

February 12, 1990

Joint meeting with Eugene
City Council

90

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A G E N D A I T E M S U M M A R Y

Item No.: A

E U G E N E C I T Y C O U N C I L

Meeting Date: February 12, 1990
Department: Administrative Services

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ITEM TITLE: JOINT MEETING OF THE CITY COUNCIL AND THE LANE TRANSIT DISTRICT BOARD

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ACTION REQUESTED: No action required; informational item only.

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BRIEFING STATEMENT: Council discussion of alternative transportation modes at its 1990 goal setting session and interest in other transportation issues prompted the invitation to the Lane Transit Board of Directors to meet in joint session. While this is the first time the two policy bodies have met jointly, future meetings may be arranged depending on discussion at the work session. Attached briefing materials describe the issues which are being worked jointly by staff. Also provided is information about the requirements for a downtown transfer station. The council goal, the Transfer Station, and further joint efforts will be the topics of discussion at this work session.

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ITEMS UNDER SEPARATE COVER: "Partners in Transit"

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BACKGROUND: None

Monday, February 12, 1990
5:30 p.m.
Eugene Hilton Hotel
Studios B & C
66 E. 6th Avenue, Eugene

PARTNERS IN TRANSIT

***Background Material for
Joint Work Session of
Eugene City Council and Lane Transit District Board***

February 12, 1990

A METROPOLITAN TRANSPORTATION AGENDA

The joint meeting of the Eugene City Council and the Lane Transit District Board of Directors provides an opportunity for the two agencies to explore transportation system issues that will have long-range implication for both the City and LTD. That is, they can develop a mutual agenda for a future transportation network. A close working relationship between the two should produce an agenda to integrate transit with capital investment in arterials and highways to achieve a comprehensive vision for transportation in the metropolitan area.

There are many issues which we could more successfully address by pooling the talents, resources and policy commitments of the two organizations. These include:

- the Ferry Street Bridge alternatives;
- utilization of large parking facilities such as those at Autzen Stadium and the fairgrounds to facilitate transit commuter service;
- special ridership programs;
- TransPlan policies and modal split goals;
- land use needs for transit; and
- the downtown transfer station.

Working relationships already exist between the two staffs. Examples of issues on which staff already work together are found elsewhere in this packet but include the L-COG Transportation Planning Committee and Downtown Transfer Station projects.

This meeting should serve as the beginning of a long-term relationship that will, through a mutually agreed upon policy agenda, result in a stronger political position relative to state and federal funding sources. This stronger position will provide LTD a significant role in the City's growth and development and will assist us in creating an integrated transportation system that has a maximum benefit to the citizens and makes the most use of available resources.

OVERVIEW OF LANE TRANSIT DISTRICT SERVICE

System Design

Lane Transit District operates what is known as a radial route system. In this type of system, bus routes emanate from a central (usually downtown) station and return to the station after completing a trip. To complement this type of routing structure, the District operates a pulse or timed-meet system at the downtown station. This means that buses are scheduled to arrive at the station at the same time, park for five minutes while riders transfer between buses, and then leave at the same time. This type of system is used to reduce the amount of time required for a trip that requires a transfer between buses.

The radial route system is the most commonly used routing structure for transit systems in the United States. Its main advantage is that it provides direct service to the downtown area and provides convenient transfers between buses. Its main disadvantage is that many riders must travel through downtown, which may be out of direction, to complete their trip. The District has evaluated other routing concepts, but has determined that the radial system best fits with the level of bus service that is offered and with the geographic and developmental characteristics of the Eugene/Springfield metropolitan area.

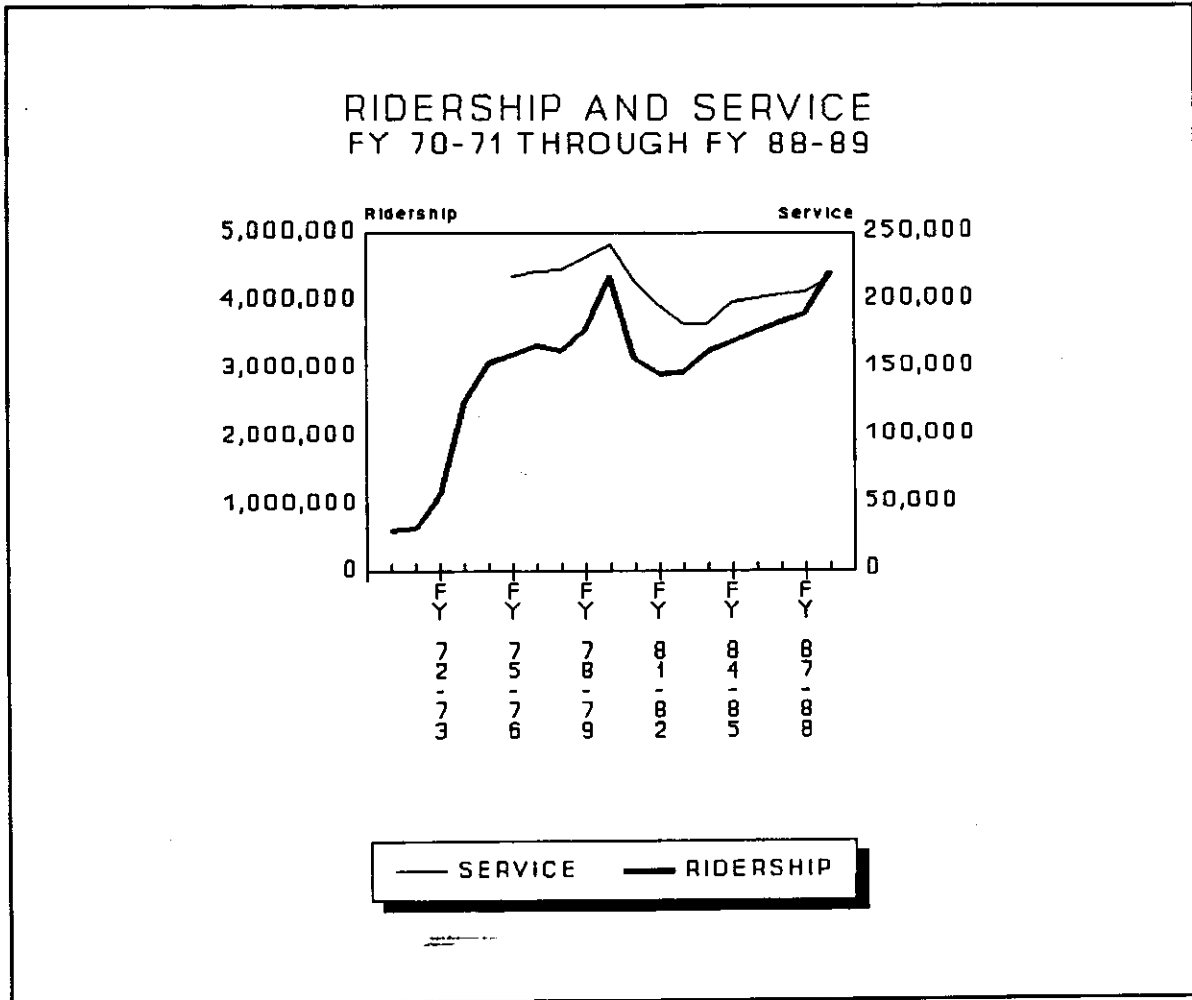
The District does not operate a "pure" radial routing system. Several routes provide direct service to major trip generators without traveling through downtown. An example is a route that connects the Gateway and downtown Springfield areas with Lane Community College. In addition, the District has also established outlying transit stations in key areas that provide for timed connections between buses, enabling riders to reduce bus travel time.

Ridership and Service

Figure 1 on the following page shows the District's ridership and service level since 1970. The graph demonstrates enormous ridership growth by the District during the 1970s, fueled by community growth, service increases, and gas shortages in 1974 and 1979. During the early 1980s, financial problems required significant service reductions and a 71 percent increase in the bus fare. These factors, along with the availability of gasoline, resulted in sharply reduced ridership. Since 1982-83, however, ridership has grown steadily.

In fiscal year 1988-89, Lane Transit District's ridership was 4,409,127 trips. This represents the highest ridership total in the history of the District, eclipsing the previous highest total achieved in fiscal year 1979-80 during the gas shortage. The current ridership is nearly 50 percent higher than ridership in 1982-83.

Figure 1



Rider Profile

During weekdays, approximately 58 percent of trips taken on LTD are for school or work. Another 13 percent of bus trips are for shopping, and the remaining 29 percent are for a wide variety of trip purposes, including medical, social/recreational, and personal business.

Riders tend to be female (60 percent), and have lower income than the average for the community. The 12 through 30 age group is over-represented in LTD's ridership, while the 31 through 60 age group is under-represented.

The most common destination for riders is the Eugene downtown area, followed by the University of Oregon, Lane Community College, and Valley River Center.

TRANSPLAN MODAL SPLIT - Central to any discussion about the future role of transit in Eugene is the TRANSPLAN. It is the document that articulates the transportation plan for metropolitan Eugene/Springfield. This plan is updated periodically and the transit modal split has continuously generated some of the greatest controversy. This is unfortunate in that the focus on the modal split has directed the attention away from the real issue, which is the supportive relationship between public transit and private cars and the rest of the components of a transportation system, such as roads, bridges, parking, bike travel, etc.

The discussion on modal split has made it appear that transit and private vehicles are competing, which is really not the case. Transit and private cars can and do support each other in meeting the overall transportation needs of our community. In order to do so effectively, however, this community needs to make an assessment of its transportation resources and the costs and benefits of each, and then determine the most productive allocation of those resources for the good of the community.

The TRANSPLAN would be much more effective as an architect of change if the modal split were set at a realistic goal **AND** the local governments enacted and enforced code and planning regulations that supported the attainment of that modal split to ensure the best allocation of all transportation resources.

As an example, the Eugene code does not currently require convenient transit access to major shopping developments. As a result, the new Safeway/Shopko development on West 11th has no on-site bus access, yet right next door, Fred Meyer, which requested access, has its own sheltered bus stop. As a result, this traffic generator has a much higher transit modal split than Safeway/Shopko. Traffic on West 11th is so congested that every opportunity to encourage alternatives to the private car should be utilized.

As a way of coping with the high cost of supplying and managing downtown parking, other cities in the Northwest have enacted code provisions that allow the use of transit passes as an alternative to expensive parking structures. Currently, Country Club Road is experiencing an explosion in office construction, while offices are vacant in downtown Eugene. If one of the community's priorities is to ensure a healthy downtown, it might be a good time to look at a study of code alternatives to ensure maximum potential development of downtown.

On a national basis and in the larger metropolitan areas, the interests of mass transit and private vehicles are converging. Examples abound of communities that shut themselves off to further development because of traffic congestion. Consequently, many communities are looking at their **TOTAL** transportation needs and resources and making hard decisions to ensure the maximum utilization of all resources. Eugene cannot afford to meet the transportation demands of the Metro Plan by automobile alone. Conversely, the overall capacity needs of the arterial street system must also be addressed. It is not too early for Eugene to reevaluate its own progress in maximizing our community's total transportation resources. This means a much closer working relationship between the City of Eugene and LTD at all levels.

DOWNTOWN STATION SITE SELECTION

Background

The LTD downtown transit station is currently located on 10th Avenue between Oak and Charnelton Streets. This station functions as the hub of the District's radial route structure. The station is a major destination and transfer point for riders.

Currently, about 9,500 activities (boardings, deboardings, or transfers) occur at the LTD downtown station on a typical weekday. The station serves, in approximately equal numbers, riders having a trip origin or destination downtown and riders transferring between buses. Approximately 4,500 people per day have either a trip origin or destination downtown (this represents about 2,250 riders taking a round trip). Another 5,000 riders transfer at the downtown station on a typical weekday (this represents about 2,500 riders who transfer downtown on a round trip).

The move of the transit station to the 10th Avenue station site in 1974 was originally intended to be temporary. However, several attempts to relocate the station failed. The two most notable ideas were proposal in the mid-1970s to build a transit station at 8th and Willamette in conjunction with the construction of the Parcade, and a 1979 proposal for a "contraflow" (against the direction of traffic flow) bus lane around the Eugene Mall and stations on 8th Avenue and 10th Avenue. In 1986, consultant Don Miles prepared a report that recommended that the transit station be either consolidated at 10th and Olive or relocated to the Butterfly Lot at 7th and Oak Streets.

Problems With the Current Station

The most significant problems with the current station fall into three major areas:

* **Walking Distance for Transfers**

Since a primary function of the downtown station in a radial routing concept is to allow for the convenient transfer between buses, the walking distance between buses should be minimized. Short walking distances for transfers make the system more attractive to riders (particularly riders with mobility impairments), and mitigate problems if buses are delayed in arriving at the station by traffic congestion or other problems. The current station requires walks of up to three blocks for transfers, which results in riders periodically missing their transfers. A more compact station is expected to significantly improve ridership.

* **Location Within Downtown**

It appears that the current station is located southwest of the majority of employment and retail areas in downtown Eugene, including the

government centers. Furthermore, it appears that future growth in the downtown area is concentrated toward the northeast. Studies have shown that proximity to destinations is an important factor in determining a person's tendency to use public transit.

* **Safety Issues**

The current station has a number of safety problems. The station is perceived by many riders and potential riders as an unsafe location to wait for a bus. This concern for personal safety is believed to adversely affect ridership.

In addition, an on-street station (such as the current station) creates numerous bus-car and pedestrian-vehicle conflicts. Many riders must now cross streets to transfer between buses.

Site Selection Committee

Last summer, a Downtown Transit Station Site Selection Committee started meeting. The Committee is composed of Tom Andersen, Peter Brandt, and Janet Calvert from the Lane Transit District Board of Directors; Rob Bennett from the Eugene City Council; Gerry Gaydos of the Eugene Planning Commission; and John Brown of the Downtown Commission. The Committee has been meeting about once per month since July, 1989.

Thus far, the Committee has approved goals for the downtown station, developed evaluation criteria to be used to rate alternative sites, and has narrowed an original list of 14 sites to six. In addition to the current station (the no-change alternative), the five potential site locations are the Elections Lot northwest of 6th and Pearl; the Butterfly Lot at the southwest corner of 7th and Oak; the Greyhound Lot northwest of 10th and High; the Future City Hall Lot southeast of 8th and Pearl; and the Sears Lot southeast of 10th and Charnelton. Each of the sites would entail an off-street station on at least one-half block (building removal would be necessary on some sites to clear one-half block).

The Site Selection Committee has also endorsed the concept of considering a mixed-use development, where the station would be constructed in conjunction with some other land use, such as parking, offices, or retail. In most scenarios, parking would be located under the station, while office development would be above the station. Some sites, such as the Future City Hall Lot, are only considered for mixed-use development.

