

Public notice was given to *The Register-Guard* for publication on February 13, 1986.

**LANE TRANSIT DISTRICT
REGULAR BOARD MEETING**

February 19, 1986

7:30 p.m.

McNutt Room,
Eugene City Hall

A G E N D A

- I. CALL TO ORDER
- II. ROLL CALL
Brandt____ Calvert____ Eberly____ Nichols____
Parducci____ Pusateri____ Smith____
- III. INTRODUCTORY REMARKS BY BOARD PRESIDENT
- IV. AUDIENCE PARTICIPATION
- V. EMPLOYEE OF THE MONTH
- VI. ITEMS FOR ACTION AT THIS MEETING
 - A. Approval of Minutes
 - B. Capital Improvements Program (CIP)
 - C. Fiscal Year 1986-87 Goals
 - D. Salary Subcommittee Recommendation on Administrative Salaries
 - E. Appointment of Budget Committee Member

VII. ITEMS FOR INFORMATION AT THIS MEETING

A. Current Activities

1. Facilities Project Update
2. Privatization
3. Charter Issue
4. Strategic Planning Session
5. Special Services Report
6. Letter from Senior Companion Program
7. Request for Cottage Grove Service
8. APTA's Western Education and Training Conference '86

B. Monthly Financial Reporting

VIII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

- A. Adoption of TransPlan
- B. Parkway Station Grant Amendment
- C. Special Transportation Fund Contract
- D. Passenger Fares
- E. First Budget Committee Meeting
- F. Transit Development Program (TDP) Adoption
- G. Section 5 Reprogrammed Money

IX. ADJOURNMENT

AGENDA NOTES

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V. **EMPLOYEE OF THE MONTH:** The February Employee of the Month, Jim Loughlin, will be present at the meeting to receive his check and certificate and to be introduced to the Board.

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

A. **Approval of Minutes:** The minutes of the January 15, 1986 regular meeting and the January 22, 1986 adjourned meeting are included in the agenda packet for Board review and approval. 8

B. **Capital Improvements Program (CIP):** 23

Issue Presented: Update to the Capital Improvements Program (CIP) for Fiscal Year 1986-87.

Background: The Capital Improvements Program (CIP) is updated on an annual basis, and was last updated in March of 1985. Adoption of the CIP occurs before the budget process in order to incorporate timely and adequate funding for the capital reserve account.

Included in the agenda packet are a staff memorandum and a copy of the draft CIP for Board review. At the meeting, staff will answer any questions the Board members may have.

Staff Recommendation: That the Board adopt the enclosed Capital Improvements Program for Fiscal Year 1986-87.

Results of Recommended Action: The District's capital needs will be incorporated into the budget for FY 86-87. Individual items in the CIP will come before the Board as part of capital grant application processes.

C. **Fiscal Year 1986-87 Goals:** 29

Issue Presented: Should the Board approve the draft goals for Fiscal Year 1986-87?

Background: Each year, preceding the budget process, staff develop and submit to the Board for their review a set of proposed goals for the upcoming fiscal year. Included in this packet is a set of proposed goals for the District for FY 86-87. They are similar to last year and are fairly broad in scope. If adopted, they will guide staff in the

development of the Fiscal Year 1985-86 staff action plans and budget.

Staff Recommendation: That the Board approve the enclosed proposed goals for Fiscal Year 1986-87.

Results of Recommended Action: Staff will use the adopted goals as guidelines in developing the District's Fiscal Year 1986-87 budget.

D. Salary Subcommittee Recommendation on Administrative Salaries: 31

Issue Presented: Should the Board approve a general adjustment to the Administrative Salary Schedule of 3 percent; an additional adjustment of 2 percent to grades 9 through 13; and \$10,000 to complete an in-depth salary and classification study and reevaluation of the administrative retirement benefits, severance pay plan, and deferred compensation program?

Background: In preparation for the budget each year, the Board Salary Subcommittee meets with the Executive Committee (General Manager and Directors of Administrative Services and Operations) and the Personnel Administrator to discuss administrative salaries for the next fiscal year. Earlier this month, the Subcommittee reviewed salary survey data, compiled by staff, which compared District administrative salaries with salaries of like positions in local government units and west coast transit properties of similar size.

Included in the agenda packet is a memo from the Subcommittee which explains the results of the salary survey and the reasons for the recommendation to the Board on this issue. Subcommittee members and staff will be available to answer any questions the Board may have.

Subcommittee Recommendation: That the Board approve a general adjustment of 3 percent to the Administrative Salary Schedule; an additional adjustment of 2 percent to grades 9 through 13 on the Salary Schedule; and \$10,000 to complete an in-depth salary and classification study and a reevaluation of the administrative retirement benefits, severance pay plan, and deferred compensation program.

Results of Recommended Action: Approved adjustments would become part of the proposed budget for Fiscal Year 1986-87.

E. Appointment of Budget Committee Member:

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Included in the agenda packet is a nomination form submitted by Dr. Smith, nominating Dennis Strand of Eugene to the last vacant position on the District's Budget Committee. This is the position vacated by Laurie Power when she moved to Portland last year. The appointment would be effective immediately and expire in January, 1987.

VII. ITEMS FOR INFORMATION AT THIS MEETING

A. Current Activities

1. Facilities Project Update: The environmental assessment required by UMTA on the proposed Glenwood drive-in site is complete. At the meeting, staff will be providing an update on the status of the facilities project.
2. Privatization: The Reagan Administration has completed a new set of regulations for transit districts concerning privatization, the involvement of private providers in transit services. Included in the agenda packet is a copy of materials received by staff and the Board President on this issue. During the meeting, staff will make a presentation on the impact of privatization on the District.
3. Charter Issues: The Urban Mass Transit Administration is proposing to amend the regulations governing charters. The new regulations would further restrict the District's ability to charter its buses. Staff will make a presentation on the current charter service and the proposed regulations.
4. Strategic Planning Session: Staff request that the Board take time at this meeting to schedule a strategic planning session to take place before the first Budget Committee meeting on April 9. Suggested dates for this dinner meeting would be Wednesday, March 5 or Wednesday, March 12.
5. Special Services Report: As a result of recent Board discussion about special services requested by persons and agencies in the community, a list of requests received (approved and denied) is being included in the agenda packet each month. However, no additional

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special service requests were received by staff in January.

6. **Letter from Senior Companion Program:** Included in the agenda packet is a letter from the Lane Community College Senior Companion Program, thanking the Board for the contribution of passes for Senior Companions who ride the buses. 43
 7. **Request for Cottage Grove Service:** Included in the agenda packet is a letter from a Cottage Grove resident who requested information on what would need to be done in order to have LTD serve the Cottage Grove area. Also included for Board review is the staff response to that request. 44
 8. **APTA's Western Education and Training Conference '86:** Informational materials regarding the 1986 APTA Western Education and Training Conference are included in the agenda packet for Board review. This year's conference is being held in San Jose, California, on April 12-16. Board members who might wish to attend this conference should speak with Phyllis Loobey or Jo Sullivan as soon as possible, in order to begin the process for registration and travel arrangements. 46
- B. **Monthly Financial Reporting:** Included in the agenda packet are financial statements for January, 1986:
1. Comparison of Budgeted and Actual Revenues and Expenditures
 - a. General Fund 49
 - b. Capital Projects Fund 50
 - c. Risk Management Fund 51
 2. Comparison of Year-to-Date Actual Revenues and Expenditures to Budgeted (General Fund) 52

VIII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

- A. **Adoption of TransPlan:** The TransPlan is now scheduled for final adoption in May, 1986.
- B. **Parkway Station Grant Amendment:** When bids for construction of the Parkway Station are received, it is likely that an amendment to the grant will be required. It is antici-

pated that a public hearing on the grant application will at the March Board meeting.

- C. Special Transportation Fund Contract: In March, staff will be bringing a formal procedure for the allocation of the Special Transportation Fund to the Board for review and approval.
- D. Passenger Fares: Every year in preparation for the budget, the Board holds a public hearing and establishes the fares for the next fiscal year. Staff anticipate that this hearing will be held at the March Board meeting.
- E. First Budget Committee Meeting: The first Budget Committee meeting is scheduled to be held on Wednesday, April 9.
- F. Transit Development Program (TDP) Adoption: The TDP, the District's planning and reference document, is scheduled to be completed for Board review at a meeting in the near future.
- G. Section 5 Reprogrammed Money: In the next two or three months, the District will need to establish its priorities for applying for approximately \$73,000 in Section 5 capital funds.

IX. **ADJOURNMENT** (Possibly to strategic planning work session some-time in March)

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, January 15, 1986

Pursuant to notice given to *The Register-Guard* for publication on January 9, 1985 and distributed to persons on the mailing list of the District, the regular monthly meeting of the Lane Transit District was held on Wednesday, January 15, 1986 at 7:30 p.m. in the Eugene City Hall.

Present: Janet Calvert, President, presiding
Janice Eberly, Vice President
Gus Pusateri
Phyllis Loobey, General Manager
Jo Sullivan, Recording Secretary

Absent: Peter Brandt, Treasurer
Joyce Nichols
Larry Parducci, Secretary
Rich Smith

CALL TO ORDER: Ms. Calvert called the meeting to order at 7:40 p.m. without a quorum, while waiting for another expected member to arrive. She said the agenda would begin with Audience Participation and the Items for Information, since no action could be taken without a quorum.

EMPLOYEE OF THE MONTH: The January Employee of the Month, Carla Chambers, was unable to attend the meeting that evening.

AUDIENCE PARTICIPATION: The first speaker was Liz Boyington of the Senior Companion Program. She stated that she was there because the program had a special need and a request to make of the LTD Board of Directors. She explained that the Senior Companion Program is a ten-year-old federally funded program which concentrates on keeping people out of nursing homes. The program is presently working with 70 low income seniors in Lane County, mostly in Eugene. Twenty of those volunteers, she said, have no vehicles and use the buses. Ms. Boyington further explained that the program is funded on a 90/10 match, or 90 percent by the federal government. Funds received through Oregon Project Independence had been used as part of the 10 percent local match, but those funds, approximately \$7,000, were being lost because the Lane Council of Governments (L-COG) had decided that the program was not meeting the criteria to receive the funds and had taken the grant away from the Senior Companion Program. Ms. Boyington stated that if the program does not have local match or match-in-kind by April 1, it will have to return \$9.00 in federal funds for every lost dollar in local funds, and the program will be lost. For this reason, she said that the Senior Companion Program was requesting that LTD help with in-kind match by working out free service for 20 seniors to have free passes for the six months remaining in Fiscal Year

1985-86. She explained that the volunteers each see seven to ten people a week, for a total of almost 500, and travel a great distance. The volunteers are given a stipend of \$2.20 per hour, and have a feeling of self worth and helpfulness, as well. Ms. Boyington stated that the taxpayers receive a benefit from this program, since many seniors are able to remain in their own homes instead of being institutionalized. She said that the amount requested from the Board, \$200 per month for six months, seemed like a small amount of money but would be of great value to the Senior Companion Program. She expressed the hope that part of the program's local match could be tied to the Special Transportation Fund from the cigarette tax next year.

Ms. Boyington then introduced Morning Coleman of the Senior Companion Advisory Council, who read a letter to the Board from the Advisory Council. A copy of the letter is attached to these minutes.

The third speaker was Richard Ries, of 409 S.E. 88th Street, Portland, the Business Representative for the Amalgamated Transit Union (ATU), representing bus operators, mechanics, clerical and information services personnel in Portland, Eugene, Medford, Klamath Falls, and Walla Walla, Washington. Mr. Ries first thanked the Board for their ratification of the current labor contract. He commented that it happened much more quickly than the last contract, which took 21 months and resulted in much pain and anguish on both sides during the process, as well as considerable legal expenses. Mr. Ries stated that he had the highest respect for the management's negotiating committee and thought they did an admirable job representing the District's interests.

Mr. Ries then stated that the local and national Union was very concerned about the issue of privatization, which President Reagan's administration is pushing as a prerequisite for receiving federal funds. He explained that privatization is another word for subcontracting, which the Union has always opposed because it means the removal of jobs and a direct attack on the family unit. Only through jobs, he said, can the District's employees support their husbands, wives, and children, so the Union will continue to resist privatization at every level.

