



**Lane Transit District**

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

November 17, 1989

MEMORANDUM

TO: Board of Directors  
FROM: Phyllis Loobey, General Manager  
RE: Attached Informational Materials

As you know, there will be no Board meeting in November. There are, however, a few topics on which staff would like to provide updates for the Board members. Attached you will find information on:

- (1) BP Oil Clean-up at River Road Transit Station
- (2) Project Updates - New Facility, Valley River Center Transit Station, Gateway Transit Station
- (3) Monthly Financial Reporting

If you have questions regarding any of these materials, please call me or Mark Pangborn.

*Phyllis*  
Phyllis Loobey  
General Manager

js

attachments



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November 17, 1989

MEMORANDUM

TO: Board of Directors  
FROM: Phyllis Loobey, General Manager  
RE: BP Oil Clean-up at River Road Transit Station

Board members may notice or may hear from members of the public that there is some unusual activity occurring at River Road Transit Station (RRTS). The attached letter will provide you the details of the agreement between BP Oil Company and LTD regarding clean-up of the underground leakage of gasoline which has permeated the soil under the station. Our understanding is, number one, that there is no choice about the clean-up; that is, BP Oil has to clean it up, and we are required to give them access to the property in order for them to do so. Secondly, as you can see from the agreement between BP Oil and ourselves, BP has assumed all liabilities and costs and has agreed to a number of conditions which we believe to be important to maintain the operating efficiency at River Road Transit Station. Finally, the process utilized to clean up the fuel may take up to two years.

If you have any questions, please talk with Mark or me.

*Phyllis*  
Phyllis Loobey  
General Manager

PL:js

attachment



BP OIL

BP Oil Company  
2642 Prospect Park Drive, Suite 360  
Rancho Cordova, California 95670-6020  
(916) 631-0733

Mr. Randy Bryson  
Lane County Transit District  
1565 Oak Street  
Eugene OR 97401

November 13, 1989

**BP OIL COMPANY HYDROCARBON REMEDIATION  
LANE TRANSIT DISTRICT PROPERTY  
ACCESS AGREEMENT**

Dear Mr. Bryson:

BP Oil Company is now involved in a product loss recovery operation at our facility located at 2090 River Road in Eugene, Oregon. Based on initial investigations, hydrocarbons have migrated under the Lane County Transit District property at the intersection of River Road and River Avenue (hereinafter the "Property").

BP Oil Company requests the Lane County Transit District to grant a temporary easement for ingress and egress to enter the Property at the intersection of River Road and River Avenue for the purpose of conducting environmental site assessment and remedial actions.

In consideration of your permitting BP Oil and its contractors to enter upon your property, BP oil Company agrees as follows:

1. BP will conduct subsurface site investigations and remedial actions; including the installation, operation, maintenance and inspection of monitoring wells and groundwater pumping and remediation equipment on the Property. The specific location on the Property of any wells or equipment shall be approved by the Lane County Transit District in advance of installation. BP shall not store any extracted petroleum products or hazardous substances at LTD's facility.

Lane Transit District Property  
Access Agreement  
Page Two

2. BP will indemnify, protect, defend and hold harmless, Lane Transit District from and against any and all expenses (including attorney fees), costs and claims for personal injury or property damage arising out of any work described in Paragraph 1 above which BP Oil Company shall perform on the Property.
3. BP Oil Company agrees to restore the Property to the condition which existed immediately prior to the commencement of the work, said restoration to be completed to Lane County Transit District's satisfaction. Restoration of the property shall commence as soon as is practical after completion of any work and shall be promptly completed. Said restoration shall include, but is not limited to, a complete resurfacing of the entire facility to LTD's specifications.
4. The term of this agreement shall commence on the date of execution of this agreement and shall continue until BP has received Site remediation closure approval from the Oregon Department of Environmental Protection.
5. BP agrees to comply with all local, state and federal laws, rules and regulations in the performance of its work on LTD property.
6. BP Oil agrees to maintain the parts of the facility affected or used by it in a state of good repair.
7. Should BP Oil fail to complete its work at the facility by January 1, 1992, it agrees to pay LTD \$500 per month <sup>hereafter</sup> until it finishes its work, including restoration of the property.

If you are in agreement with the above, please show your approval by signature and date in the space provided below.

Cordially,

BP OIL COMPANY

H. T. Bubb  
Vice President

Signature

Date





**Lane Transit District**

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

November 17, 1989

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

New Facility

The District has directed Marion to have the project completed by February 5, 1990. This completion date is realistic unless any additional delays occur. Assuming that a month is allowed for completion of punch list items and, concurrently, testing and orientation of staff, a move would occur in early March. March 11, 1990, has been tentatively set for the first day of operation at the new facility.

An employee open house, with Board members welcome, is currently scheduled for February 11, 1990 (the day after the employee banquet). A "by invitation" facility dedication is scheduled for May 4, 1990, with a community open house to be held the next day. More information on each of these special events will be available in the coming months.