A technical report on the site alternatives is expected to be completed by March, 1990. A public involvement and comment period would follow, after which the committee would make a recommendation on a list of prioritized sites for a new transit station. Approval of a site by the LTD Board, the Downtown Commission, the Planning Commission, and the City Council is expected during the fall of this year. Construction of a new station could start as early as 1992-93.

It is believed that a new off-street station would cost approximately \$3,000,000. The District has reserved approximately \$1,100,000 in Federal Aid Urban funds for the project. Grants and local commitment for the remainder of the station cost would need to be secured.

DOWNTOWN CIRCULATOR SHUTTLE

For some time, LTD has been pursuing the idea of a downtown Eugene circulator shuttle. In concept, this service would provide fast, convenient access by bus within an extended downtown area that includes the Fifth Street Market and the University of Oregon. The service would be attractive for downtown employees and shoppers who wish to travel within the downtown area during the day, whether for lunch, shopping, or business. A major goal of such a service is that it attracts commuters who have driven their cars to this extended downtown area, but who find the shuttle service more convenient than using their cars for short trips within downtown.

In order for the downtown shuttle to work properly, it must: (1) Offer frequent service in order to minimize waiting time; (2) be low cost (preferably free) since trips are so short; (3) be an identifiable vehicle so that people can easily distinguish the shuttle bus from other buses; and (4) be marketed to downtown employees and shoppers.

For several years, the District has offered a route called the Downtown Shuttle that connects the downtown with the Fifth Street Market area and the University of Oregon. While the route has a low 30-cent fare, it operates only twice per hour and the vehicle is not distinguishable from other buses. For these reasons, the route has primarily served bus riders using the shuttle to connect with other buses at the Eugene Transit Station. While ridership on the route has been good, it has not fulfilled the role envisioned by a downtown circulator shuttle. The District is now considering discontinuing the service until a "true" downtown shuttle can be implemented.

As part of a future bus procurement, the District intends to purchase two buses that could be retrofitted to be distinguishable downtown shuttle vehicles. The buses could provide service every 15 minutes on a downtown circulator loop. Fare for the shuttles has not been determined. If subsidies can be obtained, free fare would give the service the best opportunity to achieve its goals. Marketing of the shuttle has also not been determined, but would likely be tied into a theme created by the visual appearance of the bus.

RELATIONSHIP OF CURRENT PLANNING EFFORTS TO TRANSIT AND ALTERNATIVE TRAVEL MODES

In addition to the LTD Downtown Station planning process, a number of other plans and studies are under way which relate directly to issues of transit and use of other non-auto modes of travel.

Ferry Street Bridge Study

This study is examining the long-range travel needs in the Ferry Street/Coburg Road corridor. Several alternative proposals for adding capacity to the corridor will be examined in a draft EIS, targeted for publication next summer.

While most of the work done to date has focussed on bridge and roadway geometry to handle projected vehicular loads, the study team has begun to evaluate options for transit, bicycles and pedestrians. It is clear that usage of non-auto travel modes, will need to increase substantially in order for this corridor to handle the future demand expected to result from new development.

The Ferry Street Bridge corridor presents a situation where we can eventually reach consensus on a practical goal for increased usage of alternate modes and a decrease in auto usage. Attaining that goal will depend on a number of things, including enough "supply" of the alternative modes (e.g. improved bicycling and walking facilities, greater frequency of buses in the corridor), and strong policy to effect a change on the "demand side" (e.g. parking prices downtown which help make riding the bus more attractive to commuters).

Willakenzie Refinement Plan

This refinement plan covers the area of Eugene bounded by the Willamette River, Interstate 5, and the McKenzie River. The plan deals with land use, transportation and other infrastructure needs in the area, based on growth levels and development patterns contained in the Metro Plan.

Although the transportation element of the refinement plan has just begun, some preliminary analysis indicates that at full "buildout" of the Willakenzie area, some of the major arterials could be experiencing travel demand that exceeds current capacity. Staff expects these kinds of forecasts to result in a high level of interest in increasing alternative transportation mode usage, particularly for many of the trips to downtown as well as those going to major destinations within the Willakenzie area itself (Valley River, Delta Oaks, Country Club Road offices, etc.). The area also acts as a literal crossroads of major freeways and arterials, including Beltline, Delta Highway, Interstate 105, Centennial Blvd. and Coburg Road. Along with interest in alternative modes, we expect the refinement plan to emphasize the need to improve these major facilities, particularly the State and County highways, so that they can accommodate cross-town and inter-city travel at reasonable levels of service, thereby lessening the need to widen the minor arterials in the area.

Along with the Ferry Street Bridge Study, the Willakenzie study provides an opportunity to examine modal split at a more meaningful level than the

area-wide treatment found in TransPlan. This can take the form of recommendations about a transit/alternative modes goal which may be different from the TransPlan number; and suggested policies and controls directed at ensuring that new developments are built and managed in a way that enhances use of other modes of travel--such as employers offering incentives for non-auto travel, and new developments providing bus loading facilities and bicyclist facilities or amenities.

Riverfront Research Park

The Master Plan and Design Guidelines for Riverfront Research Park provide strong planning direction for incorporating bicycle, pedestrian and transit-related improvements into the transportation network for the area. As design and construction proceeds on the various phases of this development, we will be including the sidewalks, bicycle paths and transit features such as turn-outs and passenger shelters (in cooperation with private developers and LTD).

Although the Master Plan includes eventual parking structures to handle the forecasted 3000 commuters to jobs in the park, throughout the planning process there has been great interest in maximizing use of transit and alternate modes for travel to and within the development. Current design efforts will include improvements to sidewalks along Franklin and better pedestrian-bicycle connections between the U of O campus and Riverfront (potentially an overpass). In addition, there is interest in exploring ways for developers and tenants of the buildings at Riverfront to support use of alternate modes by their employees. Thus the city might begin in a small way to put into effect some of the "Transportation Demand Management" policies and strategies now being used in many larger cities. Typically such TDM programs involve a joint commitment on the part of public agencies (in this case, for example, the city, LTD, the U of O and possibly EWEB) and private developers/employers.

University of Oregon

In spite of the success of the U of O bus pass program during the current academic year, the university continues to experience a parking supply problem. This is due in part to increasing enrollment and in part to building expansion programs that displace existing parking lots. Pricing of parking on and near campus is also an issue. Installation last year of parking meters on Agate Street, for example, has led to an increase in some students and staff parking on residential streets in the Fairmount area. This in turn has led to inquiries by neighborhood residents into the possibility of a preferential parking system similar to the South and West University neighborhood programs.

Meanwhile, the university is continuing its evaluation of a parking structure at 17th and Alder Streets, which has generated controversy among residents of the neighborhood and users of Alder Street, especially bicyclists. A number of people contend that the U of O should and could become even more aggressive about discouraging auto travel to campus and encouraging more use of alternative modes.

One of the ideas that keeps coming up in relation to both the U of O parking issue and Riverfront is the notion of some sort of shuttle to Autzen Stadium,

whereby commuters could park for free at Autzen and ride the shuttle to campus. Staff from the city, university and LTD have discussed this concept and there is general agreement that, while a number of issues would need to be addressed, it would be very desirable to begin a feasibility study of this concept soon.

In addition to the shuttle-to-Autzen study, it might be helpful for the city, LTD and U of O to explore additional means of increasing usage of alternative modes, including use of a TDM approach mentioned earlier.

CATS Update

In 1987 the City Council adopted a parking and circulation plan for the downtown, Sacred Heart and U of O areas, known as CATS (Central Area Transportation Study). CATS serves as a refinement to TransPlan for the central area, and provides a detailed list of recommended street improvement projects based on accommodating increased traffic from new development. CATS also includes an estimate of parking facility locations and sizes in the study area.

The city's Transportation Division is planning to conduct a major update of CATS during fiscal year 1991. There are several reasons an update is needed: to incorporate Riverfront Research Park streets and parking facilities into the plan; to consider expanding the boundary to include part of the Fairmount neighborhood in order to address parking and traffic issues in that area; to update the traffic projections and recommended improvement projects based on recent results from the Ferry Street Bridge study and the planning/design work now under way for Riverfront; and to include transit and alternative mode considerations in a new version of CATS.

This last issue is probably the most important one to address. The original CATS dealt only with vehicular traffic and parking, and related air-quality impacts. This was done in order to forecast a "worst case scenario" both for facility needs and air quality impact evaluation. The next generation CATS plan must go beyond this to include a thorough analysis of transit and other modes and a set of recommendations that can result in a significant increase in these other modes of travel. By studying the central Eugene area as a whole, the updated CATS can provide a realistic set of goals for alternative modes that can be politically supported and can also be realized through a set of adopted policies, code changes and other real-world practices.

February 21, 1990

Regular Board Meeting

Public notice was given to *The Register-Guard* for publication on February 15, 1990.

**LANE TRANSIT DISTRICT
REGULAR BOARD MEETING**

February 21, 1990

7:30 p.m.

Municipal Courtroom #1,
Eugene City Hall

A G E N D A

- I. CALL TO ORDER
- II. ROLL CALL
Herzberg_____ Montgomery_____ Parks_____ Andersen_____
Brandt_____ Calvert_____ Fitch_____
- III. INTRODUCTORY REMARKS BY BOARD PRESIDENT
- IV. BUS RIDER OF THE MONTH
- V. EMPLOYEE OF THE MONTH
- VI. AUDIENCE PARTICIPATION
- VII. PUBLIC HEARING ON SERVICE ADJUSTMENTS FOR FISCAL YEAR 1990-91
- VIII. ITEMS FOR ACTION AT THIS MEETING
 - A. Approval of Minutes
 - B. Second Reading and Adoption of Fifth Amended Ordinance No. 1, An Ordinance Providing Rules for Meetings of Lane Transit District
 - C. Resolution Authorizing General Manager to Sign Contract for Purchase of New Buses
 - D. Capital Improvements Plan for Fiscal Year 1990-91
 - E. Board Salary Committee Recommendation for Administrative Salaries for Fiscal Year 1990-91
 - F. Budget Committee Appointment
 - G. Board Committee Assignments

IX. ITEMS FOR INFORMATION AT THIS MEETING

A. Current Activities

1. Facility Project Update
2. Eugene Downtown Transit Station Site Selection Committee Update
3. Lane Community College Transit Station Update
4. Special Services Report

B. Monthly Financial Reporting

C. Fiscal Year 1989-90 Second-Quarter Performance Report

X. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

A. Public Hearing and Approval - FY 90-91 Service Adjustments

B. Public Hearing and Approval - FY 90-91 Pricing Plan

C. Public Hearing and Approval - Section 18 Grant Application

D. Customer Complaints/Compliments

E. Budget Committee Appointments

XI. ADJOURNMENT

AGENDA NOTES
February 21, 1990

Page No.

IV. BUS RIDER OF THE MONTH:

The February Bus Rider of the Month is Wanda Parazoo, who has been using the bus since the days of the "Green Meanies." She says that LTD is her first choice for transportation for shopping or visiting friends.

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

V. EMPLOYEE OF THE MONTH:

The February Employee of the Month is Facilities Maintenance Coordinator Jim Roderick. Jim was hired on July 28, 1988, to oversee the non-vehicle maintenance of all the District's facilities. The Board members may recognize Jim as one of the Masters of Ceremonies at this year's Employee Awards Banquet. He is also active in the District's Toastmaster's Club and will be one of the tour guides during the grand opening events at the new facility.

When asked what makes Jim a good employee, Finance Administrator Brentt Ramharther had paragraphs to say about Jim, including that Jim is intelligent, has a good attitude toward his work, is responsible and versatile, and is able to take on additional responsibilities. He is prompt, always available, and responds immediately to a problem or request. He also has a good sense of humor and is well-liked by other employees. One of Jim's additional tasks last fall was researching and creating the bid process and materials for the purchase of 25 new buses. Jim is also providing excellent support to staff for the transition to the new facility in Glenwood.

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

VII. PUBLIC HEARING ON SERVICE ADJUSTMENTS FOR FISCAL YEAR 1990-91

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1. Staff Introduction:

Background: Included in this agenda packet as an informational item is a staff memorandum regarding proposed service adjustments for Fiscal Year 1990-91. These recommendations are a result of the Annual Route Review, which is a comprehensive review of the bus system. Staff will present the material at the February meeting for the Board's information. At the March meeting, the Board will be asked to approve service adjustments for next fiscal year. A public hearing is being held at this time in order to allow time for public

input before the final recommendation is brought before the Board in March.

2. Opening of Public Hearing by Board President
3. Public Testimony
4. Closure of Public Hearing

VIII. ITEMS FOR ACTION AT THIS MEETING

- A. Approval of Minutes: The minutes of the January 17, 1990, regular meeting are included in the agenda packet for Board review and approval. 13
- B. Second Reading and Adoption of Fifth Amended Ordinance No. 1, An Ordinance Providing Rules for Meetings of Lane Transit District: 25

Issue Presented: Should the Board approve, after a second reading, a fifth amendment to Ordinance No. 1 which changes the Board's meeting location to the District's new Glenwood facility and brings other language in compliance with state statute?

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

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

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

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

Following the reading of the ordinance by title only, staff recommend that the Board adopt Fifth Amended Ordinance No. 1.

Results of Recommended Action: The ordinance will take effect 30 days after adoption, in time to allow the March 21 meeting to be held at the new facility.

C. Resolution Authorizing General Manager to Sign Contract for Purchase of New Buses: 39

Issue Presented: Should the Board authorize the General Manager to sign a contract for the purchase of new buses?

Background: This week, LTD received notification from the federal government that the District's request for Section 3 funding was approved. Approval of these funds completes the funding package which will enable the District to purchase at least 25 new buses. The District intends to move ahead as quickly as possible to sign the contract for the manufacture of those buses.

Included in this packet is a resolution which authorizes the General Manager to sign the contract for new buses. At the meeting, staff will discuss the contract and answer any questions the Board may have.

Staff Recommendation: That the Board approve the enclosed resolution authorizing the General Manager to sign a contract for the purchase of new buses.

Results of Recommended Action: In continuing the negotiated procurement process, staff will now negotiate the price and proceed with an order for the purchase of the new buses.

D. Capital Improvements Program for Fiscal Year 1990-91: 40

Issue Presented: Should the Board approve the Capital Improvements Program (CIP) for Fiscal Year 1990-91 as an element of the 15-year CIP?

Background: The CIP is a long-range planning document which is reviewed annually by the Board. Each year, as part of the budget process, staff provide an updated Capital Improvements Program, which details the District's capital needs through

On Saturday, May 5, a public open house will be held. Special invitations to this event will also be sent to the payroll taxpayers who fall below the top 50 rank.

Ms. Loobey said that staff are putting a lot of energy and effort into these celebrations, and are looking at the move as a new beginning for LTD. The Board members have put a lot of effort and investment of time and commitment of the District's resources to the facility. Ms. Loobey said staff encouraged the Board to join in these events as fully as possible.

