

Public notice was given to *The Register-Guard* for publication on December 12, 1991.

**LANE TRANSIT DISTRICT
REGULAR BOARD MEETING**

**December 18, 1991
6:45 p.m.**

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

A G E N D A

Page No.

	DINNER (6:00 p.m.)	
I.	CALL TO ORDER (6:45 p.m.)	
II.	ROLL CALL	
	Montgomery_____ Parks_____ Billings_____	
	Brandt_____ Calvert_____ Fitch_____ Hocken_____	
III.	INTRODUCTORY REMARKS BY BOARD PRESIDENT	
IV.	WORK SESSION - EUGENE STATION PROGRAMMING	03
V.	AUDIENCE PARTICIPATION	
VI.	ITEMS FOR ACTION AT THIS MEETING	
	A. Approval of Minutes	06
	B. Resolution to Adopt United States Conference of Mayors Deferred Compensation Program	16
	C. Election of Board Officers	18
	D. Budget Committee Nomination	19
VII.	ITEMS FOR INFORMATION AT THIS MEETING	
	A. Current Activities	
	1. Americans with Disabilities Act Draft Paratransit Plan	21

2.	Dial-a-Ride Service Expansion	25
3.	Low-Income Bus Fares	29
4.	Senator Hatfield's Visit to LTD	30
5.	Budget Committee Resignation	31
6.	Intermodal Surface Transportation Efficiency Act of 1991 (Federal Transit Act)	34
7.	SAIF Dividend	35
8.	Board Member Reports	38
	a. Metropolitan Policy Committee	
	b. Central Area Transportation Study Citizen Advisory Committee	
9.	Special Services Report	39
B.	Operations Summary Report	40
C.	Monthly Financial Reporting	43
VIII.	ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING	52
A.	Budget Committee Appointment	
B.	Selection of Preferred Site for Eugene Transit Station	
C.	Low Income Bus Fares	
D.	Eugene Station Security	
E.	Americans with Disabilities Act (ADA) Plan Implementation	
F.	Comprehensive Service Redesign (CSR)	
G.	LCC Group Pass Program	
IX.	ADJOURNMENT	

AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 1991

ITEM TITLE: EUGENE STATION PROGRAMMING ISSUES

PREPARED BY: Stefano Viggiano, Planning Administrator

ACTION REQUESTED: Direct Staff on various issues associated with the functions and conceptual design of the new Eugene Station.

BACKGROUND: The Board has directed staff to investigate the I-HOP and Pasta Plus sites in more detail. Assumptions need to be made on what is included as part of the project and on various conceptual design issues. This element of the project is known as programming.

The Eugene Station Advisory Committee, created by the Board in September 1991, has discussed and developed recommendations for design guidelines and some of the programming issues. Gerry Gaydos, chairman of the advisory committee, will present the recommendations from the committee.

CONSEQUENCES OF REQUESTED ACTION: Staff will prepare a budget for the project using the direction on programming issues provided by the Board.

ATTACHMENTS: Design Guidelines for the Eugene Station Programming Issues

PROPOSED MOTION: I move that the Board direct staff to prepare a project budget which incorporates the design guidelines and programming issues as discussed by the Board.

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DESIGN GUIDELINES FOR EUGENE STATION

The following guidelines are recommended by the Eugene Station Advisory Committee.

QUALITATIVE

- * Use life-cycle costing.
- * Use local materials when cost-effective.
- * Make the facility architecturally compatible with its surroundings.
- * Provide security for customers.
- * Make the design flexible to accommodate changes in technology, future light rail, etc.
- * Create an open, bright, friendly facility.
- * Encourage appropriate multiple-use development of the site.

OPERATIONAL

- * Size the facility for 20+ years.
- * Provide short transfer distances between buses without crossing vehicular traffic.
- * Provide adequate weather protection and other amenities for the customer.
- * Design the bus boarding area to facilitate communication of service to the customer.
- * Provide adequate access for people with disabilities (new ADA requirements).
- * Facilitate bus ingress, egress, and internal circulation.
- * Design the Customer Service Center to overlook and be easily accessible from boarding areas.
- * Provide adequate space in the CSC for support facilities.

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PROGRAMMING ISSUES

Community Image Issues

1. How should the station look and feel? What level of quality of construction and materials should be assumed in the design, outside of life cycle costing? (For example, should the passenger platform include concrete pavers, which are more expensive than concrete?)
2. Should the station include elements to enhance its standing as a downtown landmark and the center of the transit system? (Potential items include a clock tower, art, a fountain, or more than minimal landscaping.)
3. Should commercial activity be accommodated on the site? (This could range from space for push carts to a permanent retail store to an adjacent office/retail building.)
4. Should off-site improvements be included as part of the project? (These could include the sidewalks and landscaping around the site, crosswalks leading to the site, or lighting in the vicinity of the site.)

Operational/Functional Issues

At the meeting, staff will recommended functions to be accommodated on the site. Board direction on the following specific issues is requested:

1. Should public restrooms be provided at the station?
2. Should an enclosed, climate-controlled waiting area be provided in the Customer Service Center?
3. How extensive should the passenger shelters be? (Options include: small individual shelters at various points on the boarding platform, similar to the current station; linear shelters that run the length of the boarding platform; and a shelter which covers most or all of the boarding platform.)

Future Programming Issues

The following issue requires further research before a decision can be made:

1. Should parking replacement and/or expansion be tied to the station project? If so, should the parking be on-site or at another site?

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AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 1991

ITEM TITLE: APPROVAL OF MINUTES

PREPARED BY: Jo Sullivan, Executive Secretary

ACTION REQUESTED: Approval of minutes of November 20, 1991, regular Board meeting

ATTACHMENT: Minutes of the November 20, 1991, regular meeting are attached for Board review and approval.

PROPOSED MOTION: I move that the minutes of the November 20, 1991, regular Board meeting be approved as distributed.

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, November 20, 1991

Pursuant to notice given to *The Register-Guard* for publication on November 14, 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, November 20, 1991, at 7:30 p.m. in the LTD Board Room at 3500 E. 17th Avenue, Eugene.

Present: Jack Billings
Janet Calvert
Thomas Montgomery, Secretary
Keith Parks, President, presiding
Phyllis Loobey, General Manager
Jo Sullivan, Recording Secretary

Absent: Peter Brandt, Treasurer
Tammy Fitch, Vice President
(vacancy in subdistrict 5)

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

EMPLOYEE OF THE MONTH: Mr. Parks introduced Bus Operator R.L. Montgomery, the November Employee of the Month. R.L. was hired on September 18, 1978, and has earned awards for nine years' safe driving and exceptional attendance. This was the second time R.L. had been chosen Employee of the Month. He was nominated this time by riders on his McKenzie Bridge route, who wrote long letters of nomination. Some of the comments made were that R.L. is concerned about his riders as individuals; remembers where his riders get on and off the bus; drives very safely; always has a smile and a kind word; is a "people person"; is firm about conduct on his bus, so parents are comfortable letting their children ride; and is always willing to help in any way he can, including making sure that children cross the road safely or finding and returning lost articles. Mr. Parks then presented R.L. with an achievement award, letter, and check. R.L. said he appreciated the award, and that he thought the Board was doing a good job.

MOTION

MINUTES: Mr. Montgomery moved that the minutes of the October 16, 1991, regular meeting be approved as written. Mr. Billings seconded the motion, and the minutes were approved by unanimous vote.

VOTE

DECISION ON TAX RATE FOR 1992: Ms. Loobey said the Board would need to take three independent actions that evening: (1) a motion to set the tax rate; (2) a motion to read Ordinance No. 34 by title only; and (3) a motion to adopt the ordinance. She said that adoption of the ordinance was, in effect, an implementation of the first year of the Long-Range

Financial Plan that the Board had discussed previously, and which outlined how LTD would perform during the next five years. The higher tax rate would continue the progress toward the District's long-term financial health, which begun two or three years ago. The District had improved its financial flexibility by creating a reserve account for unanticipated fluctuations in payroll tax revenues; by funding an adequate reserve for capital acquisitions, including buses; and by being able to fund an 8 percent increase in service in FY 92-93, to implement recommendations of the Comprehensive Service Redesign, which was underway, and to provide for some of the unmet needs for service.

Ms. Loobey said that the Board had been discussing an increase in the payroll tax rate since last April. The need to declare an emergency in adopting the ordinance existed for two reasons; primarily the need to notify the Oregon Department of Revenue of any changes by the first week in December, so they could change reporting forms. Secondly, staff had waited as long as possible in order to have the most current information about the payroll tax rate growth, which was not available until the end of October. She stressed that the adoption of this ordinance was not a precipitous action. In addition to the Board discussions, Ms. Loobey had discussed the proposed rate increase with both Chambers of Commerce, and neither had taken a position on the issue.

The Board and Budget Committee had concerns about the possibility of increasing the rate to the statutory maximum of .006, because that would limit the District's financial flexibility if there were a downturn in the economy. A suggestion was made to have a "rainy day fund," to save money against such a downturn. At the end of last fiscal year, the District was able to establish such a fund. Ms. Loobey said that LTD was in an enviable position because its financial position was very sound. The District would be able to respond to more service requests from the community and suggestions from local units of government, and would be able to move ahead with the Long-Range Financial Plan.

