

Public notice was given to *The Register-Guard* for publication on September 13, 1991.

**LANE TRANSIT DISTRICT
REGULAR BOARD MEETING**

**September 18, 1991
7:30 p.m.**

**LTD BOARD ROOM
3500 E. 17th Avenue, Eugene
(off Glenwood Blvd.)**

A G E N D A

- I. CALL TO ORDER
- II. ROLL CALL
Brandt_____ Calvert_____ Fitch_____ Billings_____
Montgomery_____ Parks_____ (vacant)_____
- III. INTRODUCTORY REMARKS BY BOARD PRESIDENT
- IV. EMPLOYEES OF THE MONTH
- V. AUDIENCE PARTICIPATION
- VI. ITEMS FOR ACTION AT THIS MEETING
 - A. Approval of Minutes
 - B. Acceptance of Audit Report for Fiscal Year Ending June 30, 1991
 - C. 1992 Section 9 Grant Application
 - D. Selection of Site/Eugene Station Advisory Committee
 - E. Election of Board Secretary
 - F. LTD Board of Directors' Representation at Sub-area Refinement Plan Public Hearings
 - G. Board Appointment to the Metropolitan Policy Committee

VII. ITEMS FOR INFORMATION AT THIS MEETING

A. Current Activities

1. Final Legislative Report
2. TDP and FY 1990-91 Year-end Performance Report
3. Annual Financial Report
4. Standards for Laurel Hill Service
5. Final Rules on the Americans with Disabilities Act (ADA)
6. Special Services Report

B. Monthly Financial Reporting

VIII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

- A. LTD Financial Projections
- B. LCC Group Pass Program
- C. Board Work Session on Eugene Station
- D. Comprehensive Service Redesign
- E. First and Second Readings and Adoption of Payroll Tax.

IX. ADJOURNMENT

AGENDA NOTES
September 18, 1991

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IV. EMPLOYEE OF THE MONTH:

- A. The July Employee of the Month is Bus Operator Gerald Morsello. Gerald was hired by the District in 1976, and has received awards for 12 years safe driving and for his excellent attendance record. Gerald's passengers appreciate his friendly and courteous nature, and say he "always has a smile."

When asked what makes Gerald a good employee, Transportation Administrator Bob Hunt said that, in addition to having a fine driving and attendance record, Gerry has made it his business over the years to be involved in many different aspects of service design. He is always positive about his job, and is unfailingly courteous and helpful to his customers.

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

- B. The August Employee of the Month is Transit Planner Paul Zvonkovic. Paul joined the District in May 1987, and was nominated for this award by fellow employees. Paul is recognized for his hard work and exceptional organizational skills.

When asked what makes Paul a good employee, Planning Administrator Stefano Viggiano said that Paul is a dedicated, hard-working, customer-oriented employee who gets along well with all his co-workers. He is committed to making LTD the best transit system it can be.

Paul will be unable to attend the meeting in September, but will be introduced to the Board and receive his award at the October meeting.

- C. The September Employee of the Month is Customer Service Representative Julia Holmes. Nominated for this award by LTD bus riders, Julia is appreciated for her sense of humor and the courteous, knowledgeable service she provides to customers.

When asked what makes Julia a good employee, Customer Service Manager Andy Vobora said that she is an employee you know will always be at work, on time, and ready to help her customers. She has not missed a day of work since she was hired in May 1990. When faced with new or difficult situations, Julia works extra hard to improve her performance. She also has been a real asset to the division and the company because of her bilingual abilities. "Our Hispanic riders are lucky to have Julia, and so are we!"

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

VI. ITEMS FOR ACTION AT THIS MEETING

- A. **Approval of Minutes:** The minutes of the August 21, 1991 work session on the Eugene Station are included in the agenda packet for Board review and approval. 8

- B. **Acceptance of Audit Report for Fiscal Year Ending June 30, 1991** 15

Issue Presented: Should the Board approve the audit report for fiscal year ending June 30, 1991?

Background: Each year, an independent audit of the District's financial statements is performed. Included with the agenda packet is a copy of the "Comprehensive Annual Financial Report" for the year ending June 30, 1991. A management letter from the auditors, Coopers & Lybrand, which summarizes their findings during their examination of the District's financial statements, will be distributed at the meeting.

Staff Recommendation: That the Board accept the management letter and audit report as presented by Coopers & Lybrand.

- C. **1992 Section 9 Grant Application** 16

Issue Presented: Should the Board approve the 1992 Section 9 grant application?

Background: The District last applied for Section 9 operating and capital funds in September 1990. Included in the agenda packet for this meeting is the Program of Projects and Budget for the District's application for federal Section 9 operating and capital assistance for Fiscal Year 1991-92.

Staff Recommendation: That the Board approve the 1992 UMTA Section 9 grant application.

- D. **Selection of Site/Eugene Station Advisory Committee** 18

Issue Presented: Should the Board approve the selection of a Eugene Station Advisory Committee?

Background: Community input into decisions relating to the site and design of the Eugene Station is very important. As one mechanism to improve the process for public input into Board decisions on the project, staff suggest appointing an advisory committee.

Staff Recommendation: That the Board approve selection of a 7-member advisory committee for the Eugene Station project.

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E. **Election of Board Secretary**

Background: With the resignation of Herb Herzberg, the Board needs to elect a new secretary.

Staff Recommendation: That the Board nominate and elect a new Board secretary.

F. **LTD Board of Directors' Representation at Sub-area Refinement Plan Public Hearings**

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Issue Presented: Should the Board approve the selection of a Board member(s) to represent LTD at the Willakenzie and Gateway Refinement Plan public hearings?

Background: The Sub-area Refinement Plan will guide the development of the Willakenzie and Gateway neighborhoods, as well as provide a commercial lands' study that will be used for code changes affecting future commercial development in Eugene. How and where development occurs will have a significant impact on LTD's ability to provide service in the future.

Staff Recommendation: That the Board select a Board to represent LTD at the Willakenzie and Gateway Refinement Plan public hearings.

G. **Board Appointment to the Metropolitan Policy Committee**

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Issue Presented: Should the Board approve the selection of a Board member for representation on the Metropolitan Policy Committee?

Background: The Metropolitan Policy Committee was formed to resolve interjurisdictional disputes that may arise over the interpretation and implementation of the TransPlan and other plans dealing with area planning issues. MPC members agreed that the committee would benefit from an LTD Board member participating on this committee.

Staff Recommendation: That the Board select a representative to serve on the Metropolitan Policy Committee.

VII. ITEMS FOR INFORMATION AT THIS MEETING

- A. Current Activities:**
1. **Final Legislative Report:** A memo from the General Manager is included in the agenda packet, summarizing results of the 1991 legislative assembly. 23
 2. **TDP/FY 1990-91 Year-end Performance Report:** Copies of the Fiscal Year 1991-91 update of the District's Transit Development Plan will be distributed at the meeting. The year-end performance report for FY 1990-91 is included in the agenda packet. 25
 3. **Annual Financial Report:** An overview of the District's financial condition will be discussed, as well as a payroll tax projection from the 1991-92 budget process. 37
 4. **Standards for Laurel Hill Service:** A memo outlining service standards for the approved addition of service to the Laurel Hill Valley is included in the agenda packet. 38
 5. **Final Rules on Americans with Disabilities Act (ADA):** A memo outlining the final rules on implementing the ADA from the Department of Transportation is included in the agenda packet. 39
 6. **Special Services Report:** As a result of Board discussion about special services requested by persons and agencies in the community, a list of requests (approved and denied) is included in the agenda packet each month. 48
- B. Monthly Financial Reporting:** 49
1. Comparative Balance Sheets
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VIII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

- A. **LTD Financial Projections:** Further discussions of methods to maintain financial flexibility will be scheduled for the October Board meeting.
- B. **LCC GROUP PASS PROGRAM:** Discussion of a Group Pass Program for Lane Community College will be scheduled for the October or November Board meeting.
- C. **Board Work Session on Eugene Station:** A work session to discuss the Eugene Station transit site was held on August 21, 1991. Staff were given direction from the Board to further investigate two sites; the I-HOP lot and the Pasta Plus lot. Another work session will be held in October or November to discuss these findings.
- D. **Comprehensive Service Redesign:** Staff have started the Comprehensive Service Redesign process, and will update the Board periodically in future agenda packets.
- E. **First and Second Readings and Adoption of Payroll Tax Ordinance:** The first reading of the Payroll Tax Ordinance will be scheduled for the November 1991 Board meeting. The second reading and adoption will be scheduled for the December meeting.

IX. ADJOURNMENT

MINUTES OF DIRECTORS MEETING
LANE TRANSIT DISTRICT
SPECIAL MEETING
WORK SESSION ON EUGENE STATION

Wednesday, August 21, 1991

Pursuant to notice given to *The Register-Guard* for publication on August 16, 1991, and distributed to persons on the mailing list of the District, a special meeting of the Board of Directors of the Lane Transit District was held on Wednesday, August 21, 1991, at 4:00 p.m. in the LTD Board Room at 3500 E. 17th Avenue, Eugene.

Present: Jack Billings
Peter Brandt, Treasurer
Janet Calvert
Tammy Fitch, Vice President
Thomas Montgomery
Keith Parks, President, presiding
Phyllis Loobey, General Manager
Jo Sullivan, Recording Secretary

Absent: (vacancy in Subdistrict 7)

CALL TO ORDER: The meeting was called to order at 4:05 p.m.

WELCOME NEW BOARD MEMBER: Mr. Parks welcomed Jack Billings to his first meeting as a member of the LTD Board of Directors, representing subdistrict 5. Mr. Billings had attended the June meeting as an observer, prior to his confirmation by the Senate.

RESIGNATION OF BOARD MEMBER: Included in the informational packet for the meeting was a copy of Herbert Herzberg's letter of resignation from the Board, due to his move out of Subdistrict 7.

MOTION **APPROVAL OF MINUTES:** Ms. Fitch moved that the minutes of the June 19, 1991, regular meeting and the July 17, 1991, regular meeting be approved as distributed. The
VOTE motion was seconded by Mr. Montgomery, and the minutes were approved by unanimous vote.

WORK SESSION ON EUGENE TRANSIT STATION:

Ms. Loobey began the work session by reviewing prior Board discussion in which half-block sites were deemed to be inadequate for the District's needs in a transit station. The Board had directed staff to look for additional three-fourths-block sites.

Stefano Viggiano, Planning Administrator, presented information for the Board's review, as contained in an informational packet handed out at the work session. He explained that, in order to consider all possible sites, staff had reviewed every block in a six-by-six block area of downtown, basically bordered by 5th Avenue on the north, Mill Street on the east, 11th Avenue on the south, and Charnelton Street on the west. The 36 sites were shown on a map on page 5 of the handout. Staff were asking the Board to narrow the list of sites to four for further study.

Mr. Viggiano explained that staff envisioned two additional work sessions. The next one would be held in early fall, to develop a "program" for the station, including functions to be accommodated, amenities to be provided, the size of the structures, and the quality of construction. This would be a discussion of what the Board wanted to accomplish with the site, and how to do so, given cost and funding restraints. The third work session possibly would be held in December. At that time, the Board would be asked to determine the preferred site and a project budget, as well as to direct staff to seek public review and City of Eugene review and approval of the site. Board action to approve the site and direct staff to begin securing funding, acquiring land, hiring an architect, and conducting an environmental assessment, was tentatively scheduled for the March 18, 1992, Board meeting.

Mr. Viggiano then began discussing the detailed agenda on page 3 of the handout. He reviewed prior Board action and direction regarding the Eugene Station. In discussing timing for a decision, he stated that it would take four years from the time a decision was made to acquire a site until LTD would begin using the new Eugene Station, or from March 1992 until Spring in 1996. It appeared that federal grant funds would be available to cover 80 percent of the costs, so local match would be 20 percent, instead of the previously anticipated 25 percent. There was no discussion by the Board on these topics.

Mr. Viggiano also discussed the function of the station, stating that it would serve the heaviest concentration of employment in the metropolitan area. More riders travel to downtown Eugene than to any other single location in the community. One-third of the riders transfer at the Eugene Station, so it has to function as a transfer site as well as a destination point. Location is very important for riders whose trips end in the downtown area, but not so important for those who are transferring.

Mr. Viggiano highlighted a couple of the objectives for the station. It would be important for the station to meet projected 20-year capacity needs. A table on page 16 of the handout showed 20-year ridership and fleet size projections. Staff had used a conservative 2 to 4 percent annual ridership growth to determine that the station would need room for 23 bus bays at one pulse, or time when buses meet at the station to allow for transfers, plus three bays for layovers. The District currently used four pulses per hour, but staff planned to eventually move to six pulses per hour, which would increase the capacity of the station. It also would be important for the station to be not only a safe facility, but also to be perceived as a safe environment.