Angie Sifuentez, Marketing Representative, further explained that staff saw a major employer preview as an opportunity to talk to major taxpayers about LTD's growth and development. Ms. Calvert asked about including lunch in this event. Ms. Sifuentez said that plans are to serve box lunches, and for the taxpayers to tour the facility with hosts, which would include members of the staff and Board. After the tour, everyone would return to the Board room, where staff and the Board would answer questions.

At the public grand opening, the smaller taxpayers will be given name tags, so the Board members will know who they are. Ms. Calvert said that Board members may not be able to be there at all events. Ms. Sifuentez said that Jo Sullivan would contact the Board members to sign them up for specific times, and that staff support would be available at all times during all three events. There will also be informational materials to hand out.

Mr. Andersen said that including the Board members in these events was consistent with the goals discussed at an earlier Board meeting regarding more visibility and greater involvement for the Board in the District's activities.

Holiday Lights Joy Ride Update: Ed Bergeron, Marketing Administrator, said that public response to the holiday lights tours was very positive. He showed a tape made by a local television station, which showed people having a good time on the buses. Mr. Bergeron explained that the tours began as a promotion for LTD's new transit station at Valley River Center, to personalize LTD to new riders and validate transit's effectiveness in terms of driving around town.

Mr. Bergeron said that the sponsors were tremendously pleased with the response and excited about the possibility of offering this promotion again next year. Staff were still evaluating the promotion and had not made a decision about repeating it next year, but wanted the Board to be aware of the response by the public.

Ms. Loobey said that after the second or third night, cars made caravans behind the buses, and that everyone on the buses enjoyed singing and seeing the Christmas lights around town. People also appreciated the bus operators, because the buses went on roads where they normally would not go. Mr. Montgomery said he knew a lot of people who were unable to get tickets for the tours, and that he hoped there would be more room to accommodate more people next year.

Football Service Update: Ms. Loobey stated that football service was successful again this year. She said the bus service is being given priority

treatment from the City of Eugene traffic control, and that LTD had received marvelous cooperation from the City of Eugene.

Bus Purchase Update: Mark Pangborn, Director of Administrative Services, said that the District's application for funding to purchase 25 new buses had become complicated within a short period of time. The grant application had been submitted in March 1989, after a long process of identifying how many buses would be needed, etc. Currently, LTD has 69 lift-equipped buses, plus eight used buses purchased from Tri-Met which are not lift-equipped and are only used for back-up purposes. During peak hours, the District is at capacity; there are no more buses which can be used during the morning and evening rush hours. Mr. Pangborn explained that "at capacity" did not necessarily mean full buses, although at times many of them are full; rather, it means that there are no additional buses available to add to service, and that LTD is at capacity in terms of meeting its time schedules on the routes. Because ridership is higher, buses are stopping more frequently and taking longer to load, which makes getting from one place to another take longer, as well. Often, the supervisors have to ask buses to wait downtown for other buses which are late getting to the mall, in order for riders to make their transfers. However, this compounds the problem and makes it difficult for additional buses to complete their routes on schedule. To address this problem, the District will need to either shorten the routes or add buses into service.

Along with this, he said, new Environmental Protection Agency (EPA) regulations which require diesel engines to reduce particulate emissions are due to take effect in January 1991. Currently, there is no bus engine manufacturer which can meet these requirements. The expectation is that sometime after January 1993 those engines will be available, because in 1993 these same regulations will apply to diesel trucks, which make up about 97 percent of the diesel engine market.

Mr. Pangborn explained that LTD's grant application, which was submitted in March 1989, is now caught up in a national review of all Section 3 applications. Staff expect to receive notification of funding or no funding by the end of March 1990, at the earliest. This is a problem for the District because the one valid bid to build buses that LTD received requires 45 weeks for production, so LTD needs to be able to order buses within the next four to six weeks. Staff have been hearing for the last six months that production schedules take about one year. This means that LTD would need to make a decision to order the buses by the end of February, but at best will receive notification regarding the Section 3 money 30 to 60 days after that.

Mr. Parks asked about the delivery date. Mr. Pangborn said that the engines would have to be produced before January 1991, and the buses could be built after that. Tim Dallas, Director of Operations, added that one of the other rules for bus manufacturers is that they cannot pre-order engines in quantities higher than they have been doing in the past year, so they could not stockpile engines in order to avoid meeting the new EPA regulations deadline. In response to questions, Mr. Dallas added that LTD is not the only transit district trying to order buses before the deadline, and there is a limited number of manufacturers with a limited capacity. These manufacturers are also concerned about increasing their capacity and then having to decrease when the EPA

the next 15 years. The Board is asked to approve the CIP for the following fiscal year only; additional years are included to show direction and maintain an overall plan for the future.

The updated CIP is included in the agenda packet. At the meeting, staff will answer any questions the Board may have.

Staff Recommendation: That the Board approve the Capital Improvements Program for FY 90-91 as presented in the agenda packet.

Results of Recommended Action: The District's capital needs will be incorporated into the budget for FY 90-91.

E. Board Salary Committee Recommendation for Administrative Salaries for Fiscal Year 1990-91: 48

Background: Each year, as part of the budget process, the Board Salary Committee meets to discuss any changes to the salary schedule for administrative staff for the next fiscal year. Recently, the Salary Committee (Janet Calvert, Peter Brandt, and Tom Andersen) met to review staff recommendations for adjustments to the administrative salary schedule for next fiscal year, 1990-91.

Included in the agenda packet is a memorandum from Salary Committee Chairman Peter Brandt, which recommends the following:

Board Salary Committee Recommendation: That the Board approve a 3.0 percent increase in administrative salaries for FY 89-90, with no increase in benefits.

Results of Recommended Action: Approved salary increases will be included in the draft budget for FY 90-91.

F. Budget Committee Appointment: 54

Background: Budget Committee members are nominated and approved by the Board members and serve for three-year terms. There are presently three vacancies on the Budget Committee; the terms of Donna Fuess, appointed by Rich Smith; Roger Smith, appointed by Keith Parks; and John Watkinson, appointed by Dean Runyan, expired on January 1, 1990. At the January 1990 meeting, it was determined that Mr. Montgomery, Mr. Herzberg, and Mr. Parks should make nominations to fill those positions.

Included in the agenda packet is a nomination form submitted by Mr. Herzberg, who will answer any questions the Board may have about his nominee at the meeting.

Board Member Recommendation: That the Board appoint John Humbert to a three-year term on the LTD Budget Committee, beginning immediately and ending January 1, 1993.

- G. Board Committee Assignments: At the meeting, Board President Janet Calvert will reassign Board committee appointments, in order to allow participation by the three newest Board members. 55

IX. **ITEMS FOR INFORMATION AT THIS MEETING**

A. **Current Activities:**

1. Facility Project Update: Included in the agenda packet is a staff memorandum which provides an update on progress in the construction of the new maintenance/operations facility. 56
2. Eugene Downtown Transit Station Site Selection Committee Update: A memorandum in the agenda packet discusses the most recent action of the Downtown Transit Station Site Selection Committee, and outlines actions to be taken in the next few months. An update will be included in the agenda packet each month. Board action on a final recommendation is not expected to occur until the fall of 1990. 57
3. Lane Community College Transit Station Update: A Section 18 grant application to rebuild the LCC Transit Station, previously approved by the Board, has been approved. A memorandum in the agenda packet discusses the current LCC transit station and the District's plans to update the station and improve the speed and safety of bus access to campus. 58
4. Special Services Report: As a result of Board discussion about special services requested by persons and agencies in the community, a list of requests (approved and denied) is included in the agenda packet each month. However, no requests were received since the last report.

- B. **Monthly Financial Reporting:**
1. Recap of Division Expenditures 60
 2. Comparison of Year-to-date Actual Revenues and Expenditures to Budgeted (General Fund) 61
 3. Comparison of Budgeted and Actual Revenues and Expenditures
 - (a) Capital Projects Fund 62
 - (b) Risk Management Fund 63
- C. **Fiscal Year 1989-90 Second Quarter Performance Report:** 64
- A report on the District's FY 89-90 second quarter performance in such areas as ridership, productivity, farebox revenue, and miles between preventable accidents is included in the agenda packet for the Board's review.

X. **ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING**

- A. **Public Hearing and Approval - FY 90-91 Service Adjustments:**
A public hearing and Board approval of recommended service adjustments for FY 90-91 will be on the agenda for the March Board meeting.
- B. **Public Hearing and Approval - FY 90-91 Pricing Plan:** A public hearing and Board approval of recommended adjustments to the District's fare instruments for FY 90-91 will be scheduled for the March Board meeting.
- C. **Public Hearing and Approval - Section 18 Grant Application:**
A public hearing and Board approval of a grant application to purchase additional buses with Section 18 funds will be on the agenda for the March 1990 meeting.
- D. **Customer Complaints/Compliments:** A presentation explaining how customer complaints and compliments are received and handled will be made at a later Board meeting.
- E. **Budget Committee Appointments:** Nominations for two vacancies on the LTD Budget Committee will be made at the March Board meeting.

XI. **ADJOURNMENT**



February 21, 1990

MEMORANDUM

TO: Board of Directors
FROM: Stefano Viggiano, Planning Administrator
RE: Preview of 1990 Annual Route Review

1. Background

Every year, the District's Planning Division conducts a comprehensive review of the bus routes and schedules known as the Annual Route Review (ARR). As part of the ARR, staff evaluate low productivity service and consider requests from the public and employees for service additions or modifications. Changes approved during the ARR are generally implemented the following September.

Service changes examined and recommended during the Annual Route Review process are based on input from LTD employees and customers. Service suggestions and changes are ultimately reviewed by several groups, including the Planning Advisory Committee (an LTD interdivisional employee committee, which includes drivers), and the District's Executive Committee.

This year the focus of the ARR is on making service more reliable by improving the on-time operation of routes. Most of the routes in the system were designed nearly 10 years ago. Since that time, general ridership has increased, wheelchair ridership has escalated, and traffic delays in the service area have grown more severe. All of these factors have, over time, incrementally contributed to buses running late more frequently. Since customers often mention reliability as an important factor in their decision to use the system, this year's ARR focus seems appropriate.

This memorandum includes a review of previous service changes and a summary of the major proposed service changes staff have been examining over the past couple of months. Recommendations and a more detailed discussion concerning these service proposals will be presented at the March Board meeting as part of the Five Year Service Plan. Staff anticipate the FY 90-91 ARR recommendations to include approximately a two percent increase in service compared to FY 89-90 levels. The five year service plan approved in February 1989 outlined a 2.77 percent increase for FY 90-91.

II. Review of Previous Service Changes

The following is a review of the more significant service changes implemented following the previous two annual route reviews. The review of changes implemented last year should be considered very preliminary at this point; experience has shown that changes in service require up to two years to mature and reach complete ridership potential.

Fall 1989 Service Changes

1. Addition of extra afternoon service on the #1 Downtown Shuttle.

This service addition was implemented in order to address overload problems on the #1 in the afternoon. Ridership on the extra service has totalled 56 rides, with a resulting productivity of 28 rides per hour. Predicted productivity of the extra service had been 28 rides per hour.

2. Changes to the #3X/#51X/#55 service.

This change involved deletion of the #55 route and a trip on the #51X route, and rerouting of the #3X to include a portion of the #55 that had been eliminated.

The change deleted 4.6 hours of service per day. Ridership statistics indicate that a total of 106 fewer rides were taken this year than last year. This ridership loss is much higher than expected. However, it can be explained by decreases in ridership by Sacred Heart employees following the opening of the new parking garage. This ridership loss is unrelated to the change in service.

3. Changes in Springfield service.

Changes were implemented in the #13, #14, and #15 routes in Springfield. The changes added about 3.3 hours of service per weekday. Ridership on the three routes has increased by 88 rides per weekday, resulting in a productivity for the added service of 27.3 rides per hour. This is very close to the predicted productivity for the service.

4. Addition of #23X route.

A #23X Express route was added to provide faster peak hour service between the Fox Hollow and south Willamette areas and the University of Oregon. Counts taken this fall indicate that the four trips carried 69 riders per day, for a productivity of 36.9 rides per hour. A productivity of 41 rides per hour had been predicted.

5. Addition of Sunday service on the #27 and #33 routes.

This service enhancement added 8 hours of service and 155 rides, resulting in a productivity of 19.4 rides per hour. Predicted productivity for this service was 26 rides per hour. It is expected that the service, after it matures, will reach the predicted productivity level.

6. Additional trips on the #28 route.

Five trips were added to the #28 route. These additional trips created 62 additional rides, for a productivity of 24.8 rides per hour. Predicted productivity had been 33 rides per hour.

7. Additional trip on the #31C route.

An additional afternoon trip was added to the #31C route. The productivity of the added trip is currently 36 rides per hour, compared to a predicted productivity of 33 rides per hour.

Fall 1988 Service Changes

1. Operation of the #11 Thurston every 30 minutes on Sunday.

In the fall of 1988, Sunday service on the Thurston route improved from a bus every 60 minutes to a bus every 30 minutes. Thurston ridership increased by 375 rides on Sunday in response to an increase of 13.8 service hours. The resulting productivity is 27.2 rides per hour. Expected productivity was 25 rides per hour.

2. Addition of the #24S route on Sundays.

The Sunday #24S route now has a productivity of 23.1 rides per hour. Predicted productivity was 25 rides per hour.

3. Operation of the #44 route every 30 minutes on weekdays.

Increasing service on weekdays from every 60 minutes to every 30 minutes on the #44 added 13.2 service hours and 314 rides per weekday. The resulting productivity of 23.8 rides per hour is slightly higher than the predicted productivity of 22 rides per hour.

III. Summary of Major Service Changes Under Consideration for Fall 1990

1. Establish a regular #28 Hilyard/U of O route all through the day and connect this route with the Eugene Mall.

2. Eliminate the portion of the Downtown Shuttle between the University of Oregon and the Eugene Mall. This route segment would now be covered by the #28.
3. Improve the reliability of the #23 Fox Hollow by rerouting it between the University of Oregon and the Parkway Transit Station.
4. Improve the reliability of the #31B by rerouting it between Chambers and City View.
5. Eliminate the #20 Parkway route due to low ridership. Reallocate these resources to the #21 and #22 routes to improve reliability.
6. Establish an express bus from the west Eugene area to downtown Eugene and the University of Oregon.
7. Improve the reliability of the #50 Park by eliminating circuitous route segments.
8. Establish Saturday service from River Road Transit Station to Valley River Center.
9. Eliminate some peak trips on the #60 due to low productivity.
10. Improve the reliability of the #12 by making inbound routing more direct.
11. Eliminate service on the #4 and the #5 Willard/Jefferson routes.
12. Add service to the #51 Santa Clara route to alleviate afternoon running time and overcrowding problems.