Tamara Weaver, Finance Administrator, said she would provide a brief summary, but would not go into detail about the Long-Range Financial Plan, which the Board had reviewed in some detail on more than one occasion. She explained that, based on projections made last April, staff had recommended a tax rate of .0058, but during three additional quarters of collection and passenger fares, the District's revenues had increased more than anticipated. Last April, the Board and Budget Committee were observing an economy that was very seriously "dinged," with fewer jobs and economists stating that the economy would be flat. It appeared to the Board that the District needed to depress its spending and not implement service which the Board had approved in February. The District took strong, decisive action to reduce or hold expenses at budgeted or below, and waited out the recessionary period.

Ms. Weaver said that the three additional quarters of collections had averaged almost 6 percent over the prior periods. She said that staff could not explain that growth, but it was much better than had been predicted. With increased cash from additional revenues due to increased passenger revenues and payroll tax collections, as well as a reduction in expenditures by staff, the Board decided to set aside funds in a payroll tax fluctuation contingency fund, and that had made a big difference in the Long-Range Financial Plan. That change had resulted in improved capital reserves for the Eugene Station and bus purchases

in 1994-95. Therefore, staff were recommending an increase in the payroll tax rate to .56 percent rather than the .58 percent recommended in April.

Ms. Weaver said that service decisions would be made during the FY 92-93 budget process by the Board, based on the Comprehensive Service Redesign (CSR) and the current economic conditions.

Ms. Weaver stated that LTD had not raised its payroll tax rate since January 1980, but had lowered the rate twice since that time. As a financial person, she thought that was an admirable accomplishment.

MOTION

Ms. Calvert moved that the Board approve a tax rate of .0056 on payrolls earned beginning January 1, 1992. The motion was seconded. Ms. Calvert said she thought the Board had pretty well discussed this issue, and that most of her questions had been answered. She said it seemed that the District was going to be required to look at more aggressive ways of providing service, so this was the appropriate time to increase the rate.

Mr. Parks commented that the District had been in the midst of the community's recession but now had something positive from that experience. He thanked the staff for all the hours they had put into working on the Long-Range Financial Plan and determining the appropriate tax rate to recommend. He said he believed the District was doing the right thing.

Mr. Montgomery said he had been more or less comfortable with the .58 percent increase that had been discussed during Budget Committee deliberations, and thought that it was very positive that the rate could be reduced a couple of points and still allow the District to do what needed to be done.

Mr. Billings agreed with Mr. Montgomery. He was pleased that the staff had been able to reduce the rate through conservation and "sharp pencils." As an employer who paid the tax, he said he hoped the higher rate would be short-lived, but he was prepared to vote in favor of it.

Ms. Calvert commented that a more encouraging thing was that the economy had some strength that was not perceived, and that ridership was up.

VOTE

There was no further discussion, and the motion to increase the payroll tax rate to .0056 carried by unanimous vote.

**MOTION
VOTE**

ORDINANCE NO. 34: Ms. Loobey explained for the new Board members that any governing body had the option of reading the title or reading the entire ordinance at a public meeting. Copies of the ordinance were included in the agenda packet and were available for anyone in the audience who wished to have one. Mr. Billings moved that the Board read Ordinance No. 34 by title only. Ms. Calvert seconded, and the motion carried by unanimous vote. Mr. Billings read the title of the ordinance: "Lane County Mass Transit District Ordinance No. 34, An ordinance imposing an excise tax on employers, providing for administration, enforcement and collection of the tax, terminating the application of tax under Ordinance No. 32, and declaring an emergency."

Mr. Montgomery asked whether the wording of the title meant that the District was imposing an excise tax as a new tax. Ms. Loobey explained that an excise tax and the payroll tax were one and the same.

MOTION

Ms. Calvert moved that the Board adopt Ordinance No. 34, An ordinance imposing an excise tax on employers, providing for administration, enforcement and collection of the tax, terminating the application of tax under Ordinance No. 32, and declaring an emergency.

VOTE

Mr. Montgomery seconded the motion, and the ordinance was adopted by unanimous vote.

ITEMS FOR INFORMATION AT THIS MEETING:

Service Requests and Comprehensive Service Redesign: Ms. Calvert said that when staff take service requests to the Board, she would like to have an indication of the depth of information on that service, or the depth of requests for that service, whether it be one person, the entire neighborhood, etc. Mr. Parks asked if some of the service requested previously, which the District had been unable to fund, would be added as part of the Comprehensive Service Redesign (CSR). Stefano Viggiano, Planning Administrator, said that this was one of the reasons for the CSR. He said the District would not be able to provide service to every request, but some of those would be taken care of in the CSR. Some of the requests would be easy to look at individually, such as the last hour of service at night, but some which were integral to the service would be more difficult to look at by themselves. He said staff would bring service recommendations which result from the CSR back to the Board on a couple of occasions, so the Board could provide feedback to staff during the process.

Ms. Calvert said she anticipated that some service would be eliminated as a result of the CSR, so there may be some unhappy people. Mr. Viggiano said that any time the District made service changes, some people would lose service, and the Board may hear some of that directly, although staff were prepared to respond when that happened.

Ms. Loobey said that the report on page 67 of the agenda packet discussed the work program and schedule for the CSR. Public involvement was explained on page 71. Ms. Loobey said that staff had attempted to set up the process to gather as much public input as possible. It had not been decided yet whether the Board might want to be involved in hearings in their districts, or whether staff would bring all information to the Board.

Ms. Loobey explained that the last Comprehensive Service Redesign was done 11 years ago. The District had a bus fair at the Lane County Fairgrounds, where the newly-designed service was laid out. Staff spent several hours on a Saturday getting input from the public, and more than 2,000 people attended. She said staff would design the public input plan for the current CSR to obtain information from customers and people they hoped would be customers. The Board would need to conduct at least one public hearing. Mr. Parks said he would not want to handle all the people on one night. Ms. Loobey said staff would be aggressive in going to the community, such as at the library, shopping malls, etc., in hopes of reaching a large number of people. She expected that people who thought their service would be degraded would want to talk with the Board. The Board may want to talk to those people over one or two days, but within a fairly short period of time, and may want to do part of the

public input process during the day, for the convenience of people who did not ride the bus at night for one reason or another.

News Media Communications: Ms. Loobey called the Board's attention to a staff report in the agenda packet. Staff had thought it would be instructive for the new members to understand how communications with the news media were handled by staff. Ed Bergeron, Marketing Administrator, said the information in the packet would be helpful in responding to challenges which the District would face in the months and years ahead. One of the key elements, he said, was in letting the public know what the District was doing, though the local news media. Most of that contact was through Mr. Bergeron or his staff, and the goal was to provide accurate and balanced information, so the public could receive the real picture of what the District was doing. He said that the District's procedures seemed to work well.

Mr. Bergeron said that, as the District's role in the community attained a higher profile, Board members might be contacted directly by reporters. He stressed that Board members should always feel comfortable in letting the media know when they did not have the requested information. LTD was a complex organization, and staff would be available to research and provide the correct and most up-to-date information to the Board members before they responded to any questions, and to help in any other way the Board members might wish. Mr. Bergeron said that the media appreciated having the latest, most correct information and did not want to make mistakes in their reporting, so would not be surprised or put off by such a response by Board members. Although it may appear that the reporters were in control when television cameras were rolling, Mr. Bergeron said that the person being interviewed really was in control, and could say that he or she needed to look into the issue and get back to the reporter. Television crews will only use footage if someone says something. If nothing is said, it can buy some time until the correct information can be obtained.

Americans with Disabilities Act Update: Mr. Parks said that the District needed to keep in mind that if additions were made to fixed-route service, they would also have to be made to Dial-a-Ride service. Mr. Montgomery wondered if more was known about the cost now that the regulations were written. Micki Kaplan, Transit Planner, said that the Lane Council of Governments (L-COG) and LTD had hired a consultant who had worked with the Accessibility Committee. Preliminary estimates to provide service beginning next fiscal year were \$470,000. Mr. Parks asked what the actual increase in funding would be. Ms. Kaplan said the increase would be about \$370,000, or about \$100,000 over three years. Ms. Weaver said the preliminary plan had assumed that service to achieve full compliance with the ADA would be implemented during a five-year period. She said that staff would have more cost information by the December Board meeting. Mark Pangborn, Director of Administrative Services, added that preliminary costs were that the District would need to spend \$400,000 over the next five years.

Mr. Billings wondered if there were regulations that showed how to write a compliance plan. Ms. Loobey said that there were. Ms. Calvert wondered what transit districts which were not 100 percent accessible in their fixed-route service would have to do in response to the ADA. Ms. Loobey said that they were "scrambling" to meet the requirements, and that some smaller properties might have to cut regular service. Mr. Pangborn said that a five-year implementation plan may give transit districts time to replace some equipment, but they might

not have enough operating money to put into Dial-a-Ride type of services, so they might have to cut regular service. He said LTD was in a position to avoid the cutting of regular service to meet the ADA requirements.

