

Public notice was given to *The Register-Guard* for publication on October 11, 1991.

**LANE TRANSIT DISTRICT
REGULAR BOARD MEETING**

**October 16, 1991
7:30 p.m.**

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

A G E N D A

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| | Billings_____ Brandt_____ (vacant)_____ | |
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AGENDA ITEM SUMMARY

DATE OF MEETING: October 16, 1991

ITEM TITLE: EMPLOYEE OF THE MONTH

PREPARED BY: Jo Sullivan, Executive Secretary

ACTION REQUESTED: None

BACKGROUND: The July, August, and October Employees of the Month will attend the meeting to be introduced to the Board and receive their awards. The September Employee of the Month, Customer Service Representative Julia Holmes, was introduced to the Board at the September meeting.

The July Employee of the Month was 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.

The August Employee of the Month was 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 his co-workers. He also is committed to making LTD the best transit system it can be.

The October Employee of the Month is Parts Clerk Mark Hay. He was hired on November 10, 1975, and has had no time-loss accidents in 14 years. He was nominated by co-workers, who appreciated the time and effort Mark put into being one of the three Masters of Ceremonies for the 1991 Employee Awards Banquet. Mark was described as an easy person to work with--someone with a good sense of humor who is willing to help when needed. When asked what makes Mark a good employee, Inventory Supervisor Jim Walline said that Mark is reliable, conscientious, enthusiastic, and fun to work with, and can be counted on to get the job done.

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AGENDA ITEM SUMMARY

DATE OF MEETING: October 16, 1991

ITEM TITLE: APPROVAL OF MINUTES

PREPARED BY: Jo Sullivan, Executive Secretary

ACTION REQUESTED: Approval of minutes of September 18, 1991, regular Board meeting

ATTACHMENT: Minutes of the September 18, 1991, regular Board meeting are attached for Board review and approval.

PROPOSED MOTION: I move that the minutes of the September 18, 1991, regular Board meeting be approved as distributed.

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, September 18, 1991

Pursuant to notice given to *The Register-Guard* for publication on September 13, 1991, and distributed to persons on the mailing list of the District, the regular monthly meeting of the Board of Directors of the Lane Transit District was held on Wednesday, September 18, 1991, at 7:30 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, presiding
Thomas Montgomery
Phyllis Loobey, General Manager
Jo Sullivan, Recording Secretary

Absent: Keith Parks, President
(vacancy in subdistrict 5)

CALL TO ORDER: The meeting was called to order at 7:30 p.m.

EMPLOYEE OF THE MONTH: Ms. Fitch explained that the July and August Employees of the Month could not attend the meeting that evening, but would attend in October. She introduced the September Employee of the Month, Customer Service Representative Julia Holmes. Julia was nominated by bus riders, who appreciated her sense of humor and her courteous, knowledgeable service. Customer Service Administrator Andy Vobora was quoted as saying that Julia was an employee who could be counted on to be at work, on time and ready to help her customers, and who was also an asset to the District because of her bilingual abilities. When faced with new or difficult situations, she worked extra hard to improve her performance. She had not missed a day of work since she was hired in May 1990.

Ms. Fitch presented Julia's award, letter, and check to her. Julia said she appreciated working for LTD, and that she was very honored to receive the award.

AUDIENCE PARTICIPATION: Paul Bonney, of 522 Antelope Way, Eugene, expressed his appreciation for the bus stop shelters being installed along Coburg Road. He also commented that the people who were having trouble finding parking near the LCC Downtown Center should ride LTD.

MOTION APPROVAL OF MINUTES: Mr. Montgomery moved that the minutes of the August 21, 1991, Work Session on the Eugene Station be approved as written. Ms. Calvert seconded the motion, and the minutes were approved by unanimous vote.

VOTE

ACCEPTANCE OF AUDIT REPORT FOR FISCAL YEAR ENDING JUNE 30, 1991:

Ms. Loobey stated that the independent auditors, Coopers & Lybrand, were employees of the Board of Directors and not of the staff, and said that John Joyce and Mike Kehoe of Coopers & Lybrand would welcome questions from the Board. Mr. Joyce gave a verbal report to the Board which focused on a variety of reports that were the auditor's responsibility. The auditors were required by state statute to issue a report on compliance with state law and a number of other items; this report was on page 38 of the Audit Report. The back portion of the section called Grant Compliance dealt with a variety of reports required under OMB 128, the Single Audit Act. There were a couple of changes in this area. In the past, the report on the Internal Control Structure was in two reports; this year it was combined. It covered accounting controls and administrative controls over the federal financial funds. The auditors had no findings to report in this area, and had no instances where they believed LTD to have a material weakness in the internal control structure. Mr. Joyce explained that a material weakness would be something where the District would not find a mistake in the normal course of its accounting procedures.

Mr. Joyce said the auditors issued three additional kinds of compliance reports: one on general laws (such as ORS) and two on specific kinds of compliance, dealing with major financial programs. He said that accounting principles from year to year were basically the same, and the auditors were generally satisfied that the District's financial management was doing a conscientious job of making estimates and judgments. They had only one adjustment, a reclassification kind of adjustment, in financial presentation only. Further, they had no disagreements with management over any accounting kinds of issues, nor any other items which they believed were necessary to communicate to the Board.

Mike Kehoe discussed a couple of management letter comments and reported what happened with last year's comments, as a follow-up procedure. The report to management was passed out at the meeting, and included items which the auditors believed to be pertinent to financial and control structure items of the District which should be reported to the Board. Last year, there were seven or eight comments which were addressed to the Board, related to the control structure and/or accounting issues. In reviewing the response back from the Board's Finance Committee last year, the auditors found that all of those were addressed, with the exception of one item which did not require a response at that time, which was why it was mentioned again in the current management letter. That comment was related to post-retirement benefits, because an exposure draft had been issued by the Financial Accounting Standards Board, stating that they would be requiring reporting of these in financial statements in the future. He explained that LTD had a group of retired employees for which the District was paying a portion of their medical insurance, and the Accounting Standards Board had proposed, for "other than governmentals" at that time, that in a few years these would not be reported on a pay-as-you-go basis as an expense, as LTD was currently doing, but would be reported like pensions, with an actuarial evaluation of what the liability would be to the District in the future for all of these benefits, set up as a liability on the District's balance sheet. LTD would have to begin picking up the expense over a period of years for that liability.

Fortunately, he said, the Financial Accounting Standards Board for other than governmentals came out this year with a new accounting standard which said that those types of entities would have to begin doing this in 1992, but for governmentals, GASBY #12 stated that it would be postponed indefinitely, and it would be at least 1994 before they came back with their studies on when these would need to be instituted for governmental entities. He said this issue was included in the management letter because it was important for the Board to know that this liability was out there, and that at some point in the future it would have to be addressed on the balance sheet.

Mr. Kehoe mentioned one other item having to do with microcomputer systems. He noted that the Finance Administrator had installed a new microcomputer software system for financial accounting, which the auditors thought was a excellent move. He said it was a significant investment of time and effort, with a lot of work left to be done, and he supported the District in that effort.

Mr. Kehoe said that the Report to Management was pretty sparse this year. The auditors had seen a lot of improvements in the District's accounting and control structure, which he said spoke highly of who the District had in place.

MOTION

Mr. Brandt moved that the Board accept the Audit Report and management letter for the year ending June 30, 1991, as presented by Coopers & Lybrand. Mr. Montgomery seconded the motion, and the Audit Report and management letter were accepted by unanimous vote.

VOTE

1992 SECTION 9 GRANT APPLICATION: Mark Pangborn, Director of Administrative Services, said that Congress had not yet appropriated money for the federal Section 9 operating and capital grants. Staff were making a guess as to how much money might be allowed for LTD's application, and wanted to submit the application early to be among the first to receive the money. Otherwise, he said, because applications were accepted at certain times during the year, the District might have to wait until May or June to receive the money, as it did in FY 90-91. Mr. Pangborn said he thought the amount being requested was probably higher than would be allowed, and that the actual grant would probably be between \$1.3 million and \$1.5 million. However, if the Board approved a higher amount, the application could be cut back to what is actually approved. Ms. Loobey explained that the federal fiscal year would begin on October 1, which was also when the Surface Transportation Assistance Act would end. If new legislation is not enacted by then, Congress will typically approve a continuing resolution to bridge the time until new legislation is in place.

