

Public notice was given to *The Register-Guard* for publication on January 11, 1990.

**LANE TRANSIT DISTRICT
REGULAR BOARD MEETING**

January 17, 1990

7:30 p.m.

Municipal Courtroom #1,
Eugene City Hall

A G E N D A

- I. CALL TO ORDER
- II. ROLL CALL
 - Calvert_____ Herzberg_____ Montgomery_____ Parks_____
 - Pusateri_____ Andersen_____ Brandt_____
- 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. First Reading of Fifth Amended Ordinance No. 1, An Ordinance Providing Rules for Meetings of Lane County Mass Transit District
 - C. Election of Officers
- VIII. ITEMS FOR INFORMATION AT THIS MEETING
 - A. Current Activities
 - 1. Eugene Downtown Transit Station Site Selection Committee Update
 - 2. Facility Project Update

3. Move-in/Grand Opening Plan
 4. Holiday Lights Joy Ride Update
 5. Northwest Christian College Prepaid Program
 6. Football Service Update
 7. Bus Purchase Update
 8. Davis Bacon Act Report
 9. Compliments Received by the District
 10. Alert Regarding Federal Legislative Issues
 11. Annual Employee Awards Banquet
 12. February Statewide Board/Commission Meeting
 13. Budget Committee Vacancies
 14. Special Services Report
- B. Monthly Financial Reporting
- IX. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING
- A. Lane Community College Station Relocation
 - B. Customer Complaints/Compliments
 - C. Budget Committee Appointments
- X. ADJOURNMENT

AGENDA NOTES
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IV. BUS RIDER OF THE MONTH:

- A. The November Bus Rider of the Month was Pam Duerst, a bookkeeper, who was described as "bouncy and bubbly," and always happy, no matter what goes wrong. She uses the bus for all work and travel needs, and is very supportive of LTD. She knows where the buses stop, where they don't, and where most regular riders are picked up along the route.

Pam will be invited to attend the January meeting to be introduced to the Board.

- B. The December Bus Rider of the Month was Julie Furtado, who is in her 20's and uses the bus for all travel. The bus operator who nominated Julie described her as being very quiet but gracious and polite, and said she always compliments the drivers. She often carries groceries and does the shopping and cooking for her large family.

Julie will also be invited to attend the January meeting.

- C. The January Bus Rider of the Month is Brian Cunningham, who is 12 years old and uses the bus for recreation and leisure travel. The bus operator who nominated him said that he is a very nice boy, considerate and cooperative, who is interested in the operators and enjoys sharing with them and learning from them.

Brian will attend the meeting to be introduced to the Board and receive his award.

V. EMPLOYEE OF THE MONTH:

- A. The November Employee of the Month was Jose Martinez. He was hired as a full-time Bus Operator on May 15, 1974. At the Awards Banquet in February, Jose will receive his 14-year safe driving award and an award for good attendance (5-8 days absent). He will also be one of only 10 operators to receive the new "10 Years of Correct Schedule Operation" award.

Jose was nominated by bus riders, who said that he always has a smile, is never late, is always ready to help riders get where they want to go, and that he is especially helpful to new riders.

When asked what makes Jose a good employee, Transportation Administrator Bob Hunt mentioned the awards listed above, and said also that Jose is neat in appearance, is courteous and

helpful to customers and his peers, has pride in his work, and is always in control on his bus, but in an unobtrusive way, all of which help build ridership.

Jose has received his award, but will attend the meeting to be introduced to the Board.

- B. The December Employee of the Month was Dennis Potter. Dennis was hired as a part-time bus operator on June 28, 1983, later promoted to full-time, and promoted to System Supervisor on September 6, 1985.

Dennis has served on various District committees, including the Planning Advisory Committee, the Take Care Committee, and the Transportation Administrator Peer Selection Committee, and is known for having a good rapport with his co-workers. According to Mr. Hunt, some of the other reasons that Dennis is a good employee are that he emphasizes teamwork; has excellent attendance; is a steady influence on the radio in times of stress, such as snow service, the World Veterans' Championships, etc.; and has taken a number of workshops to increase his skills.

Dennis will attend the meeting to be introduced to the Board.

- C. The January Employee of the Month is Inside (bus) Cleaner Diane Petersen. Diane was hired as a part-time employee on August 12, 1986, and promoted to full-time on March 22, 1988. At the Employee Awards Banquet, Diane will receive her three-year no-time-loss-accident safety award and an award for excellent attendance (2-4 days absent).

Diane is a valuable employee because she is reliable and responsible, and able to take on additional responsibility when needed. She was described by Maintenance Administrator Ron Berkshire as a dedicated employee with a very good work record. She is an important member of what Maintenance Supervisor George Trauger has called "the best cleaning crew we've had in a long time."

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

VII. ITEMS FOR ACTION AT THIS MEETING

- A. Approval of Minutes: The minutes of the December 11, 1989, special meeting and the December 20, 1989, regular meeting

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are included in the agenda packet for Board review and approval.

B. First Reading of Fifth Amended Ordinance No. 1, An Ordinance Providing Rules for Meetings of Lane County Mass Transit District: 25

Issue Presented: Should the Board approve, after two readings at regular Board meetings at least six days apart, a fifth amendment to Ordinance No. 1 which changes the meeting location to the District's new Glenwood facility and brings other language in compliance with state statute?

Background: Ordinance No. 1 is the ordinance which details the rules for the Board of Directors to follow in holding meetings. Fifth Amended Ordinance No. 1 would change the meeting location for regularly-scheduled Board of Directors meetings from the Eugene City Hall to the new LTD Board Room in Glenwood. In addition to the location change, the District's legal counsel has made some changes in the ordinance which would be considered "housekeeping" changes, in order to insure compliance with Oregon law. Those additions and changes are shown in the text of the ordinance for easy reference. A letter from District Counsel explains the changes in further detail.

At the meeting, the Board can vote to read the ordinance by title only. Staff will provide additional copies of the ordinance for anyone in the audience who desires a copy.

Staff Recommendation: That the Board vote to read the ordinance by title only, and then hold the first reading of the amended Ordinance.

Title for Reading: Fifth Amended Ordinance No. 1, An Ordinance Providing Rules for Meetings of Lane County Mass Transit District.

Results of Recommended Action: The second reading and adoption of the ordinance will be scheduled for the February Board meeting. The ordinance will take effect 30 days after adoption, in time to allow the March meeting to be held at the new facility.

C. Election of Officers:

Background: In accordance with ORS 267.120(1), the Board of directors must elect from among its members, by majority

vote, a president, vice president, secretary, and treasurer, to serve two-year terms. The terms of the current Board officers expired at the first of the year. The current officers are Janet Calvert, President; Keith Parks, Vice President; Tom Andersen, Secretary; and Peter Brandt, Treasurer. Elections were delayed until January in order to know which of the four Board members whose terms expired in December would be reappointed by the Governor for additional four-year terms.

Staff Recommendation: That the Board elect officers to fill two-year terms, beginning January 1990.

VIII. ITEMS FOR INFORMATION AT THIS MEETING

A. Current Activities:

1. Eugene Downtown Transit Station Site Selection Committee Update: A memorandum in the agenda packet discusses the most recent action of the Downtown Transit Station Site Selection Committee, and outlines actions to be taken in the next few months. An update will be included in the agenda packet each month. Board action on a final recommendation is not expected to occur until the fall of 1990. 37
2. 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. 38
3. Move-in/Grand Opening Plan: An outline of the Facility Promotion Plan for the Grand Opening of the new facility is included in the agenda packet for the Board's information. Suggestions for Board involvement in the Grand Opening events have been proposed in the plan. Marketing Representative Angie Sifuentez will present the plan at the meeting and answer any questions the Board may have. 39
4. Holiday Lights Joy Ride Update: Included in the agenda packet is a staff memorandum which discusses the success of the 1989 bus tours to see local residential holiday lighting. Sponsorships, expenses and revenues, and plans for next year's event are also discussed. 45
5. Northwest Christian College Prepaid Program: A staff memorandum in the agenda packet discusses the implemen- 47

- tation of a prepaid pass program for NCC students, faculty, and staff.
6. **Football Service Update:** Shuttle service to the University of Oregon home football games was very successful again this year. Included in the agenda packet is a memorandum which discusses ridership, the change in the fare, and ridership trends since 1984. 48
 7. **Bus Purchase Update:** Included in the agenda packet is a memorandum which explains a delay in UMTA's consideration of the District's request for Section 3 funding for new transit coaches, and the effect of that delay. The memorandum also discusses the reasons that LTD received only one bid for the manufacture of the new buses. At the meeting, Mark Pangborn will be available to answer any questions the Board may have. 50
 8. **Davis Bacon Act Report:** At an earlier meeting, the question of how transit districts check to be sure contractors are paying the prevailing wage to their employees was asked. Staff have been researching this question and will report to the Board at the meeting.
 9. **Compliments Received by the District:** Included in the agenda packet is a copy of a special edition of "Happenings," an internal publication, filled with compliments received about LTD employees. Also included is a letter from Dave Kleger, a bus rider who has been invaluable to LTD in discussions about accessible service issues. In the letter, Dave discusses changes in traffic and ridership patterns, compliments LTD bus operators on their abilities under difficult conditions, and compliments the LTD team as a whole. 51
 10. **Alert Regarding Federal Legislative Issues:** Included in the Board packet is a recent issue of the *Washington Letter on Transportation* which includes a status report on several issues which have the potential of impacting transit in this country. Of particular concern will be the reauthorization of the Surface Transportation Act, the reauthorization of the Clean Air Act, and SB 933, the Americans with Disabilities Act, which was discussed with the Board in December. 54
 11. **Annual Employee Awards Banquet:** The District's annual Employee Awards Banquet will be held on Saturday, February 10, 1990, at the Angus Restaurant on Franklin 60

Boulevard, beginning with a no-host social hour at 6:30 p.m. Dinner will be served at 7:30 p.m., and the presentation of awards will begin at 8:30 p.m. All Board members and their guests are invited to attend and help honor the achievements of LTD's employees. Please mark this date on your calendars, and let Jo Sullivan know if you will be able to attend.

12. **February Statewide Board/Commission Meeting:** On February 13, 1990, in Portland, Governor Goldschmidt will hold a meeting for all governor's appointees. The governor's staff has asked that Board members set aside this date and plan to attend. When additional information is received, it will be distributed to the Board. Jo Sullivan will arrange a car pool for anyone interested in attending. 61
13. **Budget Committee Vacancies:** Budget Committee members are nominated and approved by the Board members and service for three-year terms. There are presently three vacancies on the Budget Committee. The terms of Donna Fuess, appointed by Rich Smith, Roger Smith, appointed by Keith Parks; and John Watkinson, appointed by Dean Runyan, expired on January 1, 1990. At the meeting, staff will discuss with the Board who will be responsible for nominations to fill these three positions before Budget Committee deliberations begin this spring.
14. **Special Services Report:** As a result of Board discussion about special services requested by persons and agencies in the community, a list of requests (approved and denied) is included in the agenda packet each month. However, no requests were received since the last report.

B. Monthly Financial Reporting:

1. Quarterly Recap of Division Expenditures 62
2. Comparison of Year-to-date Actual Revenues and Expenditures to Budgeted (General Fund) 63
3. Comparison of Budgeted and Actual Revenues and Expenditures
(a) Capital Projects Fund 64
(b) Risk Management Fund 65

IX. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

- A. Lane Community College Station Relocation: At the February meeting, the Board will be asked to make a decision regarding the relocation of the LCC Transit Station.
- B. Customer Complaints/Compliments: A presentation explaining how customer complaints and compliments are received and handled will be made at the February Board meeting.
- C. Budget Committee Appointments: Nominations for three vacancies on the LTD Budget Committee will be made at the February or March Board meeting.

X. ADJOURNMENT

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL MEETING

Monday, December 11, 1989

Pursuant to notice given to *The Register-Guard* for publication on December 7, 1989, and distributed to persons on the mailing list of the District, a special meeting of the Board of Directors of the Lane Transit District was held on Monday, December 11, 1989, at 6:00 p.m. in the LTD Conference Room at 1938 West 8th Avenue, Eugene.

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

Absent: Herbert Herzberg
Keith Parks, Vice President
Gus Pusateri

CALL TO ORDER: Ms Calvert called the meeting to order at 6:10 p.m. Mr. Andersen was not yet present.

INTRODUCTION OF NEW PURCHASING AGENT: Ms. Loobey introduced the District's new Purchasing Agent, Jeanette Tentinger, who had been promoted from Accounting Clerk.

MOTION **MEETING OF THE LTD CONTRACT REVIEW BOARD:** It was moved, seconded, and unanimously approved that a meeting of the LTD Contract Review Board be called to order. Ms. Loobey explained that this meeting was necessary in order to bring current Contract Review Board Rules in compliance with changes in state and federal legislation, and to streamline the language in the Rules and eliminate unnecessary language. She introduced Randall Bryson of Bryson & Bryson, District Counsel. Ms. Tentinger called the Contract Review Board's attention to Section 3 of the revised LTD/CRB Rules, which would allow the District to use a negotiated procurement process in certain cases. This process would allow the purchase of buses based on other criteria rather than on purchase price only. Mr. Brandt asked if Section 3 referred only to rolling stock. Mr. Bryson replied that it did. Ms. Calvert asked if this process could have been used for construction of the new facility. Mark Pangborn, Director of Administrative Services, replied that federal regulations allow this process to be used only for the procurement of buses. Mr. Brandt asked if this was a new policy, to which Ms. Tentinger replied that it had been enacted after the District last purchased buses.

Mr. Bryson stated that allowing negotiated procurement was a little more flexible and theoretically could save money. He added that, apparently, more

and more transit districts are using this process to purchase buses. Mr. Brandt asked if, using this policy, a transit district could accept a higher bid as long as other factors are better in a particular situation. Ms. Tentinger said that was correct. Mr. Pangborn used an example of including criteria for the future. He explained that LTD has to keep an inventory of parts for the buses, so the District has placed value on having buses with similar components because of training and carrying costs.

Ms. Tentinger identified other changes recommended for the LTD Contract Review Board Rules. Section 32 was changed in response to a change in the Oregon Revised Statutes, which requires written findings each time exemptions to the rules are adopted. Mr. Bryson explained that in the past, the CRB made the findings, but now it is up to the District to present findings to the CRB for its approval or disapproval. He stated that this is a technical change in the way the Contract Review Board Rules are adopted or amended. Ms. Tentinger stated that the staff memorandum given to the Contract Review Board members states the District's findings regarding why some of the Rules should be changed.