Ms. Loobey commented that Ms. Calvert had experienced demonstrations by militant disabled community members in San Francisco, at an American Public Transit Association conference a few years ago. The demonstrations had interrupted service all over San Francisco for hours. If APTA and its membership had moved forward as LTD did years ago, she said, the transportation community in this county would not be faced with the dilemma it faced as a result of the ADA.

Eugene Station Update: Ms. Loobey informed the Board that the Eugene Station Advisory Committee had met twice. The committee members had heard a history of the Eugene Station, and had asked good questions. At the next meeting, the committee would talk about programming issues for the station. Programming would also be the main item for discussion at the December Board meeting.

Ms. Loobey explained that programming was an architectural term for talking about standards or guidelines to influence the amenities and materials and features of the station. She said that the cost estimates for the IHOP and Pasta Plus sites only included platform costs, nothing above the platform, such as shelters, CSC, telephones, etc. This was done because the station would have the platform regardless of the site, but the amenities or features may be different from site to site.

Ms. Calvert asked who the members of the Eugene Station Advisory Committee were. Ms. Loobey listed the members and the agencies they represented: Committee Chairman Gerry Gaydos, the Eugene Planning Commission; Debra Ehrman, the Eugene City Council; Jef Faw, representing Lane County in an at-large position; Dave Kleger, representing bus riders in an at-large position; Jess Maine, the Springfield Chamber of Commerce; Mike Schwartz, the Eugene Chamber of Commerce; and Jonathan Stafford, the Eugene Downtown Commission.

Board Member Reports:

(1) **Metropolitan Policy Committee (MPC):** Ms. Calvert said that at the last MPC meeting, the committee voted to allow LTD Board members to be "real" members. There was to be discussion on the Central Area Transportation Study (CATS) Plan, but the Plan was simply presented to members of the MPC, and probably would be discussed in more detail at another time. At the last MPC meeting, the issue of a park and ride transfer station at Autzen Stadium was raised. Also discussed were commercial and industrial lands study and the need for residential planning, not just commercial planning. There was also some discussion regarding the different role of MPC, and the fact that a lot more issues having to do with funding and how money is to be appropriated would be coming before the MPC.

(2) **Oregon Transportation Commission (OTC):** Mr. Billings reported on a recent visit of the Oregon Department of Transportation (ODOT) Commission in Eugene. Four of the five commission members were present, and heard the local mayors talk about their transportation

issues. He said he learned about the United Front effort of the Cities of Eugene and Springfield and Lane County, in which they presented a united position to ODOT. A video about transportation corridors in the area was also shown. He thought it was great that LTD got to take the commission members around town on the bus, and Ms. Loobey said that staff had taken the commissioners on a tour of the maintenance facility at the end of the day. She explained to the commissioners that lottery money and stripper well money, from a lawsuit mounted by Oregon Attorney General Dave Frohnmayr and other Attorney Generals from other states against oil companies, helped finance the Glenwood facility.

Ms. Loobey added that this was the first time ODOT had taken an affirmative stance outside of the highway community in building the transportation plan. She explained that approximately 30 people, Ms. Loobey included, were invited to brainstorm for the transportation plan. In the past, plans had always been highway plans, but a number of transit supporters had been encouraging ODOT to take a broader view of Goldschmidt's Access Oregon Plan, so smaller rural communities would have some transportation mobility. Ms. Loobey said it was important for those communities to have mobility within their own communities as well as to larger communities, and there had been a shift in sentiment on the part of the commission toward this broader view. She said she welcomed the shift in responsibility and awareness on the part of the commissioners and principally on the part of commission chairman Mike Hollern.

Ms. Calvert asked if the Board needed to be familiar with the New Oregon Trail plan. Ms. Loobey explained that this plan was being prepared, and that ODOT would be on the trail with public hearings. Board members would be provided a copy when it became available.

Clean-Air Buses: Ms. Loobey called the Board's attention to a report written by Operations Director Tim Dallas about the state of the art for LTD and the technology that was beginning to appear in the marketplace. She said that the basic thrust with clean air buses was that technology was as yet untried, and as a smaller transit district, LTD had not suggested testing the new technology. Others were doing the testing across the country. Mr. Billings said he appreciated this kind of summary; it was what he wanted to have when he others asked him questions.

Ms. Loobey said that one of the legislative bills the Board had asked her to work against during the last session required transit districts to use alternatively-fueled buses. The amendment that the bill's opponents were able to secure was the inclusion of low-sulfur diesel as an alternative fuel. It was being used in the Los Angeles basin and in Washington State, and at some time would be available in Eugene. The cost for this fuel was about four or five cents more than regular diesel fuel. If the use of low-sulfur diesel were combined with the installation of particulate traps, Ms. Loobey was convinced that this would be a better solution for LTD than some of the other alternative fuels, which may have cleaner exhaust (particulates and carbon monoxide), but still would have other emissions. The other alternative fuels were also flammable, highly toxic, and required expensive fueling facilities. Two of the alternative fuels create cyanide as a by-product of combustion.

Ms. Loobey said that the idea of using alternative fuels had captured the imagination of a lot of people. She was hopeful that LTD would be able to keep things in perspective and

figure out the best future for the District. Mr. Billings asked if there was any interest in or reason to share this information with the City Council. Ms. Loobey said that staff would be happy to share this information, and the MPC may be a good forum to do so. Mr. Billings said the District could tell the Council that it was excited about the opportunities, but that it would be better to let others develop the technology and do the testing.

Mr. Dallas added that the City Council might be influenced by some of the people who promoted some of these technologies, so would be more apt to hear about the advantages rather than the disadvantages, such as the fact that methanol was a carcinogen absorbed through the skin, and that methanol and ethanol burned with a clear flame that could not be seen. He said the District needed to talk about both sides of the technology--the advantages and the disadvantages. Ms. Loobey said that fire marshals had concerns about alternative fuels, and that at least the option to use low-sulfur diesel as an alternative fuel left LTD in better stead than it might have been.

Mr. Billings said he wasn't sure if this topic could be added to the MPC agenda in December, but he thought the District should start giving them as much information as possible. Ms. Loobey said the City Council might be more interested in the fire problems if they heard about them from the fire marshall than from LTD. Mr. Parks said that the City may eventually have to follow the same regulations; that requiring alternative fuels for transit would be just the tip of the iceberg for those receiving federal money.

Update on State Air Emissions Bill: A brief update on HB 2175, the air emissions bill, was included in the agenda packet. Ms. Loobey said that the Oregon AAA was expected to file suit within the next two weeks, and the suit was expected to be on an expedited hearings calendar. Although the bill had been signed by the Governor, it had not been implemented because it was awaiting a court test. The District's share of current costs for the hearing was expected to be between \$2,500 and \$5,000. Staff would have more information about that later.

Redistricting of LTD Board Boundaries: Ms. Loobey said that for the first time in history, the Secretary of State held a public hearing on the new subdistricts within the Board's boundaries. No public attended the hearing. The boundary changes were minor, and did not affect any current Board members' residences.

Budget Committee Appointment: Ms. Loobey explained that the term of one Budget Committee member would expire on January 1, 1992, and Mr. Billings would be nominating someone to fill that position. Mr. Billings asked about the time frame for the budget process. Ms. Loobey said that it typically began in April, and the budget must be approved and adopted by the Board by the end of June, under local budget law. Mr. Pangborn said that the Budget Committee meetings were usually held on consecutive Wednesday evenings in April, and would probably involve only two or three meetings. Ms. Loobey said that the District had just received a letter of resignation from Mary Gilland, so Mr. Montgomery would also need to find a replacement for the committee.

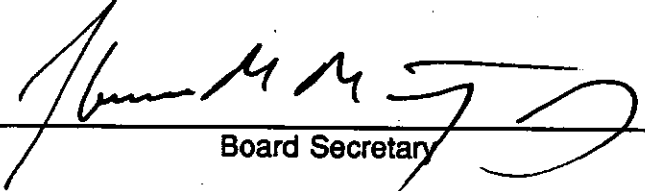
Election of Officers: Mr. Parks wondered if it would be possible to have half of the four officers' terms end each time, instead of all four ending every two years. Ms. Loobey said that might require a by-laws change.

Operations Summary Report: Ms. Calvert said she found this new activity report interesting.

Springfield Festival of Lights: Ms. Loobey said that staff had been approached by Springfield to participate in Springfield's version of Joy Ride, called a Festival of Lights, and that Springfield was very willing to work with the District to make it happen. However, it was too late in the year to do it this year, so they would begin discussing the possibility early next year. She explained that staff began the Joy Ride planning in January of each year. For the Joy Ride promotion, service is paid for through the farebox and subsidies provided by the three sponsoring agencies (the Register-Guard, Oregon Eye Associates, and Valley River Center).

Group Pass Programs: Ms. Calvert said she had been asked whether McKenzie Willamette had approached LTD about a group pass program. Mr. Pangborn said staff had received an inquiry, had talked with the hospital administration, and had not heard back from them. Ms. Loobey said that the present administrator was leaving, and perhaps the new administrator would follow up with this. She said that McKenzie-Willamette was one of the major employers in Springfield, and could benefit from a group pass program. McKenzie-Willamette had a parking problem, although not of the magnitude of Sacred Heart Hospital's parking problems.