The factors to be considered in locating a site were also explained. They included size, location, operational characteristics (ease of transfers, bus access into, through and out of station, bus access to and from station through downtown area), and cost, as well as parking

and compatibility with adjacent uses. Mr. Viggiano explained that the cost estimates included only costs for the purchase of the land and construction of the pavement for the bus parking and passenger boarding area, and did not include any structures. The issue of how much to spend on shelters, the Customer Service Center, and other passenger amenities was to be treated as a separate issue in the next work sessions.

Staff had looked at 36 sites and eliminated 26 which had what they considered to have fatal flaws, such as those with historic buildings, those which were too small, etc. Ms. Fitch asked what the "Modified Butterfly" site was. Mr. Viggiano explained that the original Butterfly Lot was a one-half-block site, so was too small to fit the District's needs. However, if the development on the northwest corner were to be considered as part of the site, the site would be a little more than three-quarters of a block. Additionally, the original Firestone site was a linear three-fourths-block site, using property on both sides of 10th Avenue and requiring that 10th Avenue be closed in that location. The Modified Firestone site used three-quarters of the block between Oak and Pearl Streets and 10th and 11th Avenues. It would require removal of the Firestone and other buildings, but the telephone building would remain.

Ms. Calvert asked about the "teardrop" site previously considered. Mr. Viggiano said it was not being considered further because it was an on/off-street design, and did not meet the District's capacity needs.

Mr. Viggiano said that staff had developed a simple system to evaluate the sites, rather than the complicated evaluation process used by the Site Selection Committee last year. Four unweighted criteria were used, and given a score of one through five, with one being the most desirable and five being the least desirable. This system did not include all the variables which the Board might wish to consider about each site, but staff had wanted to use a simple system as an indicator to identify the strengths and weaknesses of particular sites, and to begin discussion with the Board. He explained that some sites met the 20-year projected capacity needs better than others. For location, a site's proximity, first, to employment, and, second, to retail development, was considered. He explained that people who used the bus to commute to work rode more regularly than those who used it for shopping trips. Life-cycle costing was important in considering operational features, because an operating cost incurred over time could offset an initial capital cost. Cost estimates included rough estimates of the costs for land, damages for parking, relocation of businesses, and the passenger platform and bus parking area. Although the estimates were rough, staff had tried to use the same sorts of "guesses" for all the sites, as a basis for comparison. Staff anticipated that the site's amenities could cost between \$3.5 million and \$6.5 million, but these costs would depend on what the District wanted to build on the site.

Mr. Viggiano used slides to show current photographs of the ten sites which were not eliminated. He then discussed the ratings of the sites, based on size, location, operational characteristics, and cost. The highest concentration of employment in the downtown area was located at 10th and Oak, so staff used that as a basis for comparing location of the sites. New development and employment appear to be moving to the east of downtown. A residential area west of downtown meant that retail and employment development would probably not move in that direction. The I-HOP (International House of Pancakes) site, #24 on the map, was considered to be in a good location because it was next to City Hall and within two blocks

of the federal building and the public services building. The Elections Lot, site #4, was rated a "3" because it was close to the Fifth Street Market area, but not close to employment.

Mr. Brandt said he thought site #36, called the "Pasta Plus" site, was rated too low in terms of location, since it was near Sacred Heart Hospital and medical offices, and between downtown and the University of Oregon (UO). He thought it should at least be rated a "3." Mr. Viggiano said staff had discounted it due to its distance from the University, since it was more than three blocks and that was not considered good walking distance for riders to walk to their destination, but agreed that Mr. Brandt had made a good point about the proximity to Sacred Heart Hospital. Mr. Brandt said he saw a lot of students walking from that area to the University every morning.

Ms. Fitch asked who used the parking on the Pasta Plus lot. Mr. Viggiano said that part of the lot was owned by The Register-Guard and used by its employees. Mr. Montgomery said it had also been used by SelectCare employees when they were housed in the U-Lane-O building, so U-Lane-O employees might also be parking there. Mr. Brandt said he was interested in this lot because there were no significant buildings there. Mr. Parks wondered if LTD would have to pay damages for parking at that site. Mr. Brandt thought it might not have to, if the parking were not code-required, and Mr. Viggiano said that an estimate for damages had been included in the cost. He added that even if the Register-Guard offices moved, the building was more valuable with the availability of parking nearby than it would be if there were no parking.

In considering operational characteristics, the IBM site, #6, was considered the worst, because of traffic flow problems. The I-HOP site was rated best in this category.

When discussing cost ratings, there was some discussion about the possibility of finding contamination from underground fuel tanks on the Elections, Pasta Plus, and IBM sites. In theory, contamination would affect the purchase price, depending on who paid for the clean-up. Mr. Viggiano explained that costs were estimated with an appraiser, based on his knowledge of the site, who was using the available parking, whether parking was required by code, etc. However, these were not in-depth estimates. The appraiser also could not consider whether there was alternative parking, just the damage to businesses if parking was eliminated. Mr. Viggiano added that parking damages only applied if the District went through eminent domain, not if the purchase were negotiated.

Ms. Fitch asked if staff had considered leaving one-fourth of a block in parking. Mr. Viggiano said that on the I-HOP site, for instance, the District may not need the property on the northwest side, and that could be used for parking. He was not sure how much parking might fit on one-fourth of a block, but it would be possible to have some parking there. Mr. Montgomery suggested providing some parking on the Pasta Plus lot for the Register-Guard, and mitigating the parking damages by giving group passes to employees. Mark Pangborn, Director of Administrative Services, added that ECO Northwest, a consulting firm hired by Architect Eric Gunderson, had said that the cheapest alternative for the Elections site, although not the best alternative for the area, was to put one-fourth of the block into parking to meet the code requirements for Station Square and the Fifth Pearl Building.

Mr. Gunderson added that all lots which were greater than three-fourths of a block had excess land, but many of the three-fourths-block sites had major development on one corner of the site. This development would be expensive to take, especially to turn into parking. Lots which did not have that kind of development were the Butterfly, Elections, Charnelton, I-HOP, Sears Parking, and Pasta Plus lots.

Mr. Viggiano said that the I-HOP site was the best site by a large margin, based on staff's preliminary rating. It was rated 1 or 2 in every category. There were several sites in the middle rankings, and the IBM, Modified Firestone, and Greyhound sites were determined to be the least desirable sites. Staff believed location to be a fairly important criterion. Staff rated the Elections site as the second-best, the Sears lot as third-best, and the McDonald Theater lot fourth. The theater itself did not take a full quarter-block, so that site would have some flexibility. The Pasta Plus lot would actually tie for second if it were rater higher for location, as Mr. Brandt had suggested.

Mr. Montgomery thought the I-HOP lot looked better and better, even if the Ferry Street Bridge came right next to it. He thought even a pedestrian overpass over the bridge ramp would be an option.

Mr. Brandt said the District should eliminate the Elections lot, because the retailers in the area were not going to let a transit station be constructed in the middle of their development. Ms. Calvert thought the Elections lot did not fit, in somewhat the same way the Butterfly lot did not fit, with current uses of adjacent property, as well as some of the other lots did.

Ms. Loobey explained that those were the kinds of issues that staff deliberately did not take into consideration. Rather, they used a straightforward consideration of the sites to begin discussion and hear the kinds of issues the Board would discuss about each site. Another such issue would be the fact that the Charnelton site would require the closure of Broadway Street, or the removal of Big Leaf Maple trees.

Mr. Billings asked about the Ferry Street Bridge and Agripac. Dave Reinhart of the City of Eugene explained that most of the Ferry Street Bridge options being discussed would have the ramps come down they way they currently did, to 6th and 8th Avenues and Broadway into Franklin. There might be some street widening in those areas, but it should not greatly affect the I-HOP site, or any others under consideration. Another option, or sub-alternative, would have off-ramps at 6th and 8th, but a new ramp where Agripac was currently located, and connections to Patterson and Franklin. That option would necessitate the relocation of Agripac, but the Agripac board had already stated it might like to relocate in northwest Eugene or the Santa Clara area. It would cost an extra \$10 million or so to construct this option for Ferry Street Bridge, including the relocation of Agripac. However, this option would allow further development on the northeast side of downtown. Mr. Rinehart added that the environmental impact statement for the Ferry Street Bridge options should be available by the end of the year. He said that staff were proposing the installation of a pedestrian and bicycle overpass at 8th Avenue. This might be an "imperfect" solution, but would allow pedestrians and bicycles to cross the Ferry Street Bridge ramp at that location.

City Councilor Debra Ehrman spoke regarding the Sears lot. She said she could not imagine the City Council considering selling that site while contemplating the library project, and the City's time line for the library had been lengthened due to the Eugene Decisions process. She said the City would have to either "string LTD along" or say no to the sale, because it would be more expensive for the City to replace the parking if the lot were sold. Ms. Loobey said that perhaps the library and transit station could be a joint LTD/City venture, including parking for the library. Mr. Viggiano said there was still a possibility that a parking structure could be built above or below ground, but UMTA would not pay for expansion parking. Ms. Loobey mentioned that parking above the transit station could work only if it did not cover the entire bus area, and design elements mitigated the noise and fumes problems that could occur with covered bus parking areas.

Mr. Viggiano explained that further research on the finalist sites would cost between \$10,000 and \$15,000 per site. Mr. Brandt and Mr. Billings thought the Board was ready to reduce the number of sites to three or four.

MOTION Ms. Fitch moved that the Board eliminate all sites marked in blue on the wall map (sites numbered 1, 2, 3, 5, 7, 8, 9, 10, 11, 12, 13, 15, 16, 17, 19, 20, 21, 22, 23, 25, 26, 27, 28, 30, 33, and 35 on the map on page 5 of the handout). Ms. Calvert seconded, and the motion passed by unanimous vote.

The Board members then listed their top three sites, not in priority order. They were as follows: Mr. Brandt--24, 36, 29 (I-HOP, Pasta Plus, Greyhound); Mr. Parks--24, 31, 36 (I-HOP, Sears, Pasta Plus); Mr. Montgomery--24, 36, 32 (I-HOP, Pasta Plus, McDonald Theater); Ms. Fitch--24, 36, 31 (I-HOP, Pasta Plus, Sears); Ms. Calvert--24, 36, 32 (I-HOP, Pasta Plus, Mc Donald Theater [which she labeled a "distant third"]); and Mr. Billings--24, 36, 32 (I-HOP, Pasta Plus, McDonald Theater).

MOTION Mr. Billings moved, seconded by Mr. Brandt, that the Board direct staff to conduct additional investigation on the I-HOP and Pasta Plus sites. Ms. Calvert said she was concerned about finding problems, such as underground storage tanks, on one of the sites. Mr. Montgomery said that there was a possibility that some problem could be found on any site. Mr. Brandt said there were many influential people who attended the Baptist church across from the I-HOP site, and they would not stand for putting a transit station there and removing any of their parking. However, he thought it was a good site, and said that the District should consider these two sites further. He thought the Pasta Plus site was potentially not so controversial, and was good because it was close to Sacred Heart Hospital and downtown, and was in the direction growth would go in downtown.

Ms. Fitch asked if three sites might be better. Other Board members thought there would be controversy no matter how many sites were chosen. Mr. Pangborn said that federal grant money would be used for the further investigation, so local dollars was not a major issue. However, considering only two sites would allow the District to spend that federal money on other capital items.

VOTE

There was no further discussion, and Mr. Billings' motion passed by unanimous vote. Mr. Brandt commented that staff had made a thorough presentation, and that was what made the Board's decision so easy that evening.

ADJOURNMENT: This concluded the agenda for the evening. Following some general discussion of informational items, the meeting was unanimously adjourned at 6:15 p.m.



Board Secretary

AGENDA ITEM SUMMARY

DATE OF MEETING: September 18, 1991

ITEM TITLE: 1990-91 Audit

ACTION REQUESTED: Board acceptance of the Report to Management and audit of the Comprehensive Financial Report as presented by Coopers and Lybrand.

BACKGROUND: Each year an independent audit of the District's financial statements is performed. Included with the agenda packet is a copy of the "Comprehensive Annual Financial Report" for the year ending June 30, 1991, for Board review. A management letter from the auditors, Coopers and Lybrand, which summarizes their findings and presents recommendations to improve the internal accounting systems, will be distributed at the meeting. John Joyce and Mike Kehoe will be present at the meeting to answer any questions the Board may have about the report or management letter. In addition, Tamara Weaver will give a brief presentation on the District's financial condition later in the meeting.

ATTACHMENT: None.

Report to Management, June 30, 1991, and the Comprehensive Annual Financial Report, will be distributed at the meeting.