Mr. Brandt asked if all the changes had been explained in the letter. Ms. Tentinger replied that they had. She said a qualifying paragraph had been added, stating that the District will not allow contracts totalling more than \$40,000 to any one contractor during each year without going through a formal bid process, although the formal bid process does not need to be followed for purchases under \$25,000. The same thing is true for purchases under \$500; for an aggregate of more than \$1,000 in a year, the District needs three quotes to award to any one contractor. She added that some language had been simplified in the proposed Rules, and other changes were made to bring the District's Contract Review Board Rules in compliance with federal regulations. Mr. Bryson said that the District could create more stringent policies, but not less. For instance, he said, Tri-Met uses a \$10,000 limit for competitive bidding, but based on Bryson & Bryson's opinion that the federal limit of \$25,000 is reasonable, LTD had been using the higher limit. Ms. Calvert asked if this meant that verbal quotes are taken for purchases under that amount. Ms. Tentinger said that was correct, without a formal invitation to bid.

Section 7 of the CRB Rules deals with the sale of surplus property, and will clarify the process the District has been following in order to conform with state regulations.

Section 51, Awarding of Contracts, allows the District to refuse to award to the lowest bidder if it is in the public interest to reject all bids. Mr. Bryson said LTD had always included that language in its contracts, but the language in the CRB Rules was a little misleading, so it had been included in Section 51.

Section 52 pertains to requirements for particular goods or services. Ms. Tentinger explained that in the past, District contracts were limited to a contract period of three years, but Section 52 had been changed to allow up to a five-year maximum. This allows the District to take advantage of service contracts, as with the attorney and engineers, who are familiar with the

District's practices. She added that the District could choose to not renew at any year within the contract period.

Mr. Montgomery asked if the changes were found in Mr. Bryson's letter. Ms. Tentinger said that the changes were in the letter, and the attached CRB Rules also included the proposed changes.

MOTION
NOTE After Mr. Andersen's arrival, Mr. Brandt moved that the LTD Contract Review Board accept staff's findings and amend the Contract Review Board Rules to comply with federal law. Mr. Montgomery seconded the motion, which then carried by unanimous vote.

MOTION
NOTE **RETURN TO REGULAR SESSION:** It was moved, seconded, and unanimously approved that the meeting of the LTD Contract Review Board be adjourned and that the LTD Board of Directors return to regular session.

MID-YEAR BUDGET REVIEW: Mr. Pangborn discussed the District's budget as of October 30, 1989. He explained the revenues and expenditures and the status of each budget category. In discussing the District's expenses, he stated that much of the Marketing budget is front-end loaded; for example, the Riders Digests and system maps are printed and mailed in September. Transportation's expenditures were very close to budgeted, at 32 percent for the year. Maintenance had a positive variance, at 28 percent expended for the year, due to savings in fuel in the Materials & Supplies category. Mr. Pangborn estimated that this category would be under budget between \$50,000 and \$100,000.

None of the contingency budget of \$200,000 had yet been spent, but \$125,000 of the transfer to capital fund had been expended so far, as the 20-year lease payment to Valley River Center for the VRC Transit Station.

Mr. Pangborn said that the interesting part of the budget that year was in payroll tax collections. He explained that payroll taxes were 2 percent below projections, but it was more significant than it sounded because of the way payroll taxes are collected. In the last four years, FY 85-86 through FY 88-89, payroll taxes had increased 4 percent, 6.3 percent, 7.2 percent, and 9.7 percent. However, a change had occurred between the third and fourth quarter. Mr. Pangborn stated that these quarters showed positive growth in the first three years, but last year decreased substantially, from \$1,978,000 to \$1,476,798. When the budget for the following fiscal year is proposed, he said, staff, the Budget Committee, and the Board have only the first three quarters' revenues upon which to base estimates for the following year. Receipts for the fourth quarter of the current year are projected, and the next year's budget is based on those projections. It was projected that the District would receive \$1,539,248 in payroll tax receipts in the fourth quarter of FY 88-89; however, actual revenues for that quarter were \$1,426,000, a 2 percent decrease. This meant that the District began the new fiscal year with a lower base than expected.

This year, payroll tax receipts were budgeted at \$6,541,000 for the year, at a projected 8 percent increase for the year. This means that, in order to balance the payroll tax category for the year, payroll tax receipts would actually have to increase 10.2 percent to make up for the unforeseen decrease in

the fourth quarter of 1988-89. However, the increase for the first two quarters of FY 89-90 was only 6.6 percent, or \$53,562 less than projected. Mr. Pangborn said that projections for employment are that it will "cool off." If so, it is expected that LTD will run an estimated \$148,673 deficit in payroll taxes. This "cooling off" of the economy will also have an impact on future year's payroll tax projections.

Ms. Calvert asked what caused this lack of income. Mr. Pangborn said that, as far as staff could tell, it appeared to be in the wood products industry and smaller businesses. In the long run, he said, he was not sure this particular variance was going to affect the District much one way or another, partly because it is anticipated that LTD will receive an additional \$150,000 in interest earnings in other areas. However, the District will need to make some hard decisions about what to anticipate in terms of payroll tax growth for next year. In February, when staff have more information, staff will discuss with the Board what this means in terms of the budget and other revenue options, such as the battery and tire tax proposed in the last legislative session, a self-employment tax, an increase in payroll taxes, etc.

The Board took a short break at this time, and Board members had their pictures taken for future use.

AMERICANS WITH DISABILITIES ACT: Ms. Loobey explained proposed federal legislation, the Americans With Disabilities Act, or SB933, and what adoption of the legislation would mean for transit districts. She said that staff basically supported the legislation, except in one key area. She explained that language in the bill would require mass transit operators to provide fixed-route accessible service and comparable levels of paratransit service. She referred to a memorandum in the agenda packet which explained the District's concerns in detail. Ms. Loobey said she had talked with Congressman DeFazio and that he understood her concerns but didn't know if anyone could stop the legislation at that point. She said discussions on the legislation had slowed down somewhat since then, but would be heating up again in the near future.

STRATEGIC PLANNING SESSION: Ms. Loobey explained that staff had recently begun looking farther into the future, five years instead of three, for finance, planning, operations, and marketing. The further this planning process goes, she said, staff need identification of where the District is going and what it will need to do to get there. She said that staff had been discussing issues and changes in the local environment that might influence the District. For instance, one problem projected for the future is that of finding qualified members of the work force, which may mean that employers will have to do more training than they have had to do in the past.

Ms. Loobey stated that it is very important for the Board to be part of this planning process. She said that staff have their own perspective, but need to hear from the Board members what they think is important. In an examination of what staff believe will be the District's various areas of emphasis in the next five years, it became clear that staff desire to have greater input from the Board and greater Board involvement, because the District seems to win when

that happens. For example, she said, she believed confidently that the District was going to "win" with the downtown station process.

Ms. Loobey explained that staff had spent two days learning about the strategic planning process and two days since then working to determine the target areas for staff and Board action in the next five years, and to collapse those target areas somewhat. Now she said, staff would like Board input and advice to be sure staff are on the right track.

Mr. Pangborn said that one goal of the staff process had been to better integrate the division plans. In the past, he said, divisions projected a different number of years into the future, for different reasons. Now staff were looking at a longer time frame to be sure the divisions' projects and actions were supporting each other. Another goal of staff was to bring the Board in on the process earlier than in past, when Board members were involved with the annual goal-setting process. The process so far involved brainstorming, and the target areas had not yet been refined.

Staff had developed a list of 13 major target areas. Mr. Pangborn said he hoped to discuss the top six and their subcategories with the Board that evening. He stated that staff sometimes have a propensity to "bite off more than they could chew," so they looked at six which had received the most staff votes to see what could be accomplished in the next five years. The 13 areas were not listed in any priority order.

(1) Expand Service to Meet Demands: Mr. Pangborn stated that last year the Board had approved a plan that said service would grow 2 percent per year. However, partly due to the University of Oregon prepaid program, ridership was growing more than 2 percent per year. Additionally, there are other new developments in town which need to be studied to see if ridership demand is there.

(2) Improve System Reliability: The 15 percent increase in ridership this past year, and a new type of service offered, are beginning to degrade the District's ability to provide reliable service, and staff believe this situation needs to be considered carefully.

(3) Improve Employee Development: This category refers partly to the projected change in the work force and need for additional training, as well as to the District's emphasis on providing excellent service as a service agency.

(4) Improve Political Support of Transit: Mr. Pangborn said that, to a degree, LTD does have the support of other political players in this community, as seen in the downtown station and VRC station processes, which he called two real indicators of the District's success in this area. In the future, however, the Urban Mass Transportation Administration (UMTA) monies may come to the state as a group to be spent on either roads or transit. Tri-Met in Portland already has the kind of support needed to assure funding for transit, but LTD may not have that yet.

(5) Increase System Security: Staff have been receiving anecdotal reports that people do not ride the bus because they do not feel safe. Staff would like to find out what the issues are and how to address them.

(6) Improve Organizational Development: Staff are interested in ensuring that as the District grows, good decisions are made.

Mr. Pangborn said that the other seven categories are not as critical, from staff's perspective. They are:

(7) Improve Passenger Facilities; for example, evaluating and improving operational and passenger facilities maintenance, bus stop improvements at the UO and LCC, or the addition of more passenger shelters.

(8) Expand Prepaid Program, possibly to LCC, the City of Eugene, private businesses, or for K-12 school services.

(9) Improve LTD Capacity to Increase Productivity: This could be done by assessing driver productivity limits, establishing what is expected of driver/passenger interactions, or examining productivity/service standards and operating procedures.

(10) Improve Customer Information/Assistance Program, or helping the customers understand how to ride.

(11) Increase General Ridership, which might be done through general advertising, targeting commuter markets, or targeting other special markets, such as seniors, teenagers, or special services.

(12) Internal Security, which would include determination of the actual security needs of employees, operations, and revenue control.

(13) Improve Response to Special Services: Services such as the Lane County Fair, football and basketball shuttles, and the new holiday lights tour are a way for the District to provide service to a part of the community that does not normally ride the bus.

(14) Improve Ridership Retention Programs: Studies indicate that 30 to 50 percent of all riders turn over annually. Staff are interested in finding out why they ride one year and not the next, and how to retain them as riders.

(13) Increase Elderly and Handicapped (E&H) Services: This might include creation of long-range plans, District response to the Americans with Disabilities Act, or an increase in funding for the consortium.

Mr. Pangborn said that the first category, Expand Service to Meet Demand, would entail an evaluation of new service opportunities and expansion of the prepaid program. He said that the University of Oregon (UO) prepaid program had been the single most successful program to meet a pressing community need for transportation and have a positive response. The UO, both students and faculty/staff, support the service and use it to capacity and beyond. The City of Eugene

is surveying its employees to see if they want to join the prepaid program. The District needs to decide how far to take this program and under what kinds of financial arrangements. Expanding service to meet demand could also entail increasing the hours that the Customer Service Center (CSC) stays open, to respond to the current problem of not being able to obtain information when the buses are running but the CSC is closed. Questions to answer are whether the telephone information system should be automated or handled by increased staffing, and whether keeping the CSC open is important in terms of security for the customers.

Mr. Pangborn said that the Board and Budget Committee will have to struggle with questions such as what happens to the payroll tax; should a self-employment tax be enacted; and should transit work for a tire and battery tax, which was barely defeated in the last legislative session?

Ms. Calvert stated that this is combined with the problem that LTD's federal tax dollars, both capital and operating, are decreasing. She added that the District may not have to take any action if federal money is received at the same rate. Mr. Pangborn agreed; however, he said, a change in the national agenda is to change from an 80/20 match to a 50/50 match for capital funding.

Mr. Andersen said he was definitely in favor of the prepaid program. He thought this kind of program was a benefit for any group, public or private, and that one reason to offer prepaid service is to overcome people's fears, and have them tell others about the service. He wondered what would happen with the butterfly lot parking downtown if that lot is chosen for the new downtown transit station, and said that a prepaid program would benefit the County in this situation.

Mr. Andersen said that in many cases the District was creating the demand for service through its marketing efforts rather than just responding to demand; it seemed to him that this was a goal and that the District could not drop those marketing efforts. Rather, he said, LTD needed to keep pushing at both ends. Mr. Pangborn agreed that service and ridership progress do not happen independently; for instance, the demand at the University of Oregon enabled the District to have more bus parking there, for which staff had been asking for a number of years.

In discussing the target area of improving system reliability, Mr. Pangborn said that LTD had reached a pressure point in system reliability that staff believe they need to respond to. One way to help improve system reliability would be to increase supervisor field and response time. Currently, the field supervisors are spending too much time with office work rather than interacting with customers and bus operators. A related long-term issue, then, is who will take care of the work in the office to allow increased time in the field. Another component of system reliability is maintaining adequate fleet size and age; staff recommend an average age of eight years and a spares ratio of 17 percent. Currently, LTD has a nine to ten percent spares ratio, including the non-accessible Tri-Met buses which the District had to purchase for emergency use. It takes two to three years to buy buses, so a long-term planning process is vital in terms of LTD's ability to expand service.

Staff also suggested investigating operating procedures to see if system reliability can be improved. For instance, headways, or the time between buses on routes, are generally one-half hour. However, traffic differs throughout the day, and affects the customers' perceptions about reliability. Better coordination with other agencies regarding detours, parades, construction, accidents, etc., would help LTD plan more reliable service during those disruptions. Other suggestions from staff were to improve communications to the customers; analyze road calls; and increase appearance standards (cleanliness, body repairs, etc.), because of the effect those may have on people who choose whether or not to ride the bus.

Ms. Calvert commented that more people are riding the buses and there is more stress on the drivers. Increased traffic downtown also makes it more difficult for buses to travel around town. Mr. Pangborn said that someone had suggested educating the public about letting buses back into traffic, in order to help the buses remain on schedule and, therefore, be more reliable.

Mr. Pangborn then discussed the proposed emphasis area of improving employee development. One way to accomplish this would be to assess the organization's skills and needs and develop training plans. He said that drivers have less time to answer questions than they did in the past, and they have a higher stress level because of that. Stress training, better ways to learn and give information, or basic skills training when people are hired are examples of how to respond to this problem.

Tim Dallas, Director of Operations, commented on the changing work force, saying that by the year 2000, the quality of employee that the District is able to attract may decrease.

