

Public notice was given to *The Register-Guard* for publication on May 11, 1989.

**LANE TRANSIT DISTRICT
REGULAR BOARD MEETING**

May 17, 1989

7:30 p.m.

McNutt Room,
Eugene City Hall

A G E N D A

I. CALL TO ORDER

II. ROLL CALL

Andersen_____ Brandt_____ Calvert_____ Eberly_____

Parks_____ Pusateri_____ Smith_____

III. INTRODUCTORY REMARKS BY BOARD PRESIDENT

IV. BUS RIDER OF THE MONTH

V. EMPLOYEE OF THE MONTH

VI. AUDIENCE PARTICIPATION

VII. ITEMS FOR ACTION AT THIS MEETING

- A. Approval of Minutes
- B. Valley River Center Station Approval
- C. Appointment of Board Downtown Station Committee
- D. Lane Regional Air Pollution Authority Request for Free Service

Note: The following two agenda items will be moved to the end of the meeting, after the Items for Information have been discussed. After the Executive Session, the Board will need to return to regular session to discuss the Salary Committee's recommended salary and benefits package for the General Manager for FY 89-90:

- E. Executive Session pursuant to ORS 192.660(1)(h), to consult with counsel regarding litigation or litigation likely to be filed; and pursuant to ORS 192.660(1)(i), to discuss the employment-related performance of the General Manager.
- F. Board Salary Committee Recommendation

VIII. ITEMS FOR INFORMATION AT THIS MEETING

- A. Current Activities
 - 1. Facility Project Update
 - 2. Legislative Update
 - 3. Annual Employee Picnic
 - 4. Transit Appreciation Week VIP Rodeo
 - 5. Transit Board Members Seminar, July 16-20
 - 6. Special Services Report
- B. Monthly Financial Reporting
- C. U.S. Department of Transportation Cognizant Agency Audit Requirements

IX. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

- A. Report on Purchasing and Bidding Procedures
- B. Lane Community College Station Relocation
- C. Fiscal Year 1989-90 Budget Approval

X. ADJOURNMENT

AGENDA NOTES
May 17, 1989

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IV. **BUS RIDER OF THE MONTH:**

The May Bus Rider of the Month is Janice Nelson. She rode the buses in this area until she moved away at age five, then began again when she returned to the area in 1973. She said, "I feel real lucky that we have a good bus company. You can go just about anywhere." Janice and her husband, Lee, live in east Springfield, and she works in that area, also. She uses the bus to go to various places in Eugene and Springfield, and is well-known and liked by all the bus operators on the routes she travels.

Ms. Nelson will attend the May 17 Board meeting to be introduced to the Board and receive her award.

V. **EMPLOYEE OF THE MONTH:**

The May Employee of the Month is Dorothy Campbell. She has been an LTD bus operator since October 1, 1975. She earned an award for good attendance last year (5-6 days absent), and she has earned her 10-year safe-driving award. When asked what she liked most about her job, she said, "I enjoy the senior citizens."

Some of the comments made by customers which led to Dorothy's selection as Employee of the Month were:

"She is the best driver you have. She is always punctual and she drives that bus so well you always feel safe."

"Her smile and helpfulness make it a pleasure to ride LTD."

"She always has the correct information for your questions."

Dorothy's husband, Kelly, is also a bus operator. In their free time, they like to hunt and fish, especially for salmon out of Winchester Bay. Dorothy also enjoys various arts and crafts, including beadwork and crochet.

Dorothy will attend the meeting to be introduced to the Board and receive her award.

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

- A. Approval of Minutes: The minutes of the April 19, 1989, regular meeting and the April 26, 1989, adjourned meeting are included in the agenda packet for Board review and approval.

09

B. Valley River Center Station Approval:

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Issue Presented: Should the Board authorize staff to proceed with reconstruction of the Valley River Center Station, with a cost limit of \$125,000?

Background: In June 1988, the Board was first provided with information about a new Valley River Center (VRC) Transit Station, and discussed the reasons that the current VRC station is inadequate for the District's customers. Staff reviewed 11 possible sites, none of which was acceptable to VRC management. In November 1988, the Board endorsed a staff position that it was in the District's best interest to relocate the station to the north side of VRC, and endorsed joint funding of the station with Valley River Center. A memorandum discussing the City Hearings Official's findings denying LTD's request that VRC be required to allow LTD to construct a transit station on the north side of VRC was included in the February agenda packet, and VRC Manager Dick Hansen attended the meeting to answer questions from the Board.

Since that time, LTD and VRC have been working together to redesign the current VRC Station to resolve operational problems, and have now agreed on a redesign of the station. Included in the agenda packet for this meeting is a staff memorandum which discusses the design and construction costs of the station, as well as the funding agreement.

Staff Recommendation: That the Board authorize staff to proceed with the reconstruction of the Valley River center Station, as described in the staff memorandum, with a cost limit of \$125,000.

Results of Recommended Action: Staff will negotiate a contract with Valley River Center for construction of a station at a price not to exceed \$125,000. Construction is expected to completed in October 1989.

C. Appointment of Board Downtown Station Committee:

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Issue Presented: Should the Board President appoint three Board members to a new Downtown Station Committee to monitor the process and progress in determining a new site for the Eugene Downtown Station?