MOTION

Ms. Calvert moved that the Board approve the UMTA Section 9 grant application for Fiscal Year 1991-92 in the amount of \$1,691,749 in federal funds and \$1,395,437 in local funds, for a total of \$3,077,186. Mr. Billings seconded the motion, and the grant application was approved by unanimous vote.

VOTE

SELECTION OF SITE/EUGENE STATION ADVISORY COMMITTEE: Ms. Loobey called the Board's attention to page 18 of the agenda packet, which contained a discussion of the Board's opportunity to establish a citizen advisory committee to work with the Board. The advisory committee would represent a cross-section of the Eugene/Springfield community, including bus riders, and would act as a public conduit to the Board. Public hearings would

still be required, and would be the responsibility of the Board. Ms. Loobey said that staff were suggesting the formation of an advisory committee because the Eugene Station was a major project with major expenditures for the District, with a lot of visibility in the community. Members of the Eugene City Council had expressed some concerns regarding the District's process for selection of a site, so their participation would be beneficial. Ms. Loobey said that staff were not suggesting this in order to second-guess any decisions the Board had made to that point, including the selection of the I-HOP and Pasta Plus sites for further in-depth study. Rather, the committee would provide an active and focused citizen advisory process. Staff had suggested representation by the Eugene City Council, Eugene Planning Commission, Eugene Downtown Commission, Eugene Chamber of Commerce, and the Springfield Chamber of Commerce, as well as two at-large members, at least one of whom would be a bus rider and user of the current station. She said staff did not anticipate that this group would slow the process. Board members could sit with the committee as they wished, or work through the issues with staff.

Mr. Montgomery asked if there was any precedent for this type of advisory committee, and whether it had been done with the current station. Ms. Loobey said that when the current station was remodeled, the District principally was making changes to an existing system, so an advisory committee was not used. However, when the Glenwood facility was planned, the Board Facility Committee invited representatives from the Springfield and Eugene Chambers of Commerce to participate in that committee's discussions. Also, when the District was first starting up, there was a citizens' advisory committee, and LTD currently has an active citizens' advisory committee among the members of the disabled community, to advise the District on accessibility issues.

Ms. Calvert added that community representatives had also participated during the first round of Eugene Station site selection meetings. She said she was not opposed, but thought this was more an "important players" committee than a citizens' advisory committee.

Mr. Billings said he agreed with the concept, but wondered about the charge to the committee, other than gathering them together and asking for their opinions. He wondered if the Board would provide direction to them and gather information, and whether the committee would conduct public hearings or do formal surveys, or act in a more informal capacity, by talking with people they knew. Ms. Loobey said that, as a grant recipient, LTD was in charge of the project so would retain charge of the public hearings. However, if the District wanted to invite bus riders, property owners, and the community to comment on the design or other issues, this group could be a conduit for that. She said she saw the advisory committee partly as a commitment to local units of government who recommended such a committee for projects of this magnitude.

Mr. Billings said it made sense to him to include representation from the Downtown Association and the Eugene City Council, because the project would be located in downtown Eugene, and wondered if a County representative should also be invited to participate, either a County Commissioner or a staff person, because the District also had county ridership. He wondered also if the District had a time line in which to hear back from the advisory committee, or a sense of how the committee's work would fit in with the Board's.

Ms. Loobey said that staff planned to bring an analysis and technical work on the two sites to the Board at the December meeting. She thought staff might bring the advisory committee up to speed on the process, the history of the project, etc., before that time. She also thought that the committee's work would be finished once the design and location had been determined. Ms. Calvert said she thought it was more important to have County involvement earlier in the process, when the two sites were County-owned, but things were somewhat different now. Ms. Loobey said it was possible that the County would be represented on one of the two at-large positions.

Mr. Montgomery said he understood the political ramifications of forming the committee, but that he had an ingrained distrust of committees. He wondered if there were another way to accomplish the same goals, or, if the committee were formed, how possible it was that the Board would control it, and what would prevent the committee from delaying Board decisions. Ms. Loobey replied that she thought an area of focus had been set for the committee, and if the members understood the word "advisory," as well as the Board's time line for events, the Board would retain control. She said she didn't think this type of committee would be unmindful of the District's need to make decisions.

Mr. Brandt said he agreed with Mr. Montgomery. He thought the committee would be a waste of time; that the LTD Board members were put on the Board to make decisions, and the problem in this community was that things got passed on to committees and no decisions were ever made. He thought the committee would be just another level of bureaucracy. However, he said, if the General Manager believed the District needed to do this, he would go along with it.

Ms. Fitch commented that acceptance of the project would come if key players in the community were on the advisory committee, accepted the ideas of the project, and went back to their groups for agreement.

Mr. Brandt wondered how staff selected the groups recommended for representation on the committee, and if other groups might wonder why they were not selected. Ms. Loobey explained that staff wanted to provide for input representing a regional focus, since the transit station had a greater impact on the system as a whole, including Springfield and Lane County, than on just downtown Eugene. Representation by the Eugene City Council, Planning Commission, and Downtown Commission were important because the station would be located in downtown Eugene. The City had supported the station and were concerned about its effectiveness, and had suggested that they might participate concerning parking issues.

MOTION

Mr. Billings moved that a seven-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, the Springfield Chamber of Commerce, and two at-large positions, at least one of whom is a bus rider.

VOTE

Ms. Calvert seconded the motion, which then passed by unanimous vote.

ELECTION OF BOARD SECRETARY: Ms. Fitch stated that the Board needed to elect a Board Secretary to fill the unexpired term of office vacated by Herb Herzberg. The term of office would begin immediately and end on December 31, 1991.

MOTION Mr. Brandt nominated Mr. Montgomery for the office of Board Secretary, to fill an unexpired term beginning immediately and ending December 31, 1991. Ms. Calvert moved that the nominations be closed and that the Board pass a unanimous ballot for Mr. Montgomery. Mr. Billings seconded the motion. Mr. Montgomery was elected by a vote of 4 to 1, with Mr. Montgomery opposed and all others in favor.

VOTE

LTD BOARD OF DIRECTORS' REPRESENTATION AT SUB-AREA REFINEMENT

PLAN PUBLIC HEARINGS: Ms. Loobey stated that staff had discussed issues regarding the Gateway and Willakenzie area refinement plans with the Board at a prior meeting. Hearings on those plans would soon be held with the joint planning commissions. Staff were preparing testimony and were suggesting that the Board members living in those areas might appropriately submit the District's testimony. The Board members could choose whether they wanted to be more involved at the Board level. If they elected to do so, Ms. Calvert would make the presentation on the Willakenzie Plan, and Mr. Montgomery would make the presentation on the Gateway Plan.

Mr. Brandt said he thought the Board members from those areas should make the presentations; that was part of the reason they were on the Board. Mr. Montgomery said he thought it was reasonable, given the magnitude of the projects; however, he would not be available in October. Ms. Calvert said it was not a problem for her. At the goal-setting sessions last winter, the Board had talked about becoming more involved. She said she had some ideas about what was going on in the Gateway area, but may need some help from staff in reviewing the refinement plan issues. Mr. Brandt said that Board members should be sure to give the Board's opinion, not a personal opinion.

MOTION Mr. Billings moved that the Board ask Ms. Calvert to represent the Board regarding the Willakenzie Refinement Plan, and Mr. Montgomery to represent the Board regarding the Gateway Refinement Plan. Mr. Brandt seconded, and the motion carried by unanimous vote.