Other suggestions are to centralize training, which is now handled by each division administrator; increase or improve supervisory training; and provide more opportunities to cross-train staff, which benefits both the employee who can learn another part of the job and the employee who is then able to attend meetings or take time off, etc., knowing that the job will be done correctly. Staff had also suggested expanding specialized assignments, such as having bus operators assess the safety and other concerns regarding bus stop placement; creating a training advisory committee; creating career paths for employees; and assess the value of the Disney training program for LTD's customer service emphasis. In other words, Mr. Pangborn said, this category deals with the ability to provide the best human resources to support increased service and reliability.

Another emphasis area suggested by staff was improving political support of transit. One component of this category is better interagency staff contacts and coordination, as is happening now with the Downtown Station Site Selection Committee, which is actually advocating for transit. Another component suggested was to have more Board involvement in community transit issues, or a higher profile for the Board. Board members might be involved in a speaking circuit or with other decision-making groups in the community. Staff could also increase their involvement in community groups, which has had a substantial impact in the past, especially when staff are present to answer concerns about transit.

Another way in which LTD could improve political support of transit would be to improve the credibility of the TransPlan, especially regarding the modal split. Staff had also suggested a transit riders' advisory committee, since there currently is no real advocate for transit among users in the community.

Mr. Andersen said that this seems to be the only area that indicated direct Board involvement at other than the oversight level. He agreed that, at least for the form of things, it looks good to have an advisory committee; sometimes recommendations are pigeon-holed, but at least the recommendations were made. He used the example of the Downtown Station Site Selection Committee, and thought that if the goals were realistic, the committee and agency would work toward those goals. He added that he was willing to speak to anyone on behalf of LTD.

Ms. Calvert thought it might be good for the transit district to initiate a change in the modal split recommended in the TransPlan, to say what modal split LTD could reach, and ask for cooperation in meeting that goal.

Ms. Loobey stated that City Councilor Rob Bennett, who is also on the Downtown Station Site Selection Committee, had told her that the City Council said the infrastructure and transit improvements are high on their agenda. She had told Mr. Bennett that there had never been a letter from the City Council outlining an assignment for the LTD Board, to work for a collaborative process. He had suggested that Ms. Loobey try to get the City Council and LTD Board together for a meeting.

Mr. Andersen said that the LTD Board is a low-profile board; no one knows he is on it unless he tells them. A lot of people active in the community do not know there is a Board focus, or in fact that there is a Board. There has not been a lot of controversy surrounding Board discussions, so LTD issues do not generate a lot of press. Ms. Calvert suggested letting the community know when there is a change in the Board's membership. Mr. Andersen suggested making sure the newspapers had a picture in addition to the Governor's announcement.

Mr. Pangborn next discussed the emphasis area of increasing system security. Staff thought the District should assess customer security to find out if it is real or perceptual. This issue is growing at Tri-Met and other systems, so it is not too soon to address it at LTD, especially in a public relations sense. Mr. Pangborn said there is a growing concern about the profanity used by kids on the buses, which Mr. Andersen said his children had talked about as being done by "older kids." Ms. Calvert said that LTD's riders are often young, poor, or older. As one way to respond to concerns about "the kind of people who ride the bus," Mr. Pangborn said, staff had suggested that LTD should promote cultural diversity, because sometimes people are uncomfortable with people who are not like they are. Mr. Andersen thought the buses had a greater cultural mix than in a cross-section of Eugene. Mr. Dallas gave an example of a developmentally disabled rider who helped a driver who was being assaulted. This incident, he said, resulted in a very positive response from the drivers toward the developmentally disabled person.

Other issues in system security are the need to assess bus operators' security needs; to assess fare evasion by customers, to determine if this is a

significant problem and how much it would cost to try to combat the equity issue; and to ensure that more supervisor time is spent in the field, and that the supervisors are properly trained to handle customer confrontations, etc.

Improving organizational development could include the creation of a plan (through a management audit, employee survey, or peer group review, for instance); evaluation and improvement of internal communications with employees (whether staff are receiving the feedback they need in order to offer reliable service, etc.); the formation of a labor/management committee; assessment of employee input into the decision process; improvement of the records management system; or an increase in Board training and decision review. Mr. Pangborn stated that sometimes staff take issues to the Board that staff have worked on for months, and the Board is given a memorandum and asked to make a decision. Staff would like to know if the Board members feel comfortable with this process in terms of training or the information they receive. Would Board members need to know more about the District to be more politically involved? Ms. Loobey mentioned the Board training offered by the American Public Transit Association (APTA) and other agencies. She said the Board could decide that new Board members would attend APTA training, for the reasons that Ms. Calvert found her experience useful and productive. Or Board members could attend the APTA Western Conference, at which some Board training is also offered. Ms. Calvert said she had attended both, and found the Governing Board training to be most useful. She said there are other opportunities with professional organizations for training for policy-making bodies. Mr. Pangborn commented that in Oregon, most Boards are similar to LTD in terms of involvement, but it is much different in other parts of the country. He asked the Board members what better training staff could provide for them.

Board Discussion: Mr. Dallas said this plan looks like a very ambitious plan because it is looking five years into the future. Mr. Pangborn and Ms. Loobey asked the Board to consider what on the list should be done in the next five years, and what might not be on the list that the Board would like to have done.

Mr. Brandt said one item was missing, that of fiscal responsibility, especially a commitment to work on and improve the dollars that come to the system from the use of the system. More important than political support, he said, is taxpayer support; they pay 80 percent of the bill and should receive an important emphasis in the five-year plan; possibly in a separate category from political support.

Mr. Brandt said also that he would almost rather have a goal to expand the demand to meet the service; that maybe the District should get more riders before service is expanded. As a minor point, he said, he did not like the idea of more advisory committees, especially for riders. He thought it would work against, rather than for, LTD. He said staff were trying to do what is good for everybody, but should really concentrate on what is good for the District. Advisory committees, he said, could come up with ideas that LTD isn't going to be able to address, which would frustrate the members of the committee. He thought it seemed like another layer of bureaucracy, but if staff wanted to do it to increase support, maybe it would be appropriate.

Ms. Calvert commented that she did not ride the buses regularly, but that it would be interesting to get on one of the more crowded routes, especially one that is over capacity. She wondered how you design a system to address those problems, especially when there is an unevenness of demand. Mr. Pangborn said he thought staff were receiving enough feedback from bus operators and statistics to show that the District is pushing system capacity. There are standing loads during rush hour in many cases. There is increased productivity during off-peak hours, and rides per hour increased considerably last year.

Mr. Brandt thought the District should assess the prepaid plan carefully, because it makes LTD very vulnerable. If a disgruntled group decided not to implement the service in future years after buses had been purchased to provide the service, it would be like putting all the District's eggs in one basket. He said the prepaid service was obviously successful, and the right place to be successful with that program was at the UO. Mr. Pangborn said that LTD had saturated LCC with student passes, and sales go up and down with enrollment. Mr. Brandt cautioned that non-users who pay for a prepaid plan could have it stopped and the District could lose that program overnight. He said the support for the program at the UO could change after the new parking garage is built. Mr. Pangborn said part of that process goes back to political support for transit and the improved credibility of the TransPlan, especially as related to parking, zoning, parking fees, etc. It has been suggested that the City code be changed to allow prepaid passes instead of parking spaces.

Mr. Brandt said that some of the emphasis areas talk a lot about getting better and improving, but he got the impression they were talking about getting bigger. Ms. Loobey said she thought staff's focus was to be prepared and anticipate what the future will be, and to direct that future where they are able. She said there would be a lot of changes in the economy, the work force, environmental concerns, etc., and that staff were not simply saying they want to get bigger, but to get better at what they do and be more proactive in anticipating the future.

Ms. Loobey stated that the TransPlan modal split was really set by someone else. Local units of government ignore it and then ask why LTD has that high of a modal split. Mr. Brandt stated that too many people in downtown Eugene are spending the taxpayers' dollars because someone said they should, but that the plan should draw on the strengths of people who know what is going on.

Mr. Brandt also said he was disappointed in what he saw as an unbelievable waste of time in the approach in how staff are going to get the answer to the downtown station site selection. He was interested in knowing how much time staff spent, for which the people of Eugene receive nothing. Ms. Calvert commented that taking risks does not always come out how you want it to. She said it was important not to get into the syndrome of not taking risks because of that. She said she thought the District was very efficient and spent time efficiently. Ms. Loobey added that LTD only has to worry about one aspect of public service, rather than many aspects under one agency.

Mr. Andersen said he would say the top six categories should remain the top six, because many in numbers seven through thirteen actually further broke down the top six. He said he saw three groups within the top six: employee development and organizational development; system reliability and security; and political support and expansion of service. He said that if the District did numbers one and two, number three would follow.

Ms. Loobey commented that service growth at 2 percent per year, as set by Board policy, did not happen, and the District did not have the capacity for a 15 percent growth in ridership. The goal to expand service to meet demand was not there because staff want LTD to get bigger, but rather so the Board would review the policy statement and look at the implications. If the policy remains at 2 percent growth per year, the District will have a problem with expanding the prepaid program to the whole City of Eugene, for instance. Mr. Montgomery added that if service is expanded to meet demand, and the demand is also expected to increase, it will drag along all the rest of the categories by necessity, because those first two could not be accomplished without the others. Ms. Loobey agreed that the goals were all interrelated, and that none could be a discrete activity. She said staff were talking about areas of emphasis and what they were being careful about and anticipating change in, both externally and within the District. In response to Mr. Brandt's concerns, Mr. Dallas added that growth is coming, and staff wanted to achieve well-managed growth. He said there was a higher realization at the staff level that all these activities were interrelated, and that all division action plans would reflect tasks which would complete these activities. He added that the organization was trying to get better coordinated and integrated in terms of what will come in the future.

Mr. Dallas stated that ridership levels are increasing 4 to 6 percent a year, even without the UO riders. The concept staff had in the past is that more productivity is better. Now, he said, staff are beginning to discover that some levels of productivity have a maximum. Schedules are tight, and the District is becoming unable to meet the needs of the number of riders per hour in the system during the day. Mr. Brandt said he would like to see a video of standing-room only crowds. Mr. Montgomery said that could probably be found on the Springfield run from the UO at 3:30 p.m.

Mr. Pangborn said that another problem in addition to standing loads on the buses is that of meeting the schedule. For instance, if a bus now has to stop at least at every other stop, and needs to deploy the lift for a customer in a wheelchair, that bus will come in to the transfer point late and people will miss their transfers. This means that they will have to wait another half-hour for the next bus, which may make them evaluate their ability or desire to ride the bus. He said the District may have to add extra time to routes, which would cost money, just to make the routes reliable, and could mean that service would not be added to community. Mr. Dallas added that other related issues are driver and supervisor training to deal with these problems, as well as changing community expectations. He said that peoples' expectations in the community are different, and the District needs to know just what those expectations are; e.g., what level of service they want; if they want time for the driver to answer questions; if standing room only is okay; etc. Ms. Calvert commented that visitors to the community usually compliment LTD's drivers' courteousness because

they do not get the same kind of treatment elsewhere. Mr. Montgomery was concerned that the increased stress levels might mean LTD would lose drivers.

Mr. Pangborn said that staff would put this information in written format for the Board. Mr. Brandt said he would like to see updated demographic studies, especially regarding community growth, and wondered whose studies LTD used. Mr. Pangborn said LTD used Portland State Urban studies, through the Lane Council of Governments, which is the information all agencies are using. Mr. Brandt said that seeing those studies would put things in better perspective for him. Ms. Loobey commented that more than just population growth is involved. For instance, enrollment at the UO is down, but there are more riders, so the saturation is better. Mr. Pangborn added that Marketing put a lot of effort into marketing the system this year, and included marketing to students in the dormitories for the first time. Also, this year's freshmen came to school with the prepaid program in place.

Regarding special promotions, Ms. Calvert said she thought the District should continue the summer programs for kids and others to keep training riders, and to keep ridership up during the summer. Mr. Andersen asked about an orientation program for high school students considering the UO, focusing on the mobility offered by the system. Ed Bergeron, Marketing Administrator, explained that this year Marketing worked closely with the UO for student orientation; mailings were sent to incoming students and separately to their parents. He said the District was not able to do this the first year of the prepaid program, but added it last summer. He added that the UO has been very supportive of LTD's efforts. Mr. Pangborn said that, with the success and continuation of the service, it is possible that future UO decisions regarding parking or student housing on campus will be made with a long-term commitment to transit, as well as ongoing financial support. Mr. Montgomery commented that he had heard positive comments from students, and that the District's response has been good when students plan activities.

Mr. Brandt said he supposed that as soon as the downtown area is not a shopping or retail center, things will change. In his opinion, downtown will eventually be a work place and if it were promoted that way, more people would ride the bus. He thought shopping would occur at lunch time and until 6:00 p.m. for the people who work downtown.

Ms. Calvert wondered if there might be a way to do a shortened version of this discussion for Mr. Herzberg and Keith Parks, the Board members who were not able to attend that evening. Ms. Loobey said this discussion would also be helpful for the seventh Board member, who should go before the Senate for confirmation hearings in January.

There was some discussion about the fact that the terms of Mr. Brandt, Ms. Calvert, Mr. Parks, and Mr. Andersen all were to expire at the end of 1989. Ms. Loobey explained that by law, a Board member serves until replaced, and that the Governor had not yet decided whether the four Board members would be reappointed. Mr. Brandt asked what would happen if the District could not get a quorum for a Board meeting. Ms. Loobey said that staff could conduct business within the adopted budget, but could not make policies or do other business

requiring Board approval, such as making decisions regarding fares, service, the Capital Improvements Plan, or boundary issues.

ADJOURNMENT: Mr. Andersen moved that the meeting be adjourned. Mr. Brandt seconded the motion, and the meeting was unanimously adjourned at 9:05 p.m.

MOTION
NOTE


Board Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, December 20, 1989

In accordance with notice given to The Register-Guard for publication on December 7, 1989, the regular monthly meeting of the Board of Directors of the Lane Transit District scheduled for Wednesday, December 20, 1989, was cancelled, because no items were scheduled for Board action.


Board Secretary

BRYSON & BRYSON
ATTORNEYS AT LAW
1565 OAK STREET
EUGENE, OREGON 97401
TELEPHONE (503) 687-1333

December 14, 1989

Jo Sullivan
Executive Secretary
Lane Transit District
P. O. Box 2710
Eugene, Oregon 97402

Dear Jo:

Enclosed please find draft of Fifth Amended Ordinance No. 1 constituting the by-laws of Lane County Mass Transit District. We are also enclosing another draft done in "Legislative" style so that the deleted portions are in brackets, the new provisions are in bold face type and the old provisions that were retained are in standard type. We will briefly explain the changes.