Background: The Eugene Downtown Station was last improved in 1982-83, after several separate examinations of alterna-

tive locations. Recently, concerns have been raised by downtown business owners about the current location at 10th Avenue and Willamette Street. Additionally, the development of the southwest corner of 8th and Willamette (the Pankow development) has the potential of disrupting LTD operations at 10th and Olive should Olive Street be opened to provide automobile access to the parking associated with the Pankow development. It is clear that the re-examination of alternative locations for an off-street transfer station for LTD would be timely.

Staff proposed that the committee also include one member each from the Downtown Commission, the Eugene City Council, and the Eugene Planning Commission. Included in the agenda packet is a memorandum which discusses the proposed committee and its purpose and process.

Staff Recommendation: That Board President Janet Calvert appoint three members of the LTD Board of Directors to the new Downtown Station Committee.

Results of Recommended Action: LTD and City staff will work together to form the committee. It is anticipated that the committee will meet monthly from June to December.

D. Lane Regional Air Pollution Authority Request for Free Service: 17

Issue Presented: Should the Board authorize the provision of reduced fare or no-cost bus fares during the World Veterans' Championships being held in Eugene-Springfield July 27 through August 6?

Background: As part of a community-wide effort to help the World Veterans' Championships succeed, the Lane Regional Air Pollution Authority (LRAPA) has developed a plan to reduce air pollution during the Championships. As part of that plan, LRAPA would like to encourage area residents to ride the bus rather than driving their cars during the ten days of the Championships.

Included in the agenda packet are a copy of the request from LRAPA and a staff memorandum which discusses the proposal, its benefits to the community, and the disadvantages and cost to the District. Staff will also discuss this proposal in more detail at the meeting.

Staff Recommendation: That the Board decline participation in this program, for the reasons listed in the staff memorandum.

Results of Recommended Action: Staff will continue to work with LRAPA to encourage citizens to ride the bus during the Championships.

Note: The following two agenda items will be moved to the end of the meeting, after the Items for Information have been discussed. After the Executive Session, the Board will need to return to regular session to discuss the Salary Committee's recommended salary and benefits package for the General Manager for FY 89-90.

E. Executive Session Pursuant to ORS 192.660(1)(h) and ORS 192.660(1)(i), to consult with counsel regarding current litigation or litigation likely to be filed; and to discuss the employment-related performance of the General Manager.

F. Board Salary Committee Recommendation:

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Issue Presented: Should the Board approve an increase in the General Manager's salary and benefits package and authorize the Board President to sign a contract extending the General Manager's employment through FY 89-90?

Background: The Board Salary Committee (Tom Andersen, Peter Brandt, and Janet Calvert) met this month to discuss the General Manager's performance appraisals for the period March 1988 through February 1989, and related salary and benefit adjustments. On May 17, the Salary Committee will make a recommendation to the Board for adjustments to the General Manager's base salary and benefit package for FY 89-90 based on those evaluations.

A letter from the Committee Chairman is included in the agenda packet. It states the Committee's recommendation for FY 89-90 and includes a comparison to current salary and benefit provisions. A copy of the employment agreement will be included under separate cover for the members of the Board.

Board Salary Committee Recommendation: That the Board authorize the Board President to sign a contract extending the General Manager's employment through FY 89-90; and that the Board approve, as compensation to the General Manager for services rendered to the District during FY 89-90, a base salary at an annual rate of \$57,200; a monthly automobile

allowance of \$200; and a one-time payment of \$6,032 for an additional benefit program to be determined by the General Manager.

VIII. ITEMS FOR INFORMATION AT THIS MEETING

A. Current Activities:

1. Facility Project Update: Included in the agenda packet is a staff memorandum which provides an update on progress in the construction of the new maintenance/operations facility. 22
2. Legislative Update: At the meeting, Ms. Loobey will discuss specific bills which have an impact on transit.
3. Annual Employee Picnic: The annual LTD/ATU employee picnic will be held at Shotgun Creek Park on Sunday, July 23, 1989. Board members and their families are invited to attend. The picnic begins at 8:00 a.m., with games and activities scheduled throughout the day. Lunch will be served at 11:30 a.m. Please mark your calendars now, and notify Jo Sullivan if you think you and your family might be able to attend.
4. Transit Appreciation Week VIP Bus Rodeo: May 15-19 is National Transit Appreciation Week, sponsored by the American Public Transit Association in cooperation with the U.S. Conference of Mayors and the National League of Cities, as an opportunity to say "thank you" to transit workers across the nation.

Board members are reminded that a VIP Bus Rodeo will be held on Thursday, May 18, from 11:00 a.m. to 3:00 p.m. in the east parking lot of Autzen Stadium. A quick orientation to the bus will be given by an LTD Driver Instructor, and then participants will maneuver a bus through a set course within the Autzen lot. Board President Janet Calvert won this event last year. All Board members are invited to participate at their convenience during the Bus Rodeo.

5. Transit Board Members Seminar, July 16-20: A Transit Board Members Seminar will be offered by the American Public Transit Association July 16-20 at the Four Seasons Biltmore in Santa Barbara, California. Additional information will be available in the next

month. Board members are encouraged to check their calendars and begin making arrangements if they are interested in attending. Please contact Jo Sullivan for further information about the seminar.