ADJOURNMENT: Ms. Calvert moved that the meeting be adjourned. Mr. Billings seconded the motion, and the meeting was unanimously adjourned at 9:00 p.m.


Board Secretary

AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 1991

ITEM TITLE: RESOLUTION TO ADOPT UNITED STATES CONFERENCE OF MAYORS DEFERRED COMPENSATION PROGRAM

PREPARED BY: Bill Nevell, Personnel Administrator

ACTION REQUESTED: That the Board adopt a resolution which authorizes the General Manager to execute the implementation of the United States Conference of Mayors Deferred Compensation Program.

BACKGROUND: On October 24, 1984, the District adopted a Deferred Compensation Plan. In 1990, LTD employees requested that a second deferred compensation carrier be made available to them. Employees were not dissatisfied with the current carrier (Hartford Variable Annuity Life Insurance Company), but wanted to have more than one deferred compensation investment choice. In September 1991, the District interviewed five potential deferred compensation providers, and evaluated them based on a specific set of criteria. The District determined that the United States Conference of Mayors Deferred Compensation Program best met the needs of the District.

CONSEQUENCES OF REQUESTED ACTION: LTD employees would have two deferred compensation investment options. The cost to the District would be in administrative staff time only.

ATTACHMENT: Resolution adopting the deferred compensation plan.

PROPOSED MOTION: I move that the Board adopt the attached resolution which authorizes the General Manager to execute the implementation of the United States Conference of Mayors Deferred Compensation Program.

h:summary.wcn

RESOLUTION

BE IT RESOLVED that the Lane Transit District hereby adopt the United States Conference of Mayors Deferred Compensation Plan, and that the General Manager is hereby authorized to execute the same on behalf of the Lane Transit District;

BE IT FURTHER RESOLVED that the Advisory Committee under the said Plan shall be as follows:

General Manager
Director of Operations
Director of Administrative Services
Personnel Administrator
Finance Administrator
Amalgamated Transit Union, Division 757, Executive Board Officer

Date

Board President

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AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 1991

ITEM TITLE: ELECTION OF BOARD OFFICERS

PREPARED BY: Jo Sullivan, Executive Secretary

ACTION REQUESTED: That the Board elect officers to fill two-year terms, beginning January 1, 1992.

BACKGROUND: In accordance with ORS 267.120(1), the Board of Directors must elect from among its members, by majority vote, a president, vice president, secretary, and treasurer, to serve two-year terms. The terms of the current Board officers expire on January 1, 1992. The current officers are Keith Parks, President; Tammy Fitch, Vice President; Thom Montgomery, Secretary; and Peter Brandt, Treasurer.

ATTACHMENT: None

PROPOSED MOTION: I nominate _____ (name) _____ to a two-year term as LTD Board
_____, beginning January 1, 1992.
(office)

electsum.jhs

AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 1991

ITEM TITLE: BUDGET COMMITTEE NOMINATION

PREPARED BY: Jack Billings, Board Member

ACTION REQUESTED: That the nomination of Gerry Gaydos to the LTD Budget Committee be approved.

BACKGROUND: LTD Budget Committee members are nominated and approved by the Board members and serve for three-year terms. Budget Committee members must reside within the District's service boundaries, but are not required to live in the same subdistrict as the Board member making the appointment. One term will expire on January 1, 1992, leaving a vacancy on the Budget Committee, and Board member Jack Billings was asked to nominate someone to fill this vacancy. Mr. Billings has nominated Gerry Gaydos.

ATTACHMENT: Nomination for Budget Committee

PROPOSED MOTION: I move that the Board approve the nomination of Gerry Gaydos to a three-year term on the LTD Budget Committee, beginning January 1, 1992.

c:bcnomsum,jb

NOMINATION FOR BUDGET COMMITTEE
LANE TRANSIT DISTRICT

BUDGET COMMITTEE APPOINTMENT QUALIFICATIONS: ORS 294.336

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

Board Member: Jack A. Billings

Date of Nomination: December 4, 1991

Term of Budget Committee Appointment: 1/01/92 1/01/95
Effective Date Term Expiration Date

Approved by Board: 12/18/91
Date

NOMINEE'S NAME: Gerry Gaydos

Home Address: 2820 Emerald, Eugene, OR 97403

Telephone Number: 484-0535

Business Address: 975 Oak St., Suite 990, Eugene, OR 97401

Telephone Number: 343-8060

PREFERRED MAILING/DELIVERY ADDRESS: Office

Occupation: Attorney

Brief statement of nominee's background which is relevant to budget committee appointment:
Gerry is very active in civic affairs. He is active in the leadership of the Chamber of Commerce, YMCA, and is a co-founder of the Eugene City Club. He is a member of the Community Advisory Committee which has been formed to study the downtown transit station.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 1991

ITEM TITLE: AMERICANS WITH DISABILITIES ACT DRAFT PARATRANSIT PLAN

PREPARED BY: Micki Kaplan, Transit Planner

ACTION REQUESTED: None

BACKGROUND: A summary of the Americans with Disabilities Act (ADA) was provided for the Board at the November Meeting. As you may recall, the ADA requires LTD to submit a plan detailing how LTD will comply with the complimentary paratransit service provisions of the ADA. LTD is required to provide paratransit service which is "comparable" to LTD fixed route service. The Plan must be submitted to the Federal Transit Administration by January 26, 1991.

The Draft ADA Paratransit Plan is included with the agenda packets for the Board members. Copies of the plan have been distributed to media and interested members of the public. An executive summary, included in the agenda packet, is also in the beginning of the Draft Plan, and includes the public process schedule. Demand and cost estimates are also included in the Draft Plan. Please refer to the Table of Contents for further information.

The Plan was developed with assistance from the Lane Council of Governments, the Special Transportation Fund Advisory and Planning Committees, and local citizens. The Board will be requested to hold a public hearing on the final plan and take final action at the January meeting.

Staff will be present at the meeting to answer questions.

ATTACHMENT: The Americans With Disabilities Act Draft Paratransit Plan is attached. An executive summary is listed in the beginning of the Plan.

PROPOSED MOTION: None

h:summary.mbk

THE AMERICANS WITH DISABILITIES ACT DRAFT PARATRANSIT PLAN

EXECUTIVE SUMMARY

The Americans With Disabilities Act (ADA) was signed into law in July 1990 and is landmark civil rights legislation for persons with disabilities. The ADA requires nondiscrimination for individuals with disabilities in employment, public accommodations, public services, telecommunications, and transportation. This new law requires that LTD submit a paratransit plan to the Urban Mass Transit Administration by January 26, 1992, with annual reviews thereafter. The plan must address how LTD will comply with the "comparable paratransit service" requirements of the ADA. The plan was developed in conjunction with the Lane Council of Governments and the local citizens of Lane County. The information below is a summary of LTD's Americans With Disabilities Act Draft Paratransit Plan.

The local paratransit service is known as the Dial-a-Ride. Dial-a-Ride provides curb-to-curb accessible transportation for persons unable to use LTD accessible buses due to their disabilities. In order to comply with the ADA, Dial-a-Ride will undergo significant program expansion and changes indicated below.

SERVICE HOURS

ADA Requirement: Days and hours of Dial-a-Ride service must be comparable to LTD fixed-route service.

Plan Proposal: The first phase expansion of Dial-a-Ride will begin February 1, 1992. Dial-a-Ride service hours will be:

Monday - Thursday	7:00 a.m. - 8:30 p.m.
Friday	7:00 a.m. - 10:30 p.m.
Saturday	10:30 a.m. - 8:30 p.m.

Sunday service, weekend evening service, and later week-night service will be phased in during 1993-1994.

CAPACITY

ADA Requirement: Dial-a-Ride cannot have a "significant" rate of ride refusals.

Plan Proposal: Midday Dial-a-Ride service will be expanded to add 200 one-way rides per weekday to reduce the existing ride denial rate in February 1992. Ride refusals will be monitored. Additional service will be added to expand capacity according to demand and as resources allow.

RESPONSE TIME

ADA Requirement: Dial-a-Ride must provide next-day scheduling, and permit ride requests up to 14 days in advance.

Plan Proposal: Dial-a-Ride will implement these scheduling changes effective February 1, 1992.

FARES

ADA Requirement: Dial-a-Ride fares cannot exceed two times the full adult cash fare on the LTD fixed route bus.

Plan Proposal: This requirement is currently met. This Plan proposes to raise the Dial-a-Ride fare from 30¢ to 35¢ effective February 1, 1992, to make the fare comparable to LTD Reduced Fare. The fare structure will be reviewed by the Special Transportation Planning Committee and LTD during 1992-1993.

ELIGIBILITY

ADA Requirement: The ADA requires that the paratransit service be provided to ADA-eligible riders. ADA-eligible riders include: 1) any person with a disability who cannot use the LTD fixed-route bus service due to certain functional mobility impairments due to his or her disability; or 2) any person who cannot navigate the LTD bus system independently due to his or her disability.

Plan Proposal: Current Dial-a-Ride eligibility is primarily the same as the ADA eligibility requirements. Eligibility will be modified to match ADA requirements February 1, 1992 to include functionally-based eligibility criteria. A citizen advisory committee will comprehensively review and recommend changes to eligibility during 1992-1993.