Section 1 is not new. It was moved from another section of the old by-laws.

Section 2 b is new because most of the future board meetings will be in your new facility. We are told that you may want to have board meetings occasionally in other places, particularly where the board room may not be large enough for the expected crowd, so we have added the authority of the board to specify other locations.

In Section 2 c, we have deleted the provision that no notice of regular meetings need be given to the directors. We understand that notice is actually being given to the directors and they could very well be considered "interested persons" within the meaning of the statute requiring notice to interested persons. The provision that the notice shall not limit the ability of the board to consider additional subjects is right out of the statute.

Section 7 has been added as we have observed that on one occasion the board has wanted to hold a meeting by telephone.

The provision in new Section 8 requiring meetings to be accessible to the disabled was added to comply with statutory

Jo Sullivan
Executive Secretary

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requirements and the provision of Section 8 concerning telephone meetings is also added to comply with the statutes.

The provision in new Section 10 b, concerning the reading of an ordinance, has been added to comply with the recent Oregon case entitled Drummond vs. Oregon Department of Transportation, 83 Or App 66, involving a meeting of the Tri-Met Board.

New Section 10 e was added to make the board and staff aware of the statute ORS 198.590 permitting such petitions.

New Section 12 e-1.8 was added in order to make Section e more informative.

New Section 17 was added to comply with and make the board and staff aware of the requirement of ORS 192.630 (5).

Very truly yours,

BRYSON & BRYSON

By Richard Bryson
Richard Bryson

RB:ve

FIFTH [FOURTH] AMENDED ORDINANCE NO. 1

AN ORDINANCE PROVIDING RULES FOR MEETINGS
OF LANE COUNTY MASS TRANSIT DISTRICT

The board of directors of Lane County Mass Transit District does hereby ordain that Ordinance No. 1 of said district is hereby amended so as to read as follows:

Section 1. Meetings to Be Public.

All meetings of the board of directors shall be open to the public and all persons shall be permitted to attend except that the public may be excluded from executive sessions.

Section [1.]2. Regular Meetings.

a. Time. The board of directors shall hold regular monthly meetings on the third Wednesday of each month at 7:30 p.m. When the day fixed for any regular meeting falls upon a day designated by law as a legal or national holiday, such meeting shall be held at the same time on the next succeeding day not a holiday.

b. Place. Regular meetings shall be held [at the Eugene City Hall in Eugene, Oregon.] **in the Board Room at the District's Glenwood area facility, or at such other location as the board of directors may specify from time to time and cause to be included in the notice of meeting.**

c. Notice. [No notice of regular meetings need be given to the directors.] Public notice shall be given, reasonably calculated[,] to give actual notice to interested persons of the time and place for holding regular meetings[;]. **The notice shall also include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of the board of directors to consider additional subjects.** [p]Provided, however, that if any ordinance is to be considered or voted upon at the meeting, in such event, the notice shall comply with the provisions of Section [8]10.

Section [2]3. Adjourned Meetings.

Meetings may be adjourned to a specific time and place before the day of the next regular meeting. A meeting may be adjourned by the vote of the majority of the members present, even in the absence of a quorum.

Section [3]4. Special Meetings.

a. Call. The president of the board or a majority of the directors may call special meetings.

b. Notice. Five days written notice of special meetings shall be given to each director not joining in the call of the meeting, specifying the time, place and purpose of the meeting. At least 24 hours notice of special meetings shall be given to the public. **The notice shall state the time, place and purpose of the meeting.**

Section [4]5. Emergency Meetings.

a. Call. The president of the board or a majority of the directors may call emergency meetings.

b. Notice. In case of an actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances both to the directors and to the public, but the minutes for such a meeting shall describe the emergency justifying less than 24 hours notice. The notice shall state the time, place and purpose of the meeting.

Section [5]6. Executive Sessions.

If an executive session only will be held, notice shall be given to the members of the board of directors and to the general public, stating the specific provision of law authorizing the executive session. No quorum of the board of directors shall meet in private for the purpose of deciding on or deliberating toward a decision on any matter except as otherwise provided in this ordinance.

Section 7. Telephone or Other Electronic Communication.

Any meeting of the board of directors, including an executive session, may be held through the use of telephone or other electronic communication, provided it is conducted in accordance with all applicable statutes and with this Ordinance. When telephone or other electronic means of communication is used and the meeting is not in executive session, the board of directors shall make available to the public a place where the public can listen to the communication at the time it occurs by means of speakers or other devices. The place provided may be a place where no board member is present, but said place shall be located within the geographic boundaries of the district.

Section [6]8. Place of Meetings.

All meetings shall be held within the geographic boundaries of the district[.], and shall be in a place accessible to the disabled. A meeting of the board of directors that is held through the use of telephone or other electronic communication shall be deemed held within the geographic boundaries of the district if the place provided for the public to listen to the communication is located within the geographic boundaries of the district.

Section [7]9. Notices.

a. Notices to Directors. Notice to directors shall be deemed given when delivered in person or when deposited in the United States mail with postage fully prepaid, directed to the address last specified by the director in the records of the district office for the mailing of communications to the director.

b. Public Notice. All public notices shall be given in one or more newspapers of general circulation within the district and in such other and additional manner as the board of directors shall from time to time direct.

c. News Media. Notice of all meetings must be given to news media which have requested notice.

Section [8]10. Ordinances.

a. Publication of Agenda.

a-1. Except in an emergency, an ordinance adopting, amending or repealing a regulation shall not be considered or voted upon by a district board unless the ordinance is included in a published agenda of the meeting. The agenda of a meeting shall state the time, date and place of the meeting, give a brief description of the ordinances to be considered at the meeting and state that copies of the ordinances are available at the office of the district board.

a-2. The presiding officer shall cause the agenda to be published not more than ten days nor less than four days before the meeting, in one or more newspapers of general circulation within the district.

b. Adoption. Except as provided by subsection b-3 of this section, before an ordinance is adopted it shall be read during regular meetings of the district board on two different days at least six days apart. If the ordinance as initially read is substantially amended prior to adoption, it shall be read as amended during regular meetings of the district board on two different days at least six days apart, the first of which may be the meeting at which it is amended.

b-1. The reading of an ordinance shall be full and distinct unless at the meeting:

b-1.1. A copy of the ordinance is available for each person who desires a copy; and

b-1.2. The board directs that the reading be by title only.

b-2. Except as provided by subsection b-3 of this section, the affirmative vote of a majority of the members of the district board is required to adopt an ordinance.

b-3. An ordinance to meet an emergency may be introduced, read once and put on its final passage at a regular or special board meeting, without being described in a published agenda, if the reasons requiring immediate action are described in the ordinance. The unanimous approval of all members of the board at the meeting, a quorum being present, is required to adopt an emergency ordinance. No emergency ordinance shall be adopted imposing an income tax nor changing the boundaries of the district.

c. Signing and Filing.

c-1. Within seven days after adoption of an ordinance, the enrolled ordinance shall be:

c-1.1. Signed by the presiding officer;

c-1.2. Attested by the person who served as recording secretary of the district board at the session at which the board adopted the ordinance; and

c-1.3. Filed in the records of the district.

c-2. A certified copy of each ordinance shall be filed with the county clerk, available for public inspection.

c-3. Within 15 days after adoption of an emergency ordinance, notice of the adoption of the ordinance shall be

published in one or more newspapers of general circulation within the district. The notice shall:

c-3.1. Briefly describe the ordinance;

c-3.2. State the date when the ordinance was adopted and the effective date of the ordinance; and

c-3.3. State that a copy is on file at the district office and at the office of the county clerk of the county, available for public inspection.

d. Effective Date.

d-1. Except as provided by subsection d-2 of this section, an ordinance shall take effect on the 30th day after it is adopted, unless a later date is prescribed by the ordinance. If an ordinance is referred to the voters of the district, it shall not take effect until approved by a majority of those voting on the ordinance.

d-2. An emergency ordinance may take effect upon adoption.

e. Petition to adopt, amend or repeal an ordinance.

Any interested person who is a landowner within the district or an elector registered in the district may petition the board of directors to adopt, amend or repeal an ordinance. Any such person may appear at any regular meeting of the board and shall be given a reasonable opportunity to be heard.

Section [9]11. Resolutions.

a. All matters other than legislation coming before the district board and requiring board action shall be handled by resolution or by motion without a resolution.

b. A resolution may be adopted or other motion carried by the vote of the majority of the directors present at any meeting at which a quorum is present.

Section [10]12. Conduct of Meetings.

a. Presiding officer. The president, and in the president's absence the vice president, and in the absence of both, a director selected by the directors present to act as chairman pro tem, shall preside at meetings of the district directors.

The presiding officer shall be entitled to vote on all matters and may make and second motions and participate in discussion and debate.

b. Minutes. The secretary, or a person designated by the board of directors as recording secretary, shall keep a record of the proceedings and prepare minutes of the district board meetings. Neither a full transcript nor a recording of the meeting is required, except as otherwise provided by law, but the written minutes must give a true reflection of the matters discussed at the meeting and the views of the participants. All minutes shall be available to the public within a reasonable time after the meeting, and shall include at least the following information:

b-1. All members of the board of directors present;

b-2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;

b-3. The results of all votes and the vote of each member by name;

b-4. The substance of any discussion on any matter.

b-5. Minutes of executive sessions shall be kept the same as the minutes of regular meetings, except that instead of written minutes, a record of any executive session may be kept in the form of a sound tape recording which need not be transcribed unless otherwise provided by law. Material, the disclosure of which is inconsistent with the purpose for which an executive session is authorized to be held, may be excluded from disclosure unless otherwise ordered by court in any legal action.

c. Quorum. A majority of the directors constitutes a quorum.

d. Rules. Roberts' Rules of Order shall be the parliamentary procedure for meetings of the district board except when a specific rule is provided by statute or this ordinance, or by a resolution of this board.

[e. Meetings to be Public. All meetings of the district shall be open to the public excepting executive sessions held pursuant to statute.]

[f]e. Executive Sessions.

[f]e-1. The board of directors may hold executive sessions during a regular, special or emergency meeting after the presiding officer has identified the authorization under

ORS 192.610 to 192.690 (paragraphs [f]e-1.1. to [f]e-1.7. and [f]e-2 herein) for the holding of such executive session.

If an executive session only will be held, notice shall be given to the members of the board of directors and to the general public, stating the specific provision of law authorizing the executive session. Executive sessions may be held:

[f]e-1.1. To consider the employment of a public officer, employee, staff member or individual agent, but this does not apply to:

[f]e-1.1.1. The filling of a vacancy on any public committee, commission or other advisory group.

[f]e-1.1.2. The consideration of general employment policies.

[f]e-1.1.3. The employment of the general manager unless the vacancy in that office has been advertised, regularized procedures for hiring have been adopted by the public body and there has been opportunity for public input into the employment of such an officer. However, the standards, criteria and policy directives to be used in hiring or evaluating the general manager shall be adopted by the directors in meetings open to the public.

[f]e-1.2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, unless such public officer, employee, staff member or individual agent requests an open hearing.

[f]e-1.3. To conduct deliberations with persons designated by the directors to carry on labor negotiations.

[f]e-1.4. To conduct deliberations with persons designated by the directors to negotiate real property transactions.

[f]e-1.5. To consider records that are exempt by law from public inspection.

[f]e-1.6. To consider preliminary negotiations involving matters of trade or commerce in which

the governing body is in competition with governing bodies in other states or nations.

[f]e-1.7. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

e-1.8 To review and evaluate, pursuant to standards, criteria and policy directives adopted by the board of directors, the employment-related performance of the general manager, an officer, employee or staff member, unless the person whose performance is being reviewed and evaluated requests an open hearing.

The standards, criteria and policy directives to be used in evaluating the general manager shall be adopted by the board of directors in meetings open to the public in which there has been opportunity for public comment.

[f]e-2. Labor negotiations may be conducted in executive session if either side of the negotiators requests closed meetings. Notwithstanding Sections [1, 3, 4, 5 and 6]2, 4, 5, 6 and 8, subsequent sessions of the negotiations may continue without further public notice.

[f]e-3. Representatives of the news media shall be allowed to attend executive sessions other than those held under paragraph [f]e-1.3 relating to labor negotiations but the governing body may require that specified information subject of the executive session be undisclosed.

[f]e-4. No executive session may be held for the purpose of taking any final action or making any final decision.

[g]f. Matters to be Considered.

[g]f-1. At regular meetings and adjourned sessions of regular meetings the board of directors can consider any matters that they desire to consider, whether in the published agenda or not, except that an ordinance can only be considered at a regular meeting or an adjourned session of regular meeting if consideration of that ordinance appeared in the published agenda for the regular meeting.

[g]f-2. At special meetings only those matters shall be considered that were specified in the notice of the meeting.

[g]f-3. At emergency meetings only the emergency matters shall be considered.

Section [11]13. Officers.

a. Officers to be elected. The board shall choose from among its members, by majority vote of the members, a president, vice president, treasurer and secretary, to serve for terms of two years. Terms of office shall begin and end on the first day of January.

b. Election of officers. Officers shall be elected at the last regular meeting of the board of directors in each calendar year, to fill all vacancies occurring in the next succeeding January by expiration of the officer's term, and newly elected officers shall take office as of the first day of January in said next succeeding calendar year. In case of a vacancy in any office other than by expiration of the officer's term, the vacancy shall be filled by election by the board of directors when the need arises and the newly elected officer shall take office immediately upon the occurrence of such vacancy.

Section [12]14. Committees.

The president on the president's own motion, or the directors by resolution, may appoint committees to make investigations, to study problems and to make recommendations to the board of directors. Advisory committees may include persons who are not directors. The appointment shall include a designation of a chairperson of the committee. All provisions of this ordinance shall apply to committees and their meetings to the extent relevant, [including but not limited to the provisions of Sections 2, 4, 5, 6, 7, 10 and 14,] substituting "committee" for "board of directors," "committee members," for "directors," and "committee chairperson" for "president."

Section [13]15. General Manager.

The general manager shall attend all meetings and may participate in such meetings, but has no vote.

Section [14]16. Smoking.

Smoking at meetings and hearings of the board of directors or any committee is prohibited when the meeting is held in a building or room owned, leased or rented by the State of Oregon or by any county, city or other public subdivision, regardless of whether a quorum is present or is required. The prohibition of smoking begins when the meeting is scheduled to start and continues through the entire meeting, including recesses, until the meeting is adjourned.