6. **Special Services Report:** As a result of Board discussion about special services requested by persons and agencies in the community, a list of requests received (approved and denied) is included in the agenda packet each month. 23

B. Monthly Financial Reporting:

1. Comparison of Year-to-date Actual Revenues and Expenditures to Budgeted (General Fund) 24

2. Comparison of Budgeted and Actual Revenues and Expenditures

- (a) Capital Projects Fund 25
(b) Risk Management Fund 26

- C. **U.S. Department of Transportation Cognizant Agency Audit Requirements:** A memorandum in the agenda packet discusses a change in the scope of the LTD audit which is being required by the U.S. DOT. 27

IX. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

- A. **Report on Purchasing and Bidding Procedures:** A report on the District's purchasing and bidding procedures, as requested by the Board, will be prepared for discussion at a future Board meeting.
- B. **Lane Community College Station Relocation:** Plans for relocation of the LCC Transit Station will be discussed at a future Board meeting.
- C. **Fiscal Year 1989-90 Budget Approval:** Final Board approval of the Fiscal Year 1989-90 budget is scheduled for the June 21 Board meeting.

X. ADJOURNMENT

MINUTES OF DIRECTORS MEETING
LANE TRANSIT DISTRICT
REGULAR MEETING

Wednesday, April 19, 1989

In accordance with notice given to *The Register-Guard* for publication on April 13, 1989, the regular monthly meeting of the Board of Directors of the Lane Transit District, scheduled for Wednesday, April 19, 1989, at 7:30 p.m. at the Eugene City Hall, was adjourned for lack of a quorum to April 26, 1989, at 7:00 p.m. at Eugene City Hall.

Absent: H. Thomas Andersen, Secretary
Janet Calvert, President
Peter Brandt, Treasurer
Janice Eberly, Vice President
Keith Parks
Gus Pusateri
Rich Smith


Board Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

ADJOURNED MEETING

Wednesday, April 26, 1989

Pursuant to notice given to *The Register-Guard* for publication on April 13 and April 20, 1989, and at the April 19, 1989, 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 on Wednesday, April 26, 1989, at 8:00 p.m. at the Eugene City Hall.

Present: H. Thomas Andersen, Secretary
Peter Brandt, Treasurer
Janet Calvert, President, presiding
Keith Parks
Gus Pusateri
Phyllis Loobey, General Manager
Jo Sullivan, Recording Secretary

Absent: Janice Eberly, Vice President
Rich Smith

CALL TO ORDER: Ms. Calvert called the meeting to order at 7:05 p.m. Mr. Brandt was not yet present.

BUS RIDER OF THE MONTH: The April Bus Rider of the Month, Effie Hahn, was not present at the meeting. Ms. Calvert commented that Ms. Hahn sounds like an active member of the community who has been a real supporter of LTD.

EMPLOYEE OF THE MONTH: Ms. Calvert introduced Bus Operator Don Matney, the April Employee of the Month, who was hired as a part-time operator in August 1987 and promoted to full-time in September 1988. Mr. Matney received 15 nominations from customers on the Veneta route, who said that he is helpful, considerate, goes the extra mile for the customers, cares about his passengers, makes sure his regular passengers don't miss their stops, and assists his passengers in any way he can. Ms. Calvert stated that Mr. Matney's efforts are representative of the emphasis the District places on customer service, and said it is nice to be able to recognize a relatively new employee for doing such a great job. She presented Mr. Matney with his check and certificate of appreciation, and he stated that he was glad to be part of the District.

AUDIENCE PARTICIPATION: Ms. Calvert opened the meeting for participation from the audience. There was none at this meeting.

APPROVAL OF MINUTES: Mr. Andersen said that the last sentence in the fourth paragraph on page 5 of the March 15, 1989, meeting minutes should be changed to read "Mr. Andersen explained that he is concerned with due process," rather than "the process." He then moved that the minutes of the March 15, 1989, regular meeting be approved as corrected. Mr. Parks seconded the motion, and the minutes were approved by unanimous vote, with Mr. Brandt not yet present.

INTRODUCTION OF NEW EMPLOYEES: Ms. Loobey introduced two new employees to the Board, Connie Bloom-Williams and Bill Nevell. Connie was hired to fill the Marketing Representative position previously held by Susan Hanson. Bill had previously worked as a Personnel Intern at LTD, and Ms. Loobey welcomed him back to the District as the new Personnel Administrator, in the position formerly held by David Harrison. Ms. Loobey said that both Connie and Bill had been with the District for about three weeks, and both were doing an outstanding job.

APPROVAL OF AMENDED CAPITAL GRANT APPLICATION: At the March meeting, the LTD Board had approved a federal grant application for partial funding of 15 buses to expand the District's fleet. Mark Pangborn, Director of Administrative Services, explained that soon after that meeting, the new U.S. Secretary of Transportation, Samuel Skinner, had offered a new "overmatch" grant program, in which the Urban Mass Transportation Administration (UMTA) will give higher priority to grant applications from transit districts willing to provide a larger local match than required by federal regulation. Mr. Pangborn said that it has been the intention of the Reagan and Bush administrations to increase the amount of local participation in grants, and the program to give higher priority to grant applications with more local match continues that direction. Normally, he said, this kind of program would not affect LTD, but in this set of circumstances, it does.