VOTE

BOARD APPOINTMENT TO METROPOLITAN POLICY COMMITTEE: Ms. Fitch explained that the Metropolitan Policy Committee (MPC) had asked LTD to participate on the committee, to ensure the District's input on transportation management and planning issues before the committee. Mr. Brandt asked about the functions of the MPC. Ms. Loobey replied that the MPC is a group of elected officials, with two representatives each from the Cities of Eugene and Springfield and from Lane County, who deal with regional planning issues that arise when planning documents need amendments because of the actions of any one of those jurisdictions, or due to amendments required by state statutes, etc. Members of the MPC suggested at their meeting the previous week that because they would be dealing with transit and land use issues, and all the linkages between, it made sense that an LTD Board member sit with the MPC. They were willing to seek an amendment to the Lane Council of Governments (L-COG) by-laws to allow the appointed official from LTD to vote, so the status on the committee would be equal. Ms. Loobey said she understood that L-COG was going to suggest that LTD also have two representatives, but that had not yet occurred.

MOTION Mr. Brandt moved that the Board select a member to serve on the Metropolitan Planning Committee, and that the selected member be Mr. Billings. Mr. Montgomery seconded the motion. Mr. Billings said he would be willing to do so, but that there were other Board

VOTE

members who knew more about the issues than he did. Mr. Brandt thought that Mr. Billings was qualified to discuss the legal aspects of the issues, and staff would help him with the transportation issues. There was no further discussion, and the motion carried by unanimous vote.

ITEMS FOR INFORMATION AT THIS MEETING:

Results of 1991 Legislative Assembly: Ms. Loobey briefly discussed the final disposition of measures on which the Board had taken a position. Most of the measures which the Board had opposed did not pass, and one passed with an amendment.

Fiscal Year 1990-91 Year-end Performance Report: Ms. Loobey said that District goals were set on an annual basis and monitored during the year. Key performance indicators were measured each year, and Ms. Loobey said that some very important goal attainments were shown in the FY 90-91 report.

Mr. Pangborn handed out copies of the District's Transit Development Plan (TDP), and said all the information he would discuss was found in the TDP. The most important section for understanding LTD was Section L, Performance Standards.

On page 23, summary statistics for ridership, service, fare payment, and passenger revenue showed a healthy gain. Average weekday ridership had increased 9 percent, with only a 2 percent increase in service. There was some degradation in quality due to increased road call down time (page 30), which was explained as the amount of time the route is off schedule due to a bus breaking down. Every week, there was an average of 61 minutes of down time out of 4,004 hours of service. The difference from the previous year was actually only 14 minutes a week, and about 50 percent of that increase was due to implementation of new buses and other buses getting old. Mr. Billings asked if staff knew the current statistics for down time due to implementation of new buses. Tim Dallas, Director of Operations, said the trend with the new buses was improving.

Mr. Pangborn explained that compliments were down a little, and complaints were up a little, amounting to one additional complaint per 100,000 customers. Absenteeism had decreased 14.1 percent. The cost of fuel had increased. Preventable accidents, those which the Safety Committee determined could have been prevented by the bus operator, had decreased, although non-preventable accidents had increased. Total calls to the Customer Service Center had increased almost 17 percent, showing a much higher demand for information than the previous year.

The adjusted cost per trip was a reflection of efficiency. The actual trip cost was about \$2 per trip, showing that the costs stayed flat. Adjusted for inflation from 1978-79, the costs actually decreased 7.3 percent during the last year. Mr. Pangborn stated that these statistics showed that the District was managing its expenses and getting more people to ride the buses. The key, however, would be where the District would go next--how it would respond to the demands for more service or provide greater opportunities for alternative transportation.

Annual Financial Report: Tamara Weaver, Finance Administrator, handed out financial reports current as of that day. She explained that in October the Board would receive more detail regarding the payroll tax revenues, so they would have as much information as possible to determine a payroll tax rate to set in November. The District met its expenses and increased its contributions after expenses consistently each year for the last four years. During the past three years, the rate of growth in revenues increased, while the rate in growth of expenses declined, which she said was evidence of a strong company.

Page 2 of the handout showed payroll tax collections from 1988-89 through 1990-91, by quarter. Also shown was the percentage change over the same quarter the previous year. In FY 90-91, there was a 3.5 percent drop in "Christmas wages" over the same quarter the previous year, but the spring of 1990-91 ended 3.6 percent above the same quarter the previous year, which was a lot stronger than staff had believed it would be, from the research they had done. In the current quarter, collections were 2.6 percent over the prior quarter, which staff still found surprising because all labor reports reported fewer jobs in the community. However, the increase was good news in relation to the budgeting the District had done last spring.

Page 3 of the handout showed a 6.1 percent increase in total wages, based on service increases in Transportation and Maintenance and a wage settlement of 4 percent, and some administrative positions held vacant for part of the year. Materials and services were held to a modest 4.1 percent increase.

Page 4 of the handout showed net contributions from operations. The contribution to the Capital Fund over four years amounted to \$4,480,180. At the end of last year, the District transferred \$350,000 to a reserve fund for payroll tax contingencies. If that money is not used, it will be available for the future. If the payroll tax revenues decline and the contingency is needed, the District will have a year or two to plan an orderly recovery.

In response to a question from Mr. Billings, Ms. Weaver said that the year-end transfers helped make sure that the District's net capital needs were taken care of, as well as the Board's concern about having a cushion in case the payroll tax revenues declined more than anticipated in a year. The District had no deficits because it did not operate with prior cash, and had been "skinny" on keeping any cash in the General Fund. Ms. Calvert said that always before, the District had put any additional cash in Capital and Risk Management. Ms. Weaver said that had been a wise decision and had worked well, and added that it was also wise at this time to have a cash cushion in the General Fund.

Ms. Weaver said what she had just discussed showed the District's operating performance. She then discussed its budgetary performance, beginning on page 5 of the handout, which showed budget variances. There was only one small negative number, a decrease of \$1,249 in charter revenues. She explained that the District always over-budgeted in special transportation, because those were pass-through funds which the District would not be able to pass through if they were under-budgeted. Interest revenues were higher than anticipated because the District paid for the new buses later in the year than anticipated.

Page 6 of the handout showed how the District ended the year with \$700,000 in unrestricted cash in the General Fund. Expenses were under budget by \$291,194 and revenues were over budget by \$556,874. Following an adjustment to fund the Valley River Center lease from last year, \$727,235 remained in the General Fund. Ms. Weaver explained that the "estimated actual" column on page 7 showed the numbers used during the budget process to estimate where the District would end the fiscal year. The District was actually \$100,000 higher in income than anticipated, but only \$15,000 off in anticipating payroll tax revenues. State in-lieu-of-payroll tax receipts were strong, coming in \$22,000 higher than anticipated, and LTD received \$18,777 more than anticipated in miscellaneous revenues from an auction. Also, the District's divisions had underspent their estimates by \$184,715. Mr. Billings asked if this underspending reflected empty positions. Ms. Loobey said that it did somewhat, but also staff were worried about low payroll tax collections, so were very careful about how they spent money.

Page 8 of the handout showed General Fund transfers to Capital Fund. The budgeted transfer to Capital had been \$409,000. During the year, two resolutions transferred additional funds from the operating contingency. In June, staff thought the year-end transfer would be between \$40,000 and \$150,000 higher, but it actually was \$204,541 higher, so transfers to capital during the year amounted to \$756,938. This final transfer was authorized by the Board during the June meeting. If the Risk Fund transfer and Capital Fund transfer were combined, the District's total transfers were actually only \$185,196 over the budgeted transfers.

Ms. Weaver summarized by saying that the District ended the fiscal year in a strong position. The contribution after expenses was quite good, and payroll tax collections were better than anticipated.

Final Rules on the Americans with Disabilities Act (ADA): Mr. Montgomery asked how the final rules for ADA compared with what was previously known, and whether or not the District came out okay in its budgeting for ADA. Ms. Loobey replied that staff believed the budgeted amount to be okay. She said the District would need to make some service improvements in Dial-A-Ride, but had time to make plans, and some flexibility was allowed. She said there would be an impact, but it was more balanced than staff had thought it would be, from the view of service providers. There will, however, be a greater financial impact during Fiscal Year 1992-93.

Financial Statements: Ms. Weaver had produced a different financial report with the new financial accounting software. She said there were other more detailed reports that could be provided, and in the future will ask for input on report layout.