Each of these items will be subject to additional analysis and public comment. Board action on recommended changes will be requested at the March meeting.


Stefano Viggiano
Planning Administrator

SV:ms:js

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, January 17, 1990

Pursuant to notice given to *The Register-Guard* for publication on January 11, 1990, and distributed to persons on the mailing list of the District, the regular meeting of the Board of Directors of the Lane Transit District was held on Wednesday, January 17, 1990, at 7:30 p.m. in the Eugene City Hall.

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

Absent: Gus Pusateri

CALL TO ORDER: The meeting was called to order at 7:30 p.m. Mr. Andersen was not yet present. Board President Janet Calvert introduced Tammy Fitch, whose name had been submitted to the Senate by the Governor to replace Gus Pusateri in subdistrict #2. Ms. Fitch was scheduled to attend a confirmation hearing in Salem on January 24. After confirmation by the Senate on January 25, Ms. Fitch would be a voting member of the Board.

BUS RIDER OF THE MONTH: Ms. Calvert introduced Brian Cunningham, the January Bus Rider of the Month, who is 12 years old and uses the bus for recreation and leisure travel. After receiving his award and key chain, Brian said that he had met a lot of really nice drivers who had helped and encouraged him.

EMPLOYEE OF THE MONTH: Ms. Calvert first introduced the December Employee of the Month, Dennis Potter, who began at LTD as a part-time bus operator in June 1983, was later promoted to full-time, and promoted to System Supervisor on September 6, 1985. Ms. Calvert told Dennis that she knew a lot of people thought he had made a significant contribution to making the whole system work well, and that the Board appreciated his efforts. Dennis said he appreciated the recognition and considered it a great honor, adding that LTD is a good place to work.

Ms. Calvert also introduced the January Employee of the Month, Inside Cleaner Diane Peterson, who was hired as a part-time employee in August 1986 and promoted to full time on March 22, 1988. Ms. Calvert described Diane as one of the special people who keep the inside of the buses clean, adding that riders always notice and comment on the cleanliness of LTD's buses. Diane received her award, letter, and check, and said she will also be happy to keep the new buses clean when they finally arrive.

FAREWELL TO BOARD MEMBER RICH SMITH: Ms. Calvert introduced another special person, Rich Smith, who had served on the LTD Board for one term. She presented Dr. Smith with a small wooden bus, saying that it was traditional to receive a wooden bus after serving on the Board. Dr. Smith stated that LTD is one of the best-run organizations he had ever seen in government and bureaucracies, with an excellent staff and general manager. He added that it was nice to finally see new faces on the Board.

Mr. Andersen arrived at this point in the meeting.

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

APPROVAL OF MINUTES: Ms. Calvert stated that the Board had failed to approve the minutes of the October 18, 1989, and November 15, 1989, meetings, which had been included in the December 11, 1989, agenda packet. Mr. Andersen moved that the minutes of the October 18, 1989, regular meeting; the November 15, 1989, regular meeting; the December 11, 1989, special meeting; and the December 20, 1989, regular meeting be approved as distributed. Mr. Brandt seconded the motion, and the minutes were approved by unanimous vote.

FIRST READING OF FIFTH AMENDED ORDINANCE NO. 1: Ms. Loobey explained that LTD's Ordinance No. 1 constitutes the Board's by-laws, including a provision that provides for a meeting place for regular meetings of the Board of Directors. The current version of Ordinance No. 1 states that the Board will hold its regular meetings at the Eugene City Hall. Because a Board Room has been included in the new facility, the ordinance needed to be changed to allow meeting to be held at that location. Staff believed that the Board would be able to meet at the new facility for the first time in March. In order to do so, the amended ordinance needed to be read at two consecutive regular meetings, with adoption at the second meeting. A 30-day waiting period would allow the first meeting to be held at the new facility on or after March 21, 1990. Fifth Amended Ordinance No. 1 also included some "housekeeping" changes in the ordinance, made by District Counsel Richard Bryson to ensure compliance with Oregon law.

Ms. Loobey stated that as long as copies were available for anyone in the audience wishing to see one, the ordinance could be read by title only. Copies were available at the meeting.

Mr. Andersen moved that Fifth Amended Ordinance No. 1 be read by title only. Mr. Montgomery seconded, and the motion carried unanimously. Mr. Andersen then read the title of the ordinance, "Fifth Amended Ordinance No. 1, an Ordinance Providing Rules for Meetings of Lane County Mass Transit District."

ELECTION OF OFFICERS: Ms. Calvert explained that in accordance with ORS 267.102(1), the Board must elect officers every two years. The Board's four officers are President, Vice President, Secretary, and Treasurer.

Mr. Brandt nominated Mr. Andersen for President. Mr. Montgomery seconded the nomination, but Mr. Andersen respectfully declined, and the nomination and second were withdrawn.

MOTION

Mr. Andersen then moved that the Board re-elect the current slate of officers. Mr. Brandt wondered if Ms. Calvert would want to be President again, she since had done it for so long. Ms. Calvert said she would accept the nomination at this point, but that there might be changes in her work load which could limit her availability in the future. Mr. Brandt seconded the motion.

MOTION**VOTE**

Mr. Herzberg moved that the Board cast a unanimous ballot to elect the current officers for the next two years. Mr. Andersen seconded, and the motion carried by unanimous vote. Ms. Calvert said she appreciated Mr. Brandt's remarks, that being the President does take a lot of time, but at this point she can still fulfill the obligations.

Ms. Calvert stated that at the next Board meeting, she would consider all standing committees and make new assignments to those, in order to include the three newest Board members.

ITEMS FOR INFORMATION AT THIS MEETING:

Eugene Downtown Transit Station Site Selection Committee: Planning Administrator Stefano Viggiano explained that the committee had been appointed to possibly select a site for a downtown transit station, and has been meeting since July. The members of the committee are Ms. Calvert, Mr. Brandt, and Mr. Andersen, representing the LTD Board of Directors; Gerry Gaydos, representing the Eugene Planning Commission; John Brown, representing the Downtown Commission; and Rob Bennett, representing the Eugene City Council.

Mr. Viggiano called the Board's attention to page 37 of the agenda packet for that evening. He explained that at its last meeting in November, the committee's discussion had mainly been about the scoring system that had been used to evaluate the possible sites. Staff had then taken a step back, in order to evaluate the scoring process. Individual meetings were being held with the committee members to discuss the evaluation process, and then a full committee meeting would be scheduled. A detailed analysis of the sites will occur during the summer, and a public hearing and approval process will be held in the fall.

Ms. Calvert stated that, in the long run, it is good that the process was delayed, because there have been a couple of changes downtown, including the fact that the Pankow building will not be built as planned. Mr. Andersen commented that there was no sense of unity as a result of the last meeting, so it was good that the process did not push ahead.

Facility Project Update: Mr. Viggiano said it appeared that the builder will not meet the February 5 substantial completion date for the District's new maintenance and operations facility, and a new date of February 24 had been established. Of the four buildings on the lot (maintenance, administration/operations, fuel island, and bus washer), three will be finished by February 5. Maintenance, however, will not be completed until late February, but the District can still conceivably move in by mid- or late-March. The move-in date will be assessed as it gets closer to that time. The District is assessing \$500 per day that the facility is not completed on schedule. The original completion date of September 1, 1989, was moved to October 6, 1989, because of legitimate weather condition claims. The late fees from October 6 to December 31, when Marion

Construction said the building would be completed, will probably be paid by the bonding company. After December 31, they will probably be paid by Marion Construction. Ms. Loobey explained that LTD is not privy to the contract between the bonding company and Marion.

Mr. Parks asked about Hyland & Sons' request for arbitration. Mr. Viggiano explained that when the contract was approved, the Board approved certain changes to the project. LTD and Hyland have not been able to agree on the savings from five changes. LTD estimated a return of \$170,000, and Hyland estimated \$60,000 to \$70,000. In response to a question from Mr. Andersen, Mr. Viggiano stated that LTD is dealing with the contract as one continuing contract with the bonding company, but that Hyland still does have a standing on this issue.

Mr. Herzberg asked if the Board is able to see what the change orders are for the new facility, such as the situation with finding hollow walls. Mr. Viggiano said that the Board can look at any aspect of the project in any detail. The original direction was to implement certain approved deductive change orders, and the Board would not be involved as long as the project did not exceed the budget. In response to the hollow walls, he said, a deficiency report had been made about concrete not being filled in, LTD had not signed off on the report, and the warranty on the building had been extended. He added that the building does meet the structural code.

Mr. Viggiano said also that the February 11 employee open house would probably be delayed until the building was completed.

Move-in/Grand Opening Plan: Ms. Loobey called the Board's attention to a staff memorandum on page 39 of the agenda packet, which outlined the promotion plan for the grand opening of the new facility. She said that the reason staff had made such an effort to include the Board in the grand opening activities was that it will be a major event in the history of the District. An employee open house has tentatively been scheduled for February 24; Ms. Loobey encouraged the Board to attend at that time.

A major employer preview has been planned for the top 50 or so payroll taxpayers on Thursday, May 3. Staff were asking the Board to play an important role in this event, to welcome those taxpayers who have contributed to the District's local share, which allowed construction of this facility. She said this event would follow-up an earlier invitation to payroll taxpayers to come talk to staff about the new facility during the space needs study. At that time, the response was negligible for the amount of effort made by staff, but now that the facility is built, staff believe there will be a better response to this invitation. She said staff hope the Board members will take an active and integral role in this event.

The facility dedication ceremonies are being planned for Friday, May 4. Invitations to this event would be sent to various public officials and politicians, the Oregon House and Senate delegation in Washington, DC, etc. Ms. Loobey said it would be nice to have the Board there to welcome the public officials to the property.

regulations take effect. The engines have to be produced by January 1, 1991, and the manufacturers cannot stockpile those engines much beyond February 1991. Ms. Loobey said that if LTD signed a contract before the awarding of funds, the District would prejudice its grant, and nothing ordered before the awarding of funds would be paid for with federal money.

Mr. Pangborn stated that the District's one bidder, Gillig, had said that if LTD waits until the end of March or April to sign the contract, Gillig may be at capacity and unable to fill LTD's order before 1991. Mr. Pangborn explained that Section 3 funds are not usually used for bus purchases, so other transit districts are not caught in this national review process of Section 3 applications. For instance, he said, Philadelphia just ordered 120 buses, using local funding entirely.

Mr. Pangborn then outlined the District's options regarding bus purchases. The first, he said, is to hope that the EPA regulations are not enforced until 1993, because selectively applying them to only three percent of the market creates an onerous hardship on transit districts. There is now significant pressure to delay the regulations. Congress would have to make this decision; Ms. Loobey said staff are trying to ascertain if this might happen.

Mr. Andersen asked if the regulations have to be met no matter where the money comes from. Mr. Pangborn said that was correct. Some transit districts, he said, are using alternative fuels, but that would require retooling of the new maintenance facility.

The District's second option is to use only approved funds and order 14 or 15 buses now. The average cost of a bus is \$180,000. Allowing \$4,500,000 to purchase buses and \$252,000 for spare parts, the total necessary to purchase 25 buses is \$4,752,500. The District has approval for \$360,00 in Section 18 funds, with a local match of \$90,000, which would purchase three buses. Also approved is \$140,000 in Section 9 funding, with a local match of \$35,000. The total local match available, including Section 3, is \$2,125,500. If the District wanted to use \$2,625,500 now, 14 or 15 buses could be ordered, but the District would give up \$2.6 million now pending in Section 3 funding. Mr. Parks commented that this is an alternative only if the District only wants 15 buses.

In terms of local capital, Mr. Pangborn said that by the end of the fiscal year, the District should have \$2,217,193 in unobligated reserves, not including the \$2,125,000 he just discussed. Subtracting the local match of \$2,125,500 would leave \$91,693, assuming no problems with payroll taxes, etc. At this point, LTD's capital reserves would be depleted.

Mr. Andersen said the Board had been told at the last meeting that payroll tax revenues were not meeting projections. Mr. Pangborn said the figures he had been using assumed that the District's contingency fund would be able to absorb the decrease in payroll taxes. If things improve, he said, the District could have as much as \$200,000 more in this category. Mr. Andersen said the District did expect to use its reserves, but Ms. Calvert added that LTD also had planned to have 25 buses instead of 15 at that point.

Mr. Pangborn said that if staff hear that there is a strong indication that the EPA regulations will be delayed, they would then recommend delaying a decision about the buses until the District is notified about the Section 3 funds. If LTD does not purchase buses and the EPA regulations go into effect, then the District would have a large capital reserve but not new buses, and would be frozen in that position for two years.

Mr. Montgomery asked if LTD could buy engines ahead of time with money that it has free and clear. Mr. Pangborn said he and Ms. Loobey had met with the City's lobbyist and had broached the question of LTD stockpiling its own engines and getting a contract to purchase the frames, but there is no clear indication of how UMTA would react to that situation. Mr. Dallas said he thought the key would be how the EPA would react, since the EPA had been trying to close the door on just that situation.

Mr. Brandt asked what the match would be if the funds were committed. Mr. Pangborn said the funding would be 55 percent federal and 45 percent local. The grant application had been configured that way because Secretary of Transportation Skinner had presented a new mandate for 50/50 match, and LTD was trying to get as close to that match as it could, in order to be given high priority for the funding. Ms. Loobey said she had talked with Mark Walker in Senator Hatfield's office to see if Senator Hatfield would be interested in helping with this problem, since LTD had used a greater match based on Skinner's call for higher matching funds, and it was not the District's fault that this application had been caught up with all the rest for the national review. She had also explained to Mr. Walker that LTD's need for these buses is almost desperate.

Mr. Andersen wondered if the Board could see projections regarding 15 versus 25 buses; how that would affect service, and what the extra 10 buses would provide for the District.

Mr. Brandt asked how long the bid was good for. Mr. Pangborn said in the new negotiated procurement process, specifications are discussed first, and then the price. It appears that Gillig has the equipment that can meet LTD's needs, and the price commitment can be delayed. Mr. Pangborn thought the District could specify how long the price would be good for. Mr. Brandt suggested asking for 90 days. Mr. Pangborn said UMTA had not said specifically that the application review would be done by March 30, so staff would need to check on that. Even with a 90-day bid option, however, the District cannot go much beyond February 1991 with production of its new buses, and Gillig might not accept a bid that did not include engines. Mr. Pangborn said Gillig might not be willing to hold a bid longer than 30 days, but staff would talk with them about this issue. Mr. Dallas reiterated that manufacturers have a limited capacity between now and January 1991; if LTD had a signed bid now, the manufacturer would have to reserve the space to build LTD's buses, but if the District delays too long, the space could go to transit districts with money in hand.