PROPOSED MOTION: That the Board accept the management letter and audit report as presented by Coopers and Lybrand.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 18, 1991

ITEM TITLE: 1992 UMTA Section 9 Grant Application

ACTION REQUESTED: Approval of 1992 Section 9 Grant Application

BACKGROUND: LTD annually submits a grant application for Section 9 operating and capital funds. Because the current authorizing legislation has not been extended by Congress, we do not know at this time how much will be allocated to LTD in Section 9 funds. The attached application is for more than we expect the final allocation to be. When the final amount is known, this application will be adjusted accordingly. By submitting the application now, LTD should receive the funds sooner.

ATTACHMENT: Summary page of the 1992 Section 9 grant application.

PROPOSED MOTION: That the Board approve the attached 1992 UMTA Section 9 grant application.

PROGRAM OF PROJECTS AND BUDGET
FISCAL YEAR 1992
SECTION 9

DATE: SEPTEMBER 18, 1991
 URBANIZED AREA: EUGENE/SPRINGFIELD, OREGON
 APPORTIONMENT: \$91,749 1991 Sec. 9 Capital - Carryover
 1,300,000 1992 Sec. 9 Operational
 290,000 1992 Sec. 9 Capital
\$1,691,749

DESIGNATED RECIPIENT: OREGON DEPT. OF TRANSPORTATION
 GRANTEE: LANE TRANSIT DISTRICT

<u>Project Description</u>	<u>Federal Share</u>	<u>Local Share</u>	<u>Total</u>
A. <u>Capital Projects</u> at 80/20 percent funding: Passenger Boarding Improvements, Office Equip., Computer Hard/Software, Bus & Bus Related Equip. & Fac.	\$343,573	\$85,894	\$429,467
Contingency @ 10 percent	<u>38,176</u>	<u>9,543</u>	<u>47,719</u>
Capital Sub-Total	381,749	95,437	477,186
B. <u>Operational Assistance</u> (7/01/91 to 6/30/92) at 50/50 percent funding	1,300,000	1,300,000	2,600,000
C. <u>Planning</u> at 80/20 percent funding	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$1,681,749	\$1,395,437	\$3,077,186

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AGENDA ITEM SUMMARY

DATE OF MEETING: September 18, 1991

ACTION REQUESTED: Staff suggest that the Board form a broad-based, community advisory committee to provide input to the Board on the various issues and decisions that need to be made in site selection, design, and construction of a new Eugene Transit Station. Representation on the committee could include the Eugene City Council, the Eugene Planning Commission, the Eugene Downtown Commission, the Eugene and Springfield Chambers of Commerce, and bus riders.

This committee would meet to discuss an issue prior to the Board taking action on the particular issue. In this way, the Board could consider the opinion of the committee in determining the best course of action for the District. Issues which the committee could comment on include:

- * Selecting the site for the station
- * Determining the level of amenities to be included in the project
- * Determining needed improvements adjacent to the site (such as improved crosswalks)
- * Design issues, such as materials used for construction or general design of passenger shelters and the Customer Service Center
- * Public involvement in the various decisions

The committee could provide its recommendations directly to the Board or through LTD staff. Alternately, one to three members of the Board could sit on the advisory committee.

ATTACHMENT: None

PROPOSED MOTION: That a 7-member advisory committee for the Eugene Station project be formed, with representation from the Eugene City Council, Eugene Planning Commission, Eugene Downtown Commission, Eugene Chamber of Commerce, and the Springfield Chamber of Commerce, and two at-large positions, at least one of which is a bus rider.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 18, 1991

ITEM TITLE: Election of Board Secretary

ACTION REQUESTED: Election of New Board Secretary

BACKGROUND: With the resignation of Herb Herzberg, the Board also lost its secretary. The Board needs to elect a new secretary. The position is responsible for signing official LTD documents.

ATTACHMENT: None

PROPOSED MOTION: That the Board nominate and elect a Board secretary.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** Sept. 18, 1991
- ITEM TITLE:** LTD Board of Director's Representation at Sub-Area Refinement Plan Public Hearings
- ACTION REQUESTED:** That the Board appoint one or more individual Board members to represent LTD at the Willakenzie and Gateway Refinement Plan public hearings and the commercial lands' study.
- BACKGROUND:** Both Eugene and Springfield are involved in developing neighborhood refinement plans; Willakenzie for Eugene and Gateway for Springfield. These plans will guide all future development for these particular neighborhoods. Eugene is also conducting a commercial lands' study that will be used as the basis for code changes affecting all future commercial development in Eugene. How and where development occurs will have a significant impact on LTD's ability to provide service in the future. Consequently, LTD staff have provided numerous suggestions on what transit-related guidelines should be contained in these planning studies.
- These studies are now scheduled for public hearing. The normal procedure is for organizations commenting on the studies to send representatives to these public hearings to give public testimony on those comments. Staff would recommend that a member of the Board attend the public hearings to provide an LTD perspective on the plans/studies. If a Board member is unable to attend, staff would provide the public testimony.
- ATTACHMENT:** None
- PROPOSED MOTION:** That the Board appoint one or more Board members to represent LTD at the Willakenzie and Gateway Refinement Plan public hearings.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 18, 1991

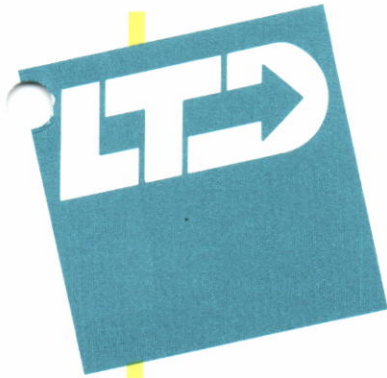
ITEM TITLE: Board Member Appointment to the Metropolitan Policy Committee

ACTION REQUESTED: Appointment of Board member to represent LTD on Metropolitan Policy Committee

BACKGROUND: The Metropolitan Policy Committee was formed to resolve interjurisdictional disputes that might arise over the interpretation and implementation of the TransPlan and other regionally-drafted plans dealing with land use, power planning, etc.

ATTACHMENT: Memo

PROPOSED MOTION: That the Board select a member of the Board of Directors to serve on the Metropolitan Policy Committee.



Lane Transit District

P.O. Box 7070
Eugene, Oregon 97401-0470

(503) 741-6100
Fax (503) 741-6111

September 18, 1991

MEMORANDUM

TO: Board of Directors
FROM: Phyllis Loobey
RE: Board Appointment to Metropolitan Policy Committee (MPC)

At its September 12 meeting, the members of the MPC requested that the LTD Board of Directors appoint one of its members to the MPC. The MPC agreed that the significance and magnitude of transportation systems' management and planning issues before the MPC required a heightened and more collaborative relationship between LTD and local governmental bodies.

The purpose of the MPC, as you may recall, was to resolve inter-jurisdictional disputes that might arise over the interpretation and implementation of the TransPlan and other regionally-drafted plans dealing with land use, power planning, etc.

The MPC, comprised of elected officials from Eugene, Springfield, and Lane County, have directed the TPC (Transportation Planning Committee), comprised of the staffs of the local jurisdictions, and LTD to prepare a work plan to address the transportation planning issues under the new regulatory environment which elevates the role of transit in the attainment of reductions in vehicle miles traveled, clear air mandates, and energy conservation.

And, in the discussion of the process of complying with new regulations, the members of the MPC unanimously agreed that an LTD Board member should be a member of the MPC. They further agreed that the by-laws which restrict membership of the MPC to elected officials would be changed so that the LTD Board member would have voting privileges.

Staff's recommendation to the Board is that a member of the Board of Directors be selected to serve on the Metropolitan Policy Committee.

Phyllis Loobey
Phyllis Loobey
General Manager

PL/ms:ecm

LTD BOARD MEETING
09/18/91 Page 22



Lane Transit District

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September 18, 1991

MEMORANDUM

TO: LTD Board of Directors

FROM: Phyllis Loobey

RE: Results of the 1991 Legislative Assembly

The 1991 Session proved to be positive for transit in Oregon. A major public policy was established with the passage of HB 2175, the implementation bill of the Federal Clear Air Act, which included emission fees with the proceeds dedicated to transit capital improvements. Aside from the Special Transportation Fund for elderly and handicapped transportation financed with tobacco taxes, the emission fees constitute the first dedicated source of funds within the state.

The vehicle emission fees will face a court test for constitutionality. As a matter of fact, the AAA has indicated that it will file suit before the State Supreme Court. It is expected that the filing will occur in October after HB 2175 becomes law.

SB 1035, the PERS Bill, was amended to exclude all transit operators falling below certain population requirements. Thus, the bill does not affect LTD, Salem Transit, Rogue Valley Transit, or Basin Transit in Klamath Falls.

HB 2682, the video lottery bill which originally included dedicated funds for transit capital was almost amended to death. The survivor does not include dedicated funds for transit.

SB 766, which required Tri-Met and Rogue Valley to use alternative fuels was amended to include reformulated, low sulphur diesel. This is a positive direction. Transit operators need not make huge investments in unproven technologies, fueling stations, etc. Reformulated diesel is currently available in California. We expect the distribution of this low sulphur fuel will expand to the Pacific Northwest. The advantage of the fuel is that it can be used without costly modification to engines or fueling systems.

As indicated below, those bills which would have increased costs to the District were not passed. The damage control provided by the Oregon Transit Association and the general managers and staff of transit operators worked very effectively.

The following list of Senate and House bills represent those on which the Board took action and the final disposition of each:

MEASURE	DESCRIPTION	BOARD POSITION	DISPOSITION
HB 2571	Secondary Lands	Oppose	Did not Pass
HB 3184	Rural Area Task Force	Oppose	Did not Pass
HB 3185	Mass Transit Advisor	Oppose	Did not Pass
SB 1126	Removes Tort Limitation	Oppose	Did not Pass
SB 589	Paid Bereavement Leave	Oppose	Did not Pass
SB 1021	Protects Third-party Employees	Oppose	Did not Pass
SB 1035	PERS for Transit Employees	Oppose	Passed with Amendment
SB 1190	Prohibits Transit Strikes	Oppose	Did not Pass
SB 2589	Drug Rehabilitation Requirement	Oppose	Did not Pass
HJR 15	Constitutional Amendment	Support	Did not Pass
SB 1011	Zoning Densities	Support	Did not Pass
HB 2682	Allocates Video Lottery Monies	Support	Did not Pass in original form
HB 3536	Utilities Pay Damages	Support	Did not Pass
HB 2175	Vehicle Emissions Fee	Support	Passed with amendments
SB 766	Alternative Fuels	Monitor	Passed with amendments


Phyllis Loobey
General Manager

PL/ms:ecm

AGENDA ITEM SUMMARY

DATE OF MEETING: September 18, 1991

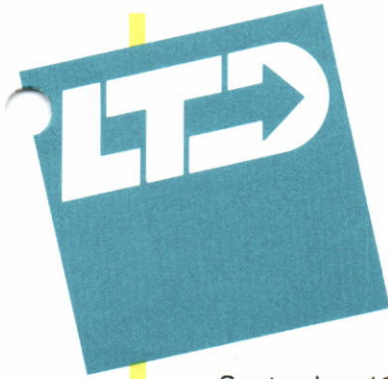
ITEM TITLE: FY 1990-1991 Year-end Performance Report

ACTION REQUESTED: Information only

BACKGROUND: The Board receives quarterly and year-end performance reports for its information. The attached report summarizes accomplishments for FY 1990-1991.

ATTACHMENT: FY 1990-1991 Year-end Performance Report

PROPOSED MOTION: None.



Lane Transit District

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(503) 741-6100
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September 18, 1991

MEMORANDUM

TO: Board of Directors

FROM: Joe Janda

RE: Fiscal Year 1990-1991 Year-end Performance Report

Attached for your information is the FY 1990-1991 Year-end Performance Report. This report summarizes accomplishments in several key areas that serve as indicators of the District's overall performance in FY 1990-1991. Major performance indicators are reported from all functional areas of the District's operation, and tend to be measures that the transit industry considers to be the most valuable to monitor and assess.

This report contains a brief narrative followed by supporting data tables and graphs. Information for FY 1989-1990 is provided as a comparison. Staff will be available at the meeting to answer questions should they arise. If the Board would like additional information, staff are prepared to make a formal presentation at the October Board meeting.

RIDERSHIP AND SERVICE

Fiscal Year 1990-1991 was a record ridership year for the District. Over 4.9 million trips (the number of one-way customer trips, including transfers) were made by our customers, representing an 8.9 percent increase over the previous year. Ridership on weekdays, Saturdays, and Sundays increased, as well, when compared with the previous year.