Invitation to NAACP Freedom Fund Dinner: Ms. Fitch said the Board members had received an invitation to attend the NAACP Freedom Fund dinner on Saturday, October 26, at a cost of \$24.50 each. She asked Board members to let Ms. Loobey or Jo Sullivan know if they wished to attend.

New Safety and Risk Administrator: Ms. Loobey said it was her pleasure to introduce Kim Kaiser, the District's new Safety and Risk Administrator, who was had extensive experience in personnel and workers' compensation and safety issues.

Board Strategic Planning: Ms. Loobey said that staff would send the Board members a questionnaire to elicit ideas regarding the strategic planning process to be undertaken this winter.

ADJOURNMENT: Mr. Montgomery moved, seconded by Mr. Billings, that the meeting be adjourned. With no further discussion, the meeting was unanimously adjourned at 9:05 p.m.


Board Secretary

AGENDA ITEM SUMMARY

DATE OF MEETING: October 16, 1991

ITEM TITLE: METROPOLITAN POLICY COMMITTEE (MPC)

PREPARED BY: Jo Sullivan, Executive Secretary

ACTION REQUESTED: Appointment of Second LTD Board Representative to MPC

BACKGROUND: In September 1991, the Board was invited to name a representative to the Metropolitan Policy Committee, which was at that time composed of two elected officials each from the Cities of Springfield and Eugene and from Lane County. The representatives serve at the pleasure of the appointing body, with no terms designated in the MPC by-laws. At its September 18, 1991, meeting, the LTD Board appointed Jack Billings as its representative to the MPC.

On October 10, the MPC changed its by-laws to allow two representatives from the LTD Board of Directors as voting members of the Committee. Jack Billings attended that meeting, and will report orally to the Board at the October 16 Board meeting. Following his report, the Board will be asked to appoint a second Board representative to the MPC.

ATTACHMENT: None

PROPOSED MOTION: I move that _____ be appointed as LTD's second representative to the Metropolitan Policy Committee, beginning immediately and serving at the pleasure of the LTD Board of Directors.

a:mpcsum.jhs

AGENDA ITEM SUMMARY

DATE OF MEETING: October 16, 1991

ITEM TITLE: APPOINTMENT TO BOARD FINANCE COMMITTEE

PREPARED BY: Jo Sullivan, Executive Secretary

ACTION REQUESTED: That the Board President appoint a replacement for Herb Herzberg on the LTD Board Finance Committee.

BACKGROUND: The Board currently has two standing committees: the Salary Committee and the Finance Committee, each consisting of three members of the Board of Directors. The current members of the Finance Committee are Peter Brandt and Keith Parks, with one vacancy created by Herb Herzberg's resignation from the Board.

The Finance Committee analyzes, reviews, and makes comments on the District's Long-range Financial Plan prepared by staff. The Long-range Financial Plan is the basis for the District's service planning and capital improvements program, as well as other support functions.

ATTACHMENT: LTD Board of Directors Committee List

PROPOSED MOTION: None. Appointment to be made by Board President.

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**LTD BOARD OF DIRECTORS
COMMITTEES**

(As of September 1991)

SALARY COMMITTEE

*Tammy Fitch
Janet Calvert
Thom Montgomery

FINANCE COMMITTEE

*Peter Brandt
Keith Parks
(vacancy)

* denotes Committee Chair

AGENDA ITEM SUMMARY

DATE OF MEETING: October 16, 1991

ITEM TITLE: LONG-RANGE FINANCIAL PLANNING

PREPARED BY: Phyllis Loobey, General Manager, and
Mark Pangborn, Director of Administrative Services

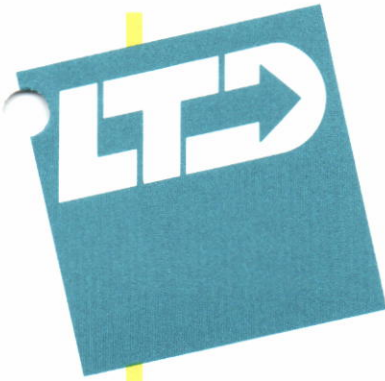
ACTION REQUESTED: None at this time

BACKGROUND: During the April 1991 budget deliberations, staff introduced the Board and the Budget Committee to a more detailed Long-Range Financial Plan. This plan used a Lotus computer program to project LTD revenues and expenses for the next five years. With the start of the current fiscal year, staff have updated the Long-Range Financial Plan to reflect current budget and economic conditions. This update process began in September, when staff reviewed with the Board LTD's current operating and budgetary performance. At the October Board meeting, staff will review current projections of the payroll tax collections, as well as updated five-year projections for capital and service. It is the staff intent to provide the Board with enough information to discuss five-year planning goals for service and capital at the Board strategic planning retreat in November. It is crucial that the Board set capital and service goals for at least next year, because those goals will determine the final payroll tax rate that must be set by the Board at the November 20, 1991, meeting.

ATTACHMENT: Long-Range Financial Projections Narrative and Spread Sheet

PROPOSED MOTION: None

h:longrsum.mjp



Lane Transit District

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BOARD DECISION ON PAYROLL TAX RATE

Background on LTD's Operations Status

At the November 20, 1991, meeting, the Board will be determining the appropriate payroll tax rate for calendar year 1992. Because the tax is collected in the quarter after wages are earned, the rate will affect only one quarter of this current fiscal year, 1991-92, and three quarters of next fiscal year, 1992-93. Thus, in November of FY 91-92, the Board will be setting a tax rate for the 1992-93 budget, even though LTD has not yet begun the budget process for that year. In order to assist the Board in making the decision, staff have prepared information on the issues that are the most pertinent in establishing the tax rate.

It is the staff's intention to present this material in two stages. The first stage will occur at this meeting. Staff will frame the issues and provide background information. The second stage will be discussed at the Board retreat/work session, where the Board will have an opportunity to delve into the issues in depth. Under Board direction, staff will update the Long-Range Financial Plan (LRFP) with the appropriate payroll tax rate for the November Board meeting.

The Board November meeting will be crucial for the following reasons. Firstly, second quarter payroll tax collections begin in November. By the time of the meeting, almost 50 percent of the payroll tax for the current fiscal year will have been collected. Projections of future payroll taxes can be made with greater confidence with a half-year's receipts. And, secondly, LTD must notify the Oregon Department of Revenue by the first of December 1991 with any change in the tax rate. The final decision must be made at the November meeting. Otherwise, the current rate will remain in effect through 1992.

There are a number of factors that affect the tax rate. The three major considerations are: what is the projected growth in revenues other than the payroll tax; what is the projected growth in the payroll tax "base"; and what is the projected level of service the District will provide in 1992?

Revenues other than the payroll tax are generally easier to project than the payroll tax. These other revenues include farebox receipts, interest earnings, charter revenues, advertising receipts, federal grants, Special Transportation Funds, cash carry forward and state in-lieu-of payroll tax revenue. They are less volatile and react less to immediate changes in the economy. Consequently, staff are better able to predict these revenues.

As you can appreciate, predicting growth in the payroll tax base is much more difficult. Staff use a number of tools, including historical patterns of growth or decline in the base, the Oregon State Economic projections, local economic projections, and our own experience and intuition. Attached is staff's current assessment of the local economic conditions driving the payroll tax (see "A Review of the Oregon Economic and Revenue Forecast as it Impacts LTD Payroll Tax Projections"). At the October meeting, staff will present a detailed analysis of the payroll tax.

The final consideration for setting the rate is the level of service the District will provide for 1992. The single largest determinant of the operating budget is the cost of providing service to the community. For simplicity, then, the expense projections will be divided into the cost for service and the cost for related support functions. In order to set the tax rate, the Board must determine the level of service that will be provided to the community.