Section 17. Interpreters for Hearing Impaired Persons.

a. Upon request of a hearing impaired person, made at least 48 hours prior to any regular or special meeting, the board of directors shall make a good faith effort to have an interpreter for hearing impaired persons provided at the meeting. The person requesting the interpreter shall include in the request the name of the requester, sign language preference and any other relevant information the board of directors may request.

b. If a meeting is held upon less than 48 hours' notice, reasonable effort shall be made to have an interpreter present.

c. The requirement for an interpreter does not apply to emergency meetings.

d. As used in this Section, "good faith effort" includes, but is not limited to, contacting the Oregon Disabilities Commission or other state or local agency that maintains a list of qualified interpreters and arranging for the referral of one or more such persons to provide interpreter services.

Adopted this _____ day of _____, 19[85]__.

ATTEST:

President

Secretary

Recording Secretary



January 17, 1990

MEMORANDUM

TO: Board of Directors
FROM: Stefano Viggiano, Planning Administrator
RE: Downtown Transit Station Site Selection Update

The Downtown Transit Station Site Selection Committee last met on November 14, 1989. At that meeting, the Committee expressed concern over the complexity of the evaluation system used to score the sites. It was decided at that meeting to re-evaluate the scoring system. Staff have considered alternate approaches, and plan to meet individually with each Committee member to discuss the alternatives. It was hoped that the individual meetings could be held in December. However, schedule conflicts have moved those meetings to mid-January.

This delay in the study will likely delay an eventual decision on the site. Committee review of the draft scoring for each site will not occur until February or March of 1990. After this review, a public comment period of two months will ensue, to be followed by a final Committee recommendation on the top sites. The top sites will then be subject to additional detailed analysis, after which the recommended sites will be acted upon by the Board, the Downtown Commission, the Planning Commission, and the Eugene City Council. This action will likely not occur until the fall of this year.

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

Stefano Viggiano
Planning Administrator

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III. Dedication Ceremonies - Lane Transit District dedicates the facility and officially invites the media, transit properties, local and state government officials, UMTA, ATU representatives, mayors, chamber of commerce representatives, project vendors, the Board, and other V.I.P.'s. The event will be approximately two hours long and include:

- Speeches made by LTD Board members, local and state government officials or their representatives, and Phyllis. This portion should take 20-30 minutes;
- Tours provided by the Host Committee;
- Administrative staff available to answer questions;
- Refreshments; and
- Unveiling of one piece of art work and dedication plaque.

This event will be held on May 4, and will start at 1:30 p.m. The date and time were selected for the following reasons:

1. LTD employees will have been working at the new facility for a few weeks and will be familiar with their new work environment.
2. Special guests can be invited to lunch prior to the dedication;
3. The hour is convenient for media coverage; and
4. An afternoon dedication ceremony allows time for tours and for interaction among staff and guests.

IV. Grand Opening - This event gives the District an opportunity to reach the general public and give smaller taxpaying businesses some attention. This event would include:

- Tours provided by the Host Committee;
- Administrative staff available to answer questions;
- Refreshments;
- Free service systemwide provided Friday, Saturday, and Sunday; and
- Advertisements in the local newspapers inviting the general public.

For the small business owner, the event would include the above, in addition to:

- A special invitation mailed to payroll taxpayers. This would be brought to the function. When the invitation is turned in, the host will prepare a name tag and encourage the business owner to visit the Executive Committee/LTD Board member table. The name tag will serve as an identifier for Executive Committee and Board members;
- The Executive Committee and Board members will be provided with extra payroll taxpayer-targeted material to hand out to the business owners; and
- The Executive Committee and Board members can cover the host assignments in shifts.

This all-day function would be held on Saturday, May 5, from 9:00 a.m. to 6:00 p.m. Reasons for this date and time include:

1. Saturday is a convenient time for the general public to tour the facility;
2. The date capitalizes on prior publicity for the VIP/Dedication Ceremonies;
3. Saturday timing reduces impact on LTD operations and maintenance; and
4. Staff support is available on a weekend day.

An Employee Committee, the Grand Opening (GO) Team, has been formed to assist in the planning and implementation of Phase III. The GO Team consists of eight subcommittees, each responsible for specific elements of the project. A member from each team will participate in the "team captain" meetings, where direction will be given and progress reported. Ultimate responsibility rests with the GO Project Management Team: Angie Sifuentez, Ed Bergeron, and Jo Sullivan.

Because of the magnitude of this project, it is important to make sure that the District's leaders are highly visible and accessible. The District can benefit greatly by taking advantage of the numerous opportunities that this milestone is affording it.

The original goals of the facility promotion plan include:

- Increasing public awareness of targeted groups and general public;

Board of Directors
Facility Promotions Plan
January 17, 1990
Page 5

- Communicating project objectives to general public, civic leaders, and local businesses; and
- Increasing community support for Lane Transit District.

These goals can be accomplished through the efforts of all District employees, especially its leaders.

Attached is the list of subcommittees and a brief description of their responsibilities.



Angie Sifuentez
Marketing Representative and
GO Team Chairperson

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attachment

whenever new service is added. All new service proposed for implementation in this plan will be considered for operation by private providers.

GROUP PASS PROGRAMS

A Group Pass Program is one in which the cost of transit fares is shared by a group. Persons within the group pay for the transit service whether or not they actually use the service. In this way, the cost per person for the service is significantly reduced and, since there is no additional cost to use the transit service, ridership within the group can be expected to increase significantly.

Starting in 1988-89, the District began such a program with the University of Oregon. Students pay \$4.50 per student per term in additional student fees in exchange for unlimited use of the bus for all students. The revenue from the student fees offsets the previous farebox revenue from students and provides some additional revenue for service enhancements. University employees also have joined the group pass program.

The ridership impact of the group pass program with the University of Oregon is very significant. Bus ridership by students more than doubled after the group pass was implemented. The success of the University program is also evidenced by the overwhelming vote by students to renew the group pass program. The planned service improvements for the next five years assume the continued existence of the University of Oregon program.

Other institutions have approached the District regarding the group pass program. A program with the City of Eugene is expected to start in April, 1990, and group pass programs with Sacred Heart Hospital, Lane Community College, and Lane County have also been discussed.

A goal of the group pass programs is that they be "self-sufficient". That is, the group pass program must pay for itself, both in terms of replacing farebox revenue and in the provision of any extra service resulting from the increased ridership. Thus, service increases resulting from group pass programs do not have a budgetary impact on the District. These additional services are not shown in this plan, but it is assumed that they will be added, and paid for, as part of the implementation of a group pass program.

RIDERSHIP PROJECTIONS

Predicting ridership increases (which affect service decisions) is, at best, a difficult task. To assist with this effort, the District commissioned a study by an economic consultant to determine the best means of predicting ridership. The study investigated a number of different methods to predict LTD's ridership over the next 15 years. Ridership in other communities slightly larger than the Eugene/Springfield area was evaluated, historical LTD ridership trends were investigated, and regression was performed with various other variables that would be likely to influence ridership. The study concluded that employment growth in the area is the single most important determinant of ridership, and

that employment and LTD ridership seem to grow at approximately equal rates with each other.

Projections from the State of Oregon for this region indicate an expected annual increase in employment of approximately two percent (2%) per year. Employment growth can thus be expected to increase ridership by two percent (2%) per year. In fact, the District has achieved an average annual growth in ridership of about seven percent over the last seven years, indicating that the two percent (2%) growth rate is a likely lower bound on ridership.

Ridership projections are obviously very important in service planning. In the short term, ridership increases do not necessarily result in a corresponding service increase. However, it can be expected that over the long-term, ridership and service increases will keep pace with each other. In the long run, fleet increases can also be expected to keep pace with ridership growth. In fact, fleet increases may out pace service increases since it is likely that more and more of the ridership growth will occur during peak hours, thus having a disproportionately high impact on fleet size.

For service planning, it must be determined where and when the ridership increases will occur. Over the last several years, the most significant ridership increases have occurred during weekends and during peak hours. The weekend ridership increases are primarily the result of a reduced fare program on weekends that was implemented six years ago. Significant additional increases in weekend ridership are not expected.

Peak hour ridership increases are the result of a concerted effort by the District to attract more commuters to the bus system. This effort has included peak hour service improvements and marketing programs. This effort is expected to continue. Thus, it can be expected that peak hour travel will receive a disproportionately large share of the ridership increase.

PLANNED SERVICE IMPROVEMENTS

This section describes planned major service improvements to be implemented over the next five years, broken down by fiscal year. Improvements planned for fiscal year 1990-91 are quite detailed. They result from a process known as the Annual Route Review (which is explained in detail in the attached Service Policy). Approval of this plan constitutes approval of these improvements.

Improvements for years two through five are much less detailed and depict the most likely scenario that can be predicted at this time. Given the difficulty of predicting factors which will effect service decisions, it is likely that changes from the planned improvements for years two through five will be necessary. Approval of this plan does not indicate approval of the specific service improvements in these out years.

This section does not include minor adjustments and fine-tuning of the system that occur on a fairly continuous basis. It can be expected that those minor adjustments, which generally involve both increases and decreases in the service level, will not have an appreciable impact on either the overall service level

or peak fleet needs. The listed service improvements also do not include route restructuring or revision that do not change the amount of service operated on a route.

FY 1990-91 Service Improvements

#4 and #5 Willard/Jefferson

Description:

Eliminate the #4 Willard Jefferson via Condon and the #5 Willard Jefferson via Whiteaker

Analysis:

These two "trippers" serve the Eastside and Magnet Arts alternative schools located at Willard and Jefferson Middle Schools. Children attending the alternative schools make up most of the ridership. Currently, District 4-J doesn't provide transportation to alternative schools, but they are reconsidering this proposal. While these trippers are fairly productive, this type of service is probably more efficiently provided by a traditional school bus operation. The District is not used to dealing with elementary school children and school schedules that are forever changing. In fact, LTD staff costs for operating this service are much higher than other service, because the service is so specialized. District 4-J has been notified of this elimination proposal, and they have preliminarily indicated that they could take over the service. Eliminating this service would free up one peak wheelchair accessible bus.

Statistics:

Change in Annual Service Hours:	-780 hours
Annual cost:	\$21,840
Annual Ridership Change:	+16,095 rides
Productivity:	N/A
Cost per ride:	N/A
Change in Peak Hour Buses:	-1

#12 Harlow

Description:

Reroute the #12 outbound around the Oakway Mall. Serve K-Mart in Springfield both inbound and outbound. Make the #12 a 1 hour and 45 minute round trip, except during the evening.

Analysis:

Currently, the #12 is a 1 hour and 30 minute round trip. At peak times, this route can be very tight, causing transfers to be missed and driver frustration. With the addition of service to Gateway Mall starting in Spring of 1990, the route will become even tighter. The proposed change will alleviate tightness on the route, while improved service on the K-Mart loop should produce modest

ridership gains. Rerouting the outbound #12 around Oakway Mall will substitute for the outbound #67 which will be routed out directly out Coburg. On Sunday the #12 would remain a 1 hour and 30 minute round trip.

While the direct, short-term ridership increases of the change will likely be low, the indirect, long-term ridership gains caused by improved reliability and less driver frustration make the change worth implementing.

Statistics:

Change in Annual Service Hours:	+1950 hours
Annual cost:	\$54,600
Annual Ridership Change:	+5950 rides
Productivity:	N/A
Cost per ride:	N/A
Change in Peak Hour Buses:	+1.5

#14 Springfield Shuttle/ #24S Willamette /#1 Downtown Shuttle

Description:

This proposal would eliminate evening service on the Springfield Shuttle and replace with a portion of the #14 Springfield Shuttle route that serves the Fairview area. The proposal would also add an evening 24S Willamette Route and evening service on the Downtown Shuttle.

Analysis:

The #14 Springfield Shuttle has low productivity at night, averaging around seven rides per hour. Staff would recommend not deleting the route altogether at night, because the 20 minute loop can be scheduled efficiently and would be time that would be otherwise used as a layover.

Willamette street is a major corridor that warrants additional evening service. The #24S would provide this service. With the addition of the 24S, the #25 would no longer need to layover at Parkway Station. Instead, evening service on the #1 could be provided with that layover time.

Statistics:

Change in Annual Service Hours:	0
Annual cost:	0
Annual Ridership Change:	+2000 rides
Productivity:	N/A
Cost per ride:	N/A
Change in Peak Hour Buses:	None

GO Subcommittees

<u>Subcommittee</u>	<u>Responsibility</u>	<u>Team Captains</u>
Host	Tours, registration, refreshments, and door prizes. This committee would be made up of LTD Toastmasters' club members. The club was started with this idea in mind.	Bob Hunt
Safety	Security, safety, first aid, parking, traffic control, secret security.	Gary Deverell Jim Roderick
Program Content and Guest list	In addition to program content, this committee would be involved with the inviting of dignitaries and speech writing.	Jo Sullivan Phyllis Loobey
Signage	Produce signage for subcommittees.	Ed Bergeron Angie Sifuentez
Facilities	Set up reception, registration, areas that are to be toured, and audio visual equipment.	Jim R. Ron Berkshire
Communications	Production and printing of invitation, tour guide instructions, LTD fact sheet, programs, etc.	Ed Bergeron Jo Sullivan
Media Contact	Prepare publicity and advertising. Maintain media contact with all reporters during the event. Arrange for Phyllis and Board president to be available for interviews.	Ed Bergeron Andy Vobora
Follow-up	Give recognition to employees who worked on the project, send follow-up letter to key people who attended.	Jo Sullivan, Angie Sifuentez



January 17, 1990

MEMORANDUM

TO: LTD Board of Directors
FROM: Ronnel Curry, Marketing Representative
RE: Holiday Lights Joy Ride Promotion

INTRODUCTION

In December 1989, Lane Transit operated bus tours of holiday outdoor lighting displays for the first time. Thanks to the cooperative efforts of the Accounting, Transportation, Maintenance, and Secretarial Support divisions; the Joy Ride sponsors; and an extremely responsive public, the Joy Ride was a success.

Borrowing this idea from Fort Worth, Texas, LTD and three sponsors (Valley River Center, *The Register-Guard*, and Oregon Eye Associates) enthusiastically backed the promotion, not fully aware of the public's great interest in holiday lights. After only four days of ticket sales, the Valley River Center Customer Service Center, LTD's Customer Service Center, and the Focal Point at Oregon Eye Associates sold all their tickets. This was followed by approximately 75 telephone calls to LTD's Customer Service Center from those who still desired tickets. They were extremely disappointed to hear the Joy Ride was sold out; some of them followed the bus on the tour in their own cars.