Ms. Fitch asked if, when Mr. Pangborn said buses were normally a low priority item for Section 3 money, that meant that there could be less chance of receiving the Section 3 funding. Mr. Pangborn said it might mean that, since buses are not high visibility items like extension of the rail system in Atlanta,

Jo Sullivan
Executive Secretary

Page 2.

December 14, 1989

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

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

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

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

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

Very truly yours,

BRYSON & BRYSON

By Richard Bryson
Richard Bryson

RB:ve

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

December 14, 1989

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

Dear Jo:

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

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

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

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

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

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

etc.; however, the application is attractive in the sense that it gets close to the requested 50/50 match. Additionally, LTD has been given priority in this region, which includes Oregon, Washington, Alaska, and Idaho, and UMTA generally distributes that money regionally.

Ms. Calvert asked when staff would need a Board decision regarding the bus purchase. Mr. Pangborn said the decision would need to be made at the February meeting, at the very latest, or possibly at a special meeting before then. Mr. Parks asked what staff will know then that they don't know now. Mr. Pangborn replied that they may hear about the EPA regulations; Gillig may say they will only hold the bid for 30 days; or UMTA may say LTD is low on the list for Section 3 funding. Mr. Parks commented that when staff and the Board first started talking about purchasing buses, they were only discussing 15 buses. Mr. Pangborn explained that using the Section 3 funds was a means of obtaining an additional 10 buses.

Mr. Montgomery stated that Orion did not submit a bid because it does not manufacture 35-foot buses. He wondered if LTD could have Gillig manufacture the 35-foot buses and let Orion bid on the others. Mr. Pangborn explained that the District would have to declare the current bid invalid and then go through the entire bid process again. Ms. Loobey added that buses from different manufacturers would require different parts, training, etc. Mr. Pangborn stated that Orion does not make a 35-foot bus big enough for wheelchair access. He added that Gillig takes small bus orders and that LTD has a good working relationship with Gillig.

Mr. Pangborn stated that if the District purchased 25 buses now, the oldest 10 would be put into reserves. If only 15 were purchased, all 15 would be put into service, the eight used buses from Tri-Met would be sold, and fewer of the oldest buses would be taken out of daily service. He said that staff would continue researching these issues, and would report back to the Board at the next meeting.

Davis Bacon Act Report: Brentt Ramharter, Finance Administrator, explained that this information item was in response to a question raised by Mr. Herzberg at an earlier meeting, regarding how other transit districts and LTD address monitoring the payment of prevailing wage rates by their contractors. Mr. Ramharter said he called other transit districts and found that the level of effort expended was in proportion to the number of contracts those districts had. Salem and LTD both file certified payrolls and spot-check randomly, but do not actually ask construction workers for their names and pay amounts. That level of effort is made by Tri-Met, however, where a full-time position is devoted to that function. Since Tri-Met is ten times the size of LTD, Mr. Ramharter called UMTA to ask what is a reasonable effort for a transit district this size. UMTA's response was that what LTD is currently doing is reasonable for its size. He said that there is currently not time to do more, but that if the Board wished more to be done, it would be arranged.

Mr. Ramharter said also that most complaints are not filed until the end of a project, because the workers do not want to lose their jobs. To monitor more intensively, the District would have to contract with someone who could do field checking. Mr. Ramharter was not sure what this would cost. Mr. Brandt

asked if the CPA firm that had been hired to check the contractor's records was also checking payrolls. Mr. Ramharter said this was the original plan, but the contract had been scaled back.

Mr. Herzberg said he brought up the question because he had been running into this problem lately, and did not want to see the Board get caught up in a similar situation. Mr. Ramharter said the District did encounter one situation where a complaint was filed; after talking with District Counsel, the complaint was referred to the Department of Labor.

Alert Regarding Federal Legislative Issues: Ms. Loobey called the Board's attention to page 54 of the agenda packet, which included a copy of a publication to which the District subscribes. She explained that Congress will be dealing with the reauthorization of the Surface Transportation Assistance Act, which will expire in September 1990, and the way in which the USDOT program would work. A number of states, including California, Texas, and Arizona, have a different view of how gas tax monies should flow back to the states than the western states do. The Clean Air Act may or may not include mandatory language about alternative fuels, and transit districts are concerned because most alternative fuels are highly volatile and highly toxic, burn invisibly, and cause detrimental effects on people who breathe the air.

Ms. Loobey had previously discussed Senate Bill 933, the Americans with Disabilities Act, with the Board. This bill had passed the Senate and would require, under current language, that transit districts provide comparable levels of service for the frail/elderly as the fixed route service. This requirement would negatively impact the district because funding would have to increase dramatically. The long-term consequences of compliance might be that LTD would have to reduce service, probably on evenings and weekends, and those who use the fixed route accessible service would have to begin using Dial-A-Ride service, which would continue to cost more and more. Ms. Loobey said she would be watching this bill and would report to the Board as she learns more.

Statewide Board/Commission Meeting: A memorandum from the Governor's office invited the Board to attend a statewide meeting in Portland, sponsored by the Governor for all governor's appointees. Mr. Parks had attended a similar meeting in the past. Since the meeting was held in Portland, it was unlikely that any Board members could spare the time to attend this year.

Budget Committee Vacancies: Ms. Loobey explained that there were three vacancies on the District's Budget Committee, as of January 1, 1990. The members whose terms had expired were Donna Fuess, who had been appointed by Rich Smith; Roger Smith, who had been appointed by Keith Parks; and John Watkinson, who had been appointed by Dean Runyan. Ms. Calvert, Mr. Pusateri, and Mr. Brandt had made appointments in 1988, and Mr. Andersen had appointed a member in 1989. Nominations, therefore, needed to be made by Mr. Parks, Mr. Montgomery, and Mr. Herzberg. Mr. Andersen suggested checking with the people who served before to see if they were willing to be reappointed. Ms. Loobey explained that the only qualification for participating on the Budget Committee was being a qualified elector who resides in the District's boundaries. The nominees do not have to live in the same subdistrict as the Board member making the appointment. Ms. Loobey suggested also that the Board could consider handling Budget Committee

appointments in a different manner, such as accepting applications from the district, as Lane County does.

Monthly Financial Reporting: Mr. Brandt asked what the contingency had been spent on. Mr. Ramharter explained that the \$125,000 was really a transfer to capital projects for the Valley River Station, not a contingency expenditure. Mr. Brandt then commented that the District's finances were looking pretty good.

Mr. Brandt asked if the Board had approved the final project for the Gateway station before going out to bid. He wondered if the Board had any say in the bid and design of such projects. Mr. Pangborn explained that both the Gateway and Valley River Stations were in the Capital Improvements Program approved by the Board during the budget process. The Board approved the Gateway station, but said it wanted final approval for the Valley River Center station, so the funds were approved but staff were directed not to spend that money without final approval from the Board. Mr. Pangborn said that it has been standard practice that approval is given during approval of the CIP, unless the Board specifically says otherwise. The contract is then awarded to the lowest responsible bidder. Construction of the new facility was handled differently, however, because of the scope of the project.

Mr. Brandt said that someone had called him and said there were two bids for the Gateway project, one for one design and another for an alternative design. This person had said the cost of the first design was ludicrous because of the cost of the glasswork required, and that he would be upset as a taxpayer if this design had been used. Mr. Pangborn replied that this project had been somewhat difficult because General Growth did not want LTD on the property, but had to allow transit access because of a regional use permit from LRAPA. The first design submitted by the District was rejected by General Growth, so a second design was submitted. This design proved to be rather expensive, so staff are working on alternatives.

Mr. Viggiano said that there were three bidders. When the angle of the roof structure was changed as an alternate bid, each of the three bidders showed a credit of \$2,500 for that change. This was not as much money as staff had anticipated the design change would save. Most of the cost was in the glazing, meant to match the General Growth facade for the shopping center. LTD has asked General Growth for permission to use alternative materials, and that request has been approved.

Ms. Calvert said she thought that staff would not need to bring all design issues to the Board, but suggested that progress reports be made, so the Board would know what is happening with construction projects.

Mr. Herzberg asked about completion of the Gateway transit station. Mr. Viggiano said staff expected to have the station functioning for the opening of the mall on March 15, but the glazing may be applied later.

ADJOURNMENT: Mr. Parks moved that the meeting be adjourned. Mr. Brandt seconded the motion, and the meeting was unanimously adjourned at 9:35 p.m.

Board Secretary

FIFTH AMENDED ORDINANCE NO. 1

TABLE OF CONTENTS

Section 1. Meetings to Be Public.	1
Section 2. Regular Meetings.	1
a. Time.	1
b. Place.	1
c. Notice.	1
Section 3. Adjourned Meetings.	1
Section 4. Special Meetings.	1
a. Call.	2
b. Notice.	2
Section 5. Emergency Meetings.	2
a. Call.	2
b. Notice.	2
Section 6. Executive Sessions.	2
Section 7. Telephone or Other Electronic Communication. . .	2
Section 8. Place of Meetings.	2
Section 9. Notices.	3
a. Notices to Directors.	3
b. Public Notice.	3
c. News Media.	3
Section 10. Ordinances.	3
a. Publication of Agenda.	3
b. Adoption.	3
c. Signing and Filing.	4
d. Effective Date.	5
e. Petition to adopt, amend or repeal an ordinance. .	5
Section 11. Resolutions.	5
Section 12. Conduct of Meetings.	5
a. Presiding officer.	5
b. Minutes.	5
c. Quorum.	6
d. Rules.	6
e. Executive Sessions.	6
f. Matters to be Considered.	8

Section 13. Officers.	8
a. Officers to be elected.	8
b. Election of officers.	8
Section 14. Committees.	9
Section 15. General Manager.	9
Section 16. Smoking.	9
Section 17. Interpreters for Hearing Impaired Persons. . .	9

FIFTH [FOURTH] AMENDED ORDINANCE NO. 1

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

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

Section 1. Meetings to Be Public.

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

Section [1.]2. Regular Meetings.

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

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

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

Section [2]3. Adjourned Meetings.

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

Section [3]4. Special Meetings.

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

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

Section [4]5. Emergency Meetings.

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

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

Section [5]6. Executive Sessions.

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

Section 7. Telephone or Other Electronic Communication.

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

Section [6]8. Place of Meetings.

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

Section [7]9. Notices.

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

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

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

Section [8]10. Ordinances.

a. Publication of Agenda.

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

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

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

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

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

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

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

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

c. Signing and Filing.

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

c-1.1. Signed by the presiding officer;

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

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

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

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

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

c-3.1. Briefly describe the ordinance;

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

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

d. Effective Date.

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

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

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

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

Section [9]11. Resolutions.

a. All matters other than legislation coming before the district board and requiring board action shall be handled by resolution.

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

Section [10]12. Conduct of Meetings.

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

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

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

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

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

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

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

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

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

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

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

[f]e. Executive Sessions.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

[g]f. Matters to be Considered.

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

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

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

Section [11]13. Officers.

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

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

Section [12]14. Committees.

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

Section [13]15. General Manager.

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

Section [14]16. Smoking.

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

Section 17. Interpreters for Hearing Impaired Persons.

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

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

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

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

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

ATTEST:

President

Secretary

Recording Secretary

RESOLUTION

WHEREAS, LTD has received federal funding to purchase 25 new transit buses, and

WHEREAS, LTD has accumulated local funds to match the federal funds for the purchase of 25 new transit buses, and

WHEREAS, LTD intends to submit a grant application for Oregon State Section 18 funds to purchase three (3) additional replacement transit buses, such funding to be allocated on or before August 31, 1990;

THEREFORE, BE IT RESOLVED that the LTD General Manager is authorized to sign a contract for the purchase of 28 transit buses.

Date

Board President

h:busres.mjp

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

PRIORITY	90-91	91-92	92-93	93-94	94-99	99-2004	TOTAL DIVISION
CAPITAL PROJECTS							
OFFICE FURNITURE & EQUIPMENT	15,500	117,213	5,789	6,078	35,264	45,007	224,851
COMPUTER SOFTWARE	16,500	42,200	13,230	13,892	80,600	102,869	269,291
COMPUTER EQUIPMENT	40,700	77,350	25,358	26,626	154,482	197,162	521,678
MAINTENANCE	6,100	1,050	29,103	1,158	6,719	8,575	52,705
PASSENGER BOARDING IMPROVE	272,000	334,500	3,135,250	250,763	711,647	897,210	5,601,370
FACILITIES	0	11,025	11,576	12,155	70,522	90,006	195,284
VEHICLES & ACCESSORIES	21,700	0	0	4,295,000	4,860,000	8,370,000	17,546,700
BUS RELATED EQUIPMENT	0	6,064	6,367	6,686	38,789	49,506	107,412
SERVICE VEHICLES	39,650	74,573	0	60,168	382,300	477,875	1,034,566
TOTAL CAPITAL PROJECTS	412,150	663,975	3,226,673	4,672,526	6,340,323	10,238,210	25,553,857

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

PRIORITY	90-91	91-92	92-93	93-94	94-99	99-2004	TOTAL DIVISION

OFFICE FURNITURE & EQUIPMENT							

1 MISCELLANEOUS EQUIPMENT	2,000						2,000 ADMINISTRATION
1 REPLACEMENT DOOR/CSC	1,000						1,000 CUST SERVICE
1 ELECTRIC TYPEWRITER/MTC	500						500 MAINTENANCE
1 FAX MACHINE/MAINTENANCE	1,000						1,000 MAINTENANCE
1 1 VCR/TV	1,000						1,000 ADMINISTRATION
1 GRAPHICS,MISC EQUIP/MKTG	3,000						3,000 MARKETING

LEVEL 1 SUBTOTAL	8,500						
	=====						
2 COPIER/MARKETING	5,000						5,000 MARKETING
2 CHANGE MACHINE/CSC	2,000						2,000 CUST SERVICE

LEVEL 2 SUBTOTAL	7,000						
	=====						
CALL ANSWERING SYSTEM/CSC		100,000					100,000 CUST SERVICE
OTHER OFFICE ITEMS		5,513	5,789	6,078	35,264	45,007	97,651 OTHER
LETTERING MACHINE/MARKETING		10,000					10,000 MARKETING
MISC./MARKETING		1,700					1,700 MARKETING

SUBTOTAL-OFFICE FURN & EQUIP	15,500	117,213	5,789	6,078	35,264	45,007	224,851
	-----						224,851

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

PRIORITY	90-91	91-92	92-93	93-94	94-99	99-2004	TOTAL DIVISION

COMPUTER SOFTWARE							

1 CONTINGENCY-COMPUTERS	3,000						3,000 MIS
1 UNSPECIFIED NEW SOFTWARE/MIS	4,000						4,000 MIS
1 SECOND COPY PAGEMAKER/MARKET	500						500 MIS
1 WINDOWS GRAPH INTERFACE(12)	1,500						1,500 MIS
1 UPGRADE TO OS/2 OPER SYS/MIS	7,500						7,500 MIS

