admin	0	0.00%	41,200	(41,200)
State Assistance	0	0.00%	100,000	(100,000)
Misc Grant Revenues	5,246	43.72%	12,000	(6,754)
Transfer from Gen'l Fund	190,600	100.00%	190,600	0
Total Revenues	233,886	5.42%	4,312,317	(4,078,431)
TOTAL RESOURCES	2,423,610	36.75%	6,594,524	(4,170,914)
EXPENDITURES				
Locally Funded:				
Land & Buildings	4,750	N/A	0	(4,750)
Total Locally Funded	4,750	N/A	0	(4,750)
UMTA Funded:				
Computer Software	3,152	55.30%	5,700	2,548
Office Equipment	9,436	11.52%	81,900	72,464
Maintenance Equipment	0	0.00%	129,500	129,500
Bus Stop Improvements	15,997	5.64%	283,850	267,853
Land & Buildings	600	0.61%	98,300	97,700
Buses	264	0.01%	4,082,000	4,081,736
Bus Related Equipment	0	0.00%	122,700	122,700
Service Vehicles	9,284	84.40%	11,000	1,716
Miscellaneous	8,917	6.05%	145,700	136,883
Total UMTA Funded	47,550	0.96%	4,960,650	4,913,100
FHWA Funded:				
Bus Stop Improvements	0	0.00%	46,800	46,800
Total FHWA Funded	0	0.00%	46,800	46,800
TOTAL EXPENDITURES	52,300	1.04%	5,007,450	4,955,150
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES				
	2,371,310	149.41%	1,587,074	784,236

LANE TRANSIT DISTRICT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES
 RISK MANAGEMENT FUND
 FOR THE MONTH ENDING SEPTEMBER 30, 1984 (25.00% OF YEAR COMPLETED)

	YEAR-TO-DATE	% ACTIVITY	YEARLY BUDGET	BALANCE
RESOURCES				
Beginning Fund Balance	398,394	1.05	380,649	17,745
Revenues:				
Transfer from Gen'l. Fund	0	N/A	0	0
Interest	11,034	0.74	15,000	(3,966)
Total Revenues	11,034	0.74	15,000	(3,966)
TOTAL RESOURCES	409,428	1.03	395,649	13,779
EXPENDITURES				
Administration	4,100	0.25	16,500	12,400
Worker's Compensation	4,779	0.03	143,000	138,221
Liability Program	80,343	0.40	199,400	119,057
Miscellaneous Insurance	0	0.00	4,400	4,400
TOTAL EXPENDITURES	89,222	0.25	363,300	274,078
ENDING FUND BALANCE	320,206	9.90	32,349	287,857

LANE TRANSIT DISTRICT
 COMPARISON OF YEAR-TO-DATE ACTUAL REVENUES AND EXPENDITURES TO BUDGETED
 GENERAL FUND
 FOR THE MONTH ENDING SEPTEMBER 30, 1984