Much of the ridership increase can be attributed to a higher incidence of ridership by our customers who use pre-paid, multiple-use fare payment mechanisms, such as monthly and group passes. Pass sales in nearly every category increased in FY 1990-1991 compared with FY 1989-1990, and the May 1990 Origin and Destination (O&D) data suggests that nearly half of our customers rode more in FY 1990-1991 than in the previous year. In addition, since 1988, the frequency of weekly ridership has increased, with the strongest gain reported in the 15 or more trips per week category. O&D data

suggests that customers are making more rather than fewer trips, and that more of these trips are used for travel to and from school or work.

The level of service increased by approximately 2.1 percent in FY 1990-1991 compared with FY 1989-1990. Productivity (measured as the number of customer trips per schedule hour) increased to 21.8. This means that, on average, 21.8 trips were made for every scheduled hour of service. In FY 1989-1990, productivity was 20.4 customer trips per schedule hour.

FARE PAYMENT

Total passenger revenue increased by 13.6 percent in FY 1990-1991 when compared with the previous year. The amount of farebox cash increased by 10.7 percent. Of the 4.9 million customer trips taken last fiscal year, over 68 percent were made using a fare payment other than cash or tokens. This compares with 67 percent in FY 1989-1990, and 64 percent in FY 1988-1989.

OPERATING COSTS

Operating costs in FY 1990-1991 increased by 8.6 percent when compared with FY 1989-1990. This increase can be attributed to increased personnel costs resulting from contract wage adjustments and the addition of staff, increased fuel and parts' costs, and a 2 percent increase in service. The resulting farebox-to-operating-cost ratio was 21.45 percent, a 4.6 percent increase over the previous year, and the highest this ratio has been since FY 1980-1981. The farebox-to-operating-cost ratio reports how much of the cost to provide transit service is actually paid by the customer.

The cost to the District to provide one customer trip in FY 1990-1991 was \$1.99. Last year this cost was \$2.00. When adjusted for inflation, in order to compare this cost over time, the cost per trip decreased by 7.3 percent relative to FY 1989-1990, and at \$1.04, was the lowest cost per trip since the first year of the District's operation. Cost per trip measures the District's efficiency in providing service to its customers.

TRANSPORTATION DIVISION MEASURES

Road call downtime measures the amount of time a bus is behind schedule due to a mechanical road call that results in the bus being replaced while in service. The annual goal is to minimize downtime; when road calls are necessary, response time to the situation should be as quick as possible. In FY 1990-1991, road call downtime was 4,907 minutes, representing an increase of 54.5 percent over the previous year. The number of mechanical road calls in FY 1990-1991 increased by 22.1 percent to 1,037.

The absenteeism rate among operators during FY 1990-1991 was 4.1 percent, down from 4.8 percent in FY 1989-1990. Although above the District's goal of 3.0 percent, this still represented a significant reduction in absenteeism of 14.1 percent.

FLEET MAINTENANCE

Total miles travelled in FY 1990-1991 increased by 4.0 percent, to 3,326,446. The number of mechanical road calls increased by 22.1 percent, and the resulting miles per mechanical road calls decreased by 14.8 percent to 3,208. This means that, on average, there was a mechanical breakdown, resulting in the bus being replaced while in service, every 3,208 miles. On an average weekday, the combined fleet mileage was approximately 11,400 miles, or 184 miles per peak bus.

Fuel and oil cost per mile increased by 26.2 and 60.0 percent respectively, reflecting the escalation in oil prices that occurred as a result of the Gulf war.

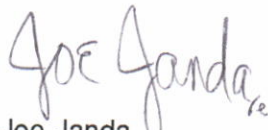
SAFETY AND RISK MANAGEMENT

The total number of accidents in FY 1990-1991 increased slightly when compared with FY 1989-1990, from 102 in FY 1989-1990 to 107 in FY 1990-1991, but the number of preventable accidents declined by 10.8 percent. Preventable accidents are those which could have been avoided had the operator followed proper safety and operational procedures. With a 4.0 percent increase in total miles traveled, the resulting miles per preventable accident increased by 16.6 percent, to 100,801.

The number of workers compensation claims remained about the same in FY 1990-1991 as in FY 1989-1990.

CUSTOMER SERVICE

Total calls to the Customer Service Center increased by 16.7 percent when compared with FY 1989-1990. The lost call rate increased slightly to 4.9 percent compared with 4.3 percent in FY 1989-1990. O&D data suggests that in a given year, nearly 13 percent of our customers are new to the system. We would expect that a large percentage of new customers use the information services provided by the Customer Service Center. In addition, O&D data reports that over 9 percent of our customers utilize the Customer Service Center to obtain LTD information on an ongoing basis.


Joe Janda
MIS Administrator

JJ/ms:ecm

**YEAR-END PERFORMANCE REPORT
FY 1990-1991
SUMMARY STATISTICS**

STATISTIC	FY 90-91	FY 89-90	% CHANGE	FY 90-91 GOAL
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RIDERSHIP

AVG WEEKDAY CUSTOMER TRIPS	16,643	15,271	9.0%	
AVG SATURDAY CUSTOMER TRIPS	8,569	8,018	6.9%	
AVG SUNDAY CUSTOMER TRIPS	4,051	3,664	10.5%	
TOTAL CUSTOMER TRIPS	4,907,267	4,505,340	8.9%	4,685,554

SERVICE

SCHEDULE HOURS	225,286	220,687	2.1%	
AVERAGE SYSTEM PRODUCTIVITY	21.8	20.4	6.7%	20.9

FARE PAYMENT

ADULT PASS	14,914	12,871	15.9%	
YOUTH PASS	5,745	5,117	12.3%	
REDUCED FARE PASS	9,237	9,252	-0.2%	
THREE MONTH PASS	1,854	1,734	6.9%	
LCC TERM PASS	2,359	1,997	18.1%	
DAY PASS	56,292	39,392	42.9%	
LARGE TOKENS	206,258	214,741	-4.0%	
SMALL TOKENS	77,160	76,460	0.9%	

PASSENGER REVENUE AND OPERATING COSTS

FAREBOX CASH	\$834,964	\$754,149	10.7%	
TOTAL PASSENGER REVENUE	\$2,101,775	\$1,850,334	13.6%	\$1,933,599
OPERATING COST	\$9,796,674	\$9,024,530	8.6%	
FAREBOX/OPERATING COST	21.45%	20.5%	4.6%	18.3%
ACTUAL COST PER TRIP	\$1.99	\$2.00	-0.3%	\$2.00
ADJUSTED COST PER TRIP *	\$1.04	\$1.12	-7.3%	\$1.12

* Adjusted to 1978 base of 200 for comparison.

**YEAR-END PERFORMANCE REPORT
FY 1990-1991
SUMMARY STATISTICS**

STATISTIC	FY 90-91	FY 89-90	% CHANGE	FY 90-91 GOAL
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TRANSPORTATION DIVISION

ROAD CALL DOWN TIME (MINUTES)	4,907	3,176	54.5%	
COMPLAINTS/100,000 CUSTOMER TRIPS	7.8	6.9	13.0%	
COMPLIMENTS/100,000 CUSTOMER TRIPS	2.75	2.84	-3.2%	
ABSENTEEISM	4.1%	4.8%	-14.1%	3.0

FLEET MAINTENANCE

MILES/MECHANICAL ROAD CALL	3,208	3,767	-14.8%	
FUEL COST PER MILE	\$0.213	\$0.168	26.2%	
OIL COST PER MILE	\$0.004	\$0.003	60.0%	
TOTAL MILES	3,326,446	3,198,270	4.0%	

SAFETY AND RISK MANAGEMENT

PREVENTABLE ACCIDENTS	33	37	-10.8%	
NON-PREVENTABLE ACCIDENTS	74	65	13.8%	
MILES/PREVENTABLE ACCIDENT	100,801	86,440	16.6%	
WORKERS' COMPENSATION CLAIMS	40	42	-4.8%	