LEVEL 1 SUBTOTAL	16,500						
	=====						
UPGRADE TO OS/2:PLAN-2,MIS-1		1,100					1,100 MIS
UPGRADE TO OS/2 OF SPSS/PLAN		1,500					1,500 MIS
BAR CODE SOFTWARE/FLEET MTC		2,000					2,000 MIS
NEW FINANCIAL SOFT./FINANCE		25,000					25,000 MIS
OTHER		12,600	13,230	13,892	80,600	102,869	223,191 MIS

SUBTOTAL-COMPUTER SOFTWARE	16,500	42,200	13,230	13,892	80,600	102,869	269,291

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

PRIORITY	90-91	91-92	92-93	93-94	94-99	99-2004	TOTAL DIVISION

COMPUTER EQUIPMENT							

1 REPLACE. COMPUTERS(2)/ADMIN	6,400						6,400 MIS
1 COMPUTERS(2)/MAINT.	6,400						6,400 MIS
1 GRAPHICS COMPUTER/CLERICAL	5,000						5,000 MIS
1 COMPUTER-APC DATA ANAL./MIS	4,500						4,500 MIS
1 SERVER MEMORY EXPAND(2)/MIS	3,000						3,000 MIS
1 REPLACE COMPUTER(2)/CLERICAL	6,400						6,400 MIS
1 REPLACEMENT EQUIPMENT	5,000						5,000 MIS

LEVEL 1 SUBTOTAL	36,700						
=====							
2 OVERHEAD COMPUTER PROJ/ADMIN	2,000						2,000 MIS
2 GRAPHICS MONITOR/MARKETING	2,000						2,000 MIS

LEVEL 2 SUBTOTAL	4,000						
=====							
COMPUTERS(1)/MAINT.		3,200					3,200 MIS
POSTSCRIPT PRINTER/MARKETING		15,000					15,000 MIS
BAR CODE SCANNERS(4)/MAINT.		5,400					5,400 MIS
SCANNER DOWN LOAD DEVICE/MTC		400					400 MIS
REPLACE COMPUTERS(6)/TRANS.		19,200					19,200 MIS
REPLACE COMPUTERS(2)/CSC		6,000					6,000 MIS
APC VEHICLE LOC.TRANS(5)/MIS		4,000					4,000 MIS
REPL COMPUTERS & PRINTERS	10,500		11,025	11,576	67,163	85,719	185,983 MIS
OTHER COMPUTER HARDWARE	13,650		14,333	15,050	87,319	111,443	241,795 MIS

SUBTOTAL-COMPUTER EQUIPMENT	40,700	77,350	25,358	26,626	154,482	197,162	521,678

							521,678

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

PRIORITY	90-91	91-92	92-93	93-94	94-99	99-2004	TOTAL DIVISION

MAINTENANCE							

1 ADD.EQUIP.,REPLACEMENT	1,000	1,050	1,103	1,158	6,719	8,575	19,605 MAINTENANCE
1 HYDRAULIC HOSE CUTOFF/MTC	600						600 MAINTENANCE
1 HYDRAULIC HOSE ASSEMBLY/MTC	1,500						1,500 MAINTENANCE

LEVEL 1 SUBTOTAL	3,100						
	=====						
2 MISC. TOOLS	3,000						3,000 MAINTENANCE

LEVEL 2 SUBTOTAL	3,000						
	=====						
BRAKE LATHE			28,000				28,000 MAINTENANCE

SUBTOTAL-MAINTENANCE	6,100	1,050	29,103	1,158	6,719	8,575	52,705

							52,705

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

PRIORITY	90-91	91-92	92-93	93-94	94-99	99-2004	TOTAL DIVISION

PASSENGER BOARDING IMPROV							

MAJOR BUS STOPS							
1	EXPAND UNIV.TRANSIT STATIO	100,000					100,000 PLANNING
1	DOWNTOWN STATION-FHWA &SEC	20,000	150,000	3,000,000			3,170,000 PLANNING
1	PADS,SHELTERS,CANS,BIKE RACK	100,000	105,000	110,250	115,763	671,647	857,210 1,959,870 PLANNING
1	REDESIGN/REPLACE SIGNS/POSTS	16,000					16,000 PLANNING
1	BUS STOP INFO DISPLAYS	2,000					2,000 MARKETING
1	SIGNS-INFOPANELS/MARKETING	9,000					9,000 MARKETING
	LEVEL 1 SUBTOTAL	247,000					
		=====					
2	PARKWAY PARK & RIDE(SHARED	25,000					25,000 PLANNING
	LEVEL 2 SUBTOTAL	25,000					
		=====					
MAJOR BUS STOPS							
	CENTRL SPRINGFIELD STATION			35,000			35,000 PLANNING
	SPRINGFIELD AT 58TH				40,000		40,000 PLANNING
	WEST EUGENE STATION					40,000	40,000 PLANNING
	WEST 11TH/BELTLINE STATION			75,000			75,000 PLANNING
	WESTMORELAND MINI STATION	25,000					25,000 PLANNING
	AMAZON HOUSING STATION		25,000				25,000 PLANNING
	BELTLINE/COBURG STATION			25,000			25,000 PLANNING
	AUTZEN STADIUM BOARDING	50,000					50,000 PLANNING
	SIGNS-INFOPANELS/MARKETING	4,500					4,500 MARKETING

	SUBTOTAL-PASS BOARDING IMPR	272,000	334,500	3,135,250	250,763	711,647	897,210 5,601,370

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

PRIORITY	90-91	91-92	92-93	93-94	94-99	99-2004	TOTAL DIVISION	
FACILITIES								
FACILITIES IMPR & MAINT	0	11,025	11,576	12,155	70,522	90,006	195,284	FAC. MAINT.
SUTOTAL-FACILITIES	0	11,025	11,576	12,155	70,522	90,006	195,284	195,284
VEHICLES & ACCESSORIES								
REPL 10 500 BUSES			2,150,000				2,150,000	PLANNING
REPL 3 700 BUSES			645,000				645,000	PLANNING
				(1997)			0	
REPL 15 700 BUSES				3,600,000			3,600,000	PLANNING
					(2000)		0	
REPL 31 800 BUSES					8,370,000		8,370,000	PLANNING
				(1995)			0	
REPL MINI-BUS (JUNC. CITY)				60,000			60,000	PLANNING
INCREASE FLEET SIZE							0	
7 BUSES			1,500,000				1,500,000	PLANNING
				(1997)			0	
5 BUSES				1,200,000			1,200,000	PLANNING
							0	
NOVELTY BUS	10,000						10,000	?
BENNETT SHIFT KIT(18)/MTC	11,700						11,700	MAINTENANCE
LEVEL 1 SUBTOTAL	21,700							
SUBTOTAL-VEHICLES & ACCESS	21,700	0	4,295,000	4,860,000	8,370,000	17,546,700	17,546,700	

LTD BOARD MEETING
 02/21/90 Page 46

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

PRIORITY	90-91	91-92	92-93	93-94	94-99	99-2004	TOTAL DIVISION
BUS RELATED EQUIPMENT							
OTHER BUS RELATED EQUIPMENT	0	6,064	6,367	6,686	38,789	49,506	107,412 TRANSPORTATION
TOTAL BUS RELATED EQUIPMENT	0	6,064	6,367	6,686	38,789	49,506	107,412 107,412
SERVICE VEHICLES							
1 RADIO SYSTEM UPDATING/TRANS.	5,000						5,000 TRANSPORTATION
1 PASSENGER SEDANS	34,650	18,191					52,841 ADMINISTRATION
LEVEL 1 SUBTOTAL	39,650						
SUPERVISORS' VEHICLES-REPL	18,191		0	40,112	382,300	477,875	918,478 TRANSPORTATION
7 PASS. VAN-ANNUAL REPLACE.	18,191			20,056			38,247 TRANSPORTATION
MAINTENANCE TRUCK-REPL	20,000					0	20,000 MAINTENANCE
TOTAL SERVICE VEHICLES	39,650	74,573	0	60,168	382,300	477,875	1,034,566 1,034,566
TOTAL CAPITAL ITEMS	412,150	663,975	3,226,673	4,672,526	6,340,323	10,238,210	25,553,857 25,553,857



February 21, 1990

MEMORANDUM

TO: Board of Directors
FROM: Peter Brandt, Chairman, Board Salary Committee
RE: Administrative Compensation for FY 1990-91

The Board Salary Committee met with the District's Executive Committee on February 7, 1990, to develop a recommendation for the Board's consideration. A summary of last year's adjustment and this year's recommendation are outlined below. A revised salary schedule implementing the recommendation, yearly comparison tables, and a summary of this year's salary survey are attached.

In July 1989, the District uniformly adjusted the administrative salary schedule by 3.5 percent to remain competitive with salaries in comparable organizations, and to account for inflation.

In January 1990, staff conducted a survey to determine recent and anticipated changes to the salary schedules of those organizations which were reviewed last year. Information on the benefits which those organizations provide to their administrative employees was also obtained.

The changes in the national and Portland Consumer Price Indexes have also been reviewed. The national index increased 4.8 percent in 1989, and the Oregon Bureau of Labor and Industries projects that the Portland index will increase between 4.5 percent and 5.0 percent.

After reviewing the recent salary survey data and consumer price index indicators, the Salary Committee recommends the following for Board consideration:

- * Adjust the salary schedule uniformly by 3.0 percent to maintain minimum competitive status with salaries in comparable organizations.

Annual Cost: \$45,000

- * Make no adjustments to the administrative benefits package.

Board of Directors
Administrative Compensation FY 90-91
February 21, 1990
Page 2

Committee Recommendation

In summary, the Salary Committee recommends that the Board adopt the attached 1990-91 Salary Schedule. The new schedule will then be used to formulate the proposed 1990-91 budget.

Peter Brandt, jr
Peter Brandt
Chairman, Board Salary Committee

PB:BN:js

LANE TRANSIT DISTRICT
 ADMIN SALARY SCHEDULE COSTS
 PROPOSED FOR FY 90-91

PROPOSED BY BOARD SALARY COMMITTEE
 ALL NUMBERS AT MAXIMUM POINT OF SALAR

GR	POSITION	# OF/-----FY 89-90-----/				# OF/--3.0% OVER PRESENT SALARY--/				
		EMPL	MONTH	ANNUAL	LTD TOTAL	EMPL	MONTH	ANNUAL	LTD TOTAL	%
1	CLERK TYPIST	0	1,329	15,948	0	0	1,369	16,426	0	3.0%
2	RECEPTIONIST	1	1,452	17,424	17,424	1	1,496	17,947	17,947	3.0%
3			1,563	18,756	0		1,610	19,319	0	3.0%
4	ACCOUNTING CLERK	3	1,776	21,312	63,936	3	1,829	21,951	65,854	3.0%
	ADMIN SECRETARY	2	1,776	21,312	42,624	2	1,829	21,951	43,903	3.0%
	OPERATIONS SECRETARY	1	1,776	21,312	21,312	1	1,829	21,951	21,951	3.0%
	MAINT SECRETARY	1	1,776	21,312	21,312	1	1,829	21,951	21,951	3.0%
	TRANS SECRETARY	1	1,776	21,312	21,312	1	1,829	21,951	21,951	3.0%
5			1,948	23,376	0		2,006	24,077	0	3.0%
6			2,078	24,936	0		2,140	25,684	0	3.0%
7			2,298	27,576	0		2,367	28,403	0	3.0%
8	FAC MAINT COORDINATOR	1	2,543	30,516	30,516	1	2,619	31,431	31,431	3.0%
	MARKETING REP	3	2,543	30,516	91,548	3	2,619	31,431	94,294	3.0%
9	COMPUTER SYSTEMS ANAL	1	2,833	33,996	33,996	1	2,918	35,016	35,016	3.0%
	EXECUTIVE SECRETARY	1	2,833	33,996	33,996	1	2,918	35,016	35,016	3.0%
	INVENTORY SUPERVISOR	1	2,833	33,996	33,996	1	2,918	35,016	35,016	3.0%
	MAINTENANCE SUPERVISOR	4	2,833	33,996	135,984	4	2,918	35,016	140,064	3.0%
	PURCHASING AGENT	1	2,833	33,996	33,996	1	2,918	35,016	35,016	3.0%
	SYSTEM SUPERVISOR	5	2,833	33,996	169,980	5	2,918	35,016	175,079	3.0%
	TRANSIT PLANNER	3	2,833	33,996	101,988	3	2,918	35,016	105,048	3.0%
10	FIELD SUPERVISOR	4	2,948	35,376	141,504	4	3,036	36,437	145,749	3.0%
	SENIOR PLANNER	0	2,948	35,376	0	0	3,036	36,437	0	3.0%
11	CUSTOMER SERVICE ADMIN	1	3,037	36,444	36,444	1	3,128	37,537	37,537	3.0%
12			3,139	37,668	0		3,233	38,798	0	3.0%
13	MIS ADMINISTRATOR	1	3,257	39,084	39,084	1	3,355	40,257	40,257	3.0%
	PERSONNEL ADMINISTRATOR	1	3,257	39,084	39,084	1	3,355	40,257	40,257	3.0%
	SAFETY & RISK ADMIN.	1	3,257	39,084	39,084	1	3,355	40,257	40,257	3.0%
	TRANSPORTATION SUPV.	1	3,257	39,084	39,084	1	3,355	40,257	40,257	3.0%
14			3,392	40,704	0		3,494	41,925	0	3.0%
15	FINANCE ADMINISTRATOR	1	3,547	42,564	42,564	1	3,653	43,841	43,841	3.0%
	MAINTENANCE ADMINISTRATOR	1	3,547	42,564	42,564	1	3,653	43,841	43,841	3.0%
	MARKETING ADMINISTRATOR	1	3,547	42,564	42,564	1	3,653	43,841	43,841	3.0%
	PLANNING ADMINISTRATOR	1	3,547	42,564	42,564	1	3,653	43,841	43,841	3.0%
	TRANSPORTATION ADMIN.	1	3,547	42,564	42,564	1	3,653	43,841	43,841	3.0%
16			3,725	44,700	0		3,837	46,041	0	3.0%
17			3,930	47,160	0		4,048	48,575	0	3.0%
18	DIRECTOR-ADMIN SVCS	1	4,166	49,992	49,992	1	4,291	51,492	51,492	3.0%
	DIRECTOR-OPERATIONS	1	4,166	49,992	49,992	1	4,291	51,492	51,492	3.0%
		----			-----	----			-----	
		45		1,501,008		45		1,546,038		
		====		=====		=====		=====		

**LANE TRANSIT DISTRICT
ADMINISTRATIVE SALARY SCHEDULE FY 90-91
EFFECTIVE: JUNE 24, 1990**

		<u>Minimum</u>	<u>Maximum</u>
Grade 1	Clerk Typist	\$1027(472)	\$1369(629)
Grade 2	Receptionist	\$1122(516)	\$1496(688)
Grade 3		\$1208(555)	\$1610(740)
Grade 4	Accounting Clerk Administrative Secretary Maintenance Secretary Operations Secretary Transportation Secretary	\$1372(631)	\$1829(841)
Grade 5		\$1505(692)	\$2006(922)
Grade 6		\$1605(738)	\$2140(984)
Grade 7		\$1775(816)	\$2367(1088)
Grade 8	Marketing Representative Facilities Main. Coordinator	\$1964(903)	\$2619(1204)
Grade 9	Computer Systems Analyst Executive Secretary Inventory Supervisor Maintenance Supervisor Purchasing Agent System Supervisor Transit Planner	\$2189(1006)	\$2918(1342)
Grade 10	Field Supervisor Senior Transit Planner	\$2277(1047)	\$3036(1396)
Grade 11	Customer Svc. Administrator	\$2346(1079)	\$3128(1438)
Grade 12		\$2425(1115)	\$3233(1486)
Grade 13	MIS Administrator Personnel Administrator Safety and Risk Administrator Transportation Supervisor	\$2516(1157)	\$3355(1543)
Grade 14		\$2621(1205)	\$3494(1606)
Grade 15	Finance Administrator Maintenance Administrator Marketing Administrator Planning Administrator Transportation Administrator	\$2740(1260)	\$3653(1680)
Grade 16		\$2878(1323)	\$3837(1764)
Grade 17		\$3036(1396)	\$4048(1861)
Grade 18	Director of Admin. Svcs. Director of Operations	\$3218(1480)	\$4291(1973)

17952

() denotes bi-weekly salary

LTD ADMINISTRATIVE SALARY SURVEY

SUMMARY

TRANSIT DISTRICTS

Eight transit districts in the Northwest were contacted regarding salary activity for administrative employees. Information for both 1989 and 1990 was obtained. In 1989, the average salary adjustment was in the 3.0 percent range. Four transit districts were able to provide information on salary actions for 1990. Adjustments, both completed and planned, will average 2.5 percent. Four agencies were unable to provide information on 1990 adjustments.