Mr. Ries said he had that day talked with ATU legal counsel in Washington, D.C. to find out the current standings regarding privatization. He reported that, as of December 7, 1985, the House Appropriations Committee has ruled that UMTA cannot stop operating or capital funds because local transit districts are not meeting the administration's expectations for privatization. The House Committee felt this to be an issue which should be resolved at the local level in the collective bargaining process. Mr. Ries stated that ATU was pleased that subcontracting was not an issue in the last labor negotiations, and he said he wanted to inform the Board that the Union will resist subcontracting of their jobs at every level possible.

Lastly, Mr. Ries extended his congratulations to the Board members who were newly reappointed to the Board. He said that LTD and the Union

have worked together hand in hand to develop a good, strong, lean transit service, and that he would be more than happy to work with LTD to secure more stable funding for transit in the future.

Ms. Calvert said she was sure the Board also appreciated the communication and cooperation between the Union and the District. She added that she had received a letter from UMTA regarding privatization, and that a copy would be made for all Board members.

Since there was still no quorum, the meeting continued with the information items on the agenda.

ITEMS FOR INFORMATION AT THIS MEETING:

Review of Status of Federal Grant and Legislation: Mark Pangborn, Director of Administrative Services, used a chart to discuss the differences between 1984-85 and the adopted budget and anticipated cuts for this fiscal year. In 1984-85, the District received \$893,448 in operating funds and \$1,017,558 in capital funds. In the 1985-86 adopted budget, with cuts resulting from the Graham-Rudman Act, operating assistance is expected to remain at \$893,448, but capital will be cut approximately 21.6 percent (14 percent cut signed by President Reagan; additional 4 percent cut due to the Graham-Rudman Act), for a total of \$1,571,000 in capital funds. Mr. Pangborn stated that the \$1,571,000 figure was pessimistic and probably the lowest LTD would receive. The District had estimated that it would receive \$804,000 in operating assistance and \$814,000 in capital funds in 1985-86, for a total of \$1,618,000. The federal funds now anticipated are less than the District had anticipated, and considerably less than LTD received last year. Mr. Pangborn stated, however, that the District can absorb the loss and live within the budget this year, but the lowered revenues will have a serious impact upon the following years. Mr. Pangborn stated that the Budget Committee will be discussing these issues beginning in April. He added that the President's budget for 1986-87 should be drafted by early February.

In discussing the federal grant for 1986-87, Mr. Pangborn stated that it appears that districts with populations under 200,000 will be protected but will still experience some cuts. LTD, with a population area of 186,000, should be in this protected category until about 1991, after the 1990 census. Additionally, Section 3 capital funds will be changed from discretionary to formula. These funds come from the one-cent gasoline tax that is dedicated to capital for transit districts. The District will request over \$5 million to build its new facility. This change to formula funds, coupled with the Administration's desire to eliminate Section 9 funding, could mean a 40 percent reduction in capital assistance. Another intent of the Reagan Administration is to combine transit and roads and highway funds to give to the states for distribution by the governors, instead of a nationwide formula for distribution. The staff's concern here, Mr. Pangborn said, is that lobbying efforts will have to begin all over again, and that, since the majority of Oregon's population is in the

tri-county area around Portland, that area's strong lobbying interests will be able to retain most of the money for the Portland area.

Mr. Pangborn also explained that the Reagan Administration wants transit districts to pay federal fuel and tire taxes, which would add another \$100,000 to LTD's budget. Those taxes would then return to the federal highway/transit funds to be allocated by the Governor.

Another immediate impact of new federal regulations, expected in March, will be on the District's charter services. The regulations will be much more restrictive, and public hearings will be held to assess the impact in the community. LTD has been able to provide charter services not available through other charter providers. This service has been of major significance in attracting large conventions to the Eugene/Springfield area, since no local facility is large enough to house large conferences, and attendees must stay at several hotels and motels in the area. If LTD's ability to provide charter service is severely restricted, this area's convention planning will be seriously hampered. The proposed legislation would eliminate all charter service with federally subsidized equipment. This would mean that LTD would have to provide charter service with its oldest, most antiquated equipment, because those buses are wholly owned and the newer buses are not. Staff were suggesting that the District refer the charter issue to the Eugene/Springfield Convention and Visitors Bureau because of their concerns in this area.

Lastly, Mr. Pangborn talked about privatization, which Mr. Ries had discussed during audience participation. He explained that the federal government is talking about privatization of maintenance and service, and Ralph Stanley, head of the Urban Mass Transportation Administration (UMTA) had been trying to push local transit districts into subcontracting. Mr. Pangborn stated that the District presently does some subcontracting, such as the Dial-A-Ride service; shelter building and maintenance; and various bus maintenance components, such as upholstery work, painting, etc. However, UMTA and the Reagan Administration are talking about the subcontracting of fixed route service. He used the example of Dallas, Texas, which subcontracts with Trailways for its nonurban service.

At first, explained Mr. Pangborn, UMTA had said that transit districts would not receive Section 9 funds until privatization took place and, in fact, LTD has not received any Section 9 funds for which it applied last fall. However, Congress has said that the Administration cannot withhold formula funds, so the Section 9 funds are to be distributed as allocated. UMTA then said that Congress cannot force the distribution of Section 3 discretionary funds, which would account for half of the District's new facility. The suggested required level of subcontracting would be 5 percent in 1987; 10 percent in 1989; and 20 percent in 1990. It is implied that these percentages apply to the total budget, but Mr. Pangborn stated that it would be difficult for the Administration to require that LTD contract out 20 percent of its entire budget. He added that what these percentages actually mean is still unclear.

In summary, Mr. Pangborn stated that the District has been allocated Section 9 funds for this year and will be receiving that money. Staff are concerned about the Section 3 capital funds, and will be bringing this issue back to the Board for further discussion. He added that it would be difficult to do more than guess about the FY 86-87 budget at this time.

Calendar: Mr. Pangborn listed some important dates for the Board members to remember. Those dates are as follows:

January

Salary Subcommittee meeting during the week of January 20. (Since two of the members were absent that evening, staff will be calling to arrange a meeting date.)

February

Completion of the environmental assessment; meeting of the Facilities Subcommittee to discuss the results.

The Presidential budget message will be made in early February.

The District's annual Awards Banquet will be held on Saturday, February 15.

At the Board meeting on February 19, two topics for discussion will be the District's goals for FY 86-87, and administrative salaries, in preparation for the budget process.

February/March

During the last week of February or the first week of March, a strategic planning session, with the FY 86-87 budget as the main topic, will be held. Ms. Eberly mentioned the Board's preference that one or two main issues be targeted for work sessions.

March

At the March 19 Board meeting, action items will include a Maintenance Facility status report; the Parkway Station; and the Capital Improvements Program.

Ms. Calvert will be out of town from March 12 to April 2.

The last week in March is Spring Break.

April

Budget Committee meetings will be held on April 9 and 23.

The APTA Western Conference will be held in San Jose April 12-16. Mr. Pangborn mentioned that Board members are invited to attend; anyone who is interested should contact Ms. Loobey right away so travel arrangements can be made.

At the April 16 Board meeting, the contract for the Special Transportation Fund will be on the agenda.

May

Budget Committee meetings will be held on May 7 and 28.

Employee Awards Banquet: Mr. Pangborn stated that the issue of employees and their guests drinking at the banquet and driving home was raised at the last Board meeting because of the different format this year, with a band and dancing after the awards ceremony. Staff checked with the District's legal counsel about the District's liability, and found that the Red Lion is responsible for providing and denying drinks, and there is no case law which has gone against persons or companies holding social events in this manner. However, because staff feel a social responsibility, they have been working on several measures to help alleviate any possible problems. The bar will be open for a social hour before the banquet, closed during the dinner and awards ceremony, open again during the dance, and closed an hour or so before the dance is over. Staff are working with employees to carpool with designated drivers. Designated driver buttons will be handed out, and the District will provide non-alcoholic beverages for those people. Additionally, the Red Lion is offering a special package of \$30 per couple to spend the night. Ms. Eberly noted that taxi service is also available. Mr. Pangborn stated that the banquet committee will be working with employees to make them aware of their personal levels of responsibility and the options available to them.

Service Information: A booklet, "Overview of Service Design and Ridership Profile at Lane Transit District, 1985" was handed out to those present. It is a summary of the report made orally by Stefano Viggiano, Planning Administrator, at one of the strategic planning sessions in the fall.

Special Services Report: No requests for special services were received this month. In response to a question from Ms. Eberly, Ms. Loobey stated that staff did not see the request from Senior Companions as falling under the guidelines of the special services policy.

Financial Reporting: Ms. Calvert thought it was interesting to note that payroll tax revenues were still coming in, and that passenger fares were much higher as a result of the bad weather. Karen Rivenburg, Finance Administrator, commented that this had been the largest amount of money ever received as passenger fares in a single month, with \$72,000 in cash in the fareboxes. Mr. Pangborn also noted that all passenger fares for

the month were strong, and that there had been two strong quarters so far this fiscal year. He said it appeared that ridership would continue to grow, and that the effect of the cash fare increase in September appears to have been minimal.

Quarterly Reporting: Ms. Calvert wondered if there was a particular reason that more complaints had been received during the last quarter. Don Gray, Transportation Manager, handed out a page of statistics comparing complaints received for careless driving, attitude, and pass-by's in 1984 and 1985. Although some percentages were up quite a bit, the actual numbers of complaints were still rather small. During the highest increase, in October, 1985, the number of complaints increased 116 percent, but that meant that 26 complaints were received, up from 12 the previous October. During this time, he said, one complaint was received for every 8,012 miles driven, and for 1985 as a whole, one complaint was received for every 11,261 miles driven, which he saw as a pretty good average. Mr. Gray also listed possible reasons for the increase in complaints, including stress due to the unsettled contract; stress due to heavier passenger loads and traffic during the holiday season; and fog, snow, and ice.

Mr. Gray added that an employee committee has been formed to review the process for handling complaints. The employee survey taken a year ago showed that employees were unhappy with the process, and that their perceptions of a valid complaint were different than the types of complaints allowed under the present policy.

General Manager's Absence: Ms. Loobey informed the Board that she would be attending the APTA Management Conference in Fort Lauderdale, Florida, from January 24 to January 30.

ADJOURNMENT: After some discussion on the importance of the topics scheduled for action that evening, those present agreed that it was necessary to hold another Board meeting before the regular February meeting. In discussing a breakfast meeting rather than an evening meeting, Ms. Eberly stated that several other members and she could not normally attend meetings that lasted later than 8:30 a.m. Staff said they would allocate 30 minutes for each of the two major agenda items, in order to finish by 8:30.

The meeting was then adjourned, for lack of a quorum, to 7:30 a.m. on Wednesday, January 22, 1986 at the District's conference room at 1938 West Eighth, Eugene.


Board Secretary

Attachment to 1/15/86 Minutes

January 15, 1986

LTD Board of Directors
P.O. Box 2710
Eugene, OR 97402

Dear Board Members:

As members of the Senior Companion Advisory Council we wish to voice our unanimous support for the proposal that Lane Transit District grant 20 bus passes free of charge to the program on a monthly basis for the six months remaining in this fiscal year. We also strongly urge the Board to make these passes available on a continuing basis to the the Senior Companion Program. Your action would greatly benefit this effective volunteer program in the following ways:

1. It would provide in-kind match. Currently, the Senior Companion Program is facing an acute problem meeting federal in-kind match requirements. For every dollar generated locally, the program receives nine federal dollars. Thus, if there is not increased local support for the program through in-kind match, in the last half of this fiscal year the program faces the loss of thousands of federal dollars; cuts in volunteer enrollment and the future funding levels will be jeopardized.
2. It would improve the financing of the volunteer transportation budget. For the past three years, budgetary restraints at the federal level have severely limited this program's ability to adequately reimburse its volunteers for the mileage they incur while carrying out their assignments. Your action would enable the program to provide increased transportation reimbursement to the Senior Companion volunteers.

Thank you for your consideration of our request.

Sincerely,



Laurie Cracraft
Internal Affairs Subcommittee
Senior Companion Advisory Council

LC:c1b/0176n

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

ADJOURNED MEETING

Wednesday, January 22, 1986

Pursuant to notice given at the January 15, 1986 regular meeting, and to *The Register-Guard* for publication on January 21, 1986, an adjourned meeting of the Board of Directors of the Lane Transit District was held at 7:30 a.m. on Wednesday, January 22, 1986 in the District's conference room at 1938 West Eighth Street, Eugene.

Present: Peter Brandt, Treasurer
Janet Calvert, President, presiding
Janice Eberly, Vice President
Joyce Nichols
Gus Pusateri
Rich Smith
Mark Pangborn, Director of Administrative Services
Jo Sullivan, Recording Secretary

Absent: Larry Parducci, Secretary
Phyllis Loobey, General Manager

CALL TO ORDER: Ms. Calvert called the meeting to order at 7:40 a.m.