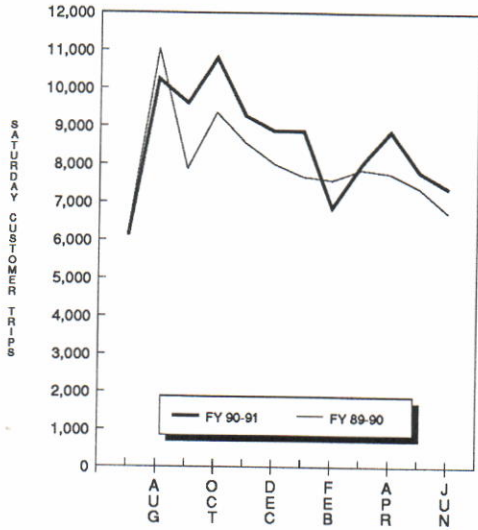
CUSTOMER SERVICE

TOTAL CSC CALLS	148,676	127,409	16.7%	
LOST CALL RATE	4.9%	4.3%	12.6%	4.0

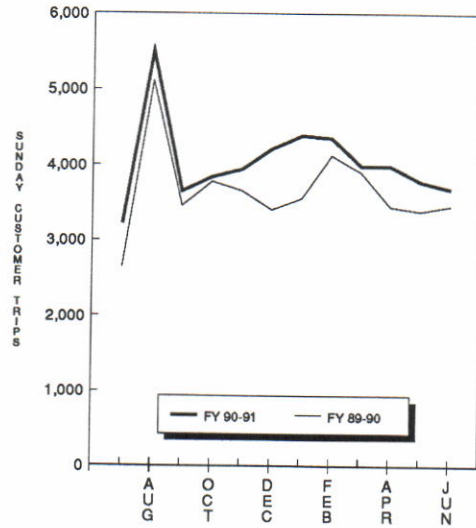
RIDERSHIP SUMMARY

FY 1990-1991 COMPARED WITH FY 1989-1990

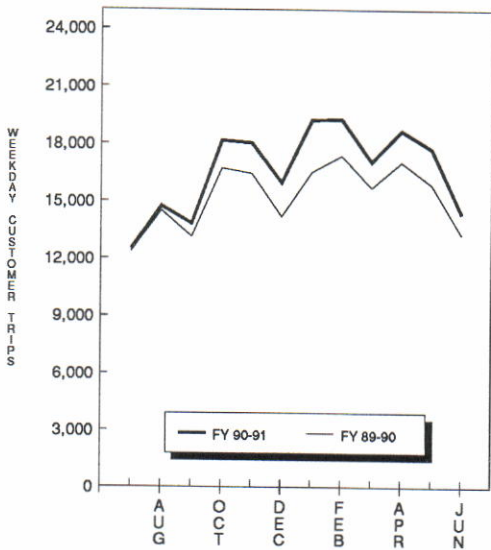
AVERAGE SATURDAY CUSTOMER TRIPS
FY 90-91 COMPARED WITH FY 89-90



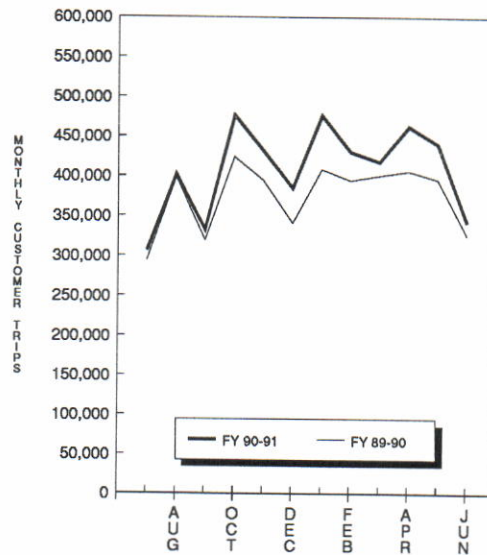
AVERAGE SUNDAY CUSTOMER TRIPS
FY 90-91 COMPARED WITH FY 89-90



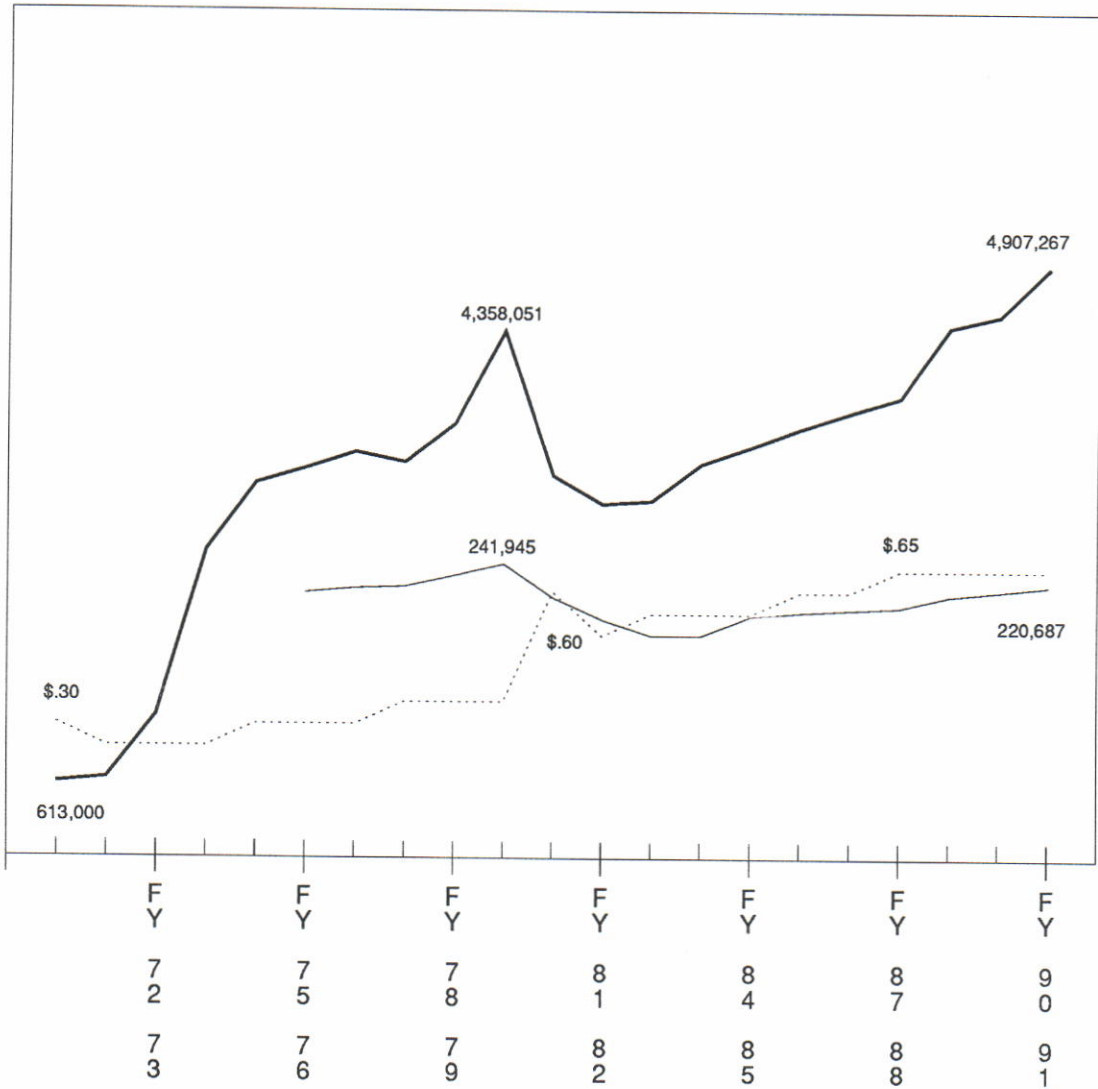
AVERAGE WEEKDAY CUSTOMER TRIPS
FY 90-91 COMPARED WITH FY 89-90



MONTHLY CUSTOMER TRIPS
FY 90-91 COMPARED WITH FY 89-90



RIDERSHIP, SERVICE, BASE FARE FY 70-71 THROUGH FY 90-91

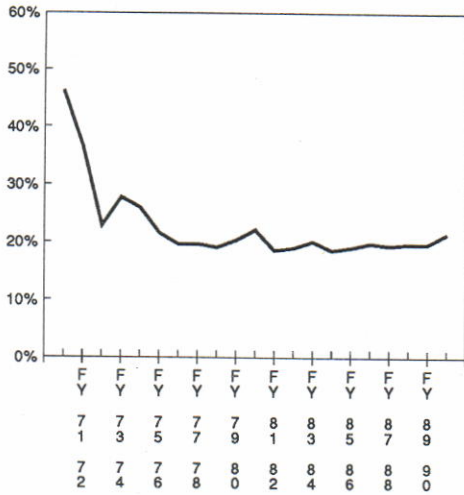


CUSTOMER TRIPS
 SERVICE
 BASE FARE

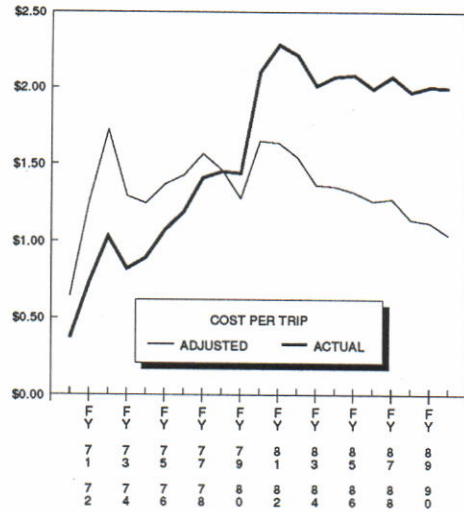
OPERATING COST SUMMARY

FY 1970-71 THROUGH FY 1990-91

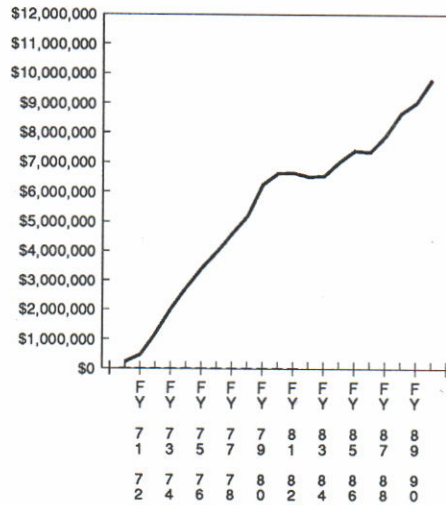
FAREBOX TO OPERATING COST
FY 70-71 THROUGH FY 90-91



ADJUSTED AND REAL COST PER TRIP
FY 70-71 THROUGH FY 90-91

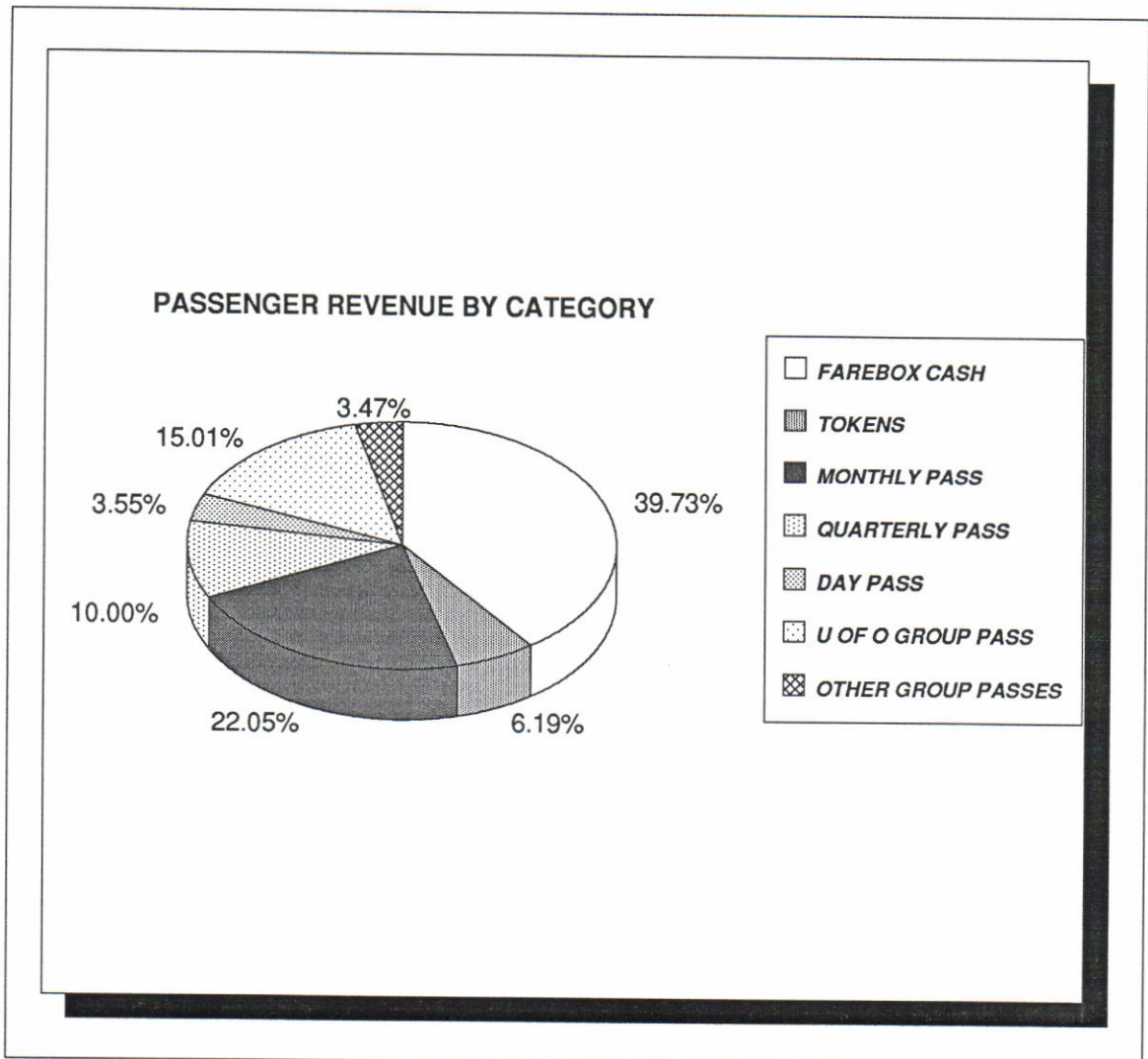


YEARLY OPERATING COST
FY 70-71 THROUGH FY 90-91



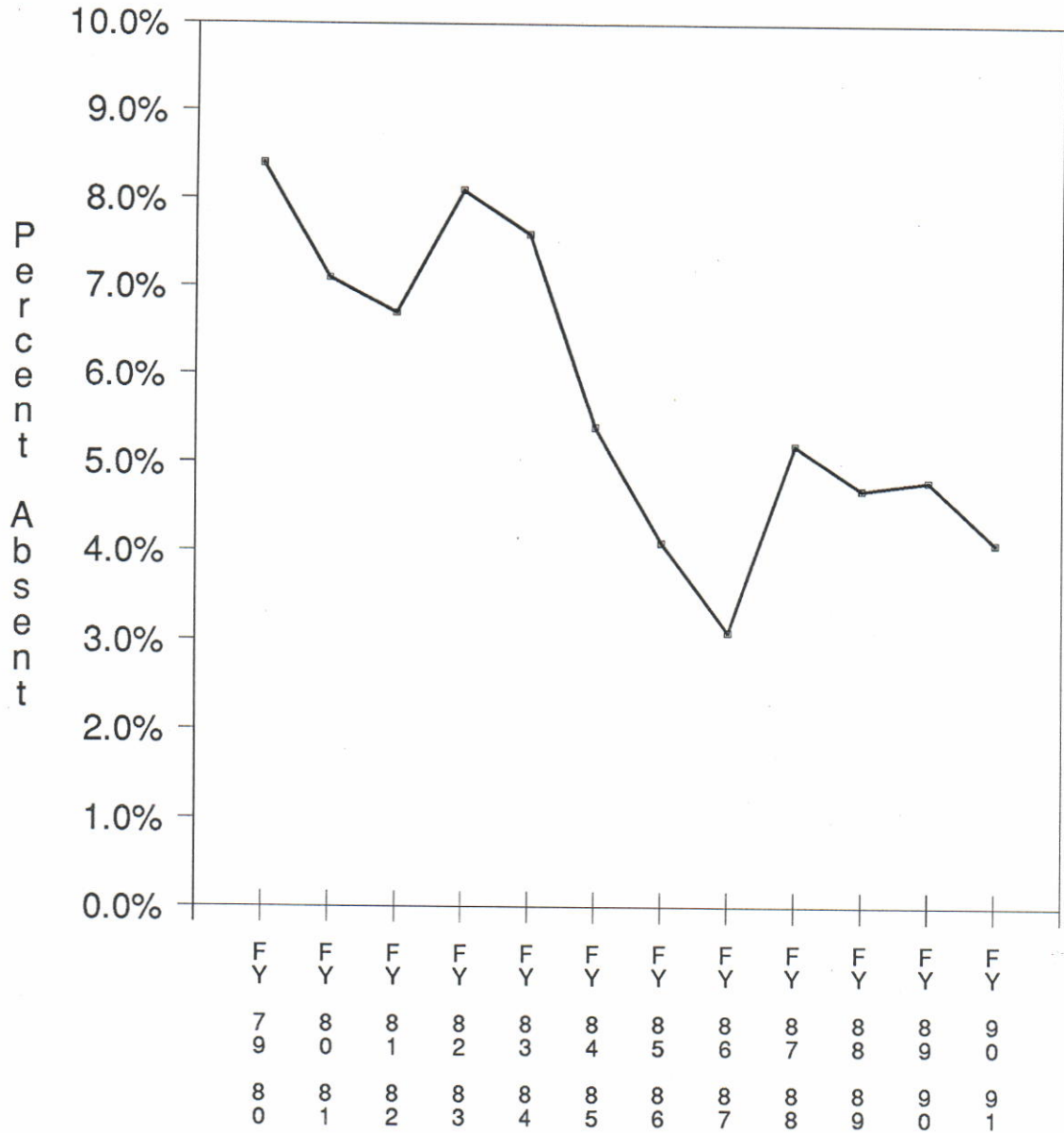
TOTAL PASSENGER REVENUE BY CATEGORY FISCAL YEAR 1990-1991

FARE CATEGORY	FY 90-91	FY 89-90	PERCENT CHANGE
FAREBOX CASH	\$834,964	\$754,149	10.7%
TOKENS	\$130,130	\$137,156	-5.1%
MONTHLY PASS	\$463,348	\$418,420	10.7%
QUARTERLY PASS	\$210,247	\$190,357	10.4%
DAY PASS	\$74,638	\$55,080	35.5%
U OF O GROUP PASS	\$315,510	\$290,608	8.6%
OTHER GROUP PASSES	\$72,938	\$4,564	1498.1%
TOTAL	\$2,101,775	\$1,850,334	13.6%