Mr. Pangborn used an overhead projection to show the original grant application. The District had already received approval for \$360,000 in State Section 18 funds, and applied for \$1,688,000 in Section 3 funds. Of the total grant, the local share would be \$652,000; however, this was only part of the application, since the District also needed 10 replacement buses. UMTA, however, did not look favorably on using Section 3 money for replacement buses, so the District planned to purchase 10 replacement buses entirely with local funds. This purchase would have been added to the purchase order for the 15 expansion buses. When the purchases were added together, the ratio was 46 percent federal and 54 percent local.

The District can combine the two purchases and meet the overmatch program requirements. Adding the cost for replacement buses increases the federal match to 55 percent and reduces the local match to 45 percent, and gains benefits for the District under the new overmatch program. The total cost is the same, \$4.7 million, but the local match is reduced from \$2,540,000 to \$2,115,000, and the priority of the grant increases because the local match on the application increases from 25 percent to 45 percent. Mr. Pangborn said staff were asking the Board to approve an amendment to the original application, and that if for some reason UMTA does not approve the amended grant, the District can return to the original grant application.

Mr. Andersen asked if expansion and replacement buses referred to all new buses. Mr. Pangborn replied that they did. Mr. Andersen then asked about the purpose of splitting these into 15 and 10, rather than just saying that LTD wants 25 new buses. Mr. Pangborn explained that this has to do with the federal regulations, and that an important criteria for receiving federal funding is that the federal government will not allow more than a 20 percent spares ratio. Therefore, he said, 15 buses are the maximum LTD can buy to expand the fleet, but the District needs the other 10 buses to replace its 10 oldest buses in a reserve fleet. UMTA calls a reserve fleet part of the spares ratio, but LTD is making the argument that reserves are different than spares.

Mr. Andersen commented that this amended application would cost the federal government \$400,000. Mr. Pangborn stated that this is a minuscule amount of money for UMTA, and that Secretary Skinner is trying to sell a political perspective. From Skinner's perspective, he is receiving an immediate response and willingness to increase from 25 percent to 45 percent local match.

Ms. Calvert commented that the only disadvantage is that the District will not be able to use the additional 10 buses without federal regulations. Mr. Pangborn agreed, but stated that since the District is 80 percent federally owned, there would not have been a big opportunity to do much without federal regulations. Ms. Loobey added that if Skinner is successful with this program, he may institutionalize the overmatch at 45 percent.

Mr. Brandt arrived at this point in the meeting.

Mr. Pusateri asked for clarification that UMTA would be willing to use Section 3 funds for the replacement buses because the District would be paying more in local match. Mr. Pangborn replied that this was correct.

Mr. Pangborn said he had discussed this application with UMTA's regional administrator from San Francisco, who thought the application seemed to meet all requirements of the overmatch program.

Public Hearing on the Amended Section 3 and 9 Capital Grant Application:

Ms. Calvert opened the public hearing on the District's amended Section 3 and 9 grant application for 25 new buses. There was no testimony from anyone in the audience, and the public hearing was closed.

Board Action: Mr. Parks moved that the Board authorize the General Manager to submit a capital grant application for Section 3 and 9 federal funds for 25 new buses. Mr. Andersen seconded, and the motion passed unanimously, with Mr. Brandt now present to vote.

ITEMS FOR INFORMATION AT THIS MEETING:

Legislative Update: Ms. Loobey said that of the bills which the Board had taken action on in March, two had been dealt with by the legislature. Senate Bill 511 would have raised the State tort liability limit for public bodies from \$500,000 to \$75,000, but opponents had managed to have it tabled in the Senate Judiciary Committee, and it was dead for all intents and purposes. She explained that the tort liability limit had been changed during the last legislative session and went into effect in January 1989, so the legislators were not willing to change it again after so little experience with it.

Ms. Loobey also discussed House Bill 2421, which would remove the prohibition against an injured worker covered by Workers' Compensation Law pursuing a claim against a public body. This bill had gotten through the House Judiciary and off the House floor and was in the Senate Judiciary and headed for Ways and Means. OTA had received assurances that if it gets through the Senate Judiciary, it will be killed in Ways and Means, but OTA is not taking chances and is still working the bill.

One bill that had come up since the last Board meeting was Senate Bill 1170. This bill would not have affected LTD, but it would affect Tri-Met and

Medford, by requiring that 90 percent of the fleet be alternatively fueled by 1996. Ms. Loobey has been actively managing the bill on behalf of the Oregon Transit Association (OTA) Legislative Committee, and she thought it was dead at that time, but said it might be resurrected by its sponsoring senator from Portland. However, she said, it would only be successful if it were amended and made basically neutral, with no effect in Oregon. OTA is lobbying against the bill because alternative fuels are extremely volatile, explosive, and hazardous, especially Methanol, which is poisonous and can be absorbed through the skin. Using alternative fuels such as Methanol would require a fuel tank the length of the bus. Additionally, any collision would cause the fuel to explode, and it would be difficult to detect because it is colorless and odorless. Ms. Loobey had spoken with the fire marshal about alternative fuels, and he was very concerned about their use for transit, principally because the buses are "moving targets."