APPROVAL OF MINUTES: Dr. Smith moved that the minutes of the December 18, 1985 adjourned meeting and the December 23, 1985 adjourned meeting be approved as distributed. After seconding, the motion carried by unanimous vote.

SPECIAL TRANSPORTATION FUND--REVIEW OF FUND AND APPROVAL OF L-COG CONTRACT FOR PROGRAM DEVELOPMENT: Mr. Pangborn explained that during the last session of the Legislature, an additional tax on tobacco, sponsored by Jane Cease of Portland, had been passed. The proceeds of the tax are to be used for transportation, specifically for the elderly and handicapped. The tax revenues will be allocated on a per capita, county-wide basis. The District should start receiving these funds in April of this year.

Mr. Pangborn stated that the District has taken a long-term view for transportation for the elderly and handicapped, resulting in 100-percent fixed-route accessible service, and has coordinated special services through a consortium which is under the umbrella of the Lane Council of Governments (L-COG).

Leon Skiles, Senior Planner, gave a history of the District's involvement in services for the elderly and handicapped. In 1976, LTD began a service known as Dial-A-Bus, a curb-to-curb service provided on demand and dispatched by LTD employees. In 1979, federal legislation

MOTION

VOTE

mandated that the District adopt a transition plan, outlining the District's policies and how service was to be provided for the elderly and handicapped. At that time, the Board of Directors adopted a policy which stated that LTD would pursue 100-percent fixed-route accessibility (providing service with lifts on all buses), and that the District would phase out the Dial-A-Bus service.

In 1980, LTD contracted with Special Mobility Services (SMS) to operate and dispatch the Dial-A-Bus service. The District was still responsible, however, for service standards and funding. In 1984, LTD and a consortium of other service providers contracted with L-COG to manage the curb-to-curb service, with SMS still operating the service (now called Dial-A-Ride). L-COG now has final responsibility for service standards, but LTD continues to be deeply involved, and 100 percent of the funding still comes from LTD. In 1986-87, however, the Special Transportation Fund, from the tobacco tax revenues, will provide a portion of the funding for programs such as Dial-A-Ride.

Mr. Skiles further explained that the internal cost for providing Dial-A-Bus was approximately \$400,000 per year, with a cost per trip of about \$15.00. Approximately 21,000 rides were taken per year. In 1982-84, LTD paid the L-COG consortium approximately \$127,000 per year in funding for elderly and handicapped curb-to-curb services. The number of rides have not dropped considerably, so the high level of efficiency gained by offering like services through a consortium significantly lowered the cost per trip.

According to the legislation passed in June of 1985, which set up the Special Transportation Fund (STF), when a city has a transit district, the STF funds go to the transit district. If the transit district does not encompass the entire county, then the money is to be allocated in proportion to the portions of the county which are in and out of the District. The District encompasses about 80 percent of the county, according to the 1980 census, so funds will be allocated accordingly.

Mr. Skiles stated that all of the STF money is to be used for direct service to the elderly and handicapped, and cannot be used for administration of the fund; however, it can be used for administration of service. The reason behind this being written into the law, he said, was to get the money to the users who need the service. This means that it will take District funds and staff time to spend the money for elderly and handicapped services. The STF monies can be spent for new service or to maintain current services, as well as for the planning of new service.

The legislation also calls for an advisory committee to assist in the spending of the money. After Board action that day, staff planned to work on the formulation of the committee.

Responsibilities associated with overseeing the Special Transportation Fund include making decisions regarding allocation of funds to programs or agencies requesting STF funds, both within and outside of the

District's boundaries. Other providers of elderly and handicapped services would come to LTD to request funds, and LTD would have to decide which programs were appropriate to receive those funds. Staff thought this responsibility was not appropriate for the District, and that it was somewhat counter to the direction of reducing LTD's responsibility and involvement in special transportation needs. Staff preferred that the District be a partner in the process, but not the sole decision maker. The Lane Council of Governments has a broader, county-wide basis, and is more involved with special service delivery, and is in a better position to make these kinds of decisions.

Based on these issues, staff began drafting a program for administration of the county's Special Transportation Fund. Mr. Skiles explained that the Oregon Public Transit Division will disburse the funds and monitor LTD's compliance with the legislation. As proposed by staff, LTD's responsibilities will be to establish an advisory committee; develop any local standards which are felt to be necessary for the expenditure of the STF money; develop a contract with L-COG to administer the funds and monitor L-COG in that process; and disburse the funds to L-COG. The advisory committee would advise the District and assist in making these decisions. When the contract between L-COG and LTD is signed, the responsibility for administering the program would shift to the Lane Council of Governments. The responsibilities of L-COG would be to seek input from programs that desire funding; award the funds; develop service standards for compliance with the funds; develop and maintain contracts resulting from the allocation of funds; institute reporting and accounting procedures; and distribute the funds to the actual service providers. L-COG would also need to have an advisory committee, made up of two parts: an in-district advisory committee, and an out-of-district advisory committee. The money could be allocated to three types of programs: 1) programs through the consortium, including Dial-A-Ride and the Area Agency on Aging and the Maxi Taxi program; 2) programs from outside the consortium (including an attempt, for instance, to try to involve Pearl Buck or the City of Eugene in the consortium); and 3) programs outside the service area.

Mr. Skiles stated that one of the main points being presented was that the District would make the decisions for administration of the funds and would monitor L-COG's actual administration of the funds, but would not be involved in awarding funds or setting up the local contracts or standards. What staff are trying to do is shift responsibility for those particular decisions to L-COG, and to outline in a contract a set of standards for L-COG to adhere to, including the state legislation.

At that time, said Mr. Skiles, staff were asking for Board acceptance of the direction staff were taking; and an allocation of an additional \$6,800 for additional staff resources for L-COG for initial administration of the Special Transportation Fund, for this fiscal year only. After this fiscal year, he said, the cost for administration of the program would be absorbed by members of the consortium through local share match, since

the Special Transportation Funds cannot be used for administration of the program.

It is anticipated that L-COG would assume responsibility for the consortium around April, and would start to award STF funds to particular programs in June. In July, the money from the STF can be spent. The money will be reaching LTD in April, but staff believe that July is an appropriate date for beginning to expend the funds, in order to allow enough planning time and to make decisions on spending.

The original estimate was that the State would receive \$3.2 million from the Special Transportation Fund, of which \$320,000 would be allocated to the District for disbursement and administration. However, Public Transit staff now estimate the funds to be 80 percent of the original estimate, which would result in LTD receiving \$80,000 for the balance of this fiscal year, and \$280,000 in Fiscal Year 1986-87. If this year proves to be successful, Jane Cease may try in the next biennium to increase the tax dedicated to the Special Transportation Fund from one cent to two cents.

The State has an approval process for funding sources. If staff's proposal is approved, Mr. Skiles said, staff would seek approval for passing the money on to L-COG, and they would seek approval for allocating the funds to requesting agencies and programs.

Mr. Brandt asked if the STF monies would replace the \$127,000 which LTD pays to L-COG each year to provide the Dial-A-Ride service. Mr. Pangborn stated that this was an interesting question which had been raised by Tri-Met in Portland. Jane Cease replied to Tri-Met that this was not the intent of the legislation, and that the STF was supposed to be a supplement and not a replacement for current funding of services for the elderly and handicapped. She stated that, if transit districts eliminate their support for ongoing programs, she will have the law amended to force the districts to resume that funding. Mr. Pangborn stated that staff are hoping to find a middle route which will meet what Ms. Cease sees as the District's obligation under the intent of the legislation, and, at the same time, reduce LTD's obligation. One of the suggestions District staff have been discussing with L-COG is a local match, in which programs which apply for STF funding would have to put up some of their own money as a match. This would mean some kind of an ongoing obligation on the part of LTD for Dial-A-Ride service, but possibly on a lower level. Part of the matching funds could be used for administrative costs, and LTD would not have to provide funds for that purpose after this year.

In further explanation of the District's continued funding responsibility, Mr. Skiles stated that Jane Cease's assumption is that the service level for elderly and handicapped persons throughout the state is not at an adequate level. She promised to her constituency that this money would be used to increase the service level. Public Transit at this point is saying to transit districts that they should use this money in good faith to increase the service levels within their areas. If Jane Cease does not

see this realized, she will endeavor in the next biennium to make the legislation much more strict, causing an increase in service levels. Mr. Brandt thought that Ms. Cease could not cause any transit district to spend money that it did not want to spend, however. Mr. Pangborn agreed that, at some point, the District's allocation to Dial-A-Ride service is a decision that is made locally, by the Budget Committee and the Board of Directors. At the point where the staff and Board discuss this issue with the Budget Committee, he said, staff hope to have a firmer idea of the structure, so they will know how requests will be made and, if, in fact, the District contributes any or no money, how it will go through the process.

Mr. Pangborn stated that one thing the proposed program would do would be to get the District out of a "sticky" situation of agencies and program representatives coming before the Board to request funds and the Board having to balance those requests and make decisions. L-COG and District staff both see this role as better filled by L-COG.

In response to a question from Mr. Brandt regarding the advisory committee, Mr. Skiles stated that the advisory committee can only be made up of elderly and specialized transportation providers and users. He explained that the District has a very good rapport and a good working relationship with the elderly and handicapped community; there is mutual trust and credibility, and LTD has been able to avoid the controversy which has plagued some other transit districts, while providing very good service. Mr. Skiles believes that the committee and the District will be willing and able to look at the other's position as well as their own in a cooperative way. Mr. Pangborn added that Mr. Skiles will be working with the advisory board and then reporting to the LTD Board. Any controversy would likely occur with L-COG and the decision-making process; however, Mr. Skiles stated, the area has a tradition of a lack of controversy. The intent of the advisory group is in advice and assistance, and to provide a pressure group toward the transit district and the decision makers, but the District is not obligated to do what the advisory group says, and the advisory group is not obligated to agree with what the District does.

In answer to a question from Mr. Pusateri, Mr. Skiles explained that the District had an advisory board from the elderly and handicapped community in 1979 to develop the transition plan. Since that adoption, staff have retained one person from that group, Dave Kleger, who used to work for Vocational Rehabilitation, as the District's advisor on issues. There is now an advisory committee on the consortium through Lane Council of Governments. It is made up of two consortium members and two members at large, one of whom is elderly and the other whom is handicapped. The other members are the Area Agency on Aging and the transit district. Mr. Skiles stated that the District would form the advisory committee to make the first set of decisions, and then that committee would become the advisory committee for the Lane Council of Governments. Mr. Skiles ended by stating that all the issues raised by the Board members were also being discussed at the staff level between LTD and L-COG. He said he envisioned

coming back to the Board at various points along the time line to ratify certain points of the program and its direction.

MOTION

Dr. Smith moved that the Board direct staff to develop a procedure, for Board review and approval at a later meeting, which would delegate Special Transportation Fund allocation authority to the Lane Council of Governments (L-COG), and that the District immediately contract with L-COG for the management of the Special Transportation Fund program for Fiscal Year 1985-86 for an amount not to exceed \$6,800. Ms. Nichols seconded the motion.

Ms. Eberly asked if these administrative funds would have to be paid after this fiscal year. Mr. Skiles stated that this was a one-time cost to LTD, and that local match funds would be used for administrative costs in the future. However, if LTD applies for STF funds, it will have to provide matching funds, just like other programs will be required to do. Mr. Pangborn stated that there is money in contractual services, originally budgeted for legal fees, which can be used to cover this year's administrative costs. Dr. Smith commented that this was not a lot of money to spend to transfer the responsibility to another agency. Mr. Brandt thought the District would be spending the money to have someone else do the work, but would still have the final responsibility and would spend staff time supervising L-COG. Mr. Pangborn agreed that some of this would be present, but L-COG would be doing the work and LTD staff would have to remain knowledgeable and involved to some degree. Mr. Skiles thought the training process would not be long or involved, because L-COG already manages other programs similar to this. Additionally, L-COG is and will be providing additional staff time in the same manner that Mr. Skiles will be involved. Mr. Brandt wondered about loaning L-COG the \$7,000 and having them pay it back. Mr. Pangborn stated that staff could raise the issue in contract discussions, but did not hold out much hope for it succeeding.