	YEAR-TO-DATE ACTIVITY	YEAR-TO-DATE BUDGET	VARIANCE	
			FAVORABLE (UNFAVORABLE) AMOUNT	%
REVENUES				
Operating Revenues:				
Passenger Fares	264,866	290,000	(25,134)	-8.67%
Charters	35,482	22,000	13,482	61.28%
Advertising	9,476	11,250	(1,774)	-15.77%
Miscellaneous	824	1,251	(427)	-34.13%
TOTAL OPERATING REVENUES	310,648	324,501	(13,853)	-4.27%
Non-Operating Revenues:				
Interest	41,502	18,750	22,752	121.34%
Payroll Taxes	1,108,701	1,100,475	8,226	0.75%
Federal Operating Assistance	0	0	0	N/A
State In-Lieu-Of Payroll Taxes	0	0	0	N/A
Other Operating Assistance	0	0	0	N/A
TOTAL NON-OPERATING REVENUES	1,150,203	1,119,225	30,978	2.77%
TOTAL REVENUES	1,460,851	1,443,726	17,125	1.19%
EXPENDITURES				
Administration:				
Personal Services	105,813	102,351	(3,462)	-3.38%
Materials and Supplies	20,885	34,471	13,586	39.41%
Contractual Services	17,023	19,992	2,969	17.65%
Total Administration	143,721	156,814	13,093	8.35%
Marketing and Planning:				
Personal Services	99,758	105,825	6,067	5.73%
Materials and Supplies	50,617	56,661	6,044	10.67%
Contractual Services	104,174	148,100	43,926	29.65%
Total Marketing and Planning	254,550	310,586	56,036	18.04%
Transportation:				
Personal Services	814,610	860,199	45,589	5.30%
Materials and Supplies	1,498	3,455	1,957	56.65%
Contractual Services	847	3,000	2,153	71.78%
Total Transportation	816,954	866,654	49,700	5.73%
Maintenance:				
Personal Services	226,353	257,291	30,938	12.02%
Materials and Supplies	204,354	239,542	35,188	14.69%
Contractual Services	22,592	37,653	15,061	40.00%
Total Maintenance	453,299	534,486	81,187	15.19%
Contingency	0	0	0	N/A
Transfer to Capital Projects	190,600	190,600	0	0.00%
Transfer to Risk Management	0	0	0	N/A
TOTAL EXPENDITURES	1,859,124	2,059,140	200,016	9.71%
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	(398,273)	(615,414)	(182,891)	29.72%

RIDERSHIP SUMMARY: First Quarter, 1984-85

July, 1984	August, 1984	September, 1984
------------	--------------	-----------------