Valley River Center

The concrete work and framing for the station have been completed, and work has begun on the roof. The facility is expected to be completed by December 1, 1989. If you are interested in touring the new facility (either now while it is under construction, or after it has been completed), please contact Micki Kaplan at 687-5581.

Gateway Station

The architect for the Gateway Transit Station is completing construction documents. The project should be out for bid in December, with construction scheduled for January and February. The Gateway mall is scheduled to be opened on March 14, 1990, and it is expected that the new transit station will be completed by that time.

Stefano Viggiano  
Planning Administrator  
SV:ms

RECAP OF DIVISION EXPENDITURES  
 AS OF 10/31/89  
 33.3% OF YEAR COMPLETED

DIVISION	EXPENDITURES YEAR TO DATE	ANNUAL BUDGET	CURRENT MONTH	REMAINING BALANCE	PERCENT EXPENDED
ADMINISTRATION	127,389	361,900	28,946	234,511	35.20%
MGMT INFO SVCS	35,458	119,200	10,186	83,742	29.75%
FINANCE	74,167	220,700	22,898	146,533	33.61%
PERSONNEL	25,521	85,500	3,882	59,979	29.85%
SAFETY & TRAIN	26,898	112,620	5,891	85,722	23.88%
MARKETING	205,206	525,600	61,801	320,394	39.04%
PLANNING	67,004	210,300	17,126	143,296	31.86%
CUSTOMER SVC	84,630	255,350	20,612	170,720	33.14%
TRANSPORTATION	1,451,081	4,565,300	366,815	3,114,219	31.79%
SPEC. TRANS.	131,666	438,400	17,960	306,734	30.03%
VEH. MAINT.	639,871	2,239,150	155,744	1,599,279	28.58%
FACILITIES OP	69,802	240,271	14,810	170,469	29.05%
NONDEPARTMENT	119,000	1,377,659	119,000	1,258,659	8.64%
GENERAL FUND	3,057,693	10,751,950	845,673	7,694,257	28.44%
CAPITAL PROJ.	1,220,344	2,719,200	455,733	1,498,856	44.88%
RISK MGMT.	367,618	903,300	8,300	535,682	40.70%
TOTALS	4,645,656	14,374,450	1,309,706	9,728,794	32.32%

LANE TRANSIT  
 COMPARISON OF YEAR-TO-DATE ACTUAL REVENUES AND EXPENDITURES TO BUDGETED  
 GENERAL FUND  
 FOR THE MONTH OF OCTOBER ENDING OCTOBER 31, 1989 (33.3% OF YEAR COMPLETED)

	YEAR-TO-DATE ACTIVITY	YEARLY BUDGET	FAVORABLE AMOUNT	(UNFAVORABLE) %
<b>REVENUES</b>				
<b>Operating Revenues:</b>				
Passenger Fares	573,307	1,860,000	(1,286,693)	-69.18%
Charters	70,632	72,700	(2,068)	-2.85%
Advertising	26,133	80,200	(54,067)	-67.41%
Miscellaneous	33,487	2,000	31,487	1574.35%
<b>TOTAL OPERATING REVENUES</b>	<b>703,559</b>	<b>2,014,900</b>	<b>(1,311,341)</b>	<b>-65.08%</b>
<b>Non-Operating Revenues:</b>				
Interest	127,533	160,000	(32,467)	-20.29%
Payroll Taxes	1,947,935	6,541,000	(4,593,065)	-70.22%
Federal Operating Assistance		1,075,000	(1,075,000)	0.00%
State In-Lieu-Of Payroll Taxes	120,628	619,500	(498,872)	-80.53%
State Special Transportation	78,116	331,300	(253,184)	-76.42%
Section 18 Operating		10,250	(10,250)	-100.00%
Other		0	0	
<b>TOTAL NON-OPERATING REVENUES</b>	<b>2,274,211</b>	<b>8,737,050</b>	<b>(6,462,839)</b>	<b>-73.97%</b>
<b>TOTAL REVENUES</b>	<b>2,977,770</b>	<b>10,751,950</b>	<b>(7,774,180)</b>	<b>-72.30%</b>
<b>EXPENDITURES</b>				
<b>Administration:</b>				
Personal Services	209,341	667,100	457,759	68.62%
Materials and Supplies	48,847	122,270	73,423	60.05%
Contractual Services	31,245	110,550	79,305	71.74%
<b>Total Administration</b>	<b>289,433</b>	<b>899,920</b>	<b>610,487</b>	<b>67.84%</b>
<b>Marketing and Planning:</b>				
Personal Services	192,785	594,700	401,915	67.58%
Materials and Supplies	102,976	189,550	86,574	45.67%
Contractual Services	61,079	207,000	145,921	70.49%
<b>Total Marketing and Planning</b>	<b>356,840</b>	<b>991,250</b>	<b>634,410</b>	<b>64.00%</b>
<b>Transportation:</b>				
Personal Services	1,446,231	4,509,500	3,063,269	67.93%
Materials and Supplies	4,326	22,100	17,774	80.43%
Contractual Services	132,191	472,100	339,909	72.00%
<b>Total Transportation</b>	<b>1,582,747</b>	<b>5,003,700</b>	<b>3,420,953</b>	<b>68.37%</b>
<b>Maintenance:</b>				
Personal Services	364,734	1,139,200	774,466	67.98%
Materials and Supplies	282,308	1,141,321	859,013	75.26%
Contractual Services	62,631	198,900	136,269	68.51%
<b>Total Maintenance</b>	<b>709,673</b>	<b>2,479,421</b>	<b>1,769,748</b>	<b>71.38%</b>
Contingency	125,000	200,000	75,000	37.50%
Losses/Gains	(6,000)		6,000	ERR
Transfer to Capital Projects	0	767,959	767,959	100.00%
Transfer to Risk Management	0	409,700	409,700	100.00%
<b>TOTAL EXPENDITURES</b>	<b>3,057,693</b>	<b>10,751,950</b>	<b>7,694,257</b>	<b>71.56%</b>
<b>EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES</b>	<b>(79,923)</b>	<b>0</b>	<b>(15,468,437)</b>	