VOTE

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

SENIOR COMPANION PROGRAM REQUEST FOR PASSES: Mr. Pusateri mentioned the request made by the Senior Companion Program at the January 15 Board meeting. The request had been made for 20 passes for senior volunteers to use in their work with 70 low-income seniors in Lane County, through a federally-funded program designed to help keep seniors out of nursing homes. There are 20 volunteers who have no transportation other than the bus, and the program is losing part of its federal funding because of lack of local match. The 20 passes could be used as match-in-kind, and would help the program stay funded and active until the end of the fiscal year. After that time, the program directors plan to apply for Special Transportation Fund moneys.

Mr. Pangborn stated that there is capacity on the buses, and the pass basically only costs the District the money for printing. Therefore, he said, staff recommend that the Board could allocate the passes until

June 30, 1986 only, and stipulate that they would not be renewed, even if the program is denied STF funding by L-COG.

MOTION

Mr. Brandt moved that the District provide 20 passes per month for the Senior Companion Program until June 30, 1986. After seconding by Mr. Pusateri, the motion carried by unanimous vote.

VOTE

SUMMARY OF STRATEGIC PLANNING SESSIONS: Mr. Pangborn stated that the Board would not have time that day to discuss this issue, but that it was important for staff to have feedback from the Board before the District's goals and objectives for next year are finalized. He called the Board's attention to page 19 of the January 15 agenda packet, and stated that the issue of revenues would be the greatest area of controversy for discussion. He stated that draft goals and objectives would be brought to the Board for their review at the February meeting, and he asked the Board members to review the strategic planning session summary on pages 18 through 20 of the agenda packet for discussion at that time. Ms. Calvert thought that the District had looked at the self-employment tax more recently than 1979, as it stated on page 19.

APPOINTMENT OF BUDGET COMMITTEE MEMBER: Ms. Eberly stated that Rosemary Pryor had been on the Budget Committee for three years and was willing to continue. She moved that the Board reappoint Ms. Pryor for a three-year term, beginning immediately. Ms. Nichols seconded, and the motion carried unanimously.

SALARY SUBCOMMITTEE MEETING: Members of the Salary Subcommittee (Calvert, Nichols, Smith) scheduled a meeting on Wednesday, February 5 at 11:30 a.m. at the Factory Restaurant in Springfield. Staff will pick up Ms. Calvert and meet the others at the restaurant.

ADJOURNMENT: The meeting was unanimously adjourned at 8:50 a.m.


Board Secretary

bdmn0122.jhs



February 19, 1986

MEMORANDUM

TO: LTD BOARD OF DIRECTORS
FROM: FINANCE ADMINISTRATOR
RE: CAPITAL IMPROVEMENTS PROGRAM

The proposed Capital Improvements Program (CIP) is presented for your review and approval. This planning document serves as a guide to capital needs over the next 20 years in a very general sense. Upon approval by the Board, the first year of the CIP (1986-87) will be incorporated into the Capital Projects Fund budget request for the next fiscal year.

The first year of the CIP includes specific items requested, while future capital needs are listed as one amount per category. Revenue vehicle replacement is based upon a 15-year bus life and a three-year van life. Fleet expansion is based upon needs projected in other planning documents.

Due to the long grant application timeline, funding for Fiscal Year 1986-87 projects will not be received until the latter part of the next fiscal year; thus, many of the items will be acquired in later fiscal years. The most significant item in the CIP is the Maintenance/Administration Facility replacement. Other significant items include: purchasing five buses to replace our 300 and 400 series buses, and two novelty buses to serve the downtown shuttle (contingent on business support of our local share); and continuing our expansion of passenger boarding improvements (pads and shelters).

The CIP requests a total of \$4,300,000 in expenditures of which the Maintenance/Administration Facility and buses comprise \$3,000,000 and \$1,100,000, respectively. Capital acquisitions included in the CIP will come before the Board of Directors for approval again at the time that individual grant applications are submitted. Approval of the CIP does not commit the Board to these projects or preclude it from making changes as grant applications are approved.

LTD Board of Directors Regular Meeting
February 19, 1985
Page 2

STAFF RECOMMENDATION

District staff recommend that the Board approve the CIP, of which the first year will be incorporated into the budget request presented to the Budget Committee.

Karen R. Rivenburg

Karen R. Rivenburg
Finance Administrator

KRR:sbe

LANE TRANSIT DISTRICT
 CAPITAL IMPROVEMENT/REPLACEMENT PROGRAM
 FUTURE VALUES ASSUME A 5% ANNUAL INFLATION RATE

DRAFT - FEBRUARY 12, 1986

	86-87	87-88	88-89	89-90	90-91	91-92	92-93	93-94	94-95	95-96	1996-2001	2001-2006	TOTAL
COMPUTER SOFTWARE													
NETWORK SOFTWARE													
SYMPHONY-2 COPIES	900												900
SYMPHONY-2 UPGRADES	300												300
LOTUS 1-2-3; REL 2-4 COPIES	1,300												1,300
WORD PERFECT-4 COPIES	300												300
WORD PERFECT UPGRADE	600												600
PROJECT MANAGEMENT	700												700
REMOTE USER	100												100
3COM UPGRADE	500												500
NETWORK MANAGEMENT	500												500
OTHER	1,000	5,000	5,250	5,513	5,789	6,078	6,382	6,701	7,036	7,388	42,865	54,707	153,709
FINANCIAL SOFTWARE-FOR PC'S		2,000											2,000
POINT 4 SOFTWARE	1,000												1,000
SUBTOTAL-COMPUTER SOFTWARE	7,200	7,000	5,250	5,513	5,789	6,078	6,382	6,701	7,036	7,388	42,865	54,707	161,909
OFFICE FURNITURE & EQUIPMENT													
FILING CABINETS-CLER & AD ALST	600												600
FILING CABINET-CSC	300												300
FILING CABINET-MAINT	300												300
DESK CHAIRS-REPLACEMENT	3,000												3,000
ELECTRONIC TYPEWRITER	300												300
FREE STANDING INFO DISPLAY	300												300
FIREPROOF PRINTOUT CABINET		2,000											2,000
CONFERENCE TABLE	500												500
DOLLAR BILL CHANGER	2,000												2,000
HIGH CAPACITY PHOTO COPIER	20,000												20,000
COIN COUNTER-REPLACEMENT		11,000											11,000
POSTAGE MACHINE-REPLACEMENT		4,000											4,000
CALCULATORS-REPLACEMENT	200		200		200								600
OTHER OFFICE ITEMS	5,000	10,000	10,500	11,025	11,576	12,155	12,763	13,401	14,071	14,775	85,723	109,407	310,396
SUBTOTAL-FURNITURE & EQUIPMENT	32,500	27,000	10,700	11,025	11,776	12,155	12,763	13,401	14,071	14,775	85,723	109,407	355,296

	86-87	87-88	88-89	89-90	90-91	91-92	92-93	93-94	94-95	95-96	1996-2001	2001-2006	TOTAL
COMPUTER EQUIPMENT													
NETWORK HARDWARE													
70 MB EXPANSION DISK	3,500												3,500
EXPANDED MEMORY KIT-2	2,800												2,800
NETWORK/POINT 4 CONNECTION	500												500
REMOTE SERVER	1,500												1,500
PERSONAL COMPUTERS W/TABLES	18,200	6,100											24,300
POINT 4 HARDWARE	1,100												1,100
FUTURE COMPUTER ITEMS		10,000	10,500	11,025	11,576	12,155	12,763	13,401	14,071	14,775	85,723	109,407	305,396
SUBTOTAL-COMPUTER EQUIPMENT	27,600	16,100	10,500	11,025	11,576	12,155	12,763	13,401	14,071	14,775	85,723	109,407	339,096
MAINTENANCE													
REPLACEMENT ITEMS													
BUS WASHER BRUSHES	2,000												2,000
20 TON AIR JACK	800												800
24 VOLT BATTERY CHARGER	400												400
PORT HYDRAULIC PRESS/PULLER	2,000												2,000
TIRE GROOVING MACHINE	3,800												3,800
PARTS STORAGE BINS	12,500	13,000	13,500										39,000
PARTS WASHER TANK	1,500												1,500
OTHER REPLACEMENT ITEMS		10,000	10,500	11,025	11,576	12,155	12,763	13,401	14,071	14,775	85,723	109,407	305,396
SUBTOTAL-MAINTENANCE	23,000	23,000	24,000	11,025	11,576	12,155	12,763	13,401	14,071	14,775	85,723	109,407	354,896

	86-87	87-88	88-89	89-90	90-91	91-92	92-93	93-94	94-95	95-96	1996-2001	2001-2006	TOTAL
PASSENGER BOARDING IMPROVEMENTS													
MAJOR BUS STOPS													
VALLEY RIVER CENTER	10,000	150,000											160,000
WEST EUGENE STATION			15,000										15,000
SPRINGFIELD AT 58TH				15,000									15,000
IMPROVEMENTS-EUGENE STATION													
MISC IMPR-BIKE RACKS, ETC.	1,500												1,500
UNSPECIFIED		10,000	10,000	10,000									30,000
BUS STOP IMPROVEMENTS													
PADS,SHELTERS,CANS,BIKE RACK	50,000	75,000	75,000	75,000									275,000
INFRASTRUCTURE IMPROVEMENTS-													
TURNOUTS,PAVING,CURBCUTS		50,000	50,000	50,000									150,000
BUS STOP INFORMATION DISPLAY	8,000	8,000											16,000
SIGNS													
OTHER		3,000											3,000
				150,000	157,500	165,375	173,644	182,326	191,442	201,014	1,166,266	1,488,483	3,876,050
SUBTOTAL-PASS BOARDING IMPROVE	69,500	296,000	150,000	300,000	157,500	165,375	173,644	182,326	191,442	201,014	1,166,266	1,488,483	4,541,550
FACILITIES													
FACILITIES IMPR & MAINT													
MAINTENANCE & ADMIN FACILITY	3,000,000	6,600,000	10,000	10,500	11,025	11,576	12,155	12,763	13,401	14,071	81,639	104,194	281,324
ELECTRIC DOORS-CSC	4,000												4,000
SUTOTAL-FACILITIES	3,004,000	6,600,000	10,000	10,500	11,025	11,576	12,155	12,763	13,401	14,071	81,639	104,194	9,885,324

LANE TRANSIT DISTRICT
 CAPITAL IMPROVEMENT/REPLACEMENT PROGRAM
 FUTURE VALUES ASSUME A 5% ANNUAL INFLATION RATE

DRAFT - FEBRUARY 12, 1986

	86-87	87-88	88-89	89-90	90-91	91-92	92-93	93-94	94-95	95-96	1996-2001	2001-2006	TOTAL

VEHICLES & ACCESSORIES													

REPL 300 & 400 BUSES-5 SEC 18													
CURRENT PRICE \$150,000	787,500												787,500
REPL 20 500 BUSES-15 YR LIFE					4,020,287								4,020,287
REPL 18 700 BUSES-15 YR LIFE									4,188,586				4,188,586
REPL 31 800 BUSES-15 YR LIFE												9,206,682	9,206,682
INCREASE FLEET SIZE													
STANDARD BUS-10 EACH TIME				1,823,259				2,216,183			2,969,897	3,790,425	10,799,764
DOWNTOWN SHUTTLE	300,000												300,000
MINI-VANS		66,150		72,930		80,406		88,647			205,485	394,166	907,784

SUBTOTAL -VEHICLES & ACCESS	1,087,500	66,150	0	1,896,189	0	4,100,693	0	2,304,830	0	4,188,586	3,175,382	13,391,273	30,210,603

BUS RELATED EQUIPMENT													

AUTO PASS CNTRS,MICROPROCESSOR	30,000	30,000											
SIGNPOSTS, DATA RETRIEVAL													60,000
UNIT, CPU													

TOTAL BUS RELATED EQUIPMENT	30,000	30,000	0	0	0	0	0	0	0	0	0	0	60,000

SERVICE VEHICLES													

SUPERVISORS' VANS-REPLACEMENT	16,000	16,800	17,640	18,522	19,448	20,421	21,442	22,514	23,639	24,821	124,106	130,312	455,664
MAINTENANCE TRUCK-REPLACEMENT					20,000						26,802		46,802

TOTAL SERVICE VEHICLES	16,000	16,800	17,640	18,522	39,448	20,421	21,442	22,514	23,639	24,821	150,908	130,312	502,466

GRAND TOTAL	4,297,300	7,082,050	228,090	2,263,799	248,690	4,340,607	251,912	2,569,337	277,731	4,480,205	4,874,229	15,497,189	46,411,140
=====													

LANE TRANSIT DISTRICT
FISCAL YEAR 1986-87 GOALS

GOAL: INCREASE RIDERSHIP AND RIDERSHIP PRODUCTIVITY.