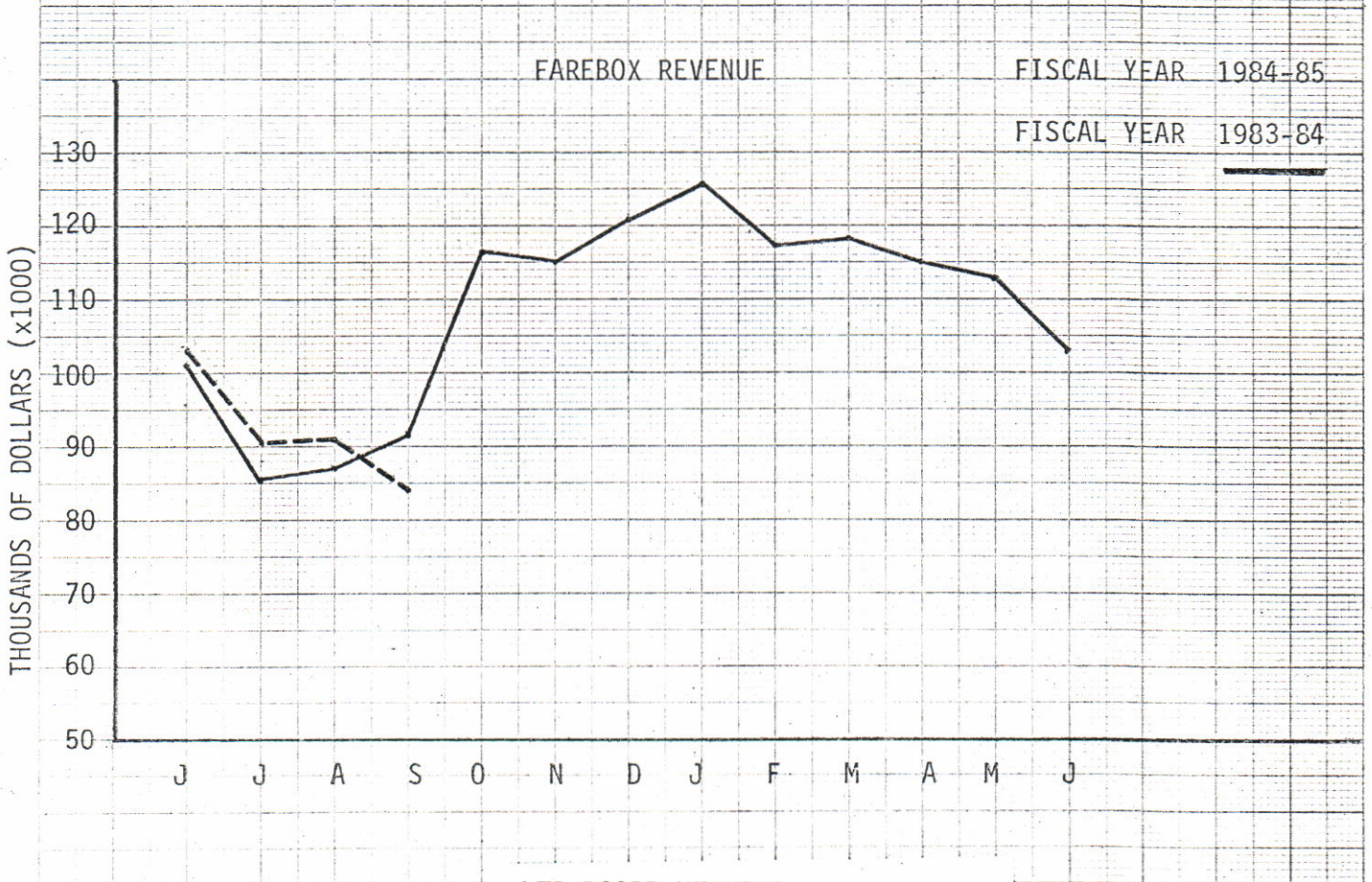
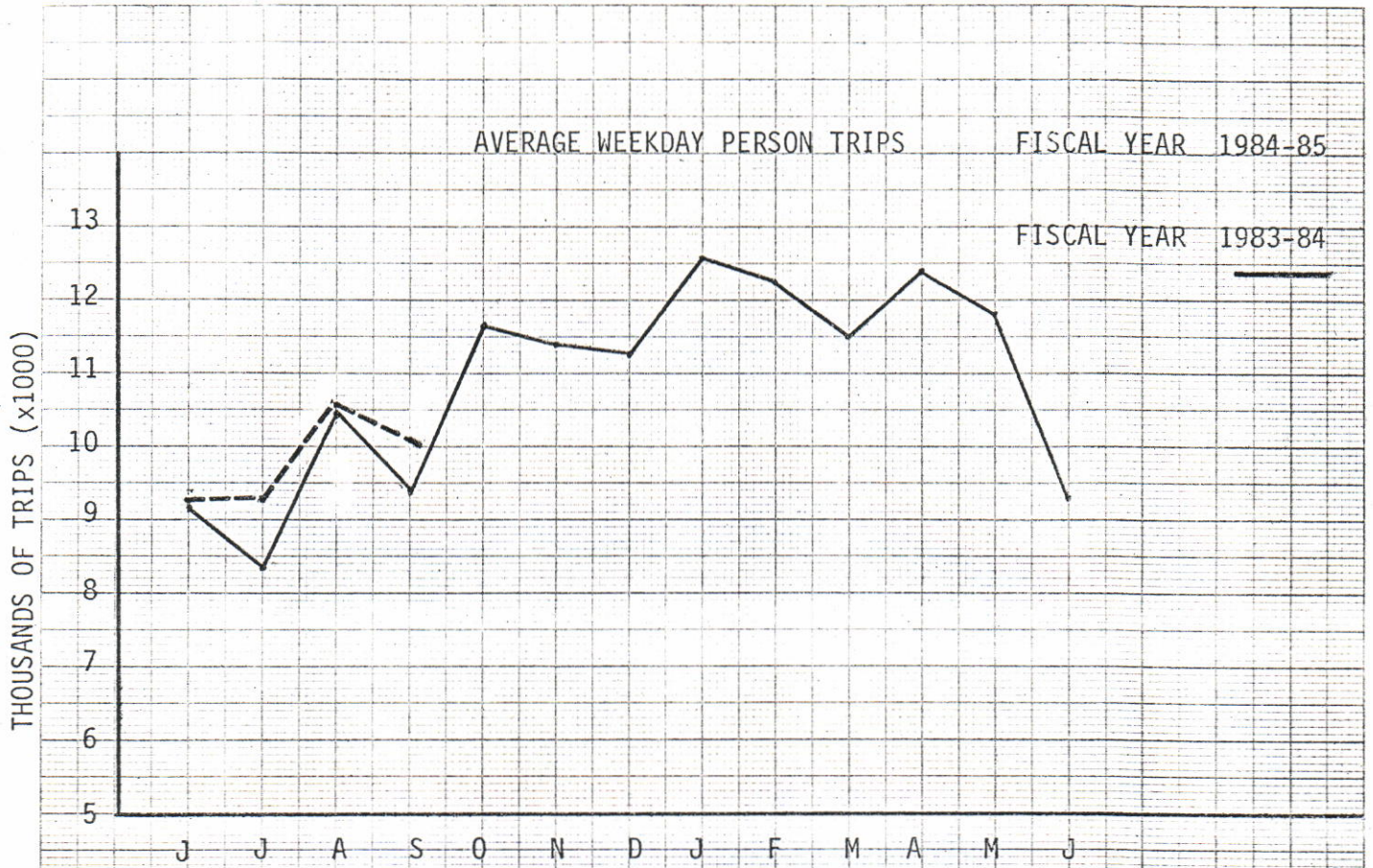
STATISTIC	'84 - '85	'83 - '84	% CNG.	'84 - '85	'83 - '84	% CNG.	'84 - '85	'83-'84	% CNG.
FAREBOX REVENUE	\$90,333	\$85,049	+6.2	\$90,775	\$87,002	+4.3	\$83,683	\$91,441	-8.5
PERSON TRIPS	229,413	197,044	+16.4	280,817	274,084	+2.5	237,380	226,323	+4.9
WEEKLY SCHEDULE HOURS	3,486	3,362	+3.7	3,486	3,362	+3.7	3,616	3,414	+5.9
PRODUCTIVITY	15.4	13.7	+12.8	17.1	17.4	-1.5	16.3	15.2	+7.2