LTD is at a very interesting time in its history. LTD experienced very rapid growth in service and ridership from its inception in 1970 to the fuel crisis/local economic growth boom of 1979. After 1979, ridership, revenues, and service declined to a low point in 1983. Even with a reduction in service hours, the District still had remaining fleet capacity (seating) and sufficient running time (to maintain timepoints) in 1982. The available seating capacity and running time have been steadily declining and, in fact, have been exceeded on peak hour schedules during the last two to three years. The growth in ridership, increased congestion, and greater frequency of customer and lift boardings have resulted in running time problems, which the District has attempted to mitigate with additional service increments for each of the last two operating budgets.

During the eight years since 1982-83, service has grown 2.9 percent annually, while ridership has grown 8.3 percent annually. This differential in growth rates must be addressed. The demand for additional service has never been higher. The District must revise the policy of adding service at the same rate as population growth, which has been projected at about 2 to 3 percent annually.

The demand for service and the decline in seating capacity and running time were most evident during last year's budget process. The Board reviewed important service additions that totaled over \$450,000. When the final budget numbers were in, the Board could approve \$150,000 for service, about a third of which was dedicated to easing running time problems. Over \$350,000 of service demand went unfunded because of the regulations governing the timing of changes in the payroll tax rate. Regardless of any other external factors, ridership continues to grow and customers and potential customers continue to request more service.

The decline in capacity and running time are factors that have grown accumulatively. There is another set of factors that has risen to prominence during the last two years or so which promises to have an even greater impact upon the District than the ridership growth cited above. These factors include the passage of the federal Americans with Disabilities Act (ADA)

and Clean Air Act, and ratification of the LCDC (Land Conservation and Development Commission) Transportation Rule/Goal 12 affecting land use and alternative transportation planning and management.

The ADA will have the most immediate impact upon LTD. The District will be required to provide a higher level of transportation services to the disabled members of our community. We are currently involved in a major analysis of the demand for Dial-A-Ride type services and will incorporate the result of that analysis into a federally-required implementation plan that is to be completed in 1992. The District has until 1995 to reach full compliance with ADA regulations, so any required increases in service will be spread over the next five years. Preliminary findings of the requirements indicate greater funding by LTD for specialized transportation.

The LCDC Goal 12 and the requirements of the Clean Air Act will have an even larger and more long-term impact upon LTD service demand than the ADA. The policy initiatives of the Clean Air Act led to the development by the LCDC of the implementation strategies contained in Goal 12 of the Transportation Rule. In essence, the strategies mandate a much greater utilization of transit and other alternative modes in the future to meet the transportation needs of our community. Their genesis is in the growing realization, both locally and nationwide, that the cost of our current reliance on the auto to meet transportation needs is too great, both in actual dollars and in the negative impact upon the environment. Consequently, more trips will be accommodated through transit and the other alternatives--biking, walking, vanpooling, and carpooling.

The LCDC Goal 12 requires that in five years cities implement changes in municipal codes and planning regulations which reduce air pollutants and conserve energy. The potential impact of the successful implementation of Goal 12 will be far-reaching. LTD currently provides approximately 2 to 3 percent of all trips in the metropolitan area. Increasing the modal split to just 4 percent could mean as much as a 50 percent increase in service for LTD. Obviously, LTD's current funding mechanism is not capable of supporting a 50 percent increase in service. The mandate from the federal government through the state (LCDC) does not carry the funding necessary to accomplish the goals. LTD should work for a change in that condition.

In response to the unmet service requests from last year, new requests received since last year, and the Clear Air Act/Rule 12 requirements, LTD is conducting a Comprehensive Service Redesign (CSR). The goal of the CSR is to address all current and future service needs to determine if there is a more efficient and effective service plan to meet those needs.

Staff have begun to draft a list of potential service. It is clear from the unfunded requests from just last year that there will be more service requested than the average annual increase of 2.8 percent implemented during the last eight years. Consequently, staff are using a 5 percent increase as a target. It is possible that in the course of the CSR, staff will identify service

efficiencies. Conversely, it is more likely that additional demand will be identified and priorities will have to be established within the 5 percent target.

The final category of expenses is for all those other activities that are necessary to support service delivery. These include personnel, finance, planning, marketing, supervision, data processing, bus stop and shelter maintenance, risk management, secretarial support, etc. Staff are analyzing these items and costing them for the Long-range Financial Plan. Those numbers will be ready for review at the November Board retreat/work session.

Staff will demonstrate for the Board the impact upon the payroll tax rate relating to the discussions above of service requests, federal or state initiatives, the CSR, and support activities. The goal is to provide sufficient information to the Board so that a budget target can be reached which will determine the payroll tax rate.

This work is not the budget process. The budget process for FY 92-93 will begin in the spring, just as previous years' budget development has. The principle difference will be the development of a target to guide staff in compiling the FY 92-93 budget.

This is not to imply that circumstances will not change between November 1991 and April 1992; they may, and some of those changes may have an impact upon the budget. If the payroll tax or any other revenue source were to change radically from current projections, then the budget document will have to accommodate that change. What you will have before you is the best prediction that staff are able to provide for the next two to three years.

c:taxrate.pl



Lane Transit District

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**A REVIEW OF THE OREGON ECONOMIC AND REVENUE FORECAST
AS IT IMPACTS LTD PAYROLL TAX PROJECTIONS**

Current economic conditions and projections of future conditions are significant to the LTD budget and long-range planning process. Below is a summary of points made in the Oregon Economic Revenue Forecast that seem most relevant to the level of LTD payroll tax collections. Where possible, comparisons have been made to LTD experience, or conclusions have been suggested.

WAGE & SALARY EXPECTED CHANGES:

* **Prior calendar year comparisons** between State Wage percentage changes and LTD tax collection changes are detailed below:

Year	State	LTD	Estimate of actual
1987	7.1%	8.3%	
1988	9.5%	9.1%	
1989	8.3%	8.8%	
1990	8.6%	6.3%	
1991 - 2 Qtrs	4.3%	5.8%	(2.8% to 5.8%)

Collection percentages are high for the first two quarters of 1991 for at least two reasons other than payroll increases. The State made adjustments for prior problems (increased staff and collection efforts). It is unlikely that the above problems impacted the LTD rate by more than 3 percent (2 percent on adjustments and 1 percent on collections). This would put LTD at 2.8 percent in comparison to the State at 4.3 percent.

The first two quarters of 1991 - a closer look:

* **During the first quarter of 1991**, Oregon personal income rose 1.9 percent, with wages and salaries rising 4.8 percent. The payroll tax collected on the payroll base for LTD for this quarter was between 3 and 5.4 percent. There was no loss in the total number of jobs.

* **During the second quarter of 1991**, Oregon experienced its first quarterly job loss since the fourth quarter of 1982. Though the net job loss was 1 percent, it was lower than the nation's loss of 1.5 percent. The increase in wages and salaries dropped to 3.7 percent for the State; LTD collected 6.2 percent.

* **Projections for Oregon** are stated below:

	State
1991	4.7%
1992	6.8%
1993	6.6%

Though State of Oregon projections are for a recovery during the second half of 1991, the recovery is expected to be slow. Limited raw materials have dampened Oregon's economy while exports, strong population growth, the service industry, and strong price increases for lumber products have had a positive impact. On the negative side, the second quarter of 1991 was the first quarter of actual job losses for Oregon in this recession. The State does not expect job losses to exceed 1.3 percent, but the fiscal response to Measure 5 is unknown, as is the debate at the federal level about timber supplies.

Conclusions:

From calendar years 1987 through 1989, LTD's payroll tax base change compared favorably to the State wage and salary change. During the calendar year 1990, LTD's base change dropped to 73 percent of the State level. During the first half of calendar year 1991, LTD collected more than the State, but there is reason to believe it was for reasons other than economic conditions. As LTD attempts to project the payroll tax levels for fiscal years 91-92 and 92-93, it would seem reasonable to project LTD payroll tax in relationship to the State wage and salary projections. Three potential options are listed below:

	<u>Optimistic:</u> State Projection	<u>Realistic:</u> 70% of State	<u>Pessimistic:</u> 25% of State
1991	4.7%	3.3%	1.2%
1992	6.8%	4.8%	1.7%
1993	6.6%	4.6%	1.7%

Recommendation:

Adopt 70 percent of the State projection level as a realistic projection. LTD has established the Payroll Tax Fluctuation Reserve to even out unexpected fluctuations in payroll tax collections if necessary, can adopt a higher rate for 1993 to recover.