SUMMARY OF THE EVENT

For five nights, not counting Monday night's VIP by-invitation-only tour, seven buses departed from the new Valley River Center Transit Station, taking approximately 1,500 people of all ages on the Joy Ride. Tickets cost \$1.00 and children four and under rode for free. While the buses were loading, Joy Riders were entertained with live holiday music provided by Valley River Center. Everyone received a candy cane and song book from the host who accompanied each bus. Along the route, the hosts, most of whom were volunteers from different divisions at LTD, led the Joy Riders in songs and provided assistance to the driver.

The hour and fifteen minute route, which was concentrated in south Eugene, included some hilly areas which showcased the skills of LTD drivers.

PUBLICITY/ADVERTISING

The Joy Ride received widespread public attention with relatively little advertising and publicity. Early in December, *The Register-Guard* ran an article that requested holiday light display locations from readers, and also briefly mentioned the Joy Ride. The next Sunday, the locations and more specific information about the Joy Ride were printed. This publicity, along with one Joy Ride newspaper advertisement, generated the sell-out. *The Register-Guard*, as part of its sponsorship, donated the space for two advertisements. Two more were planned, but they were not run due to the sell-out. The third ad was eventually run on January 2 as a thank-you to the community for its enthusiastic response. Additional publicity included Valley River Center referencing the promotion in its newspaper and radio advertising in the month of December and Oregon Eye Associates and LTD producing and distributing fliers. During the week of the event, radio stations talked of the event and KMTR and KVAL featured the Joy Ride on their news programs.

COSTS

Utilizing the resources of the three sponsors, the promotion cost was low. The combined direct and in-kind sponsors' expense, not including Oregon Eye Associates subsidy, totaled approximately \$5,500.

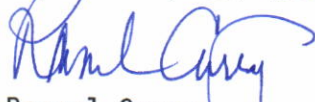
Operational costs	\$3,150
Oregon Eye Associates subsidy	1,500
Ticket Revenue*	1,412
TOTAL OPERATION COST	\$ 238
TOTAL PROMOTIONAL COST	2,414
TOTAL COST TO LTD**	\$2,652

* Eighty-two Oregon Eye Associates and LTD employees received free tickets.
**Does not include staff time.

SUMMARY

The sponsors and Cappelli Miles Wiltz + Kelly, who originally brought the sponsors together, are pleased with the promotion and have begun to plan for 1990. Oregon Eye Associates has received phone calls from clients thanking the doctors for sponsoring the event.

Recommendations for improvements have been made for the 1990 Joy Ride, and an expansion plan, with forecasted costs, is currently being researched.


Ronnel Curry
Marketing Representative
RC:ms:js



Lane Transit District

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

January 17, 1990

MEMORANDUM

TO: LTD Board of Directors
FROM: Andy Vobora, Customer Service Administrator
RE: Northwest Christian College Prepaid Program

Beginning January 1, 1990, Lane Transit District joined with Northwest Christian College (NCC) in providing a prepaid pass program to students, faculty, and staff at NCC.

Following the successful implementation of a prepaid pass program at the University of Oregon, LTD staff have been open to discussing similar programs with area colleges and agencies. Due to NCC's proximity to the U of O, students and staff experience many of the same parking and traffic problems as the University. LTD approached NCC with an invitation to discuss the prepaid concept and, following two meetings, NCC student government and administrative officials overwhelmingly supported the program and approved the contract. The contract period will extend through the two remaining terms of this school year, and will be evaluated for continuation in the 1990-91 school year.

The contract requires 100 percent participation at a rate of \$4.50 per participant per term. Approximately 230 participants have been calculated for the contract period; however, exact figures will not be available until registration is completed in late January.

LTD looks forward to having NCC students, faculty, and staff on board. The ridership impact will be positive, and the successful implementation of another prepaid program will continue the District's positive impact on solving traffic and parking congestion problems in the community.

Andy Vobora, js
Andy Vobora
Customer Service Administrator

AV:ms:js

LTD BOARD MEETING
01/17/90 Page 47



January 17, 1990

MEMORANDUM

TO: Board of Directors
FROM: Stefano Viggiano, Planning Administrator
RE: 1989 Football Service

Every year, the District provides service from a number of park and ride locations to University of Oregon home football games. This year, ridership for the five home games averaged 3,772 rides, which is the highest average ridership ever. In addition, the November 18, 1989, game against Oregon State carried 4,858 rides, which set a one game ridership record.

The high shuttle ridership can be attributed to record attendance at the football games, although it should be noted that the modal split (the percentage of people taking various modes of transportation) of bus riding to the football games increased from 4.5 percent to 4.8 percent. It should also be noted that the fare on the football shuttles increased this year from 50 cents to 75 cents. It appears that the increase in fare did not have a significant impact on ridership.

Attached are tables showing the ridership trend from 1984 to the present, and the average ridership from each of the park and ride locations. You will note that River Road Transit Station and South Eugene High School continue to be the main park and ride locations. All the park and ride locations had a productivity of at least 50 rides per service hour. This compares to a system average productivity of about 30 rides per service hour.

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

Stefano Viggiano
Planning Administrator

SV:ms:js

attachment

TABLE 1
 FOOTBALL SERVICE
 HISTORICAL RIDERSHIP TREND

	1984	1985	1986	1987	1988	1989
Rides/Game	2,034	2,355	2,938	3,316	3,288	3,772
Schedule Hours/Game	26	37	39	45	47	53
Average Productivity	78	64	49	73	70	72

TABLE 2
 1989 FOOTBALL SERVICE
 PARK-N-RIDE DATA

Average for all Games

	Trips	Hours	Prod
River Road T.S.	977	13.1	74.9
South Eugene H.S.	890	10.0	88.7
Valley River Inn	390	6.1	64.0
Fairgrounds	542	6.7	80.9
Springfield T.S.	387	6.1	63.5
Eugene Mall	309	6.0	51.3
Red Lion Inn	269	4.3	63.3



Lane Transit District

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

January 17, 1990

MEMORANDUM

TO: Lane Transit District Board of Directors
FROM: Mark Pangborn, Director of Administrative Services
RE: New Bus Purchase

Federal Funding: LTD received word this month that it may take some time for UMTA to process the District's current Section 3 grant application for 25 new buses. For some unstated reason, UMTA has not been processing any Section 3 grant applications for the last nine months. So many applications have been submitted during that time that UMTA has set January 15, 1990, as a cutoff date for new applications, after which all applications will be processed at once.

This means that LTD will not receive word on federal funding for the new buses for at least two months. It is possible that if the District cannot award a contract for new buses until March or April, 1990, no bus manufacturer will be able to construct the buses prior to the new EPA bus regulations that take effect January 1, 1991. These regulations will make it virtually impossible for a bus manufacturer to make diesel buses after December 31, 1990.

Bidding Process: Only one manufacturer, Gillig, submitted a bid. There are a number of reasons that only one bid was submitted. First, there are very few bus manufacturers in the United States. Given the limited market, many manufacturers have gone out of business. Of those remaining, some have decided to concentrate on the large systems, such as Seattle and Los Angeles. Only three manufactures, Flxible, Gillig, and Orion, indicated an interest in LTD's bid. Orion did not bid because it does not make a 35-foot bus, and LTD's order included five 35-foot buses. Flxible did not bid because its bus did not meet the design specifications. Hence, Gillig is the only bidder.

LTD staff have met with the Gillig factory representative. I will provide an update on those conversations at the Board meeting.


Mark Pangborn
Director of Administrative Services

MP:ms:js

Happenings

INSIDE LANE TRANSIT DISTRICT

Issue 59 December 1989 Eileen Mugglewortz

A special holiday issue of HAPPENINGS, listing the numerous compliments received for LTD employees over the last couple of months. May you and your family have a very happy holiday and prosperous new year.

Merry Christmas!

Dan Budd, Dick Ellis, Jerry Lamb: "Thanks to Dan Budd for holding the 3:50 p.m. WILLA-METTE bus for two DPS clients. One of the ladies should not run with her physical condition. Thanks to Dick Ellis for getting to know, by name, the folks on the DPS run downtown. The clients look forward to seeing him on Thursdays. A special thanks to Jerry Lamb for understanding DPS schedule problems!"

Nat Brown: "This driver has the best attitude of any driver. Easy smile, always friendly, gentle, and has a good sense of humor. Quite an ambassador for LTD. Please see that he is nominated for Bus Operator of the Month award!"

Clarence Henshen: "The driver had good driving defense when a car almost cut him off the road!"

Gary Levy: "This driver is very polite, friendly, helpful, and interested in what you have to say. He showed me how to put my bike on the front of the bus and secure it. Very accommodating; everybody likes him. He is a very good driver."

Another patron called to say that Gary picked him up with his parents at the football game. He took them home in the company van and didn't charge anything. The patron thought this was very nice and courteous.

Terry Trammel: "I would come in from Junction City and transfer at Royal & Hwy. 99 to his bus...he always had a smile for everyone who boarded his bus, and had a warm thank you. He was a very cautious driver, which made me feel safe. I really appreciated him and wanted to let him know."

Lou Flanders: "Just wanted to say this driver did a great job! There were some boys being very noisy. Driver pulled over and went back and spoke to them; they settled down. He handled it very professionally!"

Bob Strassmaier: "The driver of this bus is great! Love his humor and outgoing personality, plus he takes the time to know his customers in a myriad of funny, funny ways."

Gerry Reid: Patron works with handi-capped students. "Thanks for baby-sitting Vincent, and thanks for holding the Junction City bus twice within two days."

Ed Russell: "Thanks, Ed, for informing my client that she could ride the DPS bus up into the Springfield section. This knowledge eased both of our minds and made it physically possible for her to catch the THURSTON bus departing at 3:50. By catching this bus she is able to get home safely. Also, thanks for handling other client's fistfight en-route to the Mall with such grace and professionalism."

Kevin Kenworthy: "Kevin did nothing out of the ordinary today, he was his usual friendly self. I have ridden with him on different routes for over a year. He always has a smile for his customers...I hope you are aware of what a fine employee LTD has with Kevin."

Carmenita Mosely: A customer wanted to thank Carmenita for helping with her client, Vincent. "Thanks for keeping him on the bus until his designated stop. Also for pointing out that he has no sense when crossing the street. By looking out for him, could have been a life saver. DPS will take steps to ensure his safety..."

Irene Maguire & Norm Bolden: "Both drivers have been attentive to their riders. Irene, in particular, was looking out for her elderly riders and made sure they were seated. Both drivers had smooth starts and stops and obeyed traffic laws."

R.L. Montgomery: "Driver is friendly, personable, and makes bus riding fun."

He is conscientious and courteous. He is a very good, cautious driver."

Steve Johnson: "He is nice and well-mannered, and helps as much as he can."

Don Herbison: "I would like to compliment Don on his concern for the customer. He took the time to come to the CSC for window cleaner, which he used to clean a passenger window. These "little" touches mean a great deal to the customer."

"Please accept a great thank you for your dependable service. I personally enjoy the courteous assistance!"

And to all



a Good Night

Jose Martinez: "The bus driver stopped his bus to rescue an injured cat from the middle of the road, after several other motorists had passed it by, and he assisted the woman who owned the animal. As always, you guys do a great job; friendliest bus service I have used in three continents!"

Stefan Webb: "I am writing to express my gratitude for the assistance provided to me by the bus driver on bus route #50...I hadn't intended to ride the bus home that night, until my tire exploded under the pressure of putting too much air into it...a six-mile walk home with a bike in the darkness...was not too appealing to me. I left my bike at school and got on the bus. After explaining... what had happened, the driver was kind enough to stop at North Eugene High, wait for me to get my bike, and assisted me in getting my bike on the bus! He again assisted me in getting my bike off the bus when we arrived downtown...I appreciated his kindness."

1/3/90

David R. Kleger
2154 Golden Garden St.
Eugene, OR 97402
Tel: 689-2536

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

Dear Ms. Loobey,

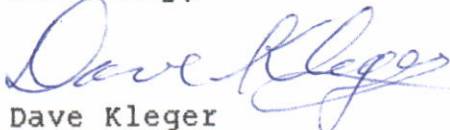
Over the last two months I have been riding the LTD busses much more than my usual once or twice a week. I have observed heavy passenger loads and boarding stop frequencies that have made schedule keeping difficult or impossible, traffic congestion so thick I wouldn't have dared drive in it, examples of vehicular idiocy at a rate I have never before experienced, near misses every couple hours, and, on my route (41 Barger) a great increase of older persons with groceries since the closure of the Hwy. 99 Safeway.

I wish to complement the LTD operators on the courtesy under pressure, high level of driving skill, successful avoidance of accidents I couldn't have avoided, and general helpfulness in spite of evident frustration displayed by every driver I rode with. Since I began using the bus I have been consistently impressed by the quality operation of the LTD team. This last two months tops it all.

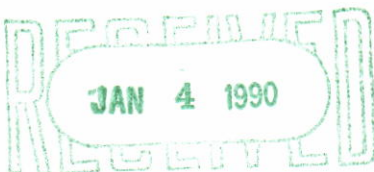
As a result of my involvement with LTD's accessible service efforts, I know this hasn't been easy. Therefore:

Congratulations to you and everyone at LTD for being a first-class operation!

Sincerely,


Dave Kleger

LANE TRANSIT DISTRICT



By _____

LTD BOARD MEETING
01/17/90 Page 53

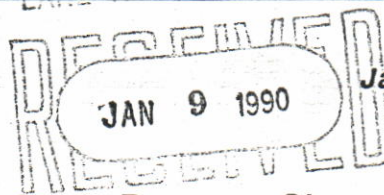
Washington Letter
on **TRANSPORTATION**

1225 Eye Street, N.W. Suite 300

Washington, D.C. 20005

(202) 682-3901

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January 8, 1990

Lawmakers Get Caution Warnings On Highway Program Changes...

from a group of Western state highway chiefs who last week took time to visit key congressional offices to present joint views on the future of the federal-aid highway program. In addition to meeting with congressional staffers, the group also met with FHWA administrator Thomas Larson, who serves as co-chair of the DOT transportation policy review now in its final stages. While the group reportedly supported in principle the positions of the American Association of State Highway and Transportation Officials (AASHTO), their message to House and Senate Public Works Committee staffers was characterized as a plea that, "If it ain't broke, don't fix it." The group spoke out on formulas and other funding specifics that were left unaddressed by AASHTO.