YEAR TO DATE

STATISTIC	TDP GOAL	'84 - '85	'83 - '84	% CNG.
FAREBOX REVENUE	\$332,001	\$264,791	\$263,492	+ .5
PERSON TRIPS	802,069	747,610	697,451	+7.2
PRODUCTIVITY	18.7	16.3	15.5	+5.2
EFFICIENCY	\$1.45	\$1.53	\$1.50	+2.0
USER FUNDING	22.2%	15.4%	16.3%	-5.9

461510

10 X 10 TO THE CENTIMETER 18 X 25 CM
KEUFFEL & ESSER CO. MADE IN U.S.A.



OPERATIONS SUMMARY
JULY/AUGUST/SEPTEMBER 1984

	JULY			AUGUST		
	84-85	83-84	% CHANGE	84-85	83-84	% CHANGE
On-Time Performance	99.73%	99.15%	+0.006%	99.17%	98.35%	+0.008%
Safe Miles Between Accidents/Incidents	36,037	29,889	+20.57%	29,461	62,787	-53.08%
Miles Between Breakdowns	5,484	7,472	New Standards	4,810	8,499	New Standards
Total Miles	252,260	195,839	+28.81%	235,684	254,993	-7.55%
Complaints	26	9	--	27	14	--
Compliments	4	1	--	10	2	--

	SEPTEMBER			FISCAL YEAR-TO-DATE TOTALS/AVERAGES			
	84-85	83-84	% CHANGE	GOAL	84-85	83-84	% CHANGE
On-Time Performance	98.59%	98.72%	-0.001%	98.00%	99.38%	98.76%	+0.006%
Safe Miles Between Accidents/Incidents	29,851	39,167	-23.79%	38,000	31,793	43,947	-27.68%
Miles Between Breakdowns	4,097	6,994	New Standards	15,000	4,797	7,655	New Standards
Total Miles	208,959	195,839	+6.70%	n/a	696,903	646,671	+7.77%
Complaints	24	7	--	-5%	77	30	--
Compliments	16	5	--	--	30	8	--