HOW TO PROVIDE COMMENTS ON THE DRAFT ADA PARATRANSIT PLAN

Copies of the complete Draft ADA Paratransit Plan are available on request. Copies of the proposed plan are available in large print, cassette tape, or braille upon request. Call LTD, Lane Council of Governments, or Special Mobility Services (Dial-a-Ride) at 687-5566, TDD 343-9557. LTD and L-COG TDD telephone numbers are listed below. Written or telephone comments may be submitted to:

Micki Kaplan
Lane Transit District
P.O. Box 7070
Eugene, Oregon 97401
(503) 741-6100
TDD (503) 687-5552

Terry Parker
Lane Council of Governments
1025 Willamette
Eugene, Oregon 97401
(503) 687-4380
TDD (503) 687-4567

(Telephone comments weekdays 8:00 a.m.- 5:00 p.m.)

The public is invited to attend public information sessions and public hearings on the draft plan. Two information sessions will be held on December 10 for the public's convenience.) Transportation will be provided for Dial-a-Ride customers who are interested in attending the public information sessions and public hearings. Call Dial-a-Ride to request a ride. The public meeting schedule is listed below:

December 10, 1991

Information Session I
2:00 p.m. - 4:00 p.m.
Hilyard Community Center
2580 Hilyard Street, Eugene

December 10, 1991	Information Session II 7:00 p.m. - 9:00 p.m. Hilyard Community Center 2580 Hilyard Street, Eugene
December 17, 1991	Public Hearing 7:00 - 9:00 p.m. Hilyard Community Center 2580 Hilyard Street, Eugene
January 15, 1992	Public Hearing and Final Adoption of Plan 7:30 p.m. Lane Transit District Board of Directors LTD Administration Office (in Glenwood) 3500 East 17th Avenue Eugene, Oregon

A summary of key milestones and the proposed implementation time line for the LTD ADA Paratransit Plan is provided in the table on the following page.

h:adaesum.mbk

AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 1991

ITEM TITLE: UPDATE ON DIAL-A-RIDE SERVICE EXPANSION

PREPARED BY: Micki Kaplan, Transit Planner

ACTION REQUESTED: None

BACKGROUND: For fiscal year 1991-1992, the Board approved an additional \$87,000 from the LTD General Fund to fund a "first phase" expansion of Dial-a-Ride service to begin complying with the Americans With Disabilities Act (ADA).

Dial-a-Ride service will expand beginning February 1, 1992. Current Dial-a-Ride service operates weekdays from 8:00 a.m. to 5:30 p.m. The service expansion will include additional mid-day trips to minimize ride refusals; later weekday evening service, until 8:30 p.m.; Friday night service until 10:30 p.m.; and Saturday service from 10:30 a.m. to 8:30 p.m. It is likely that many of the early morning, mid-day peak, and late evening trips will be brokered to taxi cabs. As you know, the ADA will require the Dial-a-Ride service to be "comparable" to LTD fixed-route service in terms of capacity and days and hours of service. In addition, expanding Dial-a-Ride to include evening and weekend service is one of the most frequent service requests by Dial-a-Ride bus riders. Future Dial-a-Ride service additions will be included during the Annual Route Review process.

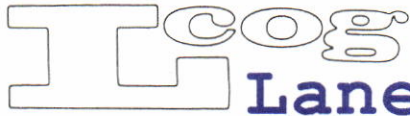
For further information, a memorandum from the Lane Council of Governments (L-COG) on the Dial-a-Ride Phase I service expansion is attached for your review. As you may recall, LTD contracts with L-COG to manage the Dial-a-Ride and Special Transportation programs.

Staff will be present at the meeting to answer any questions the Board may have.

ATTACHMENT: L-COG Memorandum: ADA Paratransit Service Plan

PROPOSED MOTION: None

h:summary2.mbk



Lane Council of Governments

Senior Services Division

Social Services

1025 Willamette Suite 200
Eugene, Oregon 97401 (503) 687-4498

Financial Services

40 East 10th Avenue
Eugene, Oregon 97401 (503) 687-3895

December 9, 1991

TO: Micki Kaplan, LTD Transit Planner

FROM: Terry Parker, L-COG Associate Planner

SUBJECT: ADA Paratransit Service Plan

Attached is a copy of the cost allocation worksheet for the proposed expansion of paratransit services. The model presented utilizes existing wheelchair accessible vehicles operated by Special Mobility Services (SMS), taxicabs and privately operated wheelchair vehicles; essentially, an expansion of the current dedicated van service with increased emphasis on the use of brokered rides. Prior to selecting a service model the advantages and disadvantages of various options were evaluated.

With the help of Crain and Associates, a transportation consulting firm specializing in paratransit service systems, the following review was conducted:

User-side Subsidy System: User-side subsidy is often referred to as a scrip or voucher system. In a user-side subsidy system, several taxi companies and one or more companies operating lift-equipped vans, would agree to carry paratransit riders in exchange for reimbursement from a sponsoring agency. Coupons, vouchers or scrip is distributed to users. Users call participating companies directly and the scrip is used as special purpose money that is accepted as payment of a fare. Users are usually limited to a specific number of trips per month. Administrative costs for printing, distributing and redeeming scrip typically run anywhere from 10% to 20% of total expense. A very small user-side subsidy program could have a much higher percentage.

Brokered Service: In a brokered system a dispatcher accepts trip requests, groups these together if possible, and then arranges the necessary service. Often, a dispatcher decides for each trip whether it should be served by a private taxi (or van) or a directly operated vehicle. The administrative overhead of brokered service can be minimal or quite high, depending on the degree of sophistication of the system.

Dedicated Van Service: A fleet of vans is dedicated to providing demand-responsive service. The vehicles are typically modified vans, minivans, or small buses and are wheelchair accessible. Usually one to three passengers are in the vehicle at one time and large groups can be accommodated. Typically there is more wheelchair capacity with dedicated van service than with systems that rely heavily on taxis.

Currently, SMS provides a broker service using their dedicated vans as one of the ride options. The advantages of broker service outweigh that of a user-side subsidy. Although a user-side subsidy offers users a choice and quicker response time, a brokered service has the advantage of using one central number for all service, greater opportunity for grouped trips, better enforcement of service quality standards, and the ability to allocate trips to the least expensive option. In order to make user-side subsidy successful there must be a variety of qualified, interested providers available including lift-van operators. The combination of maintaining a dedicated wheelchair accessible fleet and brokering service to other providers uses all of the resources available in the community, ensures adequate lift coverage, and minimizes cost.

Since SMS operates both a dedicated van service and brokers rides, administrative costs have already been consolidated. Channeling funds through one provider has made for simplicity of administration and program oversight. The success of the proposed service plan hinges on making the most appropriate, cost effective choice for ride requests. SMS, over the years, has demonstrated the ability to make these choices. Maintaining flexibility of service options throughout the service day will be important. It is anticipated that as demand drops, during evening hours for example, then the cost per ride of directly operated service will increase. Taxis and private vans are likely to be more cost efficient during times of low ridership. The cost proposal reflects this assumption. It is not to say that only one mode of service will be used during certain hours but that the selection of service options will be dictated by ride demand.

The rates per "unit of service" used in the cost estimate are as follows:

Vehicle Hour: An SMS vehicle hour is estimated at \$12.52 per hour including a driver rate of \$8.80 per hour and \$3.72 for vehicle use per hour.

Dispatch Hour: Dispatch services are estimated at \$9.57 per hour. Combined vehicle and dispatch service costs \$22.09 per hour.

Taxi or Lift-Van Ride: Taxi and lift-van costs are estimated at \$11.00 per ride including 36% wheelchair rides at \$12.00 and 64% ambulatory rides at \$8.20 per ride with an added 15% to cover the cost of scheduling and administration.

Under the proposed plan SMS service costs \$22.00 per hour. Ridership per hour varies with an average of 3.0 rides per hour. Taxi rides, on the average, cost \$11.00 per trip. The decision to use SMS vehicles or to broker service will depend on the type of ride requests, wheelchair or ambulatory, and number of requests for a service hour. The least costly option will be used. L-COG already applies this ride selection process when authorizing Medicaid funded transportation services.

The demand percentages used to distribute service between weekday daytime, weekday evening, and Saturday service are equivalent to those experienced on LTD fixed-route service. Rides per vehicle hour for evenings and Saturday is based on the experience of SMS in other operations where service is provided during these hours; representing approximately half of the weekday demand now being provided.

COST OF ADA PHASE I EXPANSION - Add 13 peak-hour trips/day plus proportionate evening and weekend.