AGENDA ITEM SUMMARY

DATE OF MEETING: October 16, 1991

ITEM TITLE: EUGENE STATION SECURITY

PREPARED BY: Andy Vobora, Customer Service Administrator

ACTION REQUESTED: None

BACKGROUND: During the 1991/92 budget process, a number of problems and concerns surrounding the current Eugene Transit Station were discussed. Subsequently, a request to fund the Guides, a program sponsored by Downtown Eugene, Inc., was requested and approved. The Guides provide security and information services at the Eugene Station, after the LTD Customer Service Center has closed.

At the October 16 meeting, an update on the Eugene Station situation will be presented. A review of the Guides services and an expanded discussion of the concerns that still exist will be the focus. Strategies for addressing these concerns will be presented, along with a proposed time line.

The importance of dealing with these issues is critical to the continuing success of Lane Transit District. The Eugene Station serves as the transfer point for one-third of all LTD customers. After adding the number of customers who begin or end trips in downtown, the total number of customers using the station becomes even more significant. It is these customers, and the potential customers who choose not to use the station, who are affected by the negative activities that are taking place. Staff will outline strategies to address these activities.

ATTACHMENT: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: October 16, 1991

ITEM TITLE: BOARD MEMBER REPORTS

PREPARED BY: Jo Sullivan, Executive Secretary

ACTION REQUESTED: None

BACKGROUND: Board members have been appointed to the Metropolitan Policy Committee (MPC) and the Citizens' Advisory Committee on the Central Area Transportation Study (CATS). Board members also will present testimony at public hearings on specific issues, as the need arises. After meetings, public hearings, or other activities attended by individual Board members on behalf of LTD, time will be scheduled on the next Board meeting agenda for an oral report by the Board member. The following activities have occurred since the last Board meeting:

1. **MPC:** At the October 16 meeting, LTD's representative Jack Billings will discuss the October 10 MPC meeting. This report has been scheduled during the Items for Action portion of the Board meeting, because there is a related action item.
2. **Public Hearings on Sub-area Refinement Plans:** As a result of discussions at the September Board meeting, Board member Janet Calvert presented testimony at a public hearing on the Willakenzie Area Refinement Plan, and staff presented testimony at the public hearing on the Gateway Area Refinement Plan.

ATTACHMENT: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: October 16, 1991

ITEM TITLE: 1992 Board and Staff Activities Time Line

PREPARED BY: Mark Pangborn, Director of Administrative Services

ACTION REQUESTED: None

BACKGROUND: Staff have prepared a time line listing significant District activities to be accomplished in 1992. The time line consists of three sections: Board, Budget and Strategic Planning, and Other. Staff will use this time line as a planning tool for the year, and will be happy to answer any questions the Board members may have about the projects or their anticipated timing.

ATTACHMENT: 1992 Board and Staff Time Line

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: October 16, 1991

ITEM TITLE: BOARD STRATEGIC PLANNING RETREAT

PREPARED BY: Jo Sullivan, Executive Secretary

ACTION REQUESTED: None

BACKGROUND: Following review of the monthly calendars submitted by the Board members, it was determined that the weekend of November 1-3 would be best for a Board strategic planning session. Reservations have been made at Driftwood Shores in Florence. Tentative plans are to leave Eugene in the late afternoon on Friday, November 1, and return Sunday morning. Staff will develop the agenda based upon Board input on the recent strategic planning survey. As plans are developed, staff will provide additional information, and will contact the Board members to schedule departure times and vehicles.

ATTACHMENT: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: October 16, 1991

ITEM TITLE: SPECIAL SERVICES REPORT, September-October 1991

PREPARED BY: Jo Sullivan, Executive Secretary

ACTION REQUESTED: None

BACKGROUND: 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.

SPECIAL SERVICES REPORT September-October 1991

<u>Date of Service</u>	<u>Requesting Agency</u>	<u>Denied/Granted</u>
9/06/91	Springfield Chamber of Commerce Familiarization Tour (6 hours of service; 75 rides taken)	Granted
9/14/91	Eugene Celebration/Battle of the Batons (2.25 hours of service; 90 rides taken)	Granted

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AGENDA ITEM SUMMARY

DATE OF MEETING: October 16, 1991

ITEM TITLE: OPERATIONS SUMMARY REPORT

PREPARED BY: Tim Dallas, Director of Operations

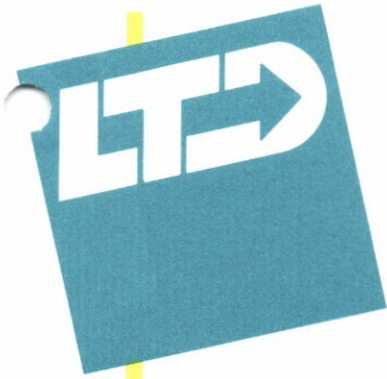
ACTION REQUESTED: None

BACKGROUND: The new Operations Summary Report will be included periodically in the agenda packet, to provide the Board with the results of policy directives and an understanding of service delivery at the operating level. The information provided in the report is also intended to give the Board a background in operational issues and service delivery from which to draw when making policy decisions or representing the District in other forums. Staff will be present at the meeting to answer any questions the Board may have about the report.

ATTACHMENT: Operations Summary Report

PROPOSED MOTION: None

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Lane Transit District

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OPERATIONS SUMMARY REPORT

October 16, 1991

TRANSPORTATION

FALL SERVICE

New fall service was implemented on September 15, after conducting the operator work selection sign-up and preparing the extensive bus and operator scheduling documents necessary to run the system. The run-cut (converting service hours to driver work assignments, or "runs") proved to be very efficient at 3.64 percent (ratio of pay hours to schedule hours). Last year's run-cuts were in the 4.1 percent range. This efficiency saves the cost of about half a driver.

We are currently using 62 buses in the afternoon weekday peak of our active fleet of 77. It is anticipated that we may need to add one or two trippers (a second bus on the same corridor to pick up overloads) in response to overloads during the fall, especially after the clear weather ends and customers no longer ride their bikes or walk to their destinations.

SPECIAL EVENTS

Special event service during September included the Filbert Festival (3,200 customers), and the Eugene Celebration (1,200 customers). Staff are currently reviewing the customer response to determine the viability of these services in the future.

FOOTBALL SERVICE

The Saturday night USC game attracted 6,859 customers. This breaks the previous record of 5,555 customers at the UCLA game in 1990. With a crowd of 45,950 at the stadium, 7.5 percent rode the bus--another record.

COMMUNICATION TRAINING FOR OPERATORS

Training is in progress for all bus operators to improve their skills in communicating District policy to customers. Policies which have the potential of resulting in conflicts (i.e., no food/drink, loud radios, correct fare payment, etc.) are the subject of the training. The classes use a discussion format and are facilitated by specially trained operators. The sessions provide an opportunity for operators who are more skilled and experienced to share with other operators their techniques for defusing conflict. The overall goal of the training is to reduce customer complaints and operator stress. Feedback from operators who have already participated in the classes has been very favorable.

PERFORMANCE EVALUATIONS

Field supervisors are working to re-establish the program of annual operator performance evaluations. This is a very important program, as it provides an opportunity for objective review and evaluation, and positive encouragement, to operators whose usual work day involves little supervisor contact unless there is a problem. The program had been curtailed for the last couple of years due to other priorities and an ongoing shortage of supervisor staff time.

FLEET MAINTENANCE

CLEAN AIR BUSES

The Maintenance Division continues to monitor clean air technologies very closely to prepare for improvements in new bus specifications and for possible modifications on existing buses. A Gillig bus manufactured for San Diego Transit stopped in Eugene for our examination. The bus was equipped with particulate traps on the exhaust system which reduce the visible emissions (smoke). The traps currently cost approximately \$15-20,000 per bus, and require maintenance at about the level and cost of the bus's transmission or lift. Costs are expected to decline, and reliability improve, as the technology is refined during the next two or three years.