The group also differentiated itself from the so-called Crescent Coalition, which is working out a different set of proposals for the post-Interstate highway program. The visit pointed to problems that lie ahead in Congress for any broad overhaul of highway and transit programs, should the concerns of the state officials translate into opposition by their state delegations.

The Western state group came to Capitol Hill to put in a word for rural interests and the program structures that favor rural areas in the existing highway program. They cautioned against junking the present numerous highway categories and formulas. That goes against the calls for simplification and flexibility that have been a consistent feature of most interest group recommendations for the next highway reauthorization bill that will be needed before the end of FY 1991. Any simplification or program consolidation plan would require a reshuffling of the present allocation formulas.

Western states that are high in lane miles and low in people have a lot at stake. Among the ideas tossed out for a reshaping of the federal highway and transit programs are proposals to greatly increase planning and program flexibility and even to merge to an undetermined extent the non-Interstate elements of the federal highway and transit programs. In addition to thorny questions of where ultimate planning and decision-making authority would lie for project choices in a highly flexible program, the proposals could open the door to a wholesale revision of the existing allocation formulas for all the various highway categories.

Western states, with less vehicle travel per mile than heavily populated states, have a lot to lose if the present formulas based partly on lane mileage are modified. The Western-state group, including highway officials from Alaska, Washington, Montana, Wyoming, Nevada, Utah and North and South Dakota, opposed any reduction in the importance of lane mileage in the formulas. They supported the preservation of the existing federal-aid highway system and warned of opposition to any cutback in the present federal matching levels.

That's a tacit admission that lane mileage factors might be stripped out of a revamped program. The recent discussions of how to restructure non-Interstate highway programs

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and how to increase flexibility between highway and transit programs have brought calls for a "level playing field" with respect to non-federal matching, so that subsidy differentials do not sway project choices between roads and transit systems or among different types of highway projects. So far, neither U.S. DOT officials working on DOT secretary Samuel Skinner's transportation policy review nor outside interest groups have been able to come up with a detailed, workable plan for merging transit and lower-level highway programs. That leaves all parties a long way from agreement on how to increase flexibility, much less how to design a real block grant program for metro area gridlock that allows intermodal choices and establishes a common pot of money to solve congestion by whatever method is best.

It also leaves the Western state group doubtful that any proposed reformulation will be better than the existing system. If there must be major changes, the group urged that a state's per capita spending on highways be considered as a factor in program apportionments, although per capita spending is not a factor in any formula in the present program. A related issue is what should happen to the billions in annual spending on the completion of the Interstate system, once that system is virtually completed in the next two or three years. The group urged that if there is any redistribution of the annual funding that now goes to the Interstate program, the funds should be spread among other programs (4R, Primary, secondary, bridge, etc.) in proportion with their present share of annual federal-aid highway spending. In fact, the needs for Interstate repair and maintenance under the 4R program are continuing to grow, and could use most of the anticipated "completion dividend" funds that now go for construction of the last few unbuilt Interstate segments.

An Early Look At Ideas For The 1991 Highway Reauthorization...

will come in hearings of the House Committee on Public Works and Transportation that are now projected for the spring, perhaps as early as March. That will probably come too early for the administration to translate the secretary's transportation policy into a detailed legislative proposal. But Surface Transportation Subcommittee chairman Norman Mineta (D-CA) is reported willing to go ahead with hearings on the policy itself to open up reauthorization issues before any comprehensive bill is in the hopper. Staff warned that Mineta has not necessarily embraced the idea of a major increase in the highway program to the \$17-\$18 billion or even the \$20 billion level. Instead, the focus will be on what can be done to make better use of sums that admittedly will not be enough to meet the need. He is concerned about states having the capacity to adequately maintain the existing system.

That does not mean Mineta would oppose new construction, only that preserving existing facilities and getting the most out of them would take priority, especially if there is to be no major increase in the highway and transit programs. As a California congressman, Mineta represents a state that has the biggest problem dealing with the impact of the automobile. He has indicated that he recognizes that urban congestion is going to require some capacity expansion. Mineta, according to staff, is looking for flexibility proposals and seems open to ideas that will improve the ability of states and locals to use dollars from whatever source for whatever solution, highways, transit or management strategies, that promises to be most effective.

Quick Action On ADA. The House Public Works Committee is expected to move quickly on the Americans with Disabilities Act (ADA), which is being pushed by the House leadership. The legislation, based on past civil rights laws, would provide access and equal employment rights to handicapped or disabled, granting them the right to sue when equal access is not granted. The measure, which was passed by the Senate last year, has been farmed out to several House

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committees, with action still pending in most of them. The Public Works Committee's jurisdiction covers public transportation such as the transit systems that could have to spend millions to meet standards adopted in the legislation. Some of the toughest issues, such as what level of service is acceptable and to what extent retrofitting would be required to bring current equipment up to standard, have yet to be resolved and could be thrashed out in both committee markup and again on the House floor.

The difficult transportation-related issues of the ADA are dwarfed by the potential impacts of new requirements for selection and employment of disabled people. Past efforts to push earlier bills like the ADA always fell short. This time, there's enough clout lined up behind the measure to push it through, despite opposition by a broad coalition of business interests. The ADA bill has enjoyed the support of both House and Senate leadership as well as the Bush administration. Public Works and other committees that have yet to act will be trying to move the bill to the House floor sometime in February.

In The Senate, Clean Air is the first priority, with debate scheduled to start as soon as the Senate reconvenes on January 23. Acid rain is the biggest unresolved issue, capable of stopping the clean air package in its tracks despite the strong backing of Senate Majority Leader George Mitchell (D-ME) and the broad but weak support of the Bush administration, which could end up opposing several elements of the Senate bill. The Bush administration's alternative fuels plan could also trigger a floor fight. On the House side, clean air legislation is still stuck in committee, again with acid rain the most important unresolved issue.

The U.S. Environmental Protection Agency has proposed that auto manufacturers be required to make larger canisters than the ones now used to capture gasoline fumes from the fuel tanks in hot weather. The hot weather evaporative emissions constitute an estimated five percent of total hydrocarbon emissions, a major contributing ingredient to urban smog. The problem has grown worse with the switch to gasolines that put out more fumes, taxing the capacity of canisters designed to catch the fumes and feed them back to the engine. EPA administrator William Reilly called the new proposal "the most important modification to motor vehicles this agency can require..." The larger canisters, together with higher vacuums to pull the trapped gasoline fumes back into the engine, would cost an extra ten dollars per car. But EPA forecasts that the extra \$100 million a year in added costs would be far outweighed by fuel savings of \$600 million a year made possible by the capture of the gasoline fumes, which increase the car's efficiency as they are fed back to the engine.

As for environmental benefits, pending legislative proposals would cut total hydrocarbon emissions by one percent with new tailpipe controls and another two percent with requirements for capturing vapor emissions during refueling. EPA's proposal had the endorsement of not only environmentalists but the auto industry. If the ten dollar charge, once applied to the national fleet, can eliminate most of the five percent attributed to hot weather vapors, it can accomplish more than the tailpipe controls that Detroit has warned are too expensive.

Year-End Figures Are More Bad News For U.S. Automakers...

who saw the final December sales figures fall in line with the trends that marked 1989 as a whole. The final ten days saw a drop of 10.5 percent, but the Big Three U.S. manufacturers showed declines of more than 20 percent, led by a GM drop of 29 percent from a year ago, while most so-called "transplant" Japanese automakers showed healthy gains in sales of their U.S. production. The figures came as no surprise in the context of layoffs by Big Three plants that now have some 142,000 workers laid off in the U.S. and Canada. The layoffs are meant to allow dealers time to work off the excess supplies before production is resumed. Even then, the domestic automakers will have ongoing overcapacity problems. The transplant firms, however, are producing at full capacity and going ahead with plans to expand U.S. production from the current 1 million cars a year to the 2.5 million a year by 1994 projected by industry analysts.

On an annual basis, the most galling news for the Big Three was the emergence for the first time of a foreign car, the Honda Accord, as the best-selling model. There were 362,000 Accords sold in the U.S., compared with 348,000 sales of Ford Taurus, the number two seller, while last year's leader, the Ford Escort, fell to third place. Detroit's overcapacity problem drew a withering comment from Toyota Motor Sales U.S.A.'s executive vice president, Bob McCurry, who was quoted taunting that "If you are making cars that people want, you don't have overcapacity."

Big Three officials were looking for rays of hope. A Ford analyst noted that total sales of cars and light trucks, 14.6 million in all, were the fifth highest in history, and concluded that "It wasn't a strong year and not a disaster. We had less than excellent results at high cost." December sales of light trucks, a category that includes minivans, was the one bright spot, and the only factor that kept Chrysler Corp. sales from being eclipsed for the first month in history by two Japanese producers, Honda and Toyota. The "high cost" came in the form of rebates, financing deals and other incentives that Detroit offered to keep customers coming as sales turned even softer at about the time of the new model introductions last fall. Auto sales are not a leading indicator of economic trouble, and the industry has no explanation for sluggish sales in a period when other economic factors such as interest rates and unemployment are relatively benign.

Another Ford executive was hopeful that demand will pick up this year, when many of the five-year loans made in 1985 will be paid off. On the other hand, the round of rebates in the last quarter of 1989 have stolen away many buyers who otherwise would have appeared later this year, blunting any recovery in the spring. This year will also see a new round of contract talks with the United Auto Workers.

Gee Whiz Models were shown off with appropriate fanfare by the industry at last week's North American International Auto Show, as the manufacturers tried to put a little sizzle back into their product lines, even if the steak is a year or even a decade away. A minicar that attaches and detaches from a rear passenger compartment, tailgates with compartments for storing hot and cold food, installed Nintendo games and new more aerodynamic styling were all offered on one model or another, not all of them destined for actual sale.

The "concept" model that got the most attention was the Impact, the GM electric car that was shown, on film, out-accelerating a Mazda Miata and a Nissan 300 ZX, two vehicles that have grabbed off much of a hot car market that Detroit once owned. The new car is the result of a lot of small improvements according to General Motors, which cited aerodynamics, a more efficient engine and special low-drag tires. It can go from zero to 60 mph in eight seconds and can hit 100 mph. It runs 120 miles at 55 miles per hour on one battery charge. It represents the success of a determined effort to escape the niche of golf cart/local delivery van where electric vehicles have been kept by the limits of technology.

The Impact needs someone to invent batteries that don't have to be replaced every 20,000 miles at \$1,500, making the car about twice as expensive to operate as a gasoline-powered car. GM hopes to improve batteries to a 50,000-mile lifespan, enough to equalize operating costs, within the next two years. A jump in the price of gasoline, or the gasoline tax, would help (see below). After that, it's up to people to show they have dropped past resistance to electric vehicles and demonstrate sufficient demand to trigger production. GM boss Roger Smith said he would like to see evidence that GM could sell 100,000 a year before putting the model into production. The primary market would be California, perhaps with a boost from state air quality requirements. The cars themselves create no air pollution. That would come from the electric plants that generate recharging current, but utilities say that there's plenty of unused nighttime capacity to handle recharging needs without requiring new plant construction.

New Safety Requirements for light trucks and minivans have been proposed by the National Highway Traffic Safety Administration, bringing crash-protection regulation of this category in

line with rules already applying to passenger cars. NHTSA wants front seat airbags or automatic seat belts in light trucks, vans, buses and multipurpose vehicles weighing 8,500 pounds or less. The devices will add up to \$440 to the cost of each vehicle, less if only seat belts are installed. NHTSA administrator Jerry Curry said he expects the devices will save as many as 2,000 lives a year. In 1988, there were 8,300 deaths logged in accidents involving light trucks and minivans.

The requirements would be phased in, requiring airbags or automatic seat belts in 20 percent of the production for the 1994 model year, 50 percent for 1995 and 100 percent for 1996. That follows the pattern for cars, where front seat passive restraints, either air bags or automatic seat belts, were required for all cars as of the 1990 model year. The latest proposed rulemaking, which is open for comment for 60 days, follows proposals on side door protection for light trucks still pending final action and rules already in effect requiring head restraints and lap-shoulder belts in the rear seats. The proposed rule offers manufacturers an incentive for installing driver-side airbags instead of the automatic seat belts. Vehicles with airbags on the driver's side can have ordinary manual seat belts instead of the automatic kind on the passenger's side of the front seat.

In Brief...

Here Comes The Gas Tax Threat, Again, in the form of a new statement by House Ways and Means Committee chairman Dan Rostenkowski (D-IL) that he would pay for new programs with new taxes, such as a federal gas tax increase, while using money saved in Pentagon budget cuts to lower the deficit. In an interview with the Wall Street Journal last week, Rostenkowski said he might propose that any "peace dividend" go for deficit reduction, and that his preferred tax to finance any new federal activities is a gas tax hike, possibly in the range of 15 cents per gallon that he has proposed before. Rostenkowski said that some of the added revenues should go toward highway and bridge work. Inviting the administration to drop its stout resistance to a gas tax hike, he said, "If they want to earmark gas taxes for infrastructure, they've got Rostenkowski." He indicated that the White House might be lagging behind public opinion on a gas tax increase. "The American people are ready for it," he said. The same would be hard to say for the House itself, where Public Works Committee leaders rounded up a majority of the body on a resolution opposing a gas tax hike. He admitted it would be difficult to win enactment of his proposal, but said, "I am trying to shake the tree so that the branches recognize we've got problems."

Schedule Slippage. The administration now says that it won't get its FY 1991 budget proposal up to Capitol Hill until January 29, a week after the previous target date of January 22, and two weeks after the original date set for receipt of the president's budget. Among the reasons for delay cited by administration budget director Richard Darman was the late enactment of the budget and spending bills for the current fiscal year, which were not completed until just before Thanksgiving, nearly two months after the official beginning of the federal fiscal year on October 1. Another date that keeps shifting is that of the president's State of the Union address, which was not locked in as of late last week. The White House reportedly prefers January 25, but congressional leaders would like to have the budget in hand first and are proposing January 30.

The slippage leaves DOT up in the air over its own schedule for revealing details of the national transportation policy now being shaped by DOT secretary Skinner. Bureaucratic maneuvering continues in the attempt to win a favorable sentence or two about the policy in the State of the Union message, but there was no word as to whether the policy or any mention of infrastructure will make the final cut. Bringing up the subject would surface the difficult question of where to find new dollars to meet demands for both infrastructure maintenance and capacity building.