LANE TRANSIT  
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES  
 CAPITAL PROJECTS FUND  
 FOR THE MONTH OF OCTOBER ENDING 10/31/89 (33.3% OF YEAR COMPLETED)

	YEAR-TO-DATE	YEARLY BUDGET	BALANCE
<b>RESOURCES</b>			
Beginning Fund Balance	3,556,623	1,815,296	1,741,327
<b>Revenues:</b>			
UMTA Section 3-Buses		2,127,000	(2,127,000)
UMTA Section 3-Facility	493,186		493,186
UMTA Section 9-Buses		98,000	(98,000)
UMTA Section 9-Capital	57,007		57,007
UMTA Section 18-Buses		360,000	(360,000)
UMTA Section 18-LCC	3,600	96,000	(92,400)
Federal Highway Admin			0
Transfer from Gen'l Fund		767,959	(767,959)
Total Revenues	553,793	3,448,959	(2,895,166)
<b>TOTAL RESOURCES</b>	<b>4,110,416</b>	<b>5,264,255</b>	<b>(1,153,839)</b>
<b>EXPENDITURES</b>			
			0
Locally Funded:	9,428	2,408,000	2,398,572
<b>UMTA Funded:</b>			
Planning Administrator			0
Construction Representative	14,519		(14,519)
Systems Analyst			0
Benefits	2,820		(2,820)
Computer Software	7,599		(7,599)
Office Equipment	12,044		(12,044)
Maintenance Equipment	16,116		(16,116)
Bus Stop Improvements	13,265	120,000	106,735
Land & Buildings	1,140,554		(1,140,554)
Buses		2,585,000	2,585,000
Bus Related Equipment	556		(556)
Service Vehicles			0
Miscellaneous			0
Total UMTA Funded	1,207,473	2,705,000	1,497,527
<b>FHWA Funded:</b>			
Bus Stop Improvements	0		0
Total FHWA Funded	0	0	0
Contingency	0		0
Capital Lease Principal	3,444	14,200	10,756
<b>TOTAL EXPENDITURES</b>	<b>1,220,344</b>	<b>5,127,200</b>	<b>3,906,856</b>
<b>ENDING FUND BALANCE</b>	<b>2,890,072</b>	<b>137,055</b>	<b>2,753,017</b>
<b>RESERVE FOR FUTURE CAPITAL EXPENDITURES</b>		<b>137,055</b>	<b>137,055</b>



LANE TRANSIT  
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES  
 RISK MANAGEMENT FUND  
 FOR THE MONTH OF OCTOBER ENDING 10/31/89 (33.3% OF YEAR COMPLETED)

	YEAR-TO-DATE	% ACTIVITY	YEARLY BUDGET	BALANCE
<b>RESOURCES</b>				
Beginning Fund Balance	411,850	88.84%	463,600	51,750
Revenues:				
Transfer from Gen'l Fund		0.00%	409,700	409,700
Interest	10,908	36.36%	30,000	19,092
Total Revenues	10,908	2.48%	439,700	428,792
<b>TOTAL RESOURCES</b>	<b>422,758</b>	<b>46.80%</b>	<b>903,300</b>	<b>480,542</b>
<b>EXPENDITURES</b>				
Administration	1,050	25.00%	4,200	3,150
Worker's Compensation	220,003	92.44%	238,000	17,997
Liability Program	133,195	20.66%	644,700	511,505
Miscellaneous Insurance	13,370	81.53%	16,400	3,030
<b>TOTAL EXPENDITURES</b>	<b>367,618</b>	<b>40.70%</b>	<b>903,300</b>	<b>535,682</b>
<b>ENDING FUND BALANCE</b>	<b>55,139</b>		<b>0</b>	<b>55,139</b>