BUSES FOR FOOTBALL SERVICE

Football service on Saturday night, September 28, utilized 31 buses. This can be related to the normal Saturday peak service of 33 buses. Since the game occurred

in the evening, when regular service decreases, the combined peak was 46 buses. By way of comparison, the weekday peak uses 62 buses from an active fleet of 77.

Maintenance usually closes from 12:00 p.m. to 7:00 a.m. on Saturday night. Football service required that five employees work two hours' overtime.

BRAKE NOISE

We have ordered a different type of brake shoe to test the manufacturer's claims on brake squeal and wear. Brake squeal became a problem when the District converted to non-asbestos lining several of years ago. The manufacturer of the linings claims that the new asbestos-free linings will not only last longer than currently used linings, but also will not squeal. We are conferring with other transit districts that are also testing the new linings.

RISK AND SAFETY

NEW RISK AND SAFETY ADMINISTRATOR

Kim Kaiser continues to develop her skills as the District's new Risk and Safety Administrator. She was introduced to the Board at the September meeting.

SAFETY COMMITTEES

We are in the process of reorganizing the District's long-standing safety committee to comply with OSHA requirements. Two employee committees are currently planned, with one committee reviewing bus accidents and route safety, and the other assisting with workers' compensation and plant safety.

FUEL TANK LEAKAGE INSURANCE

To comply with state and federal requirements, insurance for our underground fuel tanks and piping has been obtained. The cost is about \$4,000 per year.

PERSONNEL

TAKE CARE PROGRAM

All employees are receiving training on back care and pre-work stretching, as part of the "Take Care" (wellness) program. The classes are intended to reduce workers' compensation claims and improve productivity and attendance, and are being taught by specialists from McKenzie Willamette Hospital.

REVIEW OF STRATEGIC ISSUES

All employees are involved in two-hour training classes which encourage understanding of and involvement in addressing strategic issues. The classes consist of discussions, lead by Phyllis, Mark, or Tim, which focus on the District's long-term goals and challenges, and review the working relationships between employees which support accomplishment of those goals. Issues such as crowded buses, changing customer expectations, the Americans with Disabilities Act, the Clean Air Act, and Transportation Planning Goal 12 are being discussed.

ADMINISTRATORS' RETREAT

The annual retreat for Division Administrators is scheduled for October 17 and 18. Topics for discussion include this year's process for strategic planning, the salaried employee performance evaluation process and compensation issues, long-term training plans, and the role of Division Administrators in policy formulation and decision-making processes.

CULTURAL DIVERSITY

The District's Cultural Diversity Committee had a productive meeting with leaders of the local NAACP. A revised action plan for the year has been adopted and implemented. It includes emphasis in improved recruitment and selection procedures and employee training.

ACCESSIBLE SERVICE TRAINING

Beginning in January 1992, we will conduct accessible service training for employees. While planned previously, this training will fulfill some of the new requirements of the recently published rules for the Americans with Disabilities Act (ADA). The training consists of a four-hour class that will provide an opportunity to review current

procedures, learn new skills, and improve employees' sensitivity when working with persons with disabilities. Five operators have been selected as facilitators, and a portion of each class will be presented by persons with disabilities from the local community.

FLU SHOTS

As part of the "Take Care" program, the District will offer free flu vaccinations for employees again this year, on October 17. This program is particularly important for employees who have a high frequency of public contact. Last year approximately 75 employees participated in this program and at least that many are expected again this year.

AGENDA ITEM SUMMARY

DATE OF MEETING: October 16, 1991

ITEM TITLE: MONTHLY FINANCIAL REPORTING

PREPARED BY: Tamara Weaver, Finance Administrator

ACTION REQUESTED: None

ATTACHMENT: Attached are the following financial reports for the Board's review:

1. Comparative Balance Sheets
 - a. General Fund
 - b. Risk Fund
 - c. Capital Fund
2. Revenue Reports
 - a. General Fund
 - b. Risk Fund
 - c. Capital Fund
4. Income Statement
 - a. Risk Fund
 - b. Capital Fund
5. Summary of Expenses--All Funds

PROPOSED MOTION: None

LANE TRANSIT DISTRICT
 COMPARATIVE BALANCE SHEET
 September 30, 1991

PAGE: 1

	CURRENT BALANCES	PREV YEAR BALANCES
FUND: 010 GENERAL FUND		
ASSETS		
Cash & Short Term Investments	1,364,444.39	
Receivables	181,124.76	
Inventory	418,387.78	
Prepaid Expenses	0.00	
Deferred Compensation	401,335.09	
Property, Plant & Equipment	114,583.00	
TOTAL ASSETS	2,479,875.02	2,355,775.32
LIABILITIES		
Accounts payable	221,660.79	
Payroll payable	280,691.25	
Unearned income	48,921.45	
Bid bonds/ other payables	6,503.56	
CAL/sick accrual	648,816.67	
Deferred compensation	401,335.09	
TOTAL LIABILITIES	1,607,928.81	1,412,337.54
RESERVES & BALANCES		
Fund Balance	943,437.78	
Change in Fund Balance	-71,491.57	
TOTAL RESERVES & BALANCES	871,946.21	943,437.78
TOTAL LIABILITIES & BALANCES	2,479,875.02	2,355,775.32

LANE TRANSIT DISTRICT
 COMPARATIVE BALANCE SHEET
 September 30, 1991

PAGE: 2

	CURRENT BALANCES	PREV YEAR BALANCES
FUND: 020 RISK FUND		
ASSETS		
Cash & Short Term Investments	267,111.92	
Receivables	0.00	
Prepaid Expenses	3,393.64	
TOTAL ASSETS	270,505.56	674,131.22
LIABILITIES		
Accounts payable	15,222.60	
Other payables	51,550.00	
TOTAL LIABILITIES	66,772.60	82,626.34
RESERVES & BALANCES		
Fund Balance	591,504.88	
Change in Fund Balance	-387,771.92	
TOTAL RESERVES & BALANCES	203,732.96	591,504.88
TOTAL LIABILITIES & BALANCES	270,505.56	674,131.22

LANE TRANSIT DISTRICT
 COMPARATIVE BALANCE SHEET
 September 30, 1991

PAGE: 3

	CURRENT BALANCES	PREV YEAR BALANCES
FUND: 030 CAPITAL FUND		
ASSETS		
Cash & Short Term Investments	2,012,469.12	
Receivables	49,175.73	
Deposits	2,637.15	
TOTAL ASSETS	2,064,282.00	2,103,138.95
LIABILITIES		
Accounts payable	20,059.53	
Other payables	161,346.30	
TOTAL LIABILITIES	181,405.83	216,307.74
RESERVES & BALANCES		
Fund Balance	1,886,831.21	
Change in Fund Balance	-3,955.04	
TOTAL RESERVES & BALANCES	1,882,876.17	1,886,831.21
TOTAL LIABILITIES & BALANCES	2,064,282.00	2,103,138.95

LANE TRANSIT DISTRICT
 GENERAL FUND REVENUE REPORT
 September 30, 1991

REVENUE CATEGORIES	ORIGINAL BUDGET	AMENDED BUDGET	Y-T-D ACTUAL	CURRENT MTH ACTUAL	BALANCE	YTD% BUDGET
Passenger Fares	1,675,000	1,675,000	414,029	152,272	1,260,971	24.7%
Group Pass Revenues	433,000	433,000	64,984	22,162	368,016	15.0%
Other Operating Income	133,300	133,300	64,981	10,122	68,319	48.7%
Miscellaneous	4,000	4,000	3,051	1,965	949	76.3%
Payroll Tax Revenue	7,058,140	7,058,140	1,807,067	82,581	5,251,073	25.6%
State In-Lieu-of-Tax	686,000	686,000	0	0	686,000	0.0%
Operating Grants	1,159,000	1,159,000	0	0	1,159,000	0.0%
Interest Income	106,000	106,000	57,331	18,619	48,669	54.1%
State Spec. Transp.	564,500	564,500	65,718	13,413	498,782	11.6%
Cash Carry-forward	727,235	727,235	0	0	727,235	0.0%
TOTAL GENERAL FUND	12,546,175	12,546,175	2,477,161	301,133	10,069,014	19.7%