Letter of Appreciation from Eugene School District 4-J: Ms. Calvert called the Board's attention to a letter in the agenda packet, in which 4-J Superintendent Margaret Nichols thanked the Board for Ms. Loobey's role in requesting exceptions to federal regulations in order to allow 4-J to purchase LTD's current facility at 8th and Garfield. Ms. Loobey added that she hadn't heard of any glitches in this process, and that the authorization will occur through report language attached to an appropriations bill.

Transit Board Members Seminar, July 16-20: Ms. Calvert said it would be interesting for Board members to attend at least one Board Members Seminar. She had attended once, and found it valuable and interesting to meet people from other areas and hear their concerns. She asked the Board members to let Jo Sullivan know if they wished to attend.

Monthly Financial Reporting: Mr. Brandt said the report looked good, but wondered where the \$1,041,400 in federal operating assistance came from (page 25 of the agenda packet), and why it had not been budgeted. Mr. Pangborn explained that the money was Section 9 operating assistance and actually had been budgeted, but because of a glitch in the computer program, it did not appear as budgeted. When the budget is proposed, he said, the District does not know how much operating assistance it will receive, so the actual amount is added later. The \$1,041,400 was budgeted and received this year.

ADJOURNMENT: Mr. Brandt moved, seconded by Mr. Andersen, that the meeting be adjourned. There was no further discussion, and the meeting was duly adjourned at 7:35 p.m.


Board Secretary



May 17, 1989

MEMORANDUM

TO: Board of Directors
FROM: Stefano Viggiano, Planning Administrator
RE: Valley River Center Transit Station

For the past three months, District staff have been working with Valley River Center management to explore options to resolve bus operational problems of the VRC site. The District and VRC management have agreed on a redesign of the transit station.

Design

The redesign involves the creation of a large passenger boarding island in a "bus only" area. Passenger amenities will be improved, and the station capacity will expand from two to four buses. The redesigned station will reduce safety and delay problems. Staff will present preliminary designs of the station at the Board meeting.

Cost

The cost of the construction will be split with VRC. Normally, the District pays for the design and construction of the passenger shelter and passenger waiting amenities, while the owner pays for the pavement and other "flatwork" improvements in and around the station. A similar arrangement is proposed with VRC, with a couple of exceptions. As usual, the District will pay for shelter construction and VRC will pay for pavement around the station. However, VRC has agreed to pay for all architectural services related to the station construction. In exchange, the District will pay for the pavement on the passenger island.

The estimated cost for the District's portion of the station construction, with a 25 percent contingency included, is \$125,000. A total of \$250,000 in UMTA Section 9 grant funds for VRC station construction had been previously approved. Staff propose that the remaining funds, \$125,000, be used for construction of passenger shelters throughout the community.

Board of Directors
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Staff Recommendation

That the Board authorize staff to proceed with the reconstruction of the Valley River Center Station, as described in this memorandum, with a cost limit of \$125,000.



Stefano Viggiano
Planning Administrator

SV:ms



May 17, 1989

MEMORANDUM

TO: LTD Board of Directors
FROM: Janet Calvert, President,
Board of Directors
RE: Board Committee on Downtown Station

LTD staff are entering the preliminary planning stages with the City of Eugene staff for looking at potential sites to move the downtown Eugene transit station. The process is complicated with a number of interim decision points. Consequently, staff are recommending the establishment of a policy review committee comprised of three members of the LTD Board of Directors, one Downtown Commission member, and one member each from the Eugene City Council and Planning Commission. This six-member committee would meet regularly with LTD and City planning staff working on the downtown site selection process. The committee's function would be to monitor the planning process, provide input on the process, and refer interim policy decisions back to their respective organizations if need be.

In a sense, this committee would function much as an LTD Board committee functions. That is, to review the detail of a particular issue, ask for full Board approval if necessary, and, finally, recommend to the LTD Board a course of action. LTD would comprise half of the committee membership, and those three LTD members could meet separately to discuss an LTD position, if needed.

The committee would probably begin functioning in June and continue to December, meeting an average of once a month.

Janet Calvert
Janet Calvert
President, Board of
Directors

JC:MP:js



May 17, 1989

MEMORANDUM

TO: Board of Directors

FROM: Mark Pangborn, Director of
Administrative Services

RE: Lane Regional Air Pollution Authority (LRAPA) Request
for Free Service

As part of a community-wide effort to help the World Veterans' Championships succeed, the Lane Regional Air Pollution Authority (LRAPA) has developed a plan to reduce air pollution during the Championships. This is a multi-faceted program to curtail all forms of air pollution, including industry, field, and slash burning, and automobile emissions. LRAPA's plan to reduce auto emissions is to encourage the community to ride the bus instead of using cars during the 10 days of the Championships.

LTD staff believe this to be an excellent idea which is consistent with the overall role of transit in a community. A major benefit that LTD provides to the community is the ongoing reduction of auto emissions and any special effort to reinforce this message to the community is useful. Moreover, it is rare that LTD can enlist the support of other governmental agencies in sending this message, and such an opportunity for cooperation should not be ignored. Unfortunately, LRAPA's plan could entail a substantial cost to LTD.

LRAPA is proposing that LTD offer free service during the 10 days of the Championships. Using actual receipts for the same period last year and assuming discounts for monthly pass purchasers, staff estimate that LTD would lose between \$30,000 and \$34,000 in farebox revenues. These are revenues that LTD will not receive if service is free for the 10-day period of the games.