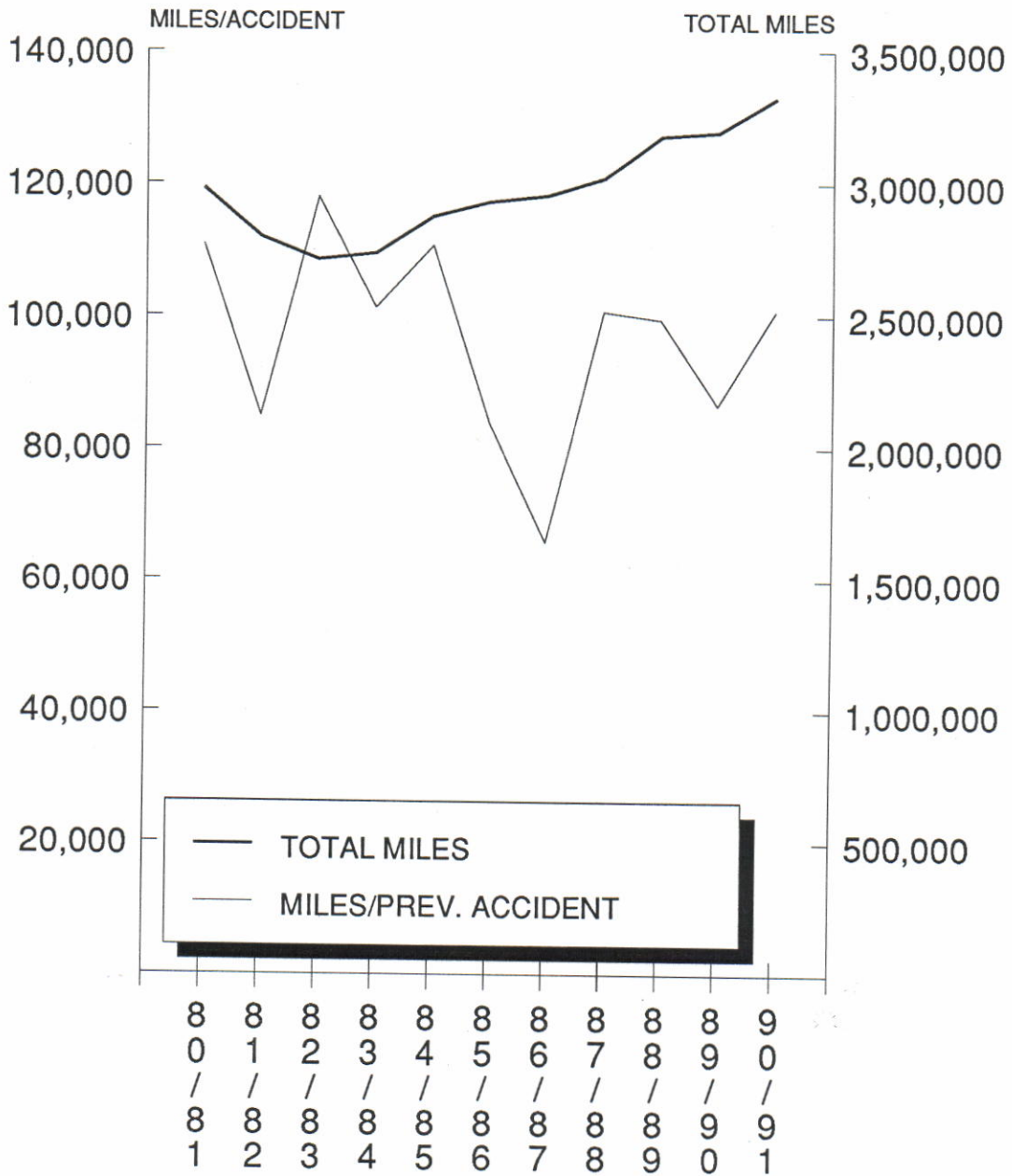
ABSENTEEISM

FY 79-80 THROUGH FY 90-91



MILES BETWEEN PREVENTABLE ACCIDENT

FY 1980-81 THROUGH FY 1990-91



AGENDA ITEM SUMMARY

DATE OF MEETING: September 18, 1991

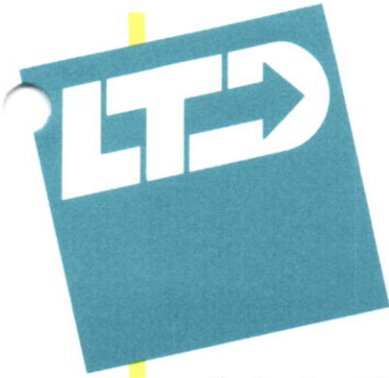
ITEM TITLE: Staff Report on LTD's Financial Condition.

ACTION REQUESTED: No action; information only.

BACKGROUND: Each year the Board and staff work with long-range financial plans and budgets to direct the financial operations of LTD. The operations of LTD include not only the provision of public transit services, but a capital plan to assure a strong infrastructure in the District. This annual overview of LTD's financial condition will briefly touch on these key variables in relation to the current financial condition of LTD. In addition, the payroll tax projection from the 1991-92 budget process will be reviewed and updated.

ATTACHMENT: No attachment.

PROPOSED MOTION: No action needed.



Lane Transit District

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September 18, 1991

MEMORANDUM

TO: Board of Directors
FROM: Stefano Viggiano, Planning Administrator
RE: Standards for Laurel Hill Service

The Board approved the addition of service to Laurel Hill Valley during the budget process this past spring. The service is fairly minimal, with four trips from Laurel Hill Valley to downtown, and four return trips from downtown back to the neighborhood. The service started Monday, September 16, 1991.

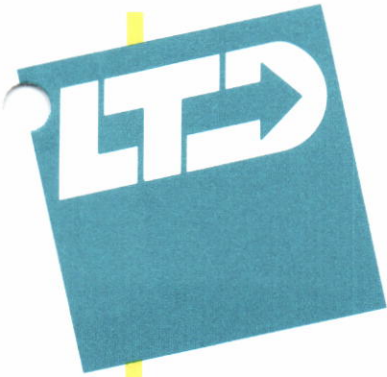
The Board requested that minimum ridership productivity standards for the service be established, and that the neighborhood be made fully aware of the standards. Minimum ridership standards are established by the District's Service Policy. This policy states that ridership productivity on any route or segment of a route must exceed two-thirds of the system-wide average, or the service is deemed sub-standard and subject to modification and possible elimination.

The Laurel Hill trips add just over two service hours to the system. In order to meet the minimum standard, the service must carry approximately **50 riders per day**. As with all new service, the minimum productivity standard does not apply until after the service is in place for 18 months. This allows the service adequate time to mature and reach its ridership potential.

Laurel Hill neighborhood residents involved in developing and designing the service are aware of this ridership standard and believe that it can be achieved. They understand that they would likely lose the service if the standard is not met.

Stefano Viggiano
Planning Administrator

SV:ms:ecm



Lane Transit District

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September 18, 1991

MEMORANDUM

TO: Board of Directors

FROM: Phyllis Loobey

RE: Final Rules on Americans with Disabilities Act (ADA)

Attached please find a summary of the final rules implementing the ADA (Americans with Disabilities Act). As we have just received the rules, we have not yet developed a staff response to the requirements of the Act. We anticipate responding to the requirement to prepare and submit a paratransit plan to UMTA within the reporting deadlines. Staff will prepare a presentation for the Board prior to submission of the plan to UMTA.

Phyllis
Phyllis Loobey
General Manager

PL/ms:ecm

FACT SHEET

DEPARTMENT OF TRANSPORTATION FINAL RULE ON THE AMERICANS WITH DISABILITIES ACT (ADA)

The Department of Transportation has issued a final rule to implement the transportation provisions of the ADA. The rule applies to public and private transportation providers, whether or not they receive Federal financial assistance.

BASIC PROVISIONS

Because the basic provisions of the rule are directly required by the ADA itself, they have not changed from the notice of proposed rulemaking (NPRM) the Department issued. The rule has been reorganized for greater clarity.

All entities are prohibited from discriminating against individuals with disabilities.

With certain statutory exceptions, public and private entities providing fixed route or demand responsive transportation services must acquire accessible vehicles. In some cases, an entity is not required to acquire an accessible vehicle if it already provides equivalent service to individuals with disabilities.

Public entities operating fixed route service must, in addition, provide complementary paratransit service for individuals with disabilities who cannot use fixed route service.

Entities must submit paratransit plans to UMTA by January 1992. UMTA will consider requests for an undue financial burden waiver from the paratransit requirement on a case-by-case basis.

Rail systems must acquire accessible cars and must have at least one accessible car per train by 1995.

All Amtrak stations must be accessible by 2010. Key stations in commuter, light, and rapid rail stations must be made accessible within three years, with extensions available for extraordinarily expensive changes like installing an elevator or raising an entire passenger platform.

Accessible vehicles and facilities are defined consistent with Architectural and Transportation Barriers Control Board (Access Board) guidelines on these subjects.

HIGHLIGHTS OF THE FINAL RULE

Based on comments to the NPRM, the Department has made numerous changes to the details of the regulation. Highlights of new or changed provisions of the rule are summarized below (this is not a comprehensive list of all features of the final rule).

Definitions

The definition of "commuter bus service" has been expanded to include service not specializing in work trips which has a limited route structure, limited stops, and a coordinated relationship to another mode of transportation.

A definition of "common wheelchair," consistent with Access Board lift standards, has been included.

Nondiscrimination

Individuals with disabilities cannot be required to use priority seats in vehicles.

An entity may refuse service to someone who is violent or engages in illegal conduct. (There is no "safety" or "direct threat" exception to requirements of the rule, however). An entity may not refuse service to someone because the individual's disability results in appearance or involuntary behavior that may offend or annoy others.

All Amtrak stations must be accessible by 2010. Key stations in commuter, light, and rapid rail stations must be made accessible within three years, with extensions available for extraordinarily expensive changes like installing an elevator or raising an entire passenger platform.

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Vehicle and Facility Standards

The rule includes procedures for DOT approval of equivalent facilitation measures for vehicles and facilities, which the Access Board guidelines allow.

Facility alterations to key rail stations made before January 1992 can be used to meet the requirements of the rule if they conformed to certain existing standards.

A few provisions of the Access Board standards for vehicle lifts will not take effect until January 1992, in order to allow sufficient time for redesign.

The Access Board guidelines require two securement locations in buses and vans over 22 feet long and one in smaller vehicles.

Under the Access Board guidelines, rail vehicles retrofitted to meet the one car per train standard may meet standards for gaps and end doors that are less stringent than the standards for new vehicles.

Applicability

Entities "stand in the shoes" of public or private entities for whom they provide transportation service under contract. For example, a private bus company which provides bus service to a public transit authority must acquire accessible buses in the same way that the public authority itself would.

Such fixed route services operated by public entities as airport parking lot shuttles, university bus systems, and dedicated bus service to commuter rail systems, are treated as commuter bus systems, with the result that they must acquire accessible vehicles but do not have to provide complementary paratransit.