	Units of Service Provided per Day						Units of Service Provided per Year					Annual Cost				
	Vehicle Hours	Dispatch Hours	Rides per Veh. Hr.	SMS Rides	Taxi/Van Rides	Days per Year	Vehicle Hours	Dispatch Hours	SMS Rides	Taxi/Van Rides	Total Rides	Vehicle Hours	Dispatch Hours	Taxi/Van Rides	Admin. + Other	Total
Expand peak hour weekday service					13	256	0	0	0	3328	3328	\$0	\$0	\$35,619	\$3,113	\$39,731
First trip pick up at 7:00 AM		1			10	256	0	256	0	2560	2560	\$0	\$2,451	\$28,168	\$2,603	\$33,222
Last pick up at 8:30 PM Mon.-Thur.	6	3	1.57	9	7	204	1224	612	1836	1428	3264	\$15,329	\$5,859	\$15,713	\$3,137	\$40,037
Last pick up at 10:30 Friday	7.5	5	1.57	12	8	52	390	260	624	416	1040	\$4,884	\$2,489	\$4,577	\$1,016	\$12,966
Saturday pick-ups 10:30 - 8:30	16	8	1.73	28	39	52	832	416	1456	2028	3484	\$10,420	\$3,983	\$22,314	\$3,121	\$39,838
							2,446	1,544	3,916	9,760	13,676	\$30,632	\$14,782	\$107,391	\$12,988	\$165,794

Rates per Unit of Service

Vehicle Hours	Dispatch Hour	Taxi/Van Ride
\$12.52	\$9.57	\$11.00

Demand Percentages

Weekday Daytime	Weekday Evening	Saturday	Sunday
75%	11%	9%	5%

Weekday Daytime Rides
28,888

Adds evening and weekend rides in proportion to existing weekday rides.
 Vehicle hour rate includes \$8.80 per driver hour and \$3.72 per vehicle hour.
 Taxi van cost is average of 36% wheelchair rides at \$12 plus 64% ambulatory rides at \$8.20 plus 15% scheduling and admin.
 Demand percentages based on LTD ridership.
 Last hour of weekday evening and all day Saturday evening handled entirely by taxis.
 Dispatcher goes home after SMS vehicles leave service.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 1991

ITEM TITLE: LOW INCOME BUS FARES

PREPARED BY: Angie Sifuentez, Marketing Representative

ACTION REQUESTED: None

BACKGROUND: Currently, LTD provides \$300 in tokens and passes per month to Catholic Community Services (CCS), which they distribute throughout the community to low income individuals and to several agencies, based on specific criteria. Low income individuals are referred by other agencies and/or are screened by Catholic Community Services to determine eligibility.

When LTD staff receive requests for discounts from agencies, those agencies are referred to CCS. Continued community requests prompted the Board to ask LTD staff to explore ways to make transportation more available to low income people in the service area.

District staff have been evaluating the current program and gathering ideas for a new program. Meetings have been organized with United Way staff and representatives from the United Way Agencies Directors Organization. A needs assessment survey was sent to 230 social service agencies in the area. Fifty-one responses were received. The District also contacted 11 other transit properties to determine how they address the issue. Further investigation is being done by LTD staff to determine whether a discount system should replace the current monthly fare instrument donation, or if a system integrating both processes would be more beneficial. The in-depth staff report and recommendation will be included for action in the January Board packet.

ATTACHMENT: None

PROPOSED MOTION: None

h:bdsumlib.jhs

AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 1991

ITEM TITLE: SENATOR HATFIELD'S VISIT TO LTD

PREPARED BY: Phyllis Loobey, General Manager

ACTION REQUESTED: None

BACKGROUND: Senator Hatfield visited District headquarters on December 12, 1991. He met with the Metropolitan Policy Committee, which LTD hosted that day, to talk about the features of the Federal Transit Act of 1991. LTD staff then escorted the Senator on a tour of the facilities, the University of Oregon Station, the 10th and Willamette station, and then the IHOP site. We also had an opportunity to brief him on the issues concerning the current Eugene station location.

ATTACHMENT: None

PROPOSED MOTION: None

hatfield.sum

AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 1991

ITEM TITLE: BUDGET COMMITTEE RESIGNATION

PREPARED BY: Jo Sullivan, Executive Secretary

ACTION REQUESTED: None

BACKGROUND: LTD Budget Committee members are nominated and approved by the Board members and serve for three-year terms. Budget Committee members must reside within the District's service boundaries, but are not required to live in the same subdistrict as the Board member making the appointment. Budget Committee member Mary Gilland, whose term will expire on January 1, 1993, has submitted a letter of resignation from the committee. Because Thom Montgomery nominated Ms. Gilland, he is being asked to nominate someone to fill her unexpired term. Mr. Montgomery's nomination will be considered at a future Board meeting.

ATTACHMENTS: Letter of Resignation
List of Budget Committee Members and Terms

PROPOSED MOTION: None

c:bcnomsum.jhs

1919 Fairmount Blvd.
Eugene, OR 97403
November 18, 1991

Mr. Keith Parks
President, Board of Directors
Lane Transit District
P.O. Box 7070
Eugene, OR 97401-0470

Dear Keith:

Thank you for your letter of November 14, 1991 containing an update on the fiscal situation at LTD. I am delighted both that revenues have been better than forecast and that a contingency fund has been established. The projections that staff have made have been remarkably accurate and fiscally sound. I have enjoyed greatly my time on the budget committee and it is therefore with real sadness that I tender my resignation effective December 31, 1991. I will be on a leave without pay to accompany my husband while he takes a sabbatical leave from the University after many years of administration. I will be thinking of you all come April.

Sincerely,

Mary Gilland

Mary W. Gilland

LANE TRANSIT DISTRICT
BUDGET COMMITTEE MEMBERS

(FY 91-92)

<u>BUDGET COMMITTEE MEMBER</u>	<u>NOMINATING BOARD MEMBER</u>	<u>TERM EXPIRES</u>
Duane Faulhaber	Janet Calvert	1/01/94
Mary Gilland	Thomas Montgomery	1/01/93
John Humbert	Herbert Herzberg	1/01/93
Cynthia Pappas	Tammy Fitch	1/01/94
Rosemary Pryor	H. Thomas Andersen	1/01/92
Roger Smith	Keith Parks	1/01/93
Tim Luck	Peter Brandt	1/01/94

AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 1991

ITEM TITLE: INTERMODAL SURFACE TRANSPORTATION EFFICIENCY ACT OF 1991
(FEDERAL TRANSIT ACT)

PREPARED BY: Phyllis Loobey, General Manager

ACTION REQUESTED: None

BACKGROUND: The federal Surface Transportation Assistance Act has expired and the new transportation funding act is the Intermodal Surface Transportation Efficiency Act of 1991, otherwise known as the Federal Transit Act (FTA). Additionally, the Urban Mass Transportation Administration will now be known as the Federal Transit Administration (also FTA).

At the meeting, I will briefly discuss the Federal Transit Act and it's anticipated impact on LTD.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 1991

ITEM TITLE: SAIF DIVIDEND

PREPARED BY: Phyllis Loobey, General Manager

ACTION REQUESTED: None

BACKGROUND: In November 1990, SAIF Corporation presented LTD with a dividend check for \$162,345. This was the largest single dividend check issued by SAIF, the carrier of LTD's workers' compensation insurance during the last ten years. On December 3, 1991, SAIF presented LTD with dividend checks totalling \$32,210. A letter from SAIF in the agenda packet explains the reasons for the dividend and discusses the new Oregon workers' compensation law (SB 1197).

ATTACHMENT: Letter from Stanton F. Long, President and CEO, SAIF Corporation

PROPOSED MOTION: None

saifsum.jhs

SAIF CORPORATION

EXECUTIVE OFFICES • 400 HIGH STREET S.E. • SALEM, OREGON • 97312

R

STANTON F. LONG
President and CEO
Telephone (503) 373-8002

December 3, 1991

Phyllis Loobey
Lane County Mass Transit District
PO Box 7070
Eugene, OR 97401

Dear Ms. Loobey:

For the second year in a row, SAIF Corporation is able to make a substantial contribution to Oregon's economy by declaring and paying a dividend. This year we are returning over \$17.7 million to some 22,905 firms insured with SAIF in 1990.

Our ability to pay this unprecedented second consecutive dividend arises from at least three major factors. First, our customers have been successful in achieving safer workplaces. The 1990 rate of 2.9 accepted disabling claims per 100 workers is the lowest in Oregon's workers' compensation system since 1965.

Second, SAIF Corporation's own performance has continued to improve. Today our approach to claims management is the most effective in the industry, while we are achieving record new sales and retention results. Our ability to continue to operate successfully with more stable, predictable rates into the future is guaranteed by an innovative, comprehensive reinsurance program.

Third, the major reforms of Oregon's workers' compensation system enacted in the May, 1990 special legislative session were not eroded during the 1991 regular legislative session. That is not to suggest that special interests made no attempt to roll back the reforms, because they did so. However, there was a strong consensus on the part of both labor and management that the new law needed time to work, and subsequently there was a bi-partisan agreement by key legislators to take no destructive action. In fact, we can be proud that the system had improved so much that the Legislature could afford to increase benefits to workers with serious "unscheduled" disabilities by nearly \$66 million over the next three years while rates have decreased overall. If you agree that the system in place today is better for you and your employees, you should consider letting your elected representatives in Salem know your views.

Despite the good news I have just recounted, there are signs that signal future uncertainty. Our ability to sustain this recent success could be jeopardized in ways that will not, at least immediately, be visible to you.

December 3, 1991
Page 2

The new law is now being interpreted through the hearings and appeals process on a case-by-case basis. We are seeing some opinions emerge from that process which appear inconsistent with the legislature's intent in passing SB 1197. In addition, we continue to be frustrated by administrative rule proposals which we believe could undermine successful implementation of SB 1197. These early warnings make it clear that we cannot take today's positive results for granted.