Staff Recommendation: After reviewing the above advantages and the disadvantages of this program, listed below, staff recommend that LTD not participate in the program for the following reasons:

1. The loss of \$30,000 is significant. Given the uncertainty of timber-based payroll tax revenues, LTD needs to be conservative in protecting its other non-payroll tax revenue sources.

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2. LTD currently receives revenue from the Lane County Fair for a similar type service. If LTD were to provide free service to the Championships, the County Fair would have a legitimate complaint of not being treated fairly. If LTD were to not charge the County Fair for this year's free service, it would mean the loss of an additional \$18,000 and would potentially establish a pattern for future years.
3. The intent of providing free service is to reduce air pollution by encouraging local residents to not use their cars during the Championships, but use the bus instead. LTD's experience in this area is that local residents tend to use their cars unless there is a disincentive not to, such as taking the bus to the County Fair because traffic is such a hassle; the football or basketball games because parking or traffic is such a problem; Sacred Heart Hospital because parking was removed; or the Oregon Country Fair because of traffic jams, etc. It is unclear to staff that, without a disincentive, local residents will give up their cars in any substantial numbers during the Championships even if service is free.

Staff find themselves in a very difficult position over this issue. The Championships provide an excellent opportunity for LTD to provide a useful service to the community. Unfortunately, the actual cost to the District of providing such a service is substantial, and on balance does not appear to be in the best interests of the community.



Mark Pangborn
Director of Administrative
Services

MP:js

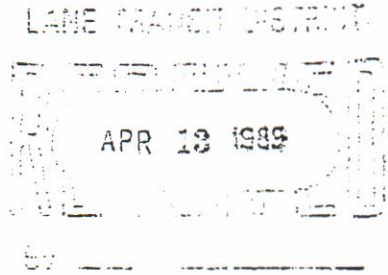
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AIR POLLUTION AUTHORITY

Donald R. Arkell, Director

April 4, 1989



Phyllis Loobey, Gen. Mgr.
Lane Transit District
P.O. Box 2710
Eugene, OR 97402

Dear Ms. ~~Loobey~~ ^{Arkell}:

As you know, Eugene-Springfield will host the VIII World Veterans' Championships this summer, in which over 10,000 visitors and participants are expected to spend nearly two weeks in the local area.

The Lane Regional Air Pollution Authority will be conducting a "Clean Air Campaign" immediately before and during the Championships. All sources of air pollution will be asked to minimize emissions during this period, including local industries, construction and street maintenance projects, field burning and slash burning.

A major component of this clean air effort will be to address the anticipated additional traffic congestion by encouraging local citizens to carpool, bicycle, and ride the bus.

Use of mass transit during this period is perhaps the most direct method by which local residents can participate in our clean air program. In this regard, we are requesting that Lane Transit District provide reduced rate, or ideally, no-cost bus fares during the event, from July 27 through August 6. In so doing, LTD would be significantly heightening public awareness about local air pollution problems and, at the same time, playing a very important role in allowing Eugene-Springfield to put its best "environmental foot forward."

We are also requesting LTD to participate as part of a broad community effort in other clean air promotional events associated with the Championships, such as providing billboard space for advertising clean air, and perhaps working on a local public service announcement that could be broadcast on radio and television stations. A definitive promotion effort has yet to be developed. LRAPA staff will be communicating with your staff to develop ideas.

Thank you for considering our bus fare request. We look forward to working with LTD on this project.

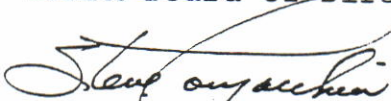
Phyllis Loobey
Page two

Feel free to contact LRAPA staff if you have questions or comments about our clean air plan.

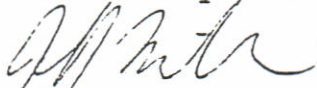
Sincerely,



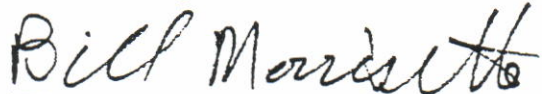
Ellie Dumdi, Chair
LRAPA Board of Directors



Steve Cornacchia, Chair
Lane County Board of Commissioners



Jeff Miller, Mayor
City of Eugene



Bill Morrisette, Mayor
City of Springfield

md



May 17, 1989

MEMORANDUM

TO: Board of Directors

FROM: Peter Brandt, Chairman
Board Salary Committee

RE: General Manager's Salary and Benefits and Contract
Renewal for 1989-90

The Salary Committee met on May 4, 1989, to discuss the employment-related performance of the General Manager from March 1, 1989, through February 28, 1989. The Committee also discussed salary and benefit provisions and contract renewal for the General Manager for the 1989-90 fiscal year.

Committee Recommendation: The Committee recommends approval of the following salary and benefits package for the General Manager for Fiscal Year 1989-90: a 4 percent increase in base salary, for a total base salary of \$57,200; a 4 percent increase in a grant to be used for additional benefits as determined by the General Manager, for a total grant of \$6,032; and continuation of the \$200 monthly automobile allowance. Following is the comparison to current salary and benefit provisions:

	<u>88-89</u>	<u>89-90</u>
Annual Salary	\$55,000	\$57,200
Fringe Benefit Supplement	5,800	6,032
Car Allowance	<u>2,400</u>	<u>2,400</u>
Total	\$63,200	\$65,632

The Committee also recommends that the Board authorize the Board President to sign a contract extending the General Manager's employment through fiscal year 1989-90.