LOCAL AGENCIES

Six local public sector employers were surveyed. Information was obtained for both 1989 and 1990. In 1989, salary adjustments varied from 2.0 percent to 4.0 percent, with the average in the 2.5 percent to 3.0 percent range. Salary actions for 1990, both completed and planned, will average 2.6 percent (Lane County and the University of Oregon were unable to provide information on 1990 adjustments).

LTD BARGAINING UNIT

Bargaining unit employees received raises on July 10, 1988; January 8, 1989; July 9, 1989; and January 7, 1990. The current maximum wage for bus operators is \$11.31. The contract provides no additional raises prior to expiration (June 30, 1990). The full-time bus operator maximum wage increased from \$10.98 on January 8, 1989, to \$11.31 on January 7, 1990. This represents an approximate 3.0 percent raise.

Lane Transit District
Salary Survey
1/90

Agency (# ee)	Last Salary Action	Percentage of Increase	Next Salary Action	Percentage of Increase
<u>Transit Districts</u>				
Intercity (140)	1/89	3%	1/90	2%
Spokane (345)	1/89	3%	1/90	3%
Salem (105)	7/89	3%	7/90	Unknown
Clark County (145)	4/89	3%	4/90	Unknown
Tri-Met (500+)	7/89	2.5%	7/90	Unknown
Pierce County (460)	7/89	3.5%	7/90	Unknown
Ben Franklin (153)	1/89	2.5 - 3.0%	1/90	2.0%
Kitsap (119)	1/89	3%	1/90	3%
<u>Local Agencies</u>				
Lane County	7/89	2.5%	7/90	Unknown
Springfield	7/89	2.5%	1/90	2.5%
U of O	10/89	3.5%	1991	Unknown
EWEB	1/89	2.0%	1/90	2.0%
S U B	5/89	2-3%	5/90	2-3%
Eugene	7/89	4%	7/90	3-4%

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 ends each year.

BOARD MEMBER: Herbert Herzberg

DATE OF NOMINATION: February 21, 1990

TERM OF BUDGET COMMITTEE APPOINTMENT: February 21, 1990
Effective Date
January 1, 1993
Term Expiration Date

APPROVED BY BOARD: _____
Date

NOMINEE'S NAME: John Humbert

HOME ADDRESS: 3028 Ashley Loop, Eugene, 97405

Telephone Number: 344-0286

BUSINESS ADDRESS: Ya-Po-Ah Terrace, 350 Pearl Street, Eugene, 97401

Telephone Number: 342-5329

PREFERRED MAILING ADDRESS: _____

OCCUPATION: Manager, Ya-Po-Ah Terrace

BRIEF STATEMENT OF NOMINEE'S BACKGROUND WHICH IS RELEVANT TO BUDGET COMMITTEE APPOINTMENT:

Manager of Ya-Po-Ah Terrace for almost 15 years; working with HUD budgets and housing for the elderly during that time.
Officer with Homes for the Aged, a state-wide organization.
Very interested in serving on the LTD Budget Committee.

LTD BOARD COMMITTEES

SALARY COMMITTEE

Janet Calvert
Peter Brandt, Chair
Tom Andersen

FACILITIES COMMITTEE

Janet Calvert, Chair
Janice Eberly
Gus Pusateri

Bruce Hall
Jim Ivory

DOWNTOWN STATION SITE SELECTION

Janet Calvert, Chair
Peter Brandt
Tom Andersen

FINANCE COMMITTEE

Janet Calvert
Peter Brandt, Chair
Keith Parks

Rob Bennett, Eugene City Council
John Brown, Eugene Downtown Commission
Gerry Gaydos, Eugene Planning Commission



Lane Transit District

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

February 21, 1990

MEMORANDUM

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

Construction of the new facility is now about 98 percent complete. The District currently plans to move to the new facility the weekend of March 24-25, 1990. This date is dependent on completion of construction by the end of this month.

As reported at the last meeting, the District is involved in a dispute over the value of five deductive change orders. An arbitration on this issue with Hyland and Sons had been scheduled to start February 20, 1990. Fireman's Fund, however, has decided to replace Hyland as the party to the arbitration. Since Fireman's Fund's attorneys have not had enough time to prepare for their case, the arbitration has been rescheduled for early April. Efforts will be made to reach a negotiated settlement before the arbitration.

Stefano / j
Stefano Viggiano
Planning Administrator

SV:ms:js



Lane Transit District

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

February 21, 1990

MEMORANDUM

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

Individual meetings with members of the Site Selection Committee have been held. In general, the Committee members liked the direction that the site evaluation process was taking and the revised format for the presentation of site evaluation information. In response to suggestions from Committee members, some specific elements of the information presentation have been changed.

A regular Committee meeting will be scheduled sometime within the next two weeks. At that meeting, a draft technical report will be available for Committee review. As previously mentioned, release of the draft report will be followed by a public comment period, after which the Committee will make a recommendation on preferable sites for a new station. Action by the full LTD Board, the Downtown Commission, the Planning Commission, and the Eugene City Council would be taken in the fall of 1990.

Stefano Viggiano
Stefano Viggiano
Planning Administrator

SV:ms



January 21, 1990

MEMORANDUM

TO: Board of Directors
FROM: Paul Zvonkovic, Transit Planner
RE: LCC Station Update

The current Lane Community College transit station was built in 1983. Since that time, LCC ridership has increased steadily. It has become apparent that the District has outgrown the station.

The station is currently divided into two sections, one for buses to Eugene and the other for buses to Springfield. There is little room to sit in the Springfield section. The narrow sidewalk makes it difficult to unload wheelchair passengers without blocking pedestrian access. Consequently, passengers often run out of the school cafeteria right before the bus departs, creating a safety hazard.

The Eugene section also has inadequate room for seating. Furthermore, LCC passengers indicated on a recent on-board survey that they considered wind/rain protection, schedule and system information, comfortable benches and evening lighting as important amenities which are currently deficient due to the lack of shelter area. These problems will be exacerbated if the District establishes a prepaid pass program similar to the one at the University of Oregon, because of the expected significant increase in ridership.

The LTD Board of Directors approved a \$120,000 Section 18 grant application to rebuild the LCC transit station. The grant has been approved. The goals for the use of this grant are to upgrade the station facility and to improve the speed and safety of bus access to campus.

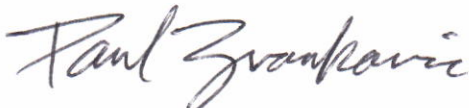
The Planning Division investigated a proposal to relocate the station to the fountain/west parking lot area in order to shorten travel through the campus and to avoid the left (westbound) turn exit at 30th and Eldon Schafer. The left turn causes difficulty for exiting Eugene-bound buses because of the speed of traffic on 30th Avenue. The proposal would have allowed buses to both enter and exit the 30th and Gonyea cloverleaf, where all buses currently enter campus.

Board of Directors
LCC Station Update
February 21, 1990
Page 2

The proposal was put aside after it became apparent that access to the proposed location would be difficult for disabled passengers. Lane County announced plans to install a traffic signal at 30th and Eldon Schafer during the summer of 1990, making it easier and safer for buses to turn onto 30th Avenue. Also, it was determined that the short, steep acceleration lane at the 30th and Gonyea cloverleaf would make it difficult for westbound buses to exit onto 30th Avenue.

The current plan calls for retaining the present routing for the buses, and making improvements that will make turns easier for buses approaching the service driveway where the station is located. A new station will be built at the current site of the Eugene section, but it will be expanded to handle Springfield passengers, as well. The station platform area will be expanded to accommodate more buses.

Preliminary engineering has been completed for the current plan, and the Planning Division is now in the process of hiring an architect. Lane Community College administration will continue to be involved in this process. Drawings of the new station design will be presented to the LTD Board when they become available.



Paul Zvonkovic
Transit Planner

PZ:js

RECAP OF DIVISION EXPENDITURES
AS OF 1/31/90
58.3% OF YEAR COMPLETED

DIVISION	EXPENDITURES YEAR TO DATE	ANNUAL BUDGET	CURRENT MONTH	REMAINING BALANCE	PERCENT EXPENDED
ADMINISTRATION	221,000	361,900	39,334	140,900	61.07%
MGMT INFO SVCS	66,834	119,200	11,788	52,366	56.07%
FINANCE	128,820	220,700	23,057	91,880	58.37%
PERSONNEL	44,070	85,500	6,273	41,430	51.54%
SAFETY & TRAIN	49,127	112,620	8,108	63,493	43.62%
MARKETING	296,331	525,600	35,645	229,269	56.38%
PLANNING	120,978	210,300	20,155	89,322	57.53%
CUSTOMER SVC	158,156	255,350	22,974	97,194	61.94%
TRANSPORTATION	2,582,383	4,565,300	403,711	1,982,917	56.57%
SPEC. TRANS.	212,321	438,400	35,920	226,079	48.43%
VEH. MAINT.	1,220,172	2,239,150	192,623	1,018,978	54.49%
FACILITIES OP	128,961	240,271	21,334	111,310	53.67%
NONDEPARTMENT	119,000	1,377,659	0	1,258,659	8.64%
GENERAL FUND	5,348,154	10,751,950	820,922	5,403,797	49.74%
CAPITAL PROJ.	2,078,243	5,127,150	429,370	3,048,907	40.53%
RISK MGMT.	382,020	903,300	10,387	521,280	42.29%
TOTALS	7,808,417	16,782,400	1,260,679	8,973,983	46.53%

LANE TRANSIT
 COMPARISON OF YEAR-TO-DATE ACTUAL REVENUES AND EXPENDITURES TO BUDGETED
 GENERAL FUND
 FOR THE MONTH OF JANUARY ENDING JANUARY 31, 1990 (58.3% OF YEAR COMPLETED)

	YEAR-TO-DATE ACTIVITY	YEARLY BUDGET	FAVORABLE AMOUNT	% RECEIVED/ EXPENDED
REVENUES				
Operating Revenues:				
Passenger Fares	1,052,744	1,860,000	(807,256)	56.60%
Charters	81,316	72,700	8,616	111.85%
Advertising	46,189	80,200	(34,011)	57.59%
Miscellaneous	34,588	2,000	32,588	1729.39%
TOTAL OPERATING REVENUES	1,214,836	2,014,900	(800,064)	60.29%
Non-Operating Revenues:				
Interest	211,811	160,000	51,811	132.38%
Payroll Taxes	3,679,678	6,541,000	(2,861,322)	56.26%
Federal Operating Assistance		1,075,000	(1,075,000)	0.00%
State In-Lieu-Of Payroll Taxes	267,735	619,500	(351,765)	43.22%
State Special Transportation	131,996	331,300	(199,304)	39.84%
Section 18 Operating		10,250	(10,250)	0.00%
Other	160	0	160	ERR
TOTAL NON-OPERATING REVENUES	4,291,379	8,737,050	(4,445,671)	49.12%
TOTAL REVENUES	5,506,216	10,751,950	(5,245,734)	51.21%
EXPENDITURES				
Administration:				
Personal Services	388,851	667,100	278,249	58.29%
Materials and Supplies	63,612	122,270	58,658	52.03%
Contractual Services	57,388	110,550	53,162	51.91%
Total Administration	509,851	899,920	390,069	56.66%
Marketing and Planning:				
Personal Services	349,096	594,700	245,604	58.70%
Materials and Supplies	133,854	189,550	55,696	70.62%
Contractual Services	92,515	207,000	114,485	44.69%
Total Marketing and Planning	575,465	991,250	415,785	58.05%
Transportation:				
Personal Services	2,571,717	4,509,500	1,937,783	57.03%
Materials and Supplies	7,942	22,100	14,158	35.94%
Contractual Services	215,045	472,100	257,055	45.55%
Total Transportation	2,794,704	5,003,700	2,208,996	55.85%
Maintenance:				
Personal Services	649,304	1,139,200	489,896	57.00%
Materials and Supplies	585,841	1,141,321	555,480	51.33%
Contractual Services	113,989	198,900	84,911	57.31%
Total Maintenance	1,349,134	2,479,421	1,130,287	54.41%
Contingency		200,000	200,000	0.00%
Losses/Gains	(6,000)		6,000	ERR
Transfer to Capital Projects	125,000	767,959	642,959	16.28%
Transfer to Risk Management		409,700	409,700	0.00%
TOTAL EXPENDITURES	5,348,154	10,751,950	5,403,797	49.74%
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	158,062	0	(10,649,531)	

LANE TRANSIT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES
 CAPITAL PROJECTS FUND
 FOR THE MONTH OF JANUARY ENDING 1/31/90 (58.3% OF YEAR COMPLETED)