Objectives:

- Increase ridership by 3 percent plus an amount equal to any increase in service
- Seek additional commuters and riders with access to an automobile
- Improve passenger facilities, including downtown station
- Increase current system-wide productivity of 16.9 rides per hour (rph) to 17.4 rph, exclusive of any service increases
- Continue existing and develop new marketing programs/promotions that contribute to increased ridership

GOAL: INCREASE REVENUES FROM FAREBOX AND OTHER SOURCES.

Objectives:

- Increase farebox-to-operating cost ratio (fto) from the current rate of 17.9 percent to 18.4 percent, exclusive of a service increase
- Adhere to District fare policy

GOAL: IMPROVE INTERNAL OPERATING EFFICIENCIES.

Objectives:

- Maintain or lower current cost per trip (cpt) of \$1.39
- Provide for adequate capitalization of the District to insure future operating efficiencies
- Continue improvements in employee relations
- Continue computerization, employee fitness, health, incentive, and training programs, as well as the development of measures of effectiveness

GOAL: IMPLEMENT NEW SERVICE DESIGNED TO MEET PRODUCTIVITY STANDARDS WHICH CAN BE SUSTAINABLE IN FUTURE YEARS.

Objectives:

- Adhere to service design policy and productivity standards
- Restructure service when necessary to improve efficiency
- Provide service to new developments

GOAL: MAINTAIN, AND SEEK TO EXPAND, SUPPORT FROM THE COMMUNITY AT LARGE.

Objectives:

- Strengthen ties with local public agencies
- Continue participation in local business and community groups
- Generate support from local, state, and national agencies
- Enhance support from the public at large
- Improve employee/patron interaction
- Improve the customer information system

GOAL: DEVELOP A PLAN TO RESPOND TO THE ANTICIPATED LOSS OF FEDERAL FUNDS.

Objectives:

- Develop a plan for the implementation of a payroll tax increase
- Develop alternative revenue sources
- Examine impact of budget reductions

GOAL: CONTINUE WITH THE DEVELOPMENT OF A NEW MAINTENANCE/ADMINISTRATIVE FACILITY.

Objectives:

- Develop an efficient and effective design that meets the District's needs
- Assign staff to manage program
- Focus District capital resource on the completion of the facility



Lane Transit District

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

February 11, 1986

MEMORANDUM

TO: Board of Directors
FROM: Board Salary Subcommittee
RE: Administrative Salaries for Fiscal
Year 1986-87

As is customary this time of year, the Board Salary Committee met recently with the Staff Salary Committee to consider and discuss administrative salaries for FY 86-87, in preparation for the development of next fiscal year's operating budget.

As a basis for discussion, the Subcommittee reviewed salary survey data compiled by staff comparing District administrative salaries with like positions in units of local government and West Coast transit properties of similar size. The survey data indicated that administrative salaries range from a value of 4.9% over to 36.6% behind the average of surveyed salaries, depending upon the classification. The gap continues to be greatest in the division and department head classifications.

A second factor discussed was the Consumer Price Index-Urban, computed for Portland. The CPI-U is a reflection of the buying habits and inflationary increases affecting urban households and is the index most commonly used. From November, 1984, to November, 1985, the latest data available for the Portland area, the CPI-U increased 4.0%.

A third area of discussion focused on LTD bargaining unit wage adjustments and potential local salary increases. LTD bargaining unit will increase 2% in March, 1986, with an additional 1% adjustment in November, 1986. Local adjustments in the public and private sectors have been determined to be in the 2% to 5% range for the coming year.

Recommendation:

In consideration of the foregoing, the Board Salary Subcommittee submits the following for Board consideration:

- * A general adjustment to the Administrative Salary Schedule of 3%.
Expenditure: \$32,484.00
 - Consistent with CPI-U Portland
 - Consistent with bargaining unit and local adjustments.

- * An additional adjustment of 2% to Grades 9-13 of the Administrative Salary Schedule.
Expenditure: \$6,948.00
 - Addresses "gap" in market survey.

- * Personnel budget, \$10,000.00 in the coming fiscal year, for re-evaluation of the administrative classification system, formalized salary review, and re-evaluation of the administrative benefit program; the last independent, formal review was completed in 1978.
Expenditure: \$10,000.00



Rich Smith
Chairperson,
Board Salary Subcommittee

NOMINATION FOR BUDGET COMMITTEE

LANE TRANSIT DISTRICT

BUDGET COMMITTEE APPOINTMENT QUALIFICATIONS: ORS 294.336
Budget Committee: (2) The budget committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of qualified electors of the municipal corporation appointed by the governing body . . . (5) the appointive members of the budget committee shall be appointed for terms of three years. The terms shall be so staggered that one-third or approximately one-third of the appointive members end each year.

BOARD MEMBER: Dr. Richard N. Smith

DATE OF NOMINATION: January 19, 1986

TERM OF BUDGET COMMITTEE APPOINTMENT: immediately 1/01/87
Effective Date Term Expiration Date

APPROVED BY BOARD: _____
Date

NOMINEE'S NAME: Dennis Strand

HOME ADDRESS: 560 Cinderella Loop, Eugene, 97404

Telephone Number: 689-3352

BUSINESS ADDRESS: P.O. Box 1068, Eugene, 97440

Telephone Number: 726-7631

PREFERRED MAILING ADDRESS: business address

OCCUPATION: Investment Manager

Brief statement of nominee's background which is relevant to budget committee appointment: MBA University of Oregon in Finance and Real Estate
Management; Active in community development programs; Commander
United States Marine Corps Reserve



U.S. Department
of Transportation
**Urban Mass
Transportation
Administration**

Region X
Alaska, Idaho,
Oregon, Washington

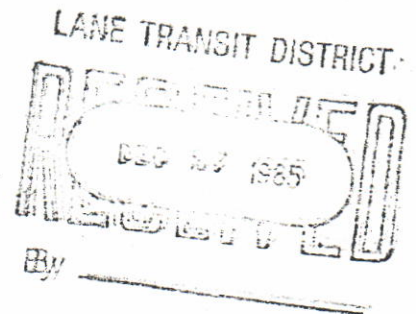
915 Second Avenue
Suite 3142
Seattle, WA 98174

REGION 10 BULLETIN NO. 85-36

SUBJECT: UMTA Private Enterprise Requirements
Sections 3, 5 and 9.

SUBJECT AREAS: Grant Development; Grant Administration;
Planning; Procurement

DATE: December 23, 1985



As you know, the Urban Mass Transportation Administration (UMTA) is committed to giving greater emphasis to those provisions in the law calling for the participation of private enterprise in its programs. As a beginning step, UMTA issued a policy statement on October 22, 1984, concerning the need to consider private transit operators, particularly during the planning process. (A copy of Region 10 Bulletin 85-4, dealing with this issue, is enclosed for your information). UMTA has developed a number of initiatives to further this goal and to refine its expectations with respect to implementation of this policy by UMTA grantees.

In mid-November, UMTA co-sponsored a conference in Orlando, Florida, on Private Transit and the Public Sector. At that Conference, UMTA Administrator Ralph Stanley announced several new initiatives to further promote the policy, including a decision to give priority consideration to Section 3 capital grant applications from transit operators which demonstrate significant utilization of competitive bidding for service (see enclosed Dear Colleague letter dated November 18, 1985).

Since that time UMTA has begun to develop specific guidance to grantees concerning private enterprise requirements for the Section 3, 5 and 9 programs. The purpose of this Bulletin is to alert you to these new guidelines and to clarify UMTA's intent with respect to this private enterprise policy.

In order to facilitate UMTA's review of a grantee's conformance to private enterprise requirements, the following steps should be taken.

1. All transit operators and MPOs within Region 10 will be expected to develop and adopt formal policies concerning the participation of private enterprise in the planning and provision of mass transit service. These policies should be developed in close coordination with each other for local consistency and with the Regional Office in order to assure consistency with UMTA's policy.
2. All transit operators within Region 10 will be expected to develop and to follow a process to ensure that private operators are included in planning and formulating maintenance and service decisions. Metropolitan Planning

Organizations (MPO) will be expected to develop additional procedures to ensure that private operators are included in the Transportation Improvement Program (TIP) and attendant planning process.

UMTA expects transit operator and MPO efforts in this area to go beyond mere pro forma notices to private operators of meetings and hearing opportunities. Proactive efforts are expected to include measures to secure active participation by private operators, and should include adequate operator and MPO staffing to assure this participation.

3. Transit operators, with MPO assistance where appropriate, should develop and implement procedures to analyze the feasibility and cost-effectiveness of competitive bidding for new or restructured service or maintenance. This will require the development of a formal solicitation process and a method to fairly compare costs between subsidized and non-subsidized operators.
4. All transit operators, with MPO assistance as appropriate, will be expected to develop a process to fairly resolve disputes.
5. In order to assess progress in implementing UMTA's private enterprise requirements, we request that the following information be submitted to the Regional Office as soon as possible:

Transit Operators

- a. Describe any contracts with other public, private non-profit or private for-profit entities for the provision of transit service or for maintenance. Please indicate with whom, for what, and in what amount.
- b. Please identify anticipated changes in service during the next year, and indicate plans to subject such changes to a competitive process.

Transit Operators and MPOs

- c. Indicate any plans for the representation of private operators in your decision process.

Formal UMTA guidance is being developed on a national basis that will specify the nature and level of documentation to be submitted during the TIP and/or grant application process for FY 86. We will share this with you as soon as we receive it.

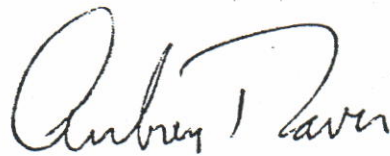
I would also like to take this opportunity to comment on the intent of UMTA's so-called "privatization" policy, and to dispel some inaccurate perceptions about it. First, the purpose and intent of the policy is NOT to turn back the clock and move from public to private transit systems. We all recognize that there are efficiently run and inefficiently run operations in both the public and the private sector. It is also a simple fact of life that monopolies, particularly subsidized monopolies, by nature tend to become less cost-effective than businesses run in a competitive atmosphere. What UMTA hopes to accomplish is to insert a competitive element into the process in order to stretch limited revenues as far as possible. If a public transit operator can save money by contracting out to a private operator, everyone benefits. UMTA does not maintain that private operators will always be more

cost-effective than public operators, but they can be in some instances, and the competitive environment alone will keep pressure on all parties to keep costs down. The important thing to remember is that the transit service is still a publicly controlled service, and whether it is actually operated by public employees or a private contractor, the quality and level of service will continue to be dictated by public transit agencies. Again, let me emphasize that this does not mean that private transit should replace public transit. It means only that public transit operators need to aggressively explore ways to reduce costs by subjecting their operations to competitive forces.

Another frequently heard myth is that private operators want to "skim the cream," leaving public operators with the unprofitable runs. This is simply not true. As a matter of fact, the opposite will often be true. It is the unprofitable runs that are the least cost-effective and, therefore, offer the greatest opportunity for cost savings by competitive bidding. It may make a lot more sense, for example, to contract with a private operator to use a taxi or van on an underutilized or off-peak hour route rather than a standard bus. As I stated earlier, the intent is to spend funds more effectively, not to switch from public systems to private systems. And one of the best ways to obtain cost-effective service is to promote competition in the provision of service.

We recognize that this concept poses problems for many of you, and we do not treat them lightly. The various problems, however, are not insurmountable, and we encourage you to look at this emerging "privatization" policy as a management challenge to improve your organization's effectiveness.

This office is ready to assist in any way possible as you begin to evaluate the opportunities for competitive contracting for service and maintenance. If you should have any questions or comments, I encourage you to contact Colleen Weule, Region 10 Private Sector Coordinator, or your transportation representative at 206/442-4210.



Aubrey Davis
Regional Administrator

2 Enclosures



U.S. Department
of Transportation
**Urban Mass
Transportation
Administration**

REGION X
Alaska, Idaho, Oregon,
Washington

915 Second Avenue
Federal Building
Suite 3142
Seattle, Washington 98174

REGION 10 BULLETIN NO. 85-4

SUBJECT: Private Enterprise Participation

PROGRAM AREA(S): Planning, Grants Assistance, Legal

DATE: March 1, 1985

Enclosed for your review is a copy of the Urban Mass Transportation Administration's (UMTA) recently published policy statement concerning private enterprise. The new policy strongly emphasizes efforts to increase the involvement of private transportation providers in local transportation planning and programs.