Peter M. Brandt, jr.
Peter M. Brandt
Salary Committee Chairman

PMB:js



May 17, 1989

MEMORANDUM

TO: Board of Directors
FROM: Stefano Viggiano, Planning Administrator
RE: Facility Project Update

Construction

Construction completed during the last month includes:

- Completion of brick work on the maintenance, fuel, and wash buildings;
- Installation of the roof on all four buildings;
- Installation of sheetrock on in the administration building;
- Installation of windows in the administration building; and
- Start of paving of the bus parking lot.

Construction Contract Administration

Staff suggest that the Board move into Executive Session pursuant to ORS 192.660(1)(h), to consult with counsel regarding current litigation or litigation likely to be filed.

A handwritten signature in blue ink, appearing to read 'Stefano Viggiano', is written over a horizontal line.

Stefano Viggiano
Planning Administrator

SV:ms:js

SPECIAL SERVICES REPORT
January - February 1989

<u>Date of Service</u>	<u>Sponsor</u>	<u>Denied/Granted</u>
8/29	Scandinavian Festival (Request for free charter service during Scandinavian Festival in August)	Denied

specserv.jhs

LANE TRANSIT
 COMPARISON OF YEAR-TO-DATE ACTUAL REVENUES AND EXPENDITURES TO BUDGETED
 GENERAL FUND
 FOR THE TEN MONTHS ENDING APRIL 30, 1989 (83.3% OF YEAR COMPLETED)

	YEAR-TO-DATE ACTIVITY	YEAR-TO-DATE BUDGET	VARIANCE	
			FAVORABLE AMOUNT	(UNFAVORABLE) %
REVENUES				
Operating Revenues:				
Passenger Fares	1,466,752	1,406,439	60,313	4.29%
Charters	21,993	19,000	2,993	15.75%
Advertising	60,223	60,750	(528)	-0.87%
Miscellaneous	7,526	2,000	5,526	276.29%
TOTAL OPERATING REVENUES	1,556,494	1,488,189	68,305	4.59%
Non-Operating Revenues:				
Interest	253,258	125,000	128,258	102.61%
Payroll Taxes	4,764,606	4,707,000	57,606	1.22%
Federal Operating Assistance	1,041,400	1,041,000	400	0.00%
State In-Lieu-Of Payroll Taxes	443,152	402,000	41,152	10.24%
State Special Transportation	255,893	271,500	(15,607)	-5.75%
UMTA Planning Grants	24,056	23,500	556	2.37%
Other Operating Assistance	593	2,500	(1,907)	-76.28%
TOTAL NON-OPERATING REVENUES	6,782,958	6,572,500	210,458	3.20%
TOTAL REVENUES	8,339,452	8,060,689	278,763	3.46%
EXPENDITURES				
Administration:				
Personal Services	493,770	504,900	11,130	2.20%
Materials and Supplies	116,747	121,014	4,267	3.53%
Contractual Services	72,647	95,423	22,776	23.87%
Total Administration	683,164	721,337	38,173	5.29%
Marketing and Planning:				
Personal Services	448,033	446,947	(1,086)	-0.24%
Materials and Supplies	143,382	143,662	280	0.19%
Contractual Services	141,120	154,306	13,186	8.55%
Total Marketing and Planning	732,535	744,915	12,380	1.66%
Transportation:				
Personal Services	3,446,820	3,412,370	(34,450)	-1.01%
Materials and Supplies	18,521	20,382	1,861	9.13%
Contractual Services	380,102	374,500	(5,602)	-1.50%
Total Transportation	3,845,443	3,807,252	(38,191)	-1.00%
Maintenance:				
Personal Services	874,396	908,047	33,651	3.71%
Materials and Supplies	769,043	763,608	(5,435)	-0.71%
Contractual Services	157,283	142,412	(14,871)	-10.44%
Total Maintenance	1,800,722	1,814,067	13,345	0.74%
Contingency				
Transfer to Capital Projects	0	0	0	
Transfer to Risk Management	0	0	0	
TOTAL EXPENDITURES	7,061,865	7,087,571	25,706	0.36%
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	1,277,587	973,118	253,057	26.00%

LANE TRANSIT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES
 CAPITAL PROJECTS FUND
 FOR THE TEN MONTHS ENDING APRIL 30, 1989 (83.3% OF YEAR COMPLETED)