Public vanpools are viewed as demand responsive services, who could meet equivalency requirements by making accessible vehicles available to vanpool riders who need them. Private vanpools are not covered.

Taxis may not discriminate against individuals with disabilities and, when obtaining vans, must obtain accessible vans when the private entity provisions of the rule so require. They are not required to acquire vans, however, in order to have accessible vehicles in their fleets (no one is required to acquire accessible automobiles).

Shuttle buses for public accommodations (e.g., hotels, car rental agencies, historical or theme parks) are treated as operated by private entities not primarily engaged in the business of transporting people. They may be either demand responsive or fixed route, depending on the circumstances of each system. However, conveyances used primarily for recreational purposes rather than transportation (e.g., a roller coaster or a historic trolley in a rail museum) are not covered by this rule. (They are subject to Department of Justice (DOJ) ADA rules, however.)

Transportation provided by an employer solely for its own employees are not subject to this rule. (They are subject to Equal Employment Opportunity Commission rules, however.)

Facility Requirements

Changes to a facility needed to make a path of travel accessible are "disproportionate" to the cost of the entire alteration if their cost exceeds 20 percent of the entire alteration. This is consistent with DOJ rules on this subject.

Criteria for determining the "responsible person" to alter a rail station for accessibility have been clarified.

When different accessibility completion dates apply to different portions of a rail station, the earlier date will apply to common elements of the station.

Key station plans must be submitted by July 26, 1992.

Complementary Paratransit - Eligibility

An individual is eligible for paratransit with respect to a rail system there is not yet one accessible car per train or key stations have not yet been made accessible.

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An individual is eligible for paratransit with respect to a rail system there is not yet one accessible car per train or key stations have not yet been made accessible.

An individual is eligible for paratransit if the interaction of barriers in the environment and the individual's disability prevent the individual from getting to or from a stop.

A personal care attendant rides paratransit free of charge and does not count against the "one companion" limit. (The entity may require persons to declare their use of a personal care attendant as part of the registration process.)

A "companion" must have the same origin and destination as the eligible individual.

An individual is treated as eligible if, 21 days from the submission of a complete application, the entity has not acted on his or her application. Such eligibility is good until and unless the entity denies the application. There is an administrative appeal process for denials.

The entity may suspend paratransit service to someone for reasonable period of time for a pattern or practice of missing scheduled trips. Administrative due process must be provided prior to a suspension.

Paratransit service must be provided to out-of-town visitors with disabilities for 21 days.

Public entities are not limited to serving ADA eligible persons. They can provide service to anyone they choose. However, only the cost of service to ADA eligible persons counts in the context of a request for an undue financial burden waiver.

Complementary Paratransit - Service Criteria

In some cases, on-call bus service or feeder paratransit service to accessible fixed routes may be used to meet complementary paratransit requirements.

Paratransit must serve origins and destinations within corridors 3/4 of a mile wide on each side of a bus route. Small areas surrounded by these corridors must also be served. The corridors may be widened outside the core service area. For

rail systems, the service area consists of circles, each with a 3/4 mile radius, around each station.

When advance reservation scheduling is used, "next day service" must be provided. Real time scheduling may be used. The entity may negotiate pickup times with the individual, but cannot insist that a trip begin more than an hour from the individual's requested time.

Fares may not exceed twice the fare for a similar fixed route trip (not taking discounts into account).

Capacity constraints are prohibited, including restrictions on the number of trips an individual can use, waiting lists, and patterns or practices that significantly limit the availability of service (e.g., substantial numbers of trip denials, untimely trips, or excessively long trips).

Subscription service is permitted, and may involve trip purpose priorities and capacity constraints. However, subscription service may not absorb more than half the paratransit capacity available at any given time of day, unless there is excess capacity on the system.

Public entities are not limited to providing service required by these criteria. However, only the cost of service required to meet the criteria counts in the context of a request for an undue financial burden waiver.

Complementary Paratransit - Planning and Undue Burden Waivers

Public entities required to provide complementary paratransit must submit plans to UMTA by January 26, 1992. Annual updates are also required. The rule provides detailed information on the contents of the plan.

Entities may have up to five years (i.e., until January 1997) to phase in full implementation of their plan. Implementation of the plan must begin in January 1992, however.

If two or more entities intend to submit a joint plan for coordinated paratransit service, they may submit certifications of their participation by January 26, 1992, but

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Entities may have up to five years (i.e., until January 1997) to phase in full implementation of their plan. Implementation of the plan must begin in January 1992, however.

If two or more entities intend to submit a joint plan for coordinated paratransit service, they may submit certifications of their participation by January 26, 1992, but

must submit a complete plan by July 26, 1992. Like other plans, joint plans must provide for full implementation by no later than January 1997.

States must collect and comment on plans for section 9 recipients whose funds are administered by the state and section 18 recipients.

Any public entity may request an undue financial burden waiver (there is no "trigger" provision) if it cannot meet all service criteria by January 1997 or cannot meet milestones toward full implementation in an intervening year.

UMTA will consider waiver requests on a case-by-case basis, looking at ten factors. These include effects on fares and service, available resources and budget impact, per capita trips to fixed route and ADA eligible complementary paratransit passengers, efficiencies that could be or have been effected, and unique local circumstances.

If an entity finds it impracticable to distinguish ADA-mandated trips and other trips on a trip-by-trip basis, it may discount its total paratransit costs by the percentage of "non-ADA" trips, as determined by a statistically valid methodology.

Service Provision Requirements

All transportation providers must maintain accessibility features and equipment and repair out-of-order equipment promptly.

Public entities must establish a system of regular and frequent checks of lifts. When a lift fails, the vehicle must be taken out of service and the lift repaired. However, if there is no spare vehicle available, the entity can keep the vehicle in service for three days (larger entities) or five days (smaller entities) to prevent a reduction in service. Where a vehicle is in service with an inoperative lift, and the headway to the next accessible vehicle exceeds 30 minutes, alternative transportation must be provided.

All entities must transport all persons using common wheelchairs. The entity may require that the individual use

the vehicle's securement devices, but cannot deny service because the securement system does not secure the wheelchair satisfactorily. Transfers to vehicle seats may be suggested, but not required.

Standees must be allowed to use lifts.

Stops must be announced at major intersections and transfer points, or on request.

Entities may not refuse to let a passenger get off a vehicle using a lift at a stop, unless the lift will not deploy there or would be damaged if it did.

Individuals who use a respirator or personal oxygen supply can travel with these devices, consistent with DOT hazardous materials rules.

Over-the-road bus operators must provide boarding assistance, but may require 48 hours' advance notice to provide it.

CONTACT PERSONS

For further information on the rule, interested persons may contact:

Robert C. Ashby
Deputy Assistant General Counsel for
Regulation and Enforcement
Department of Transportation
400 7th Street, S.W., Room 10424
Washington, D.C., 20590
202-366-9306 (voice); 202-755-7687 (TDD)

Susan Schruth
Office of Chief Counsel
Urban Mass Transportation Administration
400 7th Street, S.W., Room 9316
Washington, D.C., 20590
202-366-4011

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**SPECIAL SERVICES REPORT
July-September 1991**

<u>Date of Service</u>	<u>Requesting Agency</u>	<u>Denied/Granted</u>
July 4	July 4th Shuttle Service to Autzen Stadium	Granted
September 1 & 2	Filbert Festival Shuttle Service	Granted
September 14	University of Oregon International Students (new student orientation)	Granted
September 20	University of Oregon MBA Program	Denied

AGENDA ITEM SUMMARY

DATE OF MEETING: September 18, 1991

ITEM TITLE: Monthly Financial Statements

ACTION REQUESTED: None; information only.

BACKGROUND: Each month the Board receives a set of financial statements from the District. The statements the Board received in prior years were developed on Lotus spreadsheets. This was a time-consuming process. The District is in the process of installing financial software (Fund Balance) which allows the printing of standard sets of statements automatically. The first sets of summary statements are attached. In future months, we will attempt to print these statements from a laser printer to present a more polished finish.

Other features of this software include on-line automation of the budget process. At this point, we have fully automated the purchase order system for the first time. The purchase order system is fully integrated with accounts payable and general ledger. All three systems are fully installed. The next installation will be accounts receivable. After all systems are working smoothly, we will begin to use a supplemental program called X-Trieve, which will allow the design of alternative statements. At that time, the Board could choose to ask for modifications to the standard statements. At this time, more detailed statements are available upon request.

ATTACHMENT: Comparative Balance Sheet at 8/31/91
Revenue Report
Expenditure Report
Risk Fund Income Statement
Capital Fund Income Statement

Other more detailed reports are available upon request.

COMPARATIVE BALANCE SHEET

PAGE: 1
DATE: 09/12/91

Lane Transit

AS OF: AUGUST 1991	CURRENT BALANCES	PREV YEAR BALANCES
FUND: 010 GENERAL FUND		
ASSETS		
Cash & Short Term Investments	1,816,798.55	-----
Receivables	226,210.55	-----
Inventory	418,387.78	-----
Prepaid Expenses	0.00	-----
Deferred Compensation	401,335.09	-----
Property, Plant & Equipment	114,583.00	-----
TOTAL ASSETS	2,977,314.97	2,355,775.32
LIABILITIES		
Accounts payable	193,706.25	-----
Payroll payable	293,246.52	-----
Unearned income	38,881.10	-----
Bid bonds/ other payables	7,210.61	-----
CAL/sick accrual	648,816.67	-----
Deferred compensation	401,335.09	-----
TOTAL LIABILITIES	1,583,196.24	1,412,337.54
RESERVES & BALANCES		
Fund Balance	943,437.78	-----
Change in Fund Balance	450,680.95	-----
TOTAL RESERVES & BALANCES	1,394,118.73	943,437.78
TOTAL LIABILITIES & BALANCES	2,977,314.97	2,355,775.32

COMPARATIVE BALANCE SHEET

PAGE: 2
DATE: 09/12/91

Lane Transit

AS OF: AUGUST 1991	CURRENT BALANCES	PREV YEAR BALANCES
FUND: 020 RISK FUND		
ASSETS		
Cash & Short Term Investments	283,261.10	-----
Receivables	0.00	-----
Prepaid Expenses	3,393.64	-----
TOTAL ASSETS	286,654.74	674,131.22
LIABILITIES		
Accounts payable	14,972.70	-----
Other payables	51,550.00	-----
TOTAL LIABILITIES	66,522.70	82,626.34
RESERVES & BALANCES		
Fund Balance	591,504.88	-----
Change in Fund Balance	-371,372.84	-----
TOTAL RESERVES & BALANCES	220,132.04	591,504.88
TOTAL LIABILITIES & BALANCES	286,654.74	674,131.22

COMPARATIVE BALANCE SHEET

PAGE: 3
DATE: 09/12/91

AS OF: AUGUST 1991

CURRENT
BALANCES

PREV YEAR
BALANCES

FUND: 030 CAPITAL FUND

ASSETS

Cash & Short Term Investments	2,042,374.79	-----
Receivables	31,966.46	-----
Deposits	2,637.15	-----
TOTAL ASSETS	2,076,978.40	2,103,138.95

LIABILITIES

Accounts payable	34,059.44	-----
Other payables	161,318.16	-----
TOTAL LIABILITIES	195,377.60	216,307.74

RESERVES & BALANCES

Fund Balance	1,886,831.21	-----
Change in Fund Balance	-5,230.41	-----
TOTAL RESERVES & BALANCES	1,881,600.80	1,886,831.21
TOTAL LIABILITIES & BALANCES	2,076,978.40	2,103,138.95

COMPARATIVE BALANCE SHEET

PAGE: 4
DATE: 09/12/91

AS OF: AUGUST 1991

CURRENT
BALANCES

PREV YEAR
BALANCES

FUND: 040 General Fixed Asset Acct Group

ASSETS

Cash & Short Term Investments	0.00	-----
Property, Plant & Equipment	22,728,243.96	-----
TOTAL ASSETS	22,728,243.96	22,728,243.96

RESERVES & BALANCES

Fund Balance	22,728,243.96	-----
Change in Fund Balance	0.00	-----
TOTAL RESERVES & BALANCES	22,728,243.96	22,728,243.96
TOTAL LIABILITIES & BALANCES	22,728,243.96	22,728,243.96