The four key points made in the statement include: (1) early involvement of private operators in the planning of services; (2) evaluation of private operators' ability to meet service needs in the market place without subsidy; (3) opportunities to present service proposals for new or restructured services; and (4) fair comparison of costs.

The policy contains new guidance on the inclusion of the private sector in the TIP process, as well as the development of procedures to resolve disputes.

The policy became effective on October 22, 1984, and will be aggressively implemented during the coming months by UMTA. It may result in some modifications to your existing planning and program evaluation procedures, and we strongly encourage you to carefully review the statement and submit any comments you may have. Although the comment period has officially closed, your comments are still encouraged.

Aubrey Davis
Regional Administrator

Enclosure

(d) The SBDC ensures that working relationships and open communications exist within the financial and professional communities, and with legal associations, private consultants, as well as small business groups and associations to help address the needs of the small business community.

(e) The SBDC ensures that assistance is provided to SBA special emphasis groups throughout the SBDC network. This assistance shall be provided to veterans, women, exporters, the handicapped, and minorities as well as any other groups designated a priority by SBA. Services provided to special emphasis groups shall be performed as part of the Cooperative Agreement.

Advance Understandings

(a) Lead SBDC's shall operate on a 40-hour week basis, or during normal State business hours, with National holidays or State holidays as applicable excluded.

(b) SBDC subcenters shall be operated on a full-time basis. The lead SBDC shall ensure that staffing is adequate to meet the needs of the small business community.

(c) All counseling assistance offered through the Small Business Development Center network shall be provided at no cost to the client.

Dated: October 15, 1984.

James C. Sanders,
Administrator.

Addresses of SBDC's Subject to This Notice

Mr. Craig R. Seymour, SBDC Director,
University of New Hampshire,
McConnell Hall, Durham, New
Hampshire 03824, (603) 862-3558.

[FR Doc. 84-27797 Filed 10-19-84; 8:45 am]
BILLING CODE 8025-01-M

DEPARTMENT OF TRANSPORTATION

Coast Guard

[CGD 84-081]

Houston/Galveston Navigation Safety Advisory Committee; Reestablishment

SUMMARY: USCG announces the reestablishment of the Houston/Galveston Navigation Safety Advisory Committee.

The purpose of the Committee is to provide local expertise on such matters as communications, surveillance, traffic control, anchorages, and other related topics dealing with navigation safety in the Houston/Galveston area as required by the Coast Guard.

FOR FURTHER INFORMATION CONTACT: Commander R.A. Brunell, Executive Secretary, Houston/Galveston Navigation Safety Advisory Committee, c/o Commander Eighth Coast Guard District (mps), Room 1341, Hale Boggs Federal Building, 500 Camp Street, New Orleans, LA 70130, Telephone number (504) 589-6901.

Dated: October 17, 1984.

A.D. BREED,

Commodore, U.S. Coast Guard, Chief, Office of Boating, Public, and Consumer Affairs.

[FR Doc. 84-27782 Filed 10-19-84; 8:45 am]

BILLING CODE 4910-14-M

Urban Mass Transportation Administration

[Docket No. 83-D]

Private Enterprise Participation in the Urban Mass Transportation Program

AGENCY: Urban Mass Transportation Administration, DOT.

ACTION: Notice of policy.

SUMMARY: In response to President Reagan's call for a greater private sector role in addressing community needs, the Urban Mass Transportation Administration (UMTA) announces its policy regarding private enterprise participation in the development of plans and programs to be funded under the Urban Mass Transportation Act of 1964, as amended ("the UMT Act"), and under the provisions authorizing use of Federal-Aid Highway Funds for public mass transit projects. The policy provides interim guidance to grantees and private sector providers on specified private enterprise provisions of the UMT Act. It is UMTA's intention to promulgate a regulation to implement these provisions in the near future. This statement addresses two provisions of the UMT Act that concern private enterprise participation, Sections 8(e) and 3(e), for the purpose of identifying: (1) The factors UMTA will consider in deciding whether local planning processes meet the requirements of Section 8(e); and (2) the procedures UMTA will employ in the event the Secretary of Transportation must make the findings required by Section 3(e) of the Act. UMTA does not intend to dictate specific ways to address the factors set forth in this policy statement. Similarly, failure to address any one of these elements may not necessarily undermine the validity of a grantee's planning process or disqualify grantees from receiving Federal assistance. However, UMTA's evaluation of an applicant's efforts to maximize private enterprise participation, as required by

the Act, will be based largely upon the factors which UMTA has identified in this statement as effective measures for ensuring that the capabilities of private providers are fairly considered. If experience demonstrates that private providers are unfairly excluded from the plans and programs funded under the UMT Act, notwithstanding this policy statement, then more direct Federal measures than those contained herein may be necessary. Comments by all interested parties are invited on this statement.

DATE: This policy will become effective October 22, 1984. However, UMTA is interested in receiving comments on this policy. Comments must be received on or before December 21, 1984.

ADDRESS: Comments on this policy should be submitted to UMTA Docket Number 83-D, Urban Mass Transportation Administration, Room 9228, 400 Seventh Street, SW., Washington, D.C. 20590. All written communications received on or before the comment period closes will be considered in determining whether adjustments to this policy may be warranted.

All comments and suggestions received will be available for examination at the above address between 8:30 a.m. and 5:00 p.m., Monday through Friday. Receipt of comments will be acknowledged by UMTA if a self-addressed, stamped postcard is included with each comment.

FOR FURTHER INFORMATION CONTACT: Kenneth E. Bolton, Office of Policy, Room 9300, Telephone (202) 426-4080; or Gerald Musarra, Office of the Chief Counsel, Room 9228, Telephone (202) 426-1936, UMTA, 400 Seventh Street, SW., Washington, D.C. 20590.

SUPPLEMENTARY INFORMATION: Private transportation providers have frequently voiced their concern that, in spite of statutory requirements, public decisionmakers do not fully or fairly consider the capacity of private enterprise to provide mass transportation services. The private providers, their representative organizations and the General Accounting Office have all urged UMTA to articulate the agency's view on meaningful compliance with the private enterprise provisions of the UMT Act. In 1982, Congress amended the UMT Act to include a new section 9: Block Grants. Section 9(f) directs recipients of grants under section 9 to employ a process whereby private transportation providers are consulted and their views fully considered in developing the program of projects to be funded under

section 9. It is UMTA's view that the process of consultation and consideration called for in section 9(f) is related closely to the underlying policy objective of section 8(e), that of maximizing private sector involvement in the planning activities conducted pursuant to section 8.

Although only section 9 recipients are required to adhere to the procedures of section 9(f) (UMTA C 9030.1, "Section 9 Formula Grant Application Instructions," June 27, 1983), this policy seeks to encourage reliance on an approach based on section 9(f) as a means of achieving compliance with the requirements of section 8(e). Grantees are by no means precluded from developing alternatives of their own in order to achieve such compliance.

To the extent that this policy statement imposes paperwork burdens, it is subject to the Paperwork Reduction Act of 1980 (44 U.S.C. 3507). UMTA intends to submit this policy statement under the Paperwork Reduction Act to OMB for approval. Comments on the paperwork impacts of the policy and possible ways to reduce them are requested.

Issued: October 18, 1984.

Ralph L. Stanley,
Administrator.

Urban Mass Transportation
Administration, Private Enterprise
Participation in Federally Assisted
Programs

1. Purpose

This policy statement has been developed to provide guidance in achieving compliance with the requirements of section 8(e) and section 3(e) (1) and (2) of the UMT Act. It is also UMTA's intention through this policy statement to promote greater reliance on the private sector in the provision of mass transportation services both as an independent private sector activity and through competitive contractual arrangements with public bodies.

2. Scope

This policy identifies the principal factors UMTA will take into account in determining whether local proposals for Federal assistance under sections 3 and 9 of the Urban Mass Transportation Act of 1964, as amended ("the UMT Act"), (49 U.S.C. 1601 et. seq.) and 23 U.S.C. 103(e)(4) and 142 meet the statutory requirements of sections 3(e) (1) and (2) and 8(e) of the Act.

3. Background

Three provisions in the UMT Act address either the role of private enterprise generally or private

transportation providers specifically in UMTA's assistance programs. These provisions are: section 8, which focuses on the conduct of the local planning process; section 3(e), which provides safeguards to existing mass transportation companies from unwarranted acquisition or competition resulting from a grant of assistance; and section 9(f), which sets out the manner for developing the program of projects to be funded under the Formula Grant Program (section 9). More specifically, section 8(c) of the UMT Act requires the Secretary to find that a program of projects, to be eligible for assistance, has been based on a planning process conducted in conformance with the objectives set out in section 8. One such objective, identified in section 8(e), directs UMTA grantees to encourage the maximum feasible participation of private enterprise in the plans and programs funded under the Act. Further, when UMTA has been requested to provide assistance which will have an impact on an existing mass transportation company, as specified in section 3(e) of the Act, the Secretary is required, prior to approving such assistance, to find: (1) That the project or program is essential to the local program of projects, and (2) that the local program provides for the maximum feasible participation of private mass transportation companies. Finally, as a precondition to the receipt of funding under section 9, recipients must develop a program of projects in accordance with the procedures set out in section 9(f). Section 9(f) clearly envisions a participatory approach to program development, commencing with notice to the public and followed by a consultative process involving interested parties and, in particular, private transportation providers. Once a detailed proposed program has been developed, recipients must allow a reasonable time for comments by affected citizens, private providers and local officials. At some point after the proposed program has been developed, the recipient must also provide an opportunity for a public hearing. The final program of projects submitted to UMTA must reflect the consideration that was accorded to the comments and views, especially those of private providers, garnered during the program development process. The final program, modified as appropriate by this consideration, must be made available to the public.

Beginning in FY 1984, grants under section 9 will constitute the largest portion of UMTA's assistance program, with the result that most grantees will be charged with responsibilities under

both sections 8(e) and 9(f). Recognizing this, UMTA has relied upon section 9(f) as a congressionally formulated model for guidance on section 8(e). The policy strives to achieve a streamlined process for developing the plans and programs to be funded under the Act and to eliminate the possibility that grantees would be burdened with duplicative procedural requirements. Additionally, early reliance on the section 9 model should narrow the range of issues to be addressed in the course of developing a final program of projects under section 9, and thereby make for expeditious grant delivery.

4. Policy

The joint UMTA/FHWA planning regulation (48 FR 30332, June 30, 1983) requires that the local planning process be consistent with sections 8(e) and 3(e) concerning the involvement of private transportation providers.

This policy is intended as amplification of UMTA's view that private sector participation is most meaningful when initiated early in the planning process. When developing federally assisted mass transportation plans and programs, UMTA grantees should give timely and fair consideration to the comments and proposals of interested private enterprise entities in order to achieve maximum feasible private participation.

As a general matter, UMTA recognizes that local decisionmakers should be afforded maximum flexibility in developing plans and programs to meet local transportation service requirements. At the same time, UMTA is obligated to ensure that local decisionmakers fully and fairly consider the private sector's capacity to provide needed transportation services.

In determining whether the local planning process conforms to the private enterprise requirements of the UMT Act, UMTA will consider a number of factors derived from the procedure set out in section 9(f). UMTA's determination of compliance will be made as part of the Secretary's finding under section 8(c) that the Transportation Improvement Program (TIP) is based on a planning process being carried on in conformance with the objectives of section 8, and, when appropriate, pursuant to the requirements of section 3(e). Specifically, UMTA will consider the factors set forth below:

I. Consultation With Private Providers in the Local Planning Process

A. Notifications. It is UMTA policy that local entities, as part of their transportation planning process, provide

reasonable notice to private transportation providers and possible new business entrants regarding proposed services and opportunities for private transportation providers in order that they may present their views concerning the development of local plans and programs. To the extent possible, it is also desirable to make known in advance the criteria which will be taken into account in making public/private service decisions.

B. Early Consultation. It is UMTA policy that a fair appraisal of private sector views and capabilities be assured by affording private providers an early opportunity to participate in the development of projects that involve new or restructured mass transit services. Private providers should be given opportunity to present their views concerning the development of local transportation plans and programs and to offer their own service proposals for consideration.

II. Consideration of Private Enterprise

A. Development of the Transportation Program. It is UMTA policy that private providers be afforded an opportunity to participate in and have their views be considered in the development of the annual (biennial) element of the TIP before MPO endorsement.