We will continue to be vigilant in pointing out the consequences of public policy decisions on the underlying costs of the workers' compensation system. And we will be just as vigilant in meeting the needs of you and your employees who are injured at work.

We are pleased to make the enclosed dividend available to you. Your efforts to promote a safe work environment and our new, more effective claims management programs have had a measurable effect. Thank you for insuring with SAIF Corporation. We hope that our efforts will underscore the need for everyone involved in the workers' compensation system to recognize the importance of protecting the investments we have made together.

Sincerely,



Stanton F. Long
President & CEO

Enclosure

AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 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 Citizen 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:** MPC meetings are held on the second Thursday of each month. At the December 18 Board meeting, LTD's representative Janet Calvert will discuss the December 12 MPC meeting.
2. **CATS:** The CATS Citizen Advisory Committee (CAC) meets every two weeks. At the December 20 Board meeting, LTD's representative, Tammy Fitch, will report on the December 3 and December 17 CATS/CAC meetings. The LTD Board will be asked to take a position on the CATS Preliminary Discussion Paper, distributed in the November 1991 agenda packet, at the January Board meeting.

ATTACHMENT: None

PROPOSED MOTION: None

c:bdrepsum.jhs

AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 1991

ITEM TITLE: SPECIAL SERVICES REPORT, November 1991

PREPARED BY: Ronnel Curry, Marketing Representative

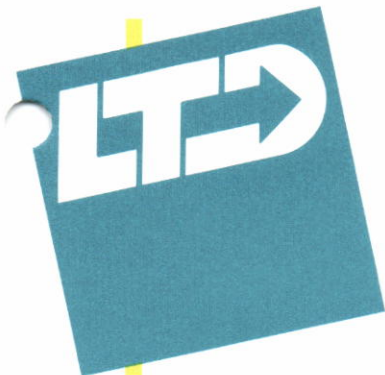
ACTION REQUESTED: None

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 November 1991

<u>Date of Service</u>	<u>Requesting Agency</u>	<u>Denied/Granted</u>
11/18/91	MADD (Mothers Against Drunk Drivers) (2 hours of service, no rides taken) (Used for news conference)	Granted
11/18/91	Oregon Transportation Commission Tour (4 hours of service; 30 rides)	Granted
11/20/91	Transportation Fair for Mohawk Head Start (bus exhibit for 3 hours; hundreds of children participated)	Granted

h:charters.rc



Lane Transit District

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

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

OPERATIONS SUMMARY REPORT

December 18, 1991

TRANSPORTATION

CHRISTMAS DAY AND NEW YEAR'S DAY SERVICE

As in past years, service will end early on Christmas Eve and New Year's Eve, due to very low rider demand. There is no bus service on three holidays each year--Christmas, New Year's Day, and Thanksgiving.

Also, as part of an ongoing program to serve riders, those who must take taxis on these holidays can take their receipts to the Customer Service Center and receive a credit of up to \$10 on the purchase of a District bus pass or tokens. This program began several years ago in response to customer requests for bus service on the days the District does not operate. The program costs a few hundred dollars per year.

SENIOR DAYS PROMOTION

Seniors are riding free on November 7, and December 5 and 19 in a promotion sponsored by the Gateway Mall. The Mall is paying the lost farebox revenues for those days. A total of 1,333 seniors rode the buses free on November 7. Ridership on the other days has not yet been tabulated.

JOY RIDE

The third annual Holiday Lights Joy Ride service is scheduled for December 17-19 and 21-23. Riders will be treated to live holiday music while boarding special buses at Valley River Center Station for a tour of outdoor holiday lights throughout Eugene. The service involves 98 bus trips with an expected 4,000 riders. Tickets cost \$1.50, with other costs sponsored by Oregon Eye Associates, Valley River Center, The Register-Guard, and LTD.

SNOW SERVICE

Snow service procedures have been reviewed and revised in anticipation of this year's winter weather. As in the past, we will be offering chained van service on the hills when snow makes some routes hazardous for regular buses. The specially-equipped vans will shuttle passengers to waiting buses at designated transfer points. This service has proven to be much more effective and cost efficient than using tire chains on the regular bus fleet. It is expected that snow and ice conditions will offer another "challenging opportunity" for the District to provide needed service, and possibly attract new customers.

FLEET MAINTENANCE

BUS MODIFICATIONS

The 900-series Gillig buses, which were placed in service last spring, are undergoing a series of modifications by the manufacturer to correct some problems which developed during the warranty period. A manufacturer's service representative will be at LTD during the next few weeks to work on motor mounts, exhaust system cracks, and front panel strengthening. It is not uncommon to do work of this nature on new buses in the first few months of service.

CLEAN-AIR BUSES

A summary report on the implications of introducing new clean-air technology to the bus fleet is being prepared for the Central Area Transportation Study (CATS) committee agenda for January. The report is similar to the general information included in the November Board agenda and is intended to educate CATS on the complexity and decision timing of these issues.

RISK AND SAFETY

SAFETY TRAINING

Supervisor training is being conducted to improve their ability to promote safe work habits and enforce required safe work practices. The training is part of a "package"

of efforts to promote safety in the workplace, control costs, and ensure compliance with new OSHA requirements.

PERSONNEL

TAKE CARE

A "Take Heart" program, which features educational techniques to raise employee awareness of heart-healthy foods, is being conducted as part of a project with the Oregon Research Institute. The two-year program also includes a cholesterol screen of employees to evaluate the results of the educational efforts on employee health. This is one of a number of District wellness programs that are sponsored by the employee "Take Care" committee.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 1991

ITEM TITLE: MONTHLY FINANCIAL STATEMENTS

PREPARED BY: Tamara Weaver, Finance Administrator

ACTION REQUESTED: None

BACKGROUND: There are no unusual financial conditions in the General Fund at November 30, 1991. Revenue categories which are under budget are expected to be at budget by year-end. Total revenue is expected to be over budget by year-end. The combined expenditures of operational divisions are under budget by 2 percent at year-to-date (removing special transportation). A more detailed analysis will be prepared during January on the financial condition of the General Fund. As noted in last month's report, Risk Fund expenditures are over budget due to one-time premium payments made in July and high workers' compensation costs for FY 90-91 which were not paid in total until this fiscal year. LTD chose a workers' compensation plan from SAIF for FY 90-91 that charges actual costs up to a maximum liability of \$244,000. LTD paid out \$152,000 in FY 90-91 and may have to pay up to an additional \$92,000 through December of 1992. Reserves in the Risk Fund are adequate to meet any additional expense in this area and not fall below the recommended level of \$400,000 unless self-insured liability expenses are exceptionally high. Capital expenditures are low because LTD has not received the annual federal appropriation for operating and capital funds. Most budgeted capital expenditures are pending the receipt of capital funds, which we expect will be in February of 1992.

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
 - d. General Fixed Asset Account Group
2. Summary Revenue Report - All Funds
3. Summary of Expenses - All Funds
4. Income Statements
 - a. Risk Fund
 - b. Capital Fund

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LANE TRANSIT DISTRICT
 COMPARATIVE BALANCE SHEETS
 GENERAL FUND
 NOVEMBER 30, 1991

	CURRENT BALANCES	PREV YEAR BALANCES

FUND: 010 GENERAL FUND		
ASSETS		

Cash & Short Term Investments	1,824,821	994,303
Receivables	218,298	421,170
Inventory	418,388	418,388
Prepaid Expenses	0	5,997
Deferred Compensation	401,335	401,335
Property, Plant & Equipment	114,583	114,583

TOTAL ASSETS	2,977,425	2,355,775
	=====	
LIABILITIES		

Accounts payable	78,373	161,569
Payroll payable	167,841	147,609
Unearned income	72,259	45,926
Bid bonds/ other payables	5,969	7,082
CAL/sick accrual	648,817	648,817
Deferred compensation	401,335	401,335

TOTAL LIABILITIES	1,374,595	1,412,338

RESERVES & BALANCES		

Fund Balance		
Reserve for long term lease	114,583	114,583
Reserve for grant inventory	101,620	101,620
FUND BALANCE	727,235	727,235

Total Fund Balance as of 7/01/91	943,438	943,438
CHANGE IN FUND BALANCE	659,393	0

Change in Fund Balance	659,393	0

TOTAL RESERVES & BALANCES	1,602,831	943,438

TOTAL LIABILITIES & BALANCES	2,977,425	2,355,775
	=====	

LANE TRANSIT DISTRICT
 COMPARATIVE BALANCE SHEETS
 RISK FUND
 NOVEMBER 30, 1991

	CURRENT BALANCES	PREV YEAR BALANCES
FUND: 020 RISK FUND		
ASSETS		
Cash & Short Term Investments	230,663	670,738
Receivables	0	0
Prepaid Expenses	3,394	3,394
TOTAL ASSETS	234,056	674,131
LIABILITIES		
Accounts payable	761	2,417
Other payables	51,550	80,210
TOTAL LIABILITIES	52,311	82,626
RESERVES & BALANCES		
Fund Balance	591,505	591,505
Change in Fund Balance	(409,759)	0
TOTAL RESERVES & BALANCES	181,745	591,505
TOTAL LIABILITIES & BALANCES	234,056	674,131