Lane Transit District
 August 31, 1991 - 16.7%

REVENUE REPORT

PAGE: 1
 DATE: 09/12/91

Lane Transit

MONTH: AUGUST 1991	ORIGINAL BUDGET	AMENDED BUDGET	Y-T-D ACTUAL	CURRENT MTH ACTUAL	BALANCE	YTD% BUDGET
FUND: 010 GENERAL FUND						
000.000 LOCAL FUNDING						
Passenger Fares	1,675,000.00	1,675,000.00	261,757.01	128,461.32	1,413,242.99	15.6
Group Pass Payments	433,000.00	433,000.00	42,822.73	21,476.68	390,177.27	9.9
Other Operating Income	133,300.00	133,300.00	54,858.50	18,736.00	78,441.50	41.2
Miscellaneous Income	4,000.00	4,000.00	1,086.00	432.85	2,914.00	27.2
Payroll Tax Revenue	7,058,140.00	7,058,140.00	1,724,486.51	1,105,473.73	5,333,653.49	24.4
State In-Lieu-of-Tax	686,000.00	686,000.00	0.00	0.00	686,000.00	0.0
Operating Grants	1,159,000.00	1,159,000.00	0.00	0.00	1,159,000.00	0.0
Interest Income	106,000.00	106,000.00	38,711.88	21,553.73	67,288.12	36.5
State Special Transp. Funds	564,500.00	564,500.00	52,305.00	41,305.00	512,195.00	9.3
Cash Carry-forward	727,235.00	727,235.00	0.00	0.00	727,235.00	0.0
LOCAL FUNDING	12,546,175.00	12,546,175.00	2,176,027.63	1,337,439.31	10,370,147.37	17.3
GENERAL FUND	12,546,175.00	12,546,175.00	2,176,027.63	1,337,439.31	10,370,147.37	17.3

REVENUE REPORT

PAGE: 2

DATE: 09/12/91

Lane Transit

MONTH: AUGUST 1991	ORIGINAL BUDGET	AMENDED BUDGET	Y-T-D ACTUAL	CURRENT MTH ACTUAL	BALANCE	YTD BUDGET

FUND: 020 RISK FUND						
000.000 LOCAL FUNDING						

Transfer from General Fund	411,441.00	411,441.00	0.00	0.00	411,441.00	0.0
Cash Carry-forward	508,009.00	508,009.00	0.00	0.00	508,009.00	0.0
LOCAL FUNDING	919,450.00	919,450.00	0.00	0.00	919,450.00	0.0
RISK FUND	919,450.00	919,450.00	0.00	0.00	919,450.00	0.0

REVENUE REPORT

PAGE: 3

DATE: 09/12/91

Lane Transit

MONTH: AUGUST 1991	ORIGINAL BUDGET	AMENDED BUDGET	Y-T-D ACTUAL	CURRENT MTH ACTUAL	BALANCE	YTD BUDGET
FUND: 030 CAPITAL FUND						
000.000 LOCAL FUNDING						
Grant Income	851,980.00	851,980.00	10,639.73	10,639.73	841,340.27	1.2
Other Capital Funding	20,000.00	20,000.00	0.00	0.00	20,000.00	0.0
Proceeds from Sale of Assets	250,000.00	250,000.00	0.00	0.00	250,000.00	0.0
Transfer from General Fund	69,571.00	69,571.00	0.00	0.00	69,571.00	0.0
Cash Carry-forward	1,605,943.00	1,605,943.00	0.00	0.00	1,605,943.00	0.0
LOCAL FUNDING	2,797,494.00	2,797,494.00	10,639.73	10,639.73	2,786,854.27	0.4
CAPITAL FUND	2,797,494.00	2,797,494.00	10,639.73	10,639.73	2,786,854.27	0.4
GRAND TOTAL	16,263,119.00	16,263,119.00	2,186,667.36	1,348,079.04	14,076,451.64	13.4

INCOME STATEMENT

DATE: 09/12/91

MONTH: AUGUST 1991	AMENDED BUDGET	Y-T-D ACTUAL	CURRENT MTH ACTUAL
FUND: 020 RISK FUND			
REVENUES			
000.000 LOCAL FUNDING			
Transfer from General Fund	411,441.00	0.00	0.00
Cash Carry-forward	508,009.00	0.00	0.00
LOCAL FUNDING	919,450.00	0.00	0.00
REVENUES	919,450.00	0.00	0.00
EXPENDITURES			
000.000 LOCAL FUNDING			
PAYROLL COSTS	175,000.00	182,319.83	14,502.83
VEHICLE LIABILITY	170,000.00	149,734.51	23,091.33
GENERAL INSURANCE PREMIUMS	72,250.00	38,848.50	7,091.00
ADMINISTRATION FEES	42,200.00	470.00	470.00
Reserves	460,000.00	0.00	0.00
LOCAL FUNDING	919,450.00	371,372.84	45,155.16
EXPENDITURES	919,450.00	371,372.84	45,155.16
RISK FUND NET EFFECT	0.00	-371,372.84	-45,155.16

INCOME STATEMENT

DATE: 09/12/91

MONTH: AUGUST 1991	AMENDED BUDGET	Y-T-D ACTUAL	CURRENT MTH ACTUAL
FUND: 030 CAPITAL FUND			
REVENUES			
000.000 LOCAL FUNDING			
Grant Income	851,980.00	10,639.73	10,639.73
Other Capital Funding	20,000.00	0.00	0.00
Proceeds From Sale of Assets	250,000.00	0.00	0.00
Transfer from General Fund	69,571.00	0.00	0.00
Cash Carry-forward	1,605,943.00	0.00	0.00
LOCAL FUNDING	2,797,494.00	10,639.73	10,639.73
REVENUES	2,797,494.00	10,639.73	10,639.73
EXPENDITURES			
900.000 Grant Funded Capital			
Office Furniture & Equipment	10,575.00	100.63	100.63
Computer Software	24,240.00	2,247.00	0.00
Computer Hardware	68,760.00	235.00	235.00
Maintenance equipment	13,400.00	0.00	0.00
Passenger Boarding Improvement	825,150.00	10,717.03	4,941.70
Facility Improvements	24,900.00	0.00	0.00
Bus Purchase	0.00	0.00	0.00
Bus Related Equipment	39,200.00	0.00	0.00
Service Vehicles	20,000.00	0.00	0.00
Budgeted for capital conting.	50,000.00	0.00	0.00
Grant Funded Capital	1,076,225.00	13,299.66	5,277.33
901.000 Local Only Funded Capital			
Passenger Boarding Improvement	20,000.00	0.00	0.00
Facility Improvements	250,000.00	0.00	0.00
Local Only Funded Capital	270,000.00	0.00	0.00
999.000 Non-departmental			
Debt Payments	14,850.00	2,570.48	1,288.33
Reserves	1,436,419.00	0.00	0.00
Non-departmental	1,451,269.00	2,570.48	1,288.33
EXPENDITURES	2,797,494.00	15,870.14	6,565.66
CAPITAL FUND NET EFFECT	0.00	-5,230.41	4,074.07

Lane Transit District - 16.7% of the year

EXPENDITURE REPORT

PAGE: 1
DATE: 09/12/91

MONTH: AUGUST 1991

	ORIGINAL BUDGET	AMENDED BUDGET	Y-T-D ACTUAL	CURRENT MTH ACTUAL	BALANCE	YTD BUDGET
FUND: 010 GENERAL FUND						
GENERAL ADMINISTRATION	410,100.00	410,100.00	72,145.98	32,016.67	337,954.02	17.6
FINANCE	239,560.00	239,560.00	48,960.02	25,413.45	190,599.98	20.4
M. I. S.	172,920.00	172,920.00	28,991.52	12,901.22	143,928.48	16.8
PERSONNEL	106,430.00	106,430.00	20,221.31	12,318.39	86,208.69	19.0
SAFETY & RISK	78,840.00	78,840.00	5,645.27	2,027.73	73,194.73	7.2
PLANNING	226,030.00	226,030.00	30,947.45	16,351.89	195,082.55	13.7
MARKETING	526,520.00	526,520.00	80,817.22	43,412.18	445,702.78	15.3
CSC	300,140.00	300,140.00	53,687.02	26,917.28	246,452.98	17.9
TRANSPORTATION	5,271,510.00	5,271,510.00	875,241.32	423,148.33	4,396,268.68	16.6
SPECIAL TRANSPORTATION	767,360.00	767,360.00	81,270.00	41,305.00	686,090.00	10.6
MAINTENANCE	2,609,700.00	2,609,700.00	385,196.02	202,639.65	2,224,503.98	14.8
FACILITY - ADMINISTRATION	55,270.00	55,270.00	8,640.40	4,173.26	46,629.60	15.6
GLENWOOD FACILITY	160,840.00	160,840.00	18,666.90	4,833.22	142,173.10	11.6
STATIONS	60,800.00	60,800.00	6,961.69	3,814.13	53,838.31	11.5
SHELTERS	61,610.00	61,610.00	6,580.71	3,831.98	55,029.29	10.7
BUS STOPS & SIGNS	17,480.00	17,480.00	1,373.85	601.15	16,106.15	7.9
Non-departmental	1,483,065.00	1,483,065.00	0.00	0.00	1,483,065.00	0.0
GENERAL FUND	12,548,175.00	12,548,175.00	1,725,346.68	855,705.53	10,822,828.32	13.7
FUND: 020 RISK FUND						
	919,450.00	919,450.00	371,372.84	45,155.16	548,077.16	40.4
RISK FUND	919,450.00	919,450.00	371,372.84	45,155.16	548,077.16	40.4
FUND: 030 CAPITAL FUND						
Grant Funded Capital	1,076,225.00	1,076,225.00	13,299.66	5,277.33	1,062,925.34	1.2
Local Only Funded Capital	270,000.00	270,000.00	0.00	0.00	270,000.00	0.0

EXPENDITURE REPORT

MONTH: AUGUST 1991

	ORIGINAL BUDGET	AMENDED BUDGET	Y-T-D ACTUAL	CURRENT MTH ACTUAL	BALANCE	YTD% BUDGET
Non-departmental	1,451,269.00	1,451,269.00	2,570.48	1,288.33	1,448,698.52	0.2
CAPITAL FUND	2,797,494.00	2,797,494.00	15,870.14	6,565.66	2,781,623.86	0.6
GRAND TOTAL	16,265,119.00	16,265,119.00	2,112,589.66	907,426.35	14,152,529.34	13.0

**Coopers
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in principal areas of the world

August 23, 1991

The Board of Directors
Lane Transit District
3500 East 17th Avenue
Eugene, Oregon 97401

In connection with our audit of the financial statements of Lane Transit District for the year ended June 30, 1991, we are submitting for your consideration the accompanying recommendations designed to help you improve internal accounting controls and achieve operational efficiencies. Our comments reflect our desire to be of continuing assistance to management.

The comments and observations contained in this report are a by-product of our audit of the June 30, 1991 financial statements and represent issues existing at or prior to that date. Management has or is in the process of addressing some of our comments. The cost justification and other aspects of our suggestions have not been fully evaluated; these evaluations should be made by management considering the cost of additional staffing, training and systems. Therefore, we recognize that, after consideration, certain suggestions and recommendations may not be practical to implement.

Our comments deal exclusively with operational, accounting, and recordkeeping systems and procedures, and should not be regarded as reflecting on the integrity or capabilities of anyone at the District. Also, our comments have been restricted to conditions noted and suggested means of improvement and are not intended as a commentary on the various favorable aspects of the District's procedures. We appreciate the cooperation we have received from District personnel in connection with developing these recommendations.

We appreciate the opportunity to have been of service to you and the District. Should you have any questions about our recommendations, this letter or other matters, please contact me at your convenience.

Very truly yours,

Coopers & Lybrand

**LANE TRANSIT DISTRICT
REPORT TO MANAGEMENT**

June 30, 1991

Our comments have been segregated into two categories as follows:

I. Microcomputer Systems

The Lane Transit District (LTD) utilizes a network of microcomputers to account for its operations and to report financial status. We understand, effective July 1, 1991, Lane Transit District implemented their Fund Balance software system for its governmental fund accounting applications. It is also our understanding that LTD will need to prepare full systems documentation on the new system and also assess the success of this implementation via an implementation review in order to have a complete understanding of integrity controls.

We recognize the significance of this project from past experience and would be pleased to assist you at any time.

II. Prior-Year Comments

During the course of our examination, we noted that the District has taken steps to address all comments that were included in the prior-year letter to management, except one (see postretirement issue below). These actions indicate that the management of the District is responsive to suggestions for improving operational, accounting and recordkeeping systems and procedures.

Postretirement Benefit Obligations Other than Pension (OPEB)

In the prior-year report to management we discussed the exposure draft issued by the Financial Accounting Standards Board (FASB) related to OPEB. Subsequent to that time, the Governmental Accounting Standards Board (GASB) issued Statement No. 12 dealing with this issue. Since Lane Transit District is governed under the requirements of State and Local Government, the Statement issued by the GASB takes precedence.

The Statement, while focusing attention on the amount of these costs on an annual basis and on the future (actuarially determined) liability, goes on to note that until the GASB has completed its project on OPEB state and local governmental employers are not required to change their accounting and financial reporting to OPEB.