	YEAR-TO-DATE	YEARLY BUDGET	BALANCE
RESOURCES			
Beginning Fund Balance	3,556,623	1,815,296	1,741,327
Revenues:			
UMTA Section 3-Buses		2,127,000	(2,127,000)
UMTA Section 3-Facility	846,342		846,342
UMTA Section 9-Buses		98,000	(98,000)
UMTA Section 9-Capital	90,278		90,278
UMTA Section 18-Buses		360,000	(360,000)
UMTA Section 18-LCC	6,466	96,000	(89,534)
Federal Highway Admin			0
Transfer from Gen'l Fund	125,000	767,959	(642,959)
Total Revenues	1,068,086	3,448,959	(2,380,873)
TOTAL RESOURCES	4,624,709	5,264,255	(639,546)
EXPENDITURES			
			0
Locally Funded:	20,612	292,950	272,338
UMTA Funded:			
Planning Administrator			0
Construction Representative	25,264		(25,264)
Systems Analyst			0
Benefits	5,813		(5,813)
Computer Software	14,056		(14,056)
Office Equipment	18,842		(18,842)
Maintenance Equipment	16,116		(16,116)
Bus Stop Improvements	22,873	120,000	97,127
Land & Buildings	1,814,678		(1,814,678)
Buses		4,700,000	4,700,000
Bus Related Equipment	7,651		(7,651)
Service Vehicles			0
Miscellaneous	400		(400)
Total UMTA Funded	1,925,693	4,820,000	2,894,307
FHWA Funded:			
Bus Stop Improvements	0		0
Total FHWA Funded	0	0	0
Contingency	0		0
Capital Lease Principal	131,938	14,200	(117,738)
TOTAL EXPENDITURES	2,078,243	5,127,150	3,048,907
ENDING FUND BALANCE	2,546,465	137,105	2,409,360
RESERVE FOR FUTURE CAPITAL EXPENDITURES		137,055	137,055

LANE TRANSIT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES
 RISK MANAGEMENT FUND
 FOR THE MONTH OF JANUARY ENDING 1/31/90 (58.3% OF YEAR COMPLETED)

	YEAR-TO-DATE	% ACTIVITY	YEARLY BUDGET	BALANCE
RESOURCES				
Beginning Fund Balance	411,850	88.84%	463,600	51,750
Revenues:				
Transfer from Gen'l Fund		0.00%	409,700	409,700
Interest	15,217	50.72%	30,000	14,783
Total Revenues	15,217	3.46%	439,700	424,483
TOTAL RESOURCES	427,067	47.28%	903,300	476,233
EXPENDITURES				
Administration	2,496	59.42%	4,200	1,704
Worker's Compensation	200,324	84.17%	238,000	37,676
Liability Program	162,997	25.28%	644,700	481,703
Miscellaneous Insurance	16,204	98.81%	16,400	196
TOTAL EXPENDITURES	382,020	42.29%	903,300	521,280
ENDING FUND BALANCE	45,047		0	45,047

FIRST AND SECOND QUARTER PERFORMANCE REPORT

FY 1989 - 1990

This report provides a summary of key performance indicators for the first and second quarters of fiscal year 1989 - 1990, and a year-to-date summary of activity from July through December. During this period, ridership increased by 3.4 percent when compared with the first half of FY 1988-1989, and farebox revenue increased by 5.3 percent. Productivity, at 19.8 person trips per schedule hour, remained about the same as last year. Miles between preventable accidents is down by forty percent, and the average number of miles between road call is 3,505. The tables and graphs on pages three and four provide more details about these measures.

RIDERSHIP

Ridership during the first quarter of FY 89-90 was very strong. Measured as total person trips, ridership increased by 8.7 percent compared with the same period last year. Contributing to this increase was U of O ridership resulting from the pre-paid pass program which was not in effect the prior summer, and ridership increases from the Lane County Fair. Another factor contributing to the first quarter ridership increase were the WAVA games. Ridership for the various charters was not counted as part of the total system ridership, but rather was reported separately as charter ridership. The visiting athletes did, however, utilize the regular system during their stay, and that ridership had a positive impact on the overall system total.

Ridership for the second quarter, (October, November and December), declined somewhat compared with the second quarter of FY 88-89. The most significant reason for this decline was a 7.2 percent drop in U of O ridership. Fall U of O enrollment was down about three percent compared with fall of 1988 and thus we could expect a similar decline in ridership. That fact that ridership appears to be down by 7.2 percent is somewhat puzzling, and staff is currently doing some more research to determine the accuracy of these figures. Another activity worth noting in regard to second quarter ridership is the 14.7 percent growth in football shuttle ridership.

Year-to-date ridership is up by 3.4 percent. Average weekday person trips, (a better measure for comparative purposes), is up a stronger 5.3 percent. Refer to the graph on page four of this report for a month-to-month comparison of these data. It appears that ridership growth is beginning to slow somewhat, but it should be remembered that we are comparing back to a record year in FY 88-89, and that U of O enrollment is lower.

FAREBOX REVENUE

Total farebox revenue increased by 15 percent in the first quarter of FY 89-90 when compared with the previous year, and by 2.6 percent for the second quarter. Much of the increase in the first quarter revenue can be explained by the U of O pre-paid program which was not in effect during this quarter the previous year. Revenues were also higher from cash fares, monthly passes, and quarterly passes.

Revenue for the second quarter increased by 2.6 percent when compared with the second quarter of FY 88-89. Revenue from the U of O was down by 10.5 percent, reflecting the decrease in total enrollment. The fact that U of O revenue was down more than enrollment, again, is puzzling, and staff is conducting more research to determine the accuracy of these figures. With the exception of tokens, revenues from all other sources increased during the second quarter of FY 89-90 compared with the same period last year.

The District raised the price of passes by five percent in July 1989. This resulted in higher revenues in all pass categories, and a decline in the number of adult monthly passes, reduced fare monthly passes, and day passes purchased. There was a 33.7 percent increase, however, in the number of three month passes purchased year-to-date, which indicates that the pricing structure is successfully shifting customers to using longer-term, pre-paid fare instruments. Refer to the graph on page four of this report for a comparison of revenue by category for FY 89-90 and FY 88-89.

PRODUCTIVITY

Productivity, which is a measure of the number of passengers carried per schedule hour of service, remained about the same when compared with the same period last year. Year-to-date productivity is 19.8 person trips per schedule hour, compared with 19.7 in FY 88-89. During this same period, service was increased by about one percent.

MILES BETWEEN PREVENTABLE ACCIDENTS

Year-to-date miles between preventable accident have decreased by 40.2 percent when compared with the same period last year. This is a reflection of the increased number of preventable accidents that have occurred. The District provides defensive driving training on a two year cycle, and has found that at the end of the second year, preventable accidents begin to increase once again. The District started defensive driving training again in November, and by March all operators will have been trained. We should expect to experience a drop in the number of preventable accidents shortly thereafter.

MILES BETWEEN ROAD CALLS

Year-to-date miles between road calls are 3,505. Comparative data for FY 88-89 are not available due to a change in the way in which road calls are being measured. A road call reported in this measure is one in which a bus had to be replaced before it could begin its normal operation. Comparative data will be available during the third quarter. The current figure of 3,505 does appear to be about average to previous years, with perhaps a slight decrease in the total number of road calls.

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**FIRST AND SECOND QUARTER PERFORMANCE REPORT
FY 1989-1990**

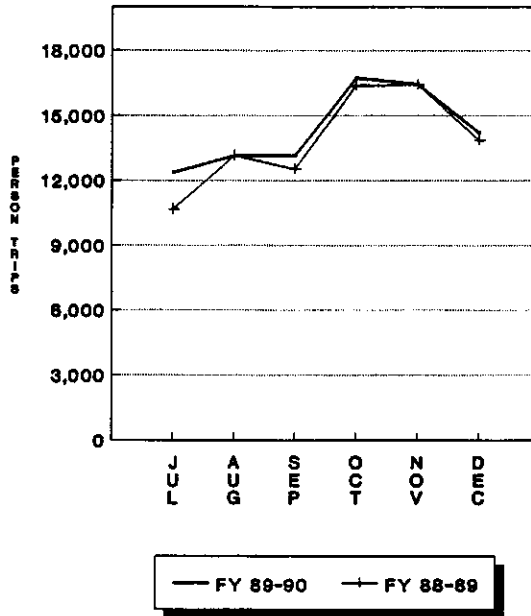
<i>MEASURE</i>	<i>FIRST QUARTER FY 89-90</i>	<i>FIRST QUARTER FY 88-89</i>	<i>PERCENT CHANGE</i>
TOTAL PERSON TRIPS	1,014,739	933,184	8.7%
AVERAGE WEEKDAY PERSON TRIPS	13,345	12,113	10.2%
FAREBOX REVENUE	\$390,912	\$339,876	15.0%
PRODUCTIVITY	18.8	17.9	5.0%
MILES/PREVENTABLE ACCIDENTS	76,667	99,024	-22.6%
MILES BETWEEN ROAD CALLS	3,541	NA	
<i>ADDITIONAL MEASURES:</i>			
U OF O RIDERSHIP	81,821	28,851	183.6%
LANE COUNTY FAIR RIDERSHIP	184,930	167,832	10.2%
CHARTER RIDERSHIP	53,614	19,356	177.0%

<i>MEASURE</i>	<i>SECOND QUARTER FY 89-90</i>	<i>SECOND QUARTER FY 88-89</i>	<i>PERCENT CHANGE</i>
TOTAL PERSON TRIPS	1,158,019	1,169,029	-0.9%
AVERAGE WEEKDAY PERSON TRIPS	15,794	15,550	1.6%
FAREBOX REVENUE	\$462,036	\$450,263	2.6%
PRODUCTIVITY	21.0	21.4	-2.0%
MILES/PREVENTABLE ACCIDENTS	67,966	160,303	-57.6%
MILES BETWEEN ROAD CALLS	3,471	NA	
<i>ADDITIONAL MEASURES:</i>			
U OF O RIDERSHIP	230,793	248,639	-7.2%
FOOTBALL SHUTTLES (AVERAGE)	3,772	3,288	14.7%

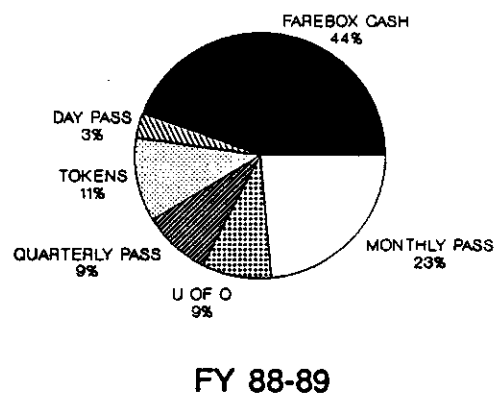
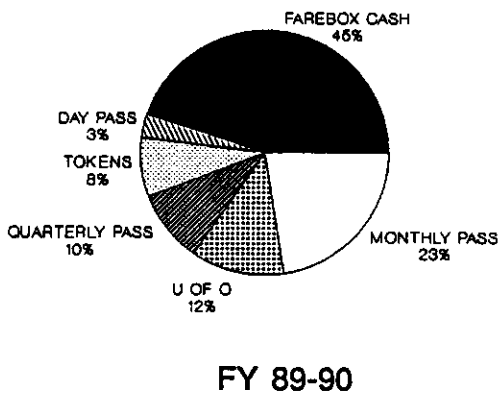
<i>MEASURE</i>	<i>Y-T-D FY 89-90</i>	<i>Y-T-D FY 88-89</i>	<i>PERCENT CHANGE</i>
TOTAL PERSON TRIPS	2,172,758	2,102,213	3.4%
AVERAGE WEEKDAY PERSON TRIPS	14,569	13,832	5.3%
FAREBOX REVENUE	\$855,862	\$790,614	8.3%
PRODUCTIVITY	19.8	19.7	0.5%
MILES/PREVENTABLE ACCIDENTS	73,284	122,593	-40.2%
MILES BETWEEN ROAD CALLS	3,505	NA	
<i>ADDITIONAL MEASURES:</i>			
U OF O RIDERSHIP	312,614	277,490	12.7%

FIRST AND SECOND QUARTER PERFORMANCE REPORT FY 1989 - 1990

**AVERAGE WEEKDAY PERSON TRIPS
FY 89-90 COMPARED WITH FY 88-89**



Y-T-D FAREBOX REVENUE BY CATEGORY





February 21, 1990

MEMORANDUM

TO: Board of Directors
FROM: Gary Deverell, Safety and Risk Administrator
RE: Miles Between Preventable Accidents

As you will notice in the First and Second Quarter Performance Report (page 66 of the agenda packet), the miles between preventable accidents has decreased by 40.2 percent in FY 1989-90, compared to the first and second quarters of FY 1988-89.

As background, the incidence of preventable accidents at the District is very cyclical in nature. As the time span lengthens since completion of the last defensive driving course, preventable accidents tend to increase. Knowing this, we attempt to schedule all employees into a defensive driving course every two to three years. We currently are at the end of that cycle, with all employees last attending a course in 1986-87. We began offering a new defensive driving course in November 1989, and all employees will have completed the course by the end of March 1990. At that time, we expect to see an improving trend in miles between preventable accidents.

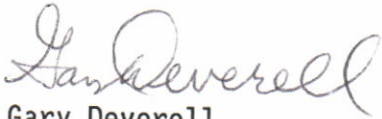
I have included a brief comparison between the last two fiscal years:

<u>Type of Preventable Accidents</u>	<u>1988 Jul-Dec</u>	<u>1989 Jul-Dec</u>
Collisions with fixed objects (Mirrors, signs, shelters, tree limbs, parked cars, etc.)	11	14
Collisions with moving vehicles (turning, intersections, rearended)	3	6
TOTAL (for six months)	14	20

The actual number of total preventable accidents increased by six over a six-month period, which resulted in the 40.2 percent decrease in miles between

Board of Directors
Miles Between Preventable Accidents
February 21, 1990
Page 2

preventable accidents. We continually monitor our accident trends and will be watching closely to see that our defensive driving training has the desired effect on our accident record.



Gary Devereil
Safety and Risk Administrator

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Lane Transit District

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

February 21, 1990

MEMORANDUM

TO: Board of Directors
FROM: Andy Back, Transit Planner
RE: Gateway Mall Transit Station - Update

Construction on the new transit station started in late January of 1990. Station construction is moving ahead smoothly. Except for the skylight system, the station is expected to be substantially completed by the March 14 opening of the Mall.

The station will now include a Danpalon skylight system. This is different from the one proposed in the original bidding documents. The Danpalon system will meet the architectural, weatherability, and maintenance requirements of the station, yet will cost \$20,000 less than the system originally proposed. The skylight system should be installed within two or three weeks of the Mall opening.

Andy Back, jp
Andy Back
Transit Planner

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