B. Provision of Service by Private Operators Without Public Involvement. It is UMTA policy that when new service needs are developed, or services are significantly restructured, consideration should be given to whether private carriers could provide such service in a manner which is consistent with local objectives and without public subsidy. Moreover, existing transit services should be periodically reviewed to determine if they can be provided more efficiently by the private sector. Public officials should examine possible adjustments in local regulation or existing service requirements in order to permit private carriers to perform service without subsidy in the free market.

C. Opportunities for Private Carriers to Provide Assisted Services. It is UMTA policy that where it is determined that public assistance is required, consideration should be given to the capability of private providers to provide such new or substantially restructured mass transportation services.

UMTA does not consider it acceptable for localities to foreclose opportunities for private enterprise by simply pointing to local barriers to their involvement in federally assisted local transportation programs. In general, a simple reference in the public record to public agency

labor agreements or a local policy that calls for direct operation of all mass transportation providers, would not satisfy the private enterprise requirements of the Act.

D. True Comparison of Costs. When comparing the service proposals made by public and private entities, all the fully allocated costs of public and non-profit agencies should be counted. Subsidies provided to public carriers, including operating subsidies, capital grants and the use of public facilities should be reflected in the cost comparisons.

III. Section 3(e)—Documentation

Section 3(e) of the Act affords safeguards to existing private mass transportation companies when proposed projects compete with or supplement the services they provide or when a federally assisted acquisition of a private mass transportation company, equipment or facilities is to occur. In these situations, section 3(e) requires the Secretary to find that the project in question is essential to the program of projects, and that the program provides for the maximum feasible participation of private mass transportation companies. Should it be necessary for these findings to be made, UMTA will request, and the grantee should provide, the necessary documentation upon which the section 3(e) findings will be based. Public records are expected to be in place that document the participatory nature of the local planning process, and the rationale used in making public/private service decisions.

IV. Compliance

Pursuant to the UMTA/FHWA joint planning regulations, the State and the MPO, at the time the annual or biennial element of the Transportation Improvement Program (TIP) is submitted to UMTA, will certify that the planning process is being carried on in conformance with all the requirements of section 8, including section 8(e).

UMTA, is considering conducting periodic Federal planning management reviews to ensure that all the planning requirements of section 8 are being met by recipients of Federal funds. In addition, compliance with the private enterprise provisions of the Act will be monitored as part of the annual audits and triennial reviews by section 9 of the Act.

V. Complaints

Since the underlying spirit of the UMTA Act is to afford communities maximum flexibility in local decisionmaking, it is appropriate that questions dealing with the fairness of local procedures and

decisions be addressed at the local level. Accordingly, a discrete local mechanism, preferably independent, should be devised for resolving disputes in a manner which assures fairness to all parties.

UMTA will entertain complaints from private enterprise organizations only upon procedural grounds that the local planning and programming process has not established procedures for the maximum feasible participation of private transportation providers consistent with section 8(e) and the spirit of this policy; or that local procedures were not followed; or that the local process does not provide for fair resolution of disputes. Accordingly, UMTA will not review disputes concerning the substance of local decisions regarding service or the appropriate service provider. Nor will UMTA entertain procedural protests prior to a disposition of complaints at the local level.

[FR Doc. 84-2772 Filed 10-19-84; 8:43 am]
BILLING CODE 4910-57-M

DEPARTMENT OF THE TREASURY

Office of the Secretary

(Dept. Circ. Public Debt Series—No. 30-84)

Treasury Notes of September 30, 1988,
Series N-1988

October 15, 1984.

1. Invitation for Tenders

1.1. The Secretary of the Treasury, under the authority of Chapter 31 of Title 31, United States Code, invites tenders for approximately \$6,000,000,000 of United States securities, designated Treasury Notes of September 30, 1988, Series N-1988 (CUSIP No. 912827 RH 7). The securities will be sold at auction, with bidding on the basis of yield. Payment will be required at the price equivalent of the bid yield of each accepted tender. The interest rate on the securities and the price equivalent of each accepted bid will be determined in the manner described below. Additional amounts of these securities may be issued to Government accounts and Federal Reserve Banks for their own account in exchange for maturing Treasury securities. Additional amounts of the new securities may also be issued at the average price to Federal Reserve Banks, as agents for foreign and international monetary authorities.

2. Description of Securities

2.1. The securities will be dated October 31, 1984, and will bear interest



US Department
of Transportation

Urban Mass
Transportation
Administration

The Administrator

400 Seventh St., S.W.
Washington, D.C. 20590

MTV 1 8 1985

Dear Colleague:

As you know, the Urban Mass Transportation Administration (UMTA) is committed to giving greater emphasis to those provisions in the law calling for the participation of private enterprise in its programs. To this end, on October 22, 1984, UMTA issued a policy statement, "Private Enterprise Participation in the Urban Mass Transportation Program," which delineated how opportunities for such participation might be encouraged. The purpose of this letter is to reinforce this policy by rewarding transit systems which demonstrate exemplary compliance with the policy including greater utilization of competition in the provision of service. In addition, this letter clarifies that the Section 16(b)(2) and Section 18 programs are covered by the private enterprise participation policy statement.

Section 3 Capital Grants. Specifically, it is my intention to give priority consideration to Section 3 capital grant applications from those transit operators who demonstrate significant utilization of competitive bidding for service as well as provide other private sector opportunities to reduce or minimize various transit operating costs. Studies indicate, for example, savings of 20 to 60 percent through use of a competitive bidding process to allow both public and private transit operators to submit bids for the operation of transit service. Accordingly, grantees will be acting in their own interest if they submit, together with applications for discretionary capital grants, exhibits which address the following items:

1. Current utilization of and implemented plans and processes to expand the procedure of operating transit services under "competitive bidding."
2. Current percentage or dollar volume of support service (i.e., maintenance, data processing, etc.), made available for competitive bidding and plans for expanding such activities.
3. Provisions for representation of private operators on a transit agency policy board and for active participation of the private sector in the development of projects involving new or restructured mass transportation service.
4. Current and planned private sector financial participation in the capital costs of rolling stock and facilities.
5. Compliance record with Sections 3(e), 8(e) and 9(f) of the UMT Act, the private enterprise policy statement, and other UMTA statutory requirements that provide protections for the private sector.

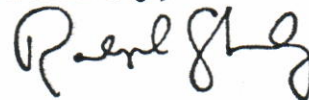
Documentation of your efforts will be evaluated by my staff and the results will be taken into account in considering your Section 3 applications, which in themselves need not be directly related to these efforts. However, any applications which are specifically for projects which include private sector participation will receive special consideration. Grantees may use any form or format to ensure that their efforts in private sector involvement are adequately conveyed to UMTA.

Section 8 Planning Grants. In administering the planning grant program, studies pertaining to encouraging private sector involvement in mass transit will continue to be a special emphasis area. As an incentive, and to bring attention to this entire subject in the planning program, the normal 20 percent local matching share for this category of studies will be waived. UMTA's Regional Office staff will assist you as necessary in identifying activities which may be included in this category.

Sections 16(b)(2) and 18. These programs, which substantially benefit small urban and rural areas, were not specifically cited in the private enterprise policy statement. The basic spirit and principles of the policy statement apply to these programs and should be recognized by the States and subrecipients in the project and program development processes. For example, in the Section 16(b)(2) program there has been a longstanding procedure requiring nonprofit agencies applying for capital grants to formally notify private operators of their intentions and invite their written comments and signoffs on the applications. UMTA will in the near future be issuing additional guidance in the form of an amendment to the October 22, 1984, policy statement and revisions to the appropriate UMTA Circulars to amplify this issue.

Should you have any questions regarding these matters, please feel free to contact your UMTA Regional Office.

Sincerely,



Ralph L. Stanley



LANE COMMUNITY COLLEGE

SENIOR COMPANION PROGRAM

673 West 10th Street,
Eugene, OR 97402, (503) 683-8043

February 7, 1986

Ms. Janet Calvert, President
Board of Directors, LTD
P. O. Box 2710
Eugene, OR 97402

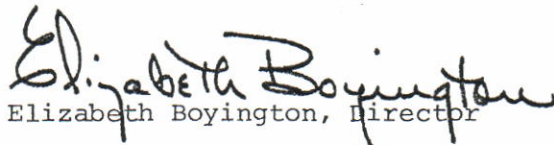
Dear Ms. Calvert:

The members of the Senior Companion Program Advisory Council and I would like to thank you for the support you and the members of your board gave to us in the form of bus passes. This amount for the next five months adds substantially to the required match we are seeking to make by April 1.

The Senior Companions were very thrilled when I announced that you had supplied the passes and they are most grateful. As I was passing out the passes so many reported that they are encouraging the use of the bus by showing their "friends" how to make the best possible use of this fine resource we have. Eugene/Springfield is fortunate in having such a service.

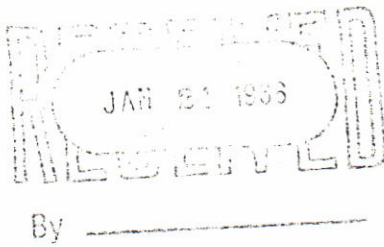
We all wish to thank you and want you to know that your contribution is helping to provide the services to the frail elderly of our area for another year.

Sincerely,


Elizabeth Boyington, Director

1/22/86

Arlene Boyles
150 So 10th St
Cottage Grove, OR
97424



Dear Board of Directors,

I would like to know what the procedures are for getting LTD to service daily the Cottage Grove Area? with the extensions to LCC Campus Eugene and to Malton Sweet Airport? would I need signatures? would it affect our property tax?

With expo coming this should be a plus for travelers.

I now work at Diffon's local. There has been many people that have expressed the need of a bus service, even shuttle.

Any information I can receive from you would be greatly appreciated.

Warm regards

Arlene Boyles



Lane Transit District

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

January 30, 1986

Arlene Boyles
1500 South 10th Street
Cottage Grove, OR 97424

Dear Ms. Boyles:

This letter is in response to your questions regarding the provision of bus service to Cottage Grove.

A procedure for the initiation of service to areas not currently served by the bus is identified in Lane Transit District's Board Policy Manual. The procedure requires that the local governing body (the Cottage Grove City Council in this case) request inclusion in the Lane Transit District Service Area. The request would then be evaluated by LTD staff and a decision on the provision of the service would be made by the LTD Board of Directors.

The first step could be for citizens such as yourself to urge the Cottage Grove City Council to request bus service from LTD. It seems certain that petitions would be valuable in convincing the City Council that the service is needed.

Be advised that inclusion in the LTD Service Area requires the payment of LTD's payroll tax. The tax is levied against employers on their payroll. The current rate is .005 (five-tenths of one percent). This means that an employer with a \$100,000 annual payroll would pay \$500 per year to Lane Transit District.

Your interest in LTD's services is appreciated. Please do not hesitate to contact me if you have any additional questions.

Sincerely,

Phyllis Loobey
Phyllis Loobey
General Manager

PPL:sv:sbe

cc: Lane Transit District
Board of Directors



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

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Carmen E. Turner, Rail Transit

To: APTA Members
From: Jack R. Gilstrap
Date: February 5, 1986
Subject: APTA's Western Education and Training Conference '86

We are pleased to announce that APTA's revamped "Western Education and Training Conference '86" (formerly Western Conference) will be held April 12-16 in San Jose, California at the Hyatt Regency Hotel.

The new name is not merely cosmetic but reflects an exciting new concept and format for the conference which will now stress a deeper emphasis on education and training.

A series of "tracks" has been established to allow for a more orderly and logical flow of presentations. The Western Program Committee, under Chairman Jim Reading, has recommended a host of meaty and lively topics that have been carefully arranged into six tracks: Marketing, Operations and Maintenance, Policy and Planning, Human Resources, Technology, and Management and Finance. In addition, an especially designed track for Middle Managers Professional Development will be included.

For the first time, APTA is presenting a special Smaller Systems Seminar (to include Rural and Specialized Transportation Providers) prior to the start of the Western Education and Training Conference. Sponsored by the Small Operations Steering Committee, the seminar will be held Saturday afternoon, April 12 and Sunday morning, April 13, and will feature several outside speakers addressing specific issues relative to management of smaller systems. Registration will begin at noon on Saturday. The first session will start at 1:00 p.m. For those seminar participants staying through the entire conference, a meeting debriefing the conference's tracks will be held on Wednesday, April 16. A brochure detailing the seminar's content and format will be mailed to smaller systems operators shortly, and further information can be obtained by calling APTA's Director of Training, Thomas Urban at 202-828-2837.