Airline Pricing Turmoil Continues with seemingly contradictory movement last week by airlines that both increased and decreased prices. Eastern's move to cut ticket prices came as other lines were pushing to increase their ticket costs a move dictated by sharp increases in the cost of fuel. Competitive forces may win out, as American Airlines announced late last week that it would

Airline Pricing Turmoil Continues with seemingly contradictory movement last week by airlines that both increased and decreased prices. Eastern's move to cut ticket prices came as other lines were pushing to increase their ticket costs, a move dictated by sharp increases in the cost of fuel. Competitive forces may win out, as American Airlines announced late last week that it would match Eastern ticket fares on competing routes. Other lines also moved to match Eastern's rates on routes where they compete. Eastern is counting on lower fares as its path to higher occupancy and eventual re-emergence from Chapter 11. As a hedge, American won't promise the lower fares after May 1, while TWA and Pan Am are offering their low fares only through February 9.

After a survey of prices and industry analysts, the Washington Post last week reported that airline prices are going both ways, up and down. Fares are expected to go up on many routes to cover fuel costs, and full fare yields (revenue per passenger mile travelled) went up 6.7 percent in 1989. Airlines often are willing to suffer ridership losses if the added revenue makes up for them. One industry analysis found that major airline yields rose 13.1 percent between February and May of 1989, as the lines lost 4.6 percent of their traffic but saw revenues gain 9 percent. However, there's movement in the other direction, too. Only nine out of each 100 customers actually paid the full fare last year, and discounted fares showed an overall price increase of only 1.2 percent in 1989, in effect broadening the gap between full and discounted fares.

The upshot is that overall, air fares have kept pace with inflation. Fuel price hikes, which impose a \$150 million annual expense on the industry for each one penny per gallon increase, are especially painful for airlines that have old equipment and comparatively low labor costs, since both factors magnify the bottom-line impact of fuel bills.

Fuel Prices Up And Down gave hope that the recent run-up in the price of oil and gasoline had peaked by late last week, when oil futures dropped sharply from levels that were the highest of the last four years. OPEC unity is again showing cracks, economists raised fears of an economic slowdown that would cut oil demand, and the December cold snap that covered much of the nation went away before the New Year. Nevertheless, not only airlines (see above) but truckers had already begun to feel the pinch, and the Interstate Commerce Commission reported a 25 percent hike in diesel fuel prices during December. That has led trucking firms to consider higher freight rates, and Frozen Food Express last week announced a fuel adjustment to its regular rates, which will vary according to the load. Another firm, Cannon Express Corp., announced a 7 percent fuel surcharge on last week's shipments, saying the surcharge will go up or down on a weekly basis by one percent for each five cents per gallon shift in the cost of fuel.

Grounded By Volcano was the word for passenger and freight jetliners last week after new eruptions of Redoubt Volcano dumped clouds of ash into the atmosphere and brought new dangers for jets in the area of Anchorage, 110 miles away. Volcanic ash can and has shut down jet engines, and pilots have played it safe since December 15, when a KLM plane ran into a cloud of volcanic ash, lost power in all four engines and fell 13,000 feet before the engines could be restarted. Pilots get warnings of volcanic activity but are left to decide on their own whether to fly through designated areas. Since December 15, enough flights were cancelled to put a severe crimp in service to Alaska for days at a time.

Plumbing problems in the form of a leaking toilet connection were the suspected cause of an incident in which a Northwest Airlines jet lost its right rear engine in flight over northern Florida last week. A National Transportation Safety Board investigator was checking out the theory that the toilet leak, frozen at 35,000 feet, seeped into the engine intake and caused vibrations. The engine mountings are designed to break off under severe vibration rather than cause the rest of the plane to come apart in mid-air. The loss of the engine, still missing Friday, only caused the plane to fall 100 feet, and passengers said some of their number slept through the incident. Others who only felt a bump were astonished on deplaning to see a metal stump on the fuselage where the engine was when they took off.



CONGRATULATIONS LTD



Lane Transit District Class of 1990 Awards Banquet

When: February 10, 1990

Where: Black Angus
2123 Franklin Blvd.
Eugene

Social Hour: 6:30 - 7:30

Dinner: 7:30 - 8:30

Program: 8:30 - 10:00

**Employee and one guest
admitted free. Additional
guests pay \$12.00.**



NEIL GOLDSCHMIDT
GOVERNOR



DEC 22 1989

OFFICE OF THE GOVERNOR
STATE CAPITOL
SALEM, OREGON 97310-0370
TELEPHONE: 378-3111

December 22, 1989

TO: Liaisons to Boards/Commissions
FROM: Ruth Ann Dodson
Assistant to the Governor for Executive Appointments
RE: February Statewide Board/Commission Meeting

As many of you may know, Governor Goldschmidt will once again be inviting all governor's appointees to attend a statewide boards/commissions meeting in Portland. The event is scheduled for February 13 at the Arlene Schnitzer Concert Hall. We will be providing more details of the meeting after the first of the year.

The purpose of this letter is to ask you to set this date aside and to let your members know of this meeting. As we did in 1987, we are asking each board/commission to pick up the costs of its members' travel expenses. Therefore, it is our hope that you can plan one of your meetings into this time frame.

Again, we will be providing more information after the first of the year. If you have any questions, please call Margie Myers in my office at 378-3123. Thank you for your assistance.

RAD:mhm/2199B

LANE TRANSIT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES
 RISK MANAGEMENT FUND
 FOR THE MONTH OF DECEMBER ENDING 12/31/89 (50.0% OF YEAR COMPLETED)

	YEAR-TO-DATE	% ACTIVITY	YEARLY BUDGET	BALANCE
RESOURCES				
Beginning Fund Balance	411,850	88.84%	463,600	51,750
Revenues:				
Transfer from Gen'l Fund		0.00%	409,700	409,700
Interest	13,557	45.19%	30,000	16,443
Total Revenues	13,557	3.08%	439,700	426,143
TOTAL RESOURCES	425,407	47.09%	903,300	477,893
EXPENDITURES				
Administration	1,750	41.67%	4,200	2,450
Worker's Compensation	201,227	84.55%	238,000	36,773
Liability Program	153,466	23.80%	644,700	491,234
Miscellaneous Insurance	15,190	92.62%	16,400	1,210
TOTAL EXPENDITURES	371,633	41.14%	903,300	531,667
ENDING FUND BALANCE	53,774		0	53,774



Lane Transit District

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

January 17, 1990

MEMORANDUM

TO: Board of Directors
FROM: Phyllis Loobey, General Manager
RE: New Facility Grand Opening Event Dates

The grand opening events of the new facility are a milestone in Lane Transit District's history. The Board of Directors has played and will continue to play a vital role in LTD's growth and development. It is important to the District that the Board members, as LTD's leaders, be present during these events.

Your involvement in the following grand opening events will be an essential component in achieving the goals of the promotion plan, which are: to increase public awareness of targeted groups and the general public; to communicate project objectives to the general public, civic leaders, and local businesses; and to increase community support.

Please mark your calendars with these dates:

- February 24, 1990 - Employee Preview: An open house for employees, retirees, and their families. This will be a casual (tentative date) family-oriented function. You and your family are welcome to attend.
- May 3, 1990 - Major Employer Preview: An event for the District's Hours: 11:45 - 3:00 50 top payroll taxpayers. They will be invited for lunch and a tour of the facility, with the Board and Executive Committee acting as their hosts.
- May 4, 1990 - Dedication Ceremony: Lane Transit District will Hours: 1:30 - 3:30 dedicate the facility and officially invite the media, transit properties, mayors, chamber of commerce representatives, project vendors, and other VIP's.

Board of Directors
Grand Opening Event Dates
January 17, 1990
Page 2

May 5, 1990 - Public Open House: An event for the general public
Hours: 9:00 - 5:00 and smaller businesses. Invitations will be sent
to smaller businesses encouraging them to attend.
Staff and Board members will be asked to work
specific shifts during this event. Jo Sullivan will
contact you to schedule a convenient time.

Staff members and Board members will be scheduled to work together at all
events.

Phyllis
Phyllis Loobey
General Manager

PL:AS:js

RECAP OF DIVISION EXPENDITURES
 AS OF 12/31/89
 50% OF YEAR COMPLETED

DIVISION	EXPENDITURES YEAR TO DATE	ANNUAL BUDGET	CURRENT MONTH	REMAINING BALANCE	PERCENT EXPENDED
ADMINISTRATION	181,666	361,900	24,209	180,234	50.20%
MGMT INFO SVCS	55,046	119,200	10,219	64,154	46.18%
FINANCE	105,763	220,700	16,247	114,937	47.92%
PERSONNEL	37,798	85,500	7,197	47,702	44.21%
SAFETY & TRAIN	41,020	112,620	8,674	71,600	36.42%
MARKETING	260,686	525,600	27,217	264,914	49.60%
PLANNING	100,823	210,300	16,052	109,477	47.94%
CUSTOMER SVC	135,182	255,350	22,817	120,168	52.94%
TRANSPORTATION	2,178,672	4,565,300	347,648	2,386,628	47.72%
SPEC. TRANS.	176,401	438,400	26,775	261,999	40.24%
VEH. MAINT.	1,027,549	2,239,150	218,733	1,211,601	45.89%
FACILITIES OP	107,628	240,271	17,739	132,643	44.79%
NONDEPARTMENT	119,000	1,377,659	0	1,258,659	8.64%
GENERAL FUND	4,527,232	10,751,950	743,527	6,224,718	42.11%
CAPITAL PROJ.	1,648,873	2,719,200	495,874	1,070,327	60.64%
RISK MGMT.	371,633	903,300	22,386	531,667	41.14%
TOTALS	6,547,738	14,374,450	1,261,787	7,826,712	45.55%

LANE TRANSIT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES
 CAPITAL PROJECTS FUND
 FOR THE MONTH OF DECEMBER ENDING 12/31/89 (50.0% OF YEAR COMPLETED)

	YEAR-TO-DATE	YEARLY BUDGET	BALANCE
RESOURCES			
Beginning Fund Balance	3,556,623	1,815,296	1,741,327
Revenues:			
UMTA Section 3-Buses		2,127,000	(2,127,000)
UMTA Section 3-Facility	846,342		846,342
UMTA Section 9-Buses		98,000	(98,000)
UMTA Section 9-Capital	65,581		65,581
UMTA Section 18-Buses		360,000	(360,000)
UMTA Section 18-LCC	6,466	96,000	(89,534)
Federal Highway Admin			0
Transfer from Gen'l Fund		767,959	(767,959)
Total Revenues	918,389	3,448,959	(2,530,570)
TOTAL RESOURCES	4,475,012	5,264,255	(789,243)
EXPENDITURES			
			0
Locally Funded:	13,986	292,950	278,964
UMTA Funded:			
Planning Administrator			0
Construction Representative	21,971		(21,971)
Systems Analyst			0
Benefits	4,211		(4,211)
Computer Software	12,189		(12,189)
Office Equipment	17,491		(17,491)
Maintenance Equipment	16,116		(16,116)
Bus Stop Improvements	16,294	120,000	103,706
Land & Buildings	1,410,512		(1,410,512)
Buses		4,700,000	4,700,000
Bus Related Equipment	5,945		(5,945)
Service Vehicles	556		(556)
Miscellaneous			0
Total UMTA Funded	1,505,284	4,820,000	3,314,716
FHWA Funded:			
Bus Stop Improvements	0		0
Total FHWA Funded	0	0	0
Contingency	0		0
Capital Lease Principal	129,603	14,200	(115,403)
TOTAL EXPENDITURES	1,648,873	5,127,150	3,478,277
ENDING FUND BALANCE	2,826,138	137,105	2,689,033
RESERVE FOR FUTURE CAPITAL EXPENDITURES		137,055	137,055

LANE TRANSIT
 COMPARISON OF YEAR-TO-DATE ACTUAL REVENUES AND EXPENDITURES TO BUDGETED
 GENERAL FUND
 FOR THE MONTH OF DECEMBER ENDING DECEMBER 31, 1989 (50% OF YEAR COMPLETED)

	YEAR-TO-DATE ACTIVITY	YEARLY BUDGET	FAVORABLE AMOUNT	% RECEIVED/ EXPENDED
REVENUES				
Operating Revenues:				
Passenger Fares	875,948	1,860,000	(984,052)	47.09%
Charters	81,158	72,700	8,458	111.63%
Advertising	39,504	80,200	(40,696)	49.26%
Miscellaneous	34,240	2,000	32,240	1712.02%
TOTAL OPERATING REVENUES	1,030,851	2,014,900	(984,049)	51.16%
Non-Operating Revenues:				
Interest	187,932	160,000	27,932	117.46%
Payroll Taxes	3,149,659	6,541,000	(3,391,341)	48.15%
Federal Operating Assistance		1,075,000	(1,075,000)	0.00%
State In-Lieu-Of Payroll Taxes	267,735	619,500	(351,765)	43.22%
State Special Transportation	114,036	331,300	(217,264)	34.42%
Section 18 Operating		10,250	(10,250)	0.00%
Other	160	0	160	ERR
TOTAL NON-OPERATING REVENUES	3,719,522	8,737,050	(5,017,528)	42.57%
TOTAL REVENUES	4,750,372	10,751,950	(6,001,578)	44.18%
EXPENDITURES				
Administration:				
Personal Services	319,814	667,100	347,286	47.94%
Materials and Supplies	55,398	122,270	66,872	45.31%
Contractual Services	46,080	110,550	64,470	41.68%
Total Administration	421,292	899,920	478,628	46.81%
Marketing and Planning:				
Personal Services	291,714	594,700	302,986	49.05%
Materials and Supplies	127,116	189,550	62,434	67.06%
Contractual Services	77,862	207,000	129,138	37.61%
Total Marketing and Planning	496,691	991,250	494,559	50.11%
Transportation:				
Personal Services	2,170,018	4,509,500	2,339,482	48.12%
Materials and Supplies	6,750	22,100	15,350	30.54%
Contractual Services	178,305	472,100	293,795	37.77%
Total Transportation	2,355,073	5,003,700	2,648,627	47.07%
Maintenance:				
Personal Services	546,888	1,139,200	592,312	48.01%
Materials and Supplies	494,163	1,141,321	647,158	43.30%
Contractual Services	94,125	198,900	104,775	47.32%
Total Maintenance	1,135,176	2,479,421	1,344,245	45.78%
Contingency	125,000	200,000	75,000	62.50%
Losses/Gains	(6,000)		6,000	ERR
Transfer to Capital Projects		767,959	767,959	0.00%
Transfer to Risk Management		409,700	409,700	0.00%
TOTAL EXPENDITURES	4,527,232	10,751,950	6,224,718	42.11%
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	223,140	0	(12,226,296)	