	YEAR-TO-DATE	% ACTIVITY	YEARLY BUDGET	BALANCE
RESOURCES				
Beginning Fund Balance	3,245,541	139.20%	2,331,500	914,041
				0
Revenues:				
UMTA Section 3	3,858,351	56.09%	6,879,200	(3,020,849)
UMTA Section 9	477,907	57.74%	827,700	(349,793)
UMTA Section 18	17,520	4.87%	360,000	(342,480)
Federal Highway Admin	0		0	0
State Assistance	721,129	81.95%	880,000	(158,871)
Asset Sale Proceeds	129		0	129
Transfer from Gen'l Fund	0	0.00%	846,700	(846,700)
Capital Grant Income	0		0	0
Total Revenues	5,075,036	51.82%	9,793,600	(4,718,565)
				0
TOTAL RESOURCES	8,320,577	68.62%	12,125,100	(3,804,524)
EXPENDITURES				
				0
Locally Funded:				
	42,980	2.95%	1,454,800	1,411,820
UMTA Funded:				
Planning Administrator	13,923	80.48%	17,300	3,377
Instruction Representative	35,354	84.18%	42,000	6,646
Systems Analyst	15,396	113.20%	13,600	(1,796)
Benefits	12,596	79.72%	15,800	3,204
Computer Software	22,658	157.35%	14,400	(8,258)
Office Equipment	40,210	34.87%	115,300	75,090
Maintenance Equipment	6,882	19.22%	35,800	28,918
Bus Stop Improvements	147,681	29.37%	502,800	355,119
Land & Buildings	5,296,845	69.01%	7,675,500	2,378,655
Buses	0	0.00%	1,890,000	1,890,000
Bus Related Equipment	107,708	41.57%	259,100	151,392
Service Vehicles	0	0.00%	17,000	17,000
Miscellaneous	5,743	9.85%	58,300	52,557
Total UMTA Funded	5,704,996	53.53%	10,656,900	4,951,904
FHWA Funded:				
Bus Stop Improvements	0		0	0
Total FHWA Funded	0		0	0
Contingency	0		0	0
Capital Lease Principal	12,100	90.30%	13,400	1,300
TOTAL EXPENDITURES	5,760,076	47.51%	12,125,100	6,365,024
ENDING FUND BALANCE	2,560,500		0	2,560,500
RESERVE FOR FUTURE CAPITAL EXPENDITURES	882,400		0	(882,400)

LANE TRANSIT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES
 RISK MANAGEMENT FUND
 FOR THE TEN MONTHS ENDING APRIL 30, 1989 (83.3% OF YEAR COMPLETED)

	YEAR-TO-DATE	% ACTIVITY	YEARLY BUDGET	BALANCE
RESOURCES				
Beginning Fund Balance	625,113	103.51%	603,900	(21,213)
Revenues:				
Transfer from Gen'l Fund	0	0.00%	260,700	260,700
Interest	27,599	92.00%	30,000	2,401
Total Revenues	27,599	9.49%	290,700	263,101
TOTAL RESOURCES	652,712	72.96%	894,600	241,888
EXPENDITURES				
Administration	1,515	50.50%	3,000	1,485
Worker's Compensation	199,990	87.52%	228,500	28,510
Liability Program	175,341	26.99%	649,700	474,359
Miscellaneous Insurance	16,681	124.49%	13,400	(3,281)
TOTAL EXPENDITURES	393,526	43.99%	894,600	501,074
ENDING FUND BALANCE	259,186		0	259,186



May 17, 1989

MEMORANDUM

TO: Board of Directors
FROM: Brentt Ramharter, Finance Administrator
RE: Change in Scope of LTD Audit for 1988-89

LTD's cognizant agency, the Department of Transportation (DOT), will require more documentation and testing of administrative controls in this year's audit, according to LTD's external auditors, Coopers & Lybrand. This is based on the recent review of Coopers & Lybrand's audit workpapers by a federal auditor from DOT, who worked for a week in their office. The net effect is that the increased scope of audit work will require more staff time on the part of LTD (possibly two or more weeks), more time spent by LTD's auditors, and more cost to the District (an additional \$640).

The additional time allotted by Coopers & Lybrand may be insufficient to completely satisfy DOT, according to John Joyce with Coopers & Lybrand. However, DOT agreed to review this year's audit after it is completed and discuss it with Coopers & Lybrand. If the District's auditors were to do everything requested of them by the federal auditor, LTD's audit fees would probably double, from \$8,000 to \$16,000 (and the findings in their audit of LTD would most likely not change, according to John Joyce).

This will undoubtedly leave LTD's auditors having to argue with DOT at the end of this year's audit as to how much work needs to be done to satisfy DOT of LTD's compliance with federal guidelines. Staff believe that the District should do the minimum work necessary to satisfy federal audit requirements. Coopers & Lybrand understand this position and agree.

A handwritten signature in blue ink that reads "Brentt Ramharter".

Brentt Ramharter
Finance Administrator

BR:js

attachment

May 8, 1989

Mr. Brentt Ramharter
Finance Administrator
Lane Transit District
P.O. Box 2710
Eugene, Oregon 97402

Dear Brentt:

Enclosed is an engagement letter which continues our arrangement as auditors of the District.

The changes in terms from the prior year are:

- . Professional services increase by \$388.00
- . Expenses increase by \$7.50
- . Additional hours are anticipated to further document and test certain administrative controls; Hours increase by 15 and fee by \$640.50.

As you know, the third item above arose because of a DOT "audit" of our audit workpapers. We incurred the following time dealing with that "audit".

- . Partner 2.75 hours of my time
- . Manager 6.50 hours of Mike's time
- . Supervisor 12.00 hours of Andrea's time

If we can reach agreement on the continuing audit fee schedule in the attached schedule, I do not propose any additional billing to LTD for the above time.

My desire is that we build a long-term mutually beneficial relationship and that the District only pay for service that bring you benefit.

I will be happy to discuss this letter with you at your convenience. Please call if you have any questions.

Very truly yours,


John W. Joyce

JWJ:sm
Attachment