The Governing Boards again will hold special sessions designed to address key issues of interest to transit systems board members on Saturday and Sunday, April 12 and 13.

The new focus on Education and Training will, we feel, enhance the conference which will continue to include a General Session featuring prominent speakers of general interest as well as a special general forum covering the insurance crisis.

Sightseeing and spouse tours of the spectacular San Jose area and other social events are being planned. The meeting will be capped by the Annual Dinner on Wednesday, April 16.

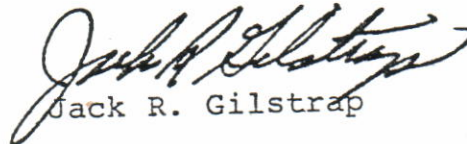
Registration for the full Western Education and Training Conference '86 begins on Sunday, April 14. The registration fee for the conference will be \$275 per registrant. Additional fees (see attached fee schedule) will be charged for those attending the Smaller Systems Seminar, the special Governing Boards sessions and the Middle Managers Professional Development Track. Your registration fee must accompany your registration form.

Members needing hospitality suites should return the green copy of the registration form to APTA immediately so that your needs can be met.

APTA has made special travel arrangements with United Airlines and Eastern Airlines. The resulting low air fares are outlined on an enclosed flyer.

We feel that the additional emphasis on education and training responds to our members' needs and we invite you to register early for APTA's exciting new "Western Education and Training Conference '86".

See you in San Jose.


Jack R. Gilstrap

encls: Hotel and Registration forms
Airline Information
Registration Fee Schedule

REGISTRATION FEES

Please mark the appropriate category, attach to your registration form and return to APTA along with your registration fee.

WESTERN EDUCATION AND TRAINING CONFERENCE '86 registrant	_____	\$275 per
WESTERN EDUCATION AND TRAINING CONFERENCE '86 plus Governing Boards Special Session on Saturday and Sunday, April 12-13 registrant	_____	\$325 per
Governing Boards Special Session on Saturday and Sunday, April 12-13 only registrant	_____	\$100 per
WESTERN EDUCATION AND TRAINING CONFERENCE '86 plus Smaller Systems Seminar on Saturday and Sunday, April 12-13 registrant	_____	\$325 per
Smaller Systems Seminar on Saturday and Sunday, April 12-13 only registrant	_____	\$100 per
WESTERN EDUCATION AND TRAINING CONFERENCE '86 including Middle Managers Professional Development Track registrant	_____	\$325 per

There is no registration fee for spouses.

LANE TRANSIT DISTRICT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES
 GENERAL FUND
 FOR THE SEVEN MONTHS ENDING JANUARY 31, 1986 (58.33% OF YEAR COMPLETED)

	CURRENT MONTH		YEAR-TO-DATE		% ACTIVITY	YEARLY BUDGET	BALANCE
	1986	1985	1986	1985			
REVENUES							
Operating Revenues:							
Passenger Fares	134,219	123,823	805,351	725,612	58.37%	1,379,800	(574,449)
Charters	0	165	13,531	42,878	37.59%	36,000	(22,469)
Advertising	3,646	2,803	24,334	20,688	57.12%	42,600	(18,266)
Miscellaneous	236	186	1,755	1,744	58.50%	3,000	(1,245)
TOTAL OPERATING REVENUES	138,101	126,977	844,971	790,922	57.82%	1,461,400	(616,429)
Non-Operating Revenues:							
Interest	12,828	15,700	100,219	115,579	62.64%	160,000	(59,781)
Payroll Taxes	362,863	366,257	2,781,277	2,642,506	58.68%	4,740,000	(1,958,723)
Federal Operating Assistance	0	0	0	0	0.00%	714,800	(714,800)
State In-Lieu-Of Payroll Taxes	0	0	178,469	194,201	40.20%	444,000	(265,531)
Other Operating Assistance	0	0	0	1,752	0.00%	5,000	(5,000)
Loan Proceeds	0	0	61,642	0	n/A	0	61,642
TOTAL NON-OPERATING REVENUES	375,691	381,957	3,121,607	2,954,038	51.48%	6,063,800	(2,942,193)
TOTAL REVENUES	513,792	508,934	3,966,578	3,744,960	52.71%	7,525,200	(3,558,622)
EXPENDITURES							
Administration:							
Personal Services	40,645	37,440	279,052	235,644	58.98%	473,100	194,048
Materials and Supplies	6,457	5,295	61,212	57,204	51.27%	119,400	58,188
Contractual Services	11,355	1,361	45,508	26,969	31.91%	142,600	97,092
Total Administration	58,457	44,096	385,772	319,817	52.43%	735,100	349,328
Marketing and Planning:							
Personal Services	36,739	35,763	255,920	239,073	57.64%	444,000	188,080
Materials and Supplies	10,247	7,955	106,235	81,690	76.05%	139,700	33,465
Contractual Services	37,244	35,857	158,492	184,538	67.44%	235,000	76,508
Total Marketing and Planning	84,230	79,575	520,647	505,301	63.59%	818,700	298,053
Transportation:							
Personal Services	303,084	308,509	2,086,307	2,023,309	56.10%	3,719,000	1,632,693
Materials and Supplies	443	3,114	10,784	7,912	64.96%	16,600	5,816
Contractual Services	404	404	2,463	2,482	41.05%	6,000	3,537
Total Transportation	303,931	312,027	2,099,554	2,033,703	56.11%	3,741,600	1,642,046
Maintenance:							
Personal Services	93,973	75,824	582,568	538,332	59.64%	976,800	394,232
Materials and Supplies	94,692	70,200	526,598	502,968	54.27%	970,300	443,702
Contractual Services	4,872	10,206	77,566	49,879	51.06%	151,900	74,334
Total Maintenance	193,537	156,230	1,186,732	1,091,179	56.54%	2,099,000	912,268
Contingency	0	0	0	0	0.00%	23,000	23,000
Transfer to Capital Projects	0	0	0	190,600	0.00%	49,800	49,800
Transfer to Risk Management	0	0	0	0	N/A	58,000	58,000
TOTAL EXPENDITURES	640,155	591,928	4,192,705	4,140,600	55.72%	7,525,200	3,332,495
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	(126,363)	(82,994)	(226,127)	(395,640)	N/A	0	(226,127)

LANE TRANSIT DISTRICT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES
 CAPITAL PROJECTS FUND
 FOR THE SEVEN MONTHS ENDING JANUARY 31, 1986 (58.33% OF YEAR COMPLETED)

	YEAR-TO-DATE	% ACTIVITY	YEARLY BUDGET	BALANCE
RESOURCES				
Beginning Fund Balance	1,953,502	106.33%	1,837,248	116,254
Revenues:				
UMTA Section 3	0	0.00%	687,005	(687,005)
UMTA Section 5	31,851	N/A	0	31,851
UMTA Section 9	112,228	9.91%	1,132,837	(1,020,609)
UMTA Section 18	192	0.22%	88,440	(88,248)
Federal Highway Admin	15,873	7.91%	200,548	(184,675)
State Assistance	0	N/A	0	0
Sale of Tax Benefits	88,186	88.19%	100,000	(11,814)
Transfer from Gen'l Fund	0	0.00%	49,800	(49,800)
Total Revenues	248,330	10.99%	2,258,630	(2,010,300)
TOTAL RESOURCES	2,201,832	53.76%	4,095,878	(1,894,046)
EXPENDITURES				
Locally Funded:				
Office Equipment	850	N/A	0	(850)
Bus Stop Improvements	225	N/A	0	(225)
Land & Buildings	0	N/A	0	0
Total Locally Funded	1,075	N/A	0	(1,075)
UMTA Funded:				
Personal Services	0		23,700	23,700
Computer Software	4,211	56.91%	7,400	3,189
Office Equipment	17,344	47.56%	36,466	19,122
Maintenance Equipment	33,123	213.48%	15,516	(17,607)
Bus Stop Improvements	66,664	38.19%	174,572	107,908
Land & Buildings	6,780	0.34%	2,017,788	2,011,008
Buses	36,642	44.15%	83,000	46,358
Bus Related Equipment	12,373	19.83%	62,406	50,033
Service Vehicles	0	0.00%	15,000	15,000
Miscellaneous	3,203	47.42%	6,754	3,551
Total UMTA Funded	180,340	7.38%	2,442,602	2,262,262
FHWA Funded:				
Bus Stop Improvements	18,007	7.91%	227,508	209,501
Total FHWA Funded	18,007	7.91%	227,508	209,501
TOTAL EXPENDITURES	199,422	7.47%	2,670,110	2,470,688
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	2,002,410	140.44%	1,425,768	576,642

LANE TRANSIT DISTRICT
 COMPARISON OF YEAR-TO-DATE ACTUAL REVENUES AND EXPENDITURES TO BUDGETED
 GENERAL FUND
 FOR THE SEVEN MONTHS ENDING JANUARY 31, 1986

	YEAR-TO-DATE ACTIVITY	YEAR-TO-DATE BUDGET	VARIANCE	
			FAVORABLE (UNFAVORABLE) AMOUNT	%
REVENUES				
Operating Revenues:				
Passenger Fares	805,351	766,800	38,551	5.03%
Charters	13,531	24,000	(10,469)	-43.62%
Advertising	24,334	24,350	(16)	-0.07%
Miscellaneous	1,755	1,750	5	0.29%
TOTAL OPERATING REVENUES	844,971	816,900	28,071	3.44%
Non-Operating Revenues:				
Interest	100,219	93,333	6,886	7.38%
Payroll Taxes	2,781,277	2,644,600	136,677	5.17%
Federal Operating Assistance	0	0	0	N/A
State In-Lieu-Of Payroll Taxes	178,469	202,000	(23,531)	N/A
Other Operating Assistance	0	2,917	(2,917)	N/A
Loan Proceeds	61,642	0	61,642	N/A
TOTAL NON-OPERATING REVENUES	3,121,607	2,942,850	178,757	6.07%
TOTAL REVENUES	3,966,578	3,759,750	206,828	5.50%
EXPENDITURES				
Administration:				
Personal Services	279,052	277,264	(1,788)	-0.64%
Materials and Supplies	61,212	74,539	13,327	17.88%
Contractual Services	45,508	75,966	30,458	40.09%
Total Administration	385,772	427,769	41,997	9.82%
Marketing and Planning:				
Personal Services	255,920	258,899	2,979	1.15%
Materials and Supplies	106,235	113,751	7,516	6.61%
Contractual Services	158,492	172,000	13,508	7.85%
Total Marketing and Planning	520,647	544,650	24,003	4.41%
Transportation:				
Personal Services	2,086,307	2,166,916	80,609	3.72%
Materials and Supplies	10,784	11,843	1,059	8.94%
Contractual Services	2,463	3,500	1,037	29.63%
Total Transportation	2,099,554	2,182,259	82,705	3.79%
Maintenance:				
Personal Services	582,568	569,799	(12,769)	-2.24%
Materials and Supplies	526,598	566,469	39,871	7.04%
Contractual Services	77,566	110,444	32,878	29.77%
Total Maintenance	1,186,732	1,246,712	59,980	4.81%
Contingency	0	0	0	N/A
Transfer to Capital Projects	0	0	0	N/A
Transfer to Risk Management	0	0	0	N/A
TOTAL EXPENDITURES	4,192,705	4,401,390	208,685	4.74%
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	(226,127)	(641,640)	(1,857)	0.29%

LANE TRANSIT DISTRICT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES
 RISK MANAGEMENT FUND
 FOR THE SEVEN MONTHS ENDING JANUARY 31, 1986 (58.33% OF YEAR COMPLETED)

	YEAR-TO-DATE	% ACTIVITY	YEARLY BUDGET	BALANCE
RESOURCES				
Beginning Fund Balance	308,167	0.86	358,900	(50,733)
Revenues:				
Transfer from Gen'l Fund	0	N/A	58,000	(58,000)
Interest	10,200	0.34	30,000	(19,800)
Total Revenues	10,200	0.12	88,000	(77,800)
TOTAL RESOURCES	318,367	0.71	446,900	(128,533)
EXPENDITURES				
Administration	14,160	0.85	16,400	2,240
Worker's Compensation	202,919	1.26	161,000	(41,919)
Liability Program	167,053	0.63	264,600	97,547
Miscellaneous Insurance	2,813	0.57	4,900	2,087
TOTAL EXPENDITURES	386,945	0.87	446,900	59,955
ENDING FUND BALANCE	(68,578)	N/A	0	(68,578)