LANE TRANSIT DISTRICT
RISK FUND REVENUE REPORT
September 30, 1991

REVENUE CATEGORIES	ORIGINAL BUDGET	AMENDED BUDGET	Y-T-D ACTUAL	CURRENT MTH ACTUAL	BALANCE	YTD% BUDGET
Transf. - General Fund	411,441	411,441	0	0	411,441	0.0%
Cash Carry-forward	508,009	508,009	0	0	508,009	0.0%
TOTAL RISK FUND	919,450	919,450	0	0	919,450	0.0%

LANE TRANSIT DISTRICT
CAPITAL FUND REVENUE REPORT
September 30, 1991

REVENUE CATEGORIES	ORIGINAL BUDGET	AMENDED BUDGET	Y-T-D ACTUAL	CURRENT MTH ACTUAL	BALANCE	YTD% BUDGET
Capital Grant Income	851,980	851,980	27,849	17,209	824,131	33.0%
Other Capital Funding	20,000	20,000	0	0	20,000	0.0%
Proceeds From Sale of Assets	250,000	250,000	0	0	250,000	0.0%
General Fund Transfer	69,571	69,571	0	0	69,571	0.0%
Cash Carry-forward	1,605,943	1,605,943	0	0	1,605,943	0.0%
TOTAL CAPITAL FUND REVENUE	2,797,494	2,797,494	27,849	17,209	2,769,645	10.0%

LANE TRANSIT DISTRICT
RISK FUND INCOME STATEMENT
SEPTEMBER 30, 1991

MONTH: SEPTEMBER 1991	AMENDED BUDGET	Y-T-D ACTUAL	CURRENT MTH ACTUAL

FUND: 020 RISK FUND			

REVENUES			

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

EXPENDITURES			

PAYROLL COSTS	175,000.00	192,202.08	9,882.25
VEHICLE LIABILITY	170,000.00	150,914.54	1,180.03
GENERAL INSURANCE PREMIUMS	72,250.00	42,934.30	4,085.80
AMINISTRATION FEES	42,200.00	1,721.00	1,251.00
RESERVES	460,000.00	0.00	0.00
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LOCAL FUNDING	919,450.00	387,771.92	16,399.08
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EXPENDITURES	919,450.00	387,771.92	16,399.08
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RISK FUND NET EFFECT	0.00	-387,771.92	-16,399.08
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LANE TRANSIT DISTRICT
CAPITAL FUND INCOME STATEMENT
SEPTEMBER 30, 1991

MONTH: SEPTEMBER 1991	AMENDED BUDGET	Y-T-D ACTUAL	CURRENT MTH ACTUAL
FUND: 030 CAPITAL FUND			
REVENUES			
Grant Income	851,980.00	27,849.00	17,209.27
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	27,849.00	17,209.27
REVENUES	2,797,494.00	27,849.00	17,209.27
EXPENDITURES			
900.000 GRANT PAID CAPITAL			
Office Furniture & Equipment	10,575.00	255.13	154.50
Computer Software	24,240.00	3,647.00	1,400.00
Computer Hardware	68,760.00	801.50	566.50
Maintenance equipment	13,400.00	0.00	0.00
Passenger Boarding Improvement	825,150.00	17,594.67	6,877.64
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 PAID CAPITAL	1,076,225.00	22,298.30	8,998.64
901.000 LOCAL CAPITAL PURCHASES			
Passenger Boarding Improvement	20,000.00	0.00	0.00
Facility Improvements	250,000.00	5,640.73	5,640.73
LOCAL CAPITAL PURCHASES	270,000.00	5,640.73	5,640.73
999.000 DEBT & RESERVES			
Debt Payments	14,850.00	3,865.01	1,294.53
Reserves	1,436,419.00	0.00	0.00
LOCAL CAPITAL PURCHASES	1,451,269.00	3,865.01	1,294.53
EXPENDITURES	2,797,494.00	31,804.04	15,933.90
CAPITAL FUND NET EFFECT	0.00	-3,955.04	1,275.37

LANE TRANSIT DISTRICT
SUMMARY OF EXPENSES - ALL FUNDS
SEPTEMBER 30, 1991

	Percent of Year @ 25%					
	ORIGINAL BUDGET	AMENDED BUDGET	Y-T-D ACTUAL	CURRENT MTH ACTUAL	BALANCE	YTD% BUDGET

FUND: 010 GENERAL FUND						
GENERAL ADMINISTRATION	410,100	410,100	100,298	28,152	309,802	24.5
FINANCE	239,560	239,560	68,392	19,431	171,169	28.5
M. I. S.	172,920	172,920	42,696	13,704	130,224	24.7
PERSONNEL	106,430	106,430	26,261	6,040	80,169	24.7
SAFETY & RISK	78,840	78,840	9,750	4,104	69,090	12.4
PLANNING	226,030	226,030	46,795	15,847	179,235	20.7
MARKETING	526,520	526,520	178,267	97,450	348,253	33.9
CUSTOMER SERVICE CENTER	300,140	300,140	75,979	22,292	224,161	25.3
TRANSPORTATION	5,271,510	5,271,510	1,260,888	385,647	4,010,622	23.9
SPECIAL TRANSPORTATION	767,360	767,360	135,988	54,718	631,372	17.7
MAINTENANCE	2,609,700	2,609,700	540,277	155,081	2,069,423	20.7
FACILITY - GENERAL ADMIN.	55,270	55,270	12,462	3,821	42,808	22.5
GLENWOOD FACILITY	160,840	160,840	26,868	8,201	133,972	16.7
STATIONS	60,800	60,800	11,316	4,354	49,484	18.6
SHELTERS	61,610	61,610	9,482	2,901	52,128	15.4
BUS STOPS (SIGNS)	17,480	17,480	2,935	1,561	14,545	16.8
NON-DEPARTMENTAL	1,483,065	1,483,065	0	0	1,483,065	0.0
GENERAL FUND	12,548,175	12,548,175	2,548,652	823,306	9,999,523	20.3

FUND: 020 RISK FUND	919,450	919,450	387,772	16,399	531,678	42.2

FUND: 030 CAPITAL FUND	2,797,494	2,797,494	31,804	15,934	2,765,690	1.1

GRAND TOTAL	16,265,119	16,265,119	2,968,228	855,639	13,296,891	18.2

AGENDA ITEM SUMMARY

DATE OF MEETING: October 16, 1991

ITEM TITLE: ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

PREPARED BY: Jo Sullivan, Executive Secretary

ACTION REQUESTED: None at this time

BACKGROUND: The action or information items listed below will be included on the agenda for future Board meetings:

- A. **Election of Board Officers:** Board officers (president, vice president, secretary, and treasurer) serve two-year terms. The current terms of office will expire on December 31, 1991. Election of officers will be scheduled for the December Board meeting.
- B. **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.
- C. **Programming and Selection of Preferred Site for Eugene Transit Station:** The Board will be asked to take action on programming (decisions on what is to be included at the site, such as passenger amenities and construction materials) for the Eugene Station in October or November, either at a special work session or at the Board's strategic planning work session. In December or January, possibly at a special work session, the Board will be asked to select a preferred site for the Eugene Station.
- D. **LCC Group Pass Program:** Discussion of a group pass program for Lane Community College will be scheduled for the November Board meeting.
- E. **Eugene Station Security:** Recommendations for improving Eugene Station security will be brought to the Board at the November meeting.
- F. **ADA Plan Time Line:** In compliance with the federal Americans with Disabilities Act (ADA), staff are preparing an ADA Plan, which must be approved by the Board and submitted to the Urban Mass Transportation Administration (UMTA) by January 27, 1992. Drafts of the plan will be

discussed with the Board in November and December, and scheduled for final approval at the January 1992 meeting.

- G. **Comprehensive Service Redesign (CSR)**: Staff have begun the CSR process, and will update the Board periodically in future agenda packets.

ATTACHMENT: None

PROPOSED MOTION: None

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