LANE TRANSIT DISTRICT
 COMPARATIVE BALANCE SHEETS
 CAPITAL FUND
 NOVEMBER 30, 1991

	CURRENT BALANCES	PREV YEAR BALANCES
FUND: 030 CAPITAL FUND		
ASSETS		
Cash & Short Term Investments	2,021,101	2,075,080
Receivables	11,842	25,422
Deposits	(1,954)	2,637
TOTAL ASSETS	2,030,989	2,103,139
LIABILITIES		
Accounts payable	28,770	49,402
Other payables	161,592	166,906
TOTAL LIABILITIES	190,362	216,308
RESERVES & BALANCES		
Fund Balance	1,886,831	1,886,831
Change in Fund Balance	(46,204)	0
TOTAL RESERVES & BALANCES	1,840,627	1,886,831
TOTAL LIABILITIES & BALANCES	2,030,989	2,103,139

LANE TRANSIT DISTRICT
 COMPARATIVE BALANCE SHEETS
 GENERAL FIXED ASSET ACCOUNT GROUP
 NOVEMBER 30, 1991

	CURRENT BALANCES	PREV YEAR BALANCES

FUND: 040 GENERAL FIXED ASSET ACCOUNT GROUP		
ASSETS		

Cash & Short Term Investments	0	0
Property, Plant & Equipment	22,728,244	22,728,244
TOTAL ASSETS	22,728,244	22,728,244
=====		
RESERVES & BALANCES		

Fund Balance	22,728,244	22,728,244
Change in Fund Balance	0	0
TOTAL RESERVES & BALANCES	22,728,244	22,728,244

TOTAL LIABILITIES & BALANCES	22,728,244	22,728,244
=====		

LANE TRANSIT DISTRICT
REVENUE REPORT
NOVEMBER 30, 1991

Percent of year 41.67%

	ORIGINAL BUDGET	AMENDED BUDGET	Y-T-D ACTUAL	CURRENT MTH ACTUAL	BALANCE	YTD% BUDGET
FUND: 010 GENERAL FUND						
Passenger Fares	1,675,000	1,675,000	723,692	151,285	951,308	43.2%
Group Pass Payments	433,000	433,000	148,408	41,720	284,592	34.3%
Other Operating Income	133,300	133,300	86,704	11,616	46,596	65.0%
Miscellaneous Income	4,000	4,000	3,713	373	287	92.8%
Payroll Tax Revenue	7,058,140	7,058,140	3,584,189	1,152,237	3,473,951	50.8%
State In-Lieu-of-Tax	686,000	686,000	150,854	0	535,146	22.0%
Operating Grants	1,159,000	1,159,000	0	0	1,159,000	0.0%
Interest Income	106,000	106,000	95,783	20,010	10,217	90.4%
State Special Transp. Funds	564,500	564,500	189,633	41,305	374,867	33.6%
Cash Carry-forward	727,235	727,235	0	0	727,235	0.0%
TOTAL GENERAL FUND	12,546,175	12,546,175	4,982,975	1,418,546	7,563,200	39.7%
FUND: 020 RISK FUND						
Transfer from 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%
FUND: 030 CAPITAL FUND						
Grant Income	851,980	851,980	51,874	10,291	800,106	6.1%
Other Capital Funding	20,000	20,000	3,497	3,497	16,503	17.5%
Proceeds From Sale of Assets	250,000	250,000	0	0	250,000	0.0%
Transfer from General Fund	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	2,797,494	2,797,494	55,371	13,788	2,742,123	2.0%
TOTAL ALL FUNDS	16,263,119	16,263,119	5,038,346	1,432,334	11,224,773	31.0%

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

Percent of year 41.67%

	ORIGINAL BUDGET	AMENDED BUDGET	Y-T-D ACTUAL	CURRENT MTH ACTUAL	BALANCE	YTD% BUDGET

FUND: 010 GENERAL FUND						
GENERAL ADMINISTRATION	410,100	410,100	161,550	26,900	248,550	39.4%
FINANCE	239,560	239,560	107,901	18,695	131,659	45.0%
M. I. S.	172,920	172,920	67,301	12,715	105,619	38.9%
PERSONNEL	106,430	106,430	41,327	8,721	65,103	38.8%
SAFETY & RISK	78,840	78,840	19,676	2,060	59,164	25.0%
PLANNING	226,030	226,030	84,007	19,009	142,023	37.2%
MARKETING	526,520	526,520	285,507	19,366	241,013	54.2%
CUSTOMER SERVICE CENTER	300,140	300,140	122,398	22,919	177,742	40.8%
TRANSPORTATION	5,271,510	5,271,510	2,128,600	450,645	3,142,910	40.4%
SPECIAL TRANSPORTATION	767,360	767,360	247,563	41,305	519,797	32.3%
MAINTENANCE	2,609,700	2,609,700	950,851	198,465	1,658,849	36.4%
FACILITY - GENERAL ADM.	55,270	55,270	21,414	4,430	33,856	38.7%
GLENWOOD FACILITY	160,840	160,840	42,730	5,848	118,110	26.6%
STATIONS	60,800	60,800	21,006	6,931	39,794	34.5%
SHELTERS	61,610	61,610	17,389	3,892	44,221	28.2%
BUS STOPS (SIGNS)	17,480	17,480	4,361	577	13,119	24.9%
NON-DEPARTMENTAL	1,483,065	1,483,065	0	0	1,483,065	0.0%

GENERAL FUND	12,548,175	12,548,175	4,323,582	842,480	8,224,593	34.5%

FUND: 020 RISK FUND	919,450	919,450	409,759	9,958	509,691	44.6%

FUND: 030 CAPITAL FUND	2,797,494	2,797,494	101,575	29,532	2,695,919	3.6%

GRAND TOTAL	16,265,119	16,265,119	4,834,916	881,971	11,430,203	29.7%

LANE TRANSIT DISTRICT
RISK FUND INCOME STATEMENT
For the period 7/01/91 to 11/30/91

Percent of year 41.67%

MONTH: NOVEMBER 1991	AMENDED BUDGET	Y-T-D ACTUAL	CURRENT MTH ACTUAL	%
FUND: 020 RISK FUND				
REVENUES				
Transfer from General Fund	411,441	0	0	0
Cash Carry-forward	508,009	0	0	0
Total Resources	919,450	0	0	0
EXPENDITURES				
Payroll Costs	175,000	195,792	3,590	111.9%
Vehicle Liability	170,000	165,056	5,643	97.1%
General Insurance Premiums	72,250	42,934	0	59.4%
Administrative Fees	42,200	5,977	726	14.2%
Total Expenditures	459,450	409,759	9,958	89.2%
Reserves	460,000	0	0	0
Total Expenditures & Reserves	919,450	409,759	9,958	0
RISK FUND YTD NET	0	(409,759)	(9,958)	

LANE TRANSIT DISTRICT
 CAPITAL FUND INCOME STATEMENT
 For the period 7/01/91 to 11/30/91

Percent of year 41.67%

MONTH: NOVEMBER 1991	AMENDED BUDGET	Y-T-D ACTUAL	CURRENT MTH ACTUAL	%
FUND: 030 CAPITAL FUND				
REVENUES				
Grant income	851,980	51,874	10,291	6.1%
Other capital funding	20,000	3,497	3,497	17.5%
Proceeds from sale of assets	250,000	0	0	0.0%
Transfer from General Fund	69,571	0	0	0.0%
Cash carry-forward	1,605,943	0	0	0.0%
Total resources	2,797,494	55,371	13,788	2.0%
EXPENDITURES				
GRANT PAID CAPITAL				
Office furniture & equipment	10,575	3,773	3,518	35.7%
Computer software	24,240	4,872	100	20.1%
Computer hardware	68,760	28,226	0	41.0%
Maintenance equipment	13,400	0	0	0.0%
Passenger boarding improvements	825,150	27,520	1,045	3.3%
Facility improvements	24,900	450	450	1.8%
Bus purchases	0	0	0	0.0%
Bus related equipment	39,200	0	0	0.0%
Service vehicles	20,000	0	0	0.0%
Budgeted for capital contingency	50,000	0	0	0.0%
Total capital purchases	1,076,225	64,841	5,113	6.0%
LOCALLY FUNDED CAPITAL				
Developer paid shelters	20,000	0	0	0.0%
Facility at 8th & Garfield	250,000	30,261	23,112	12.1%
	270,000	30,261	23,112	11.2%
RESERVES/ DEBT PAYMENTS				
Debt payments	14,850	6,473	1,307	43.6%
Capital reserves	1,436,419	0	0	0.0%
	1,451,269	6,473	1,307	0.4%
Total	2,797,494	101,575	29,532	3.6%
CAPITAL FUND NET CHANGE	0	(46,204)	(15,744)	

AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 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. **Budget Committee Appointment:** Budget Committee member Mary Gilland has resigned, and Thom Montgomery will be nominating someone to fill her unexpired term.
- B. **Selection of Preferred Site for Eugene Transit Station:** In January or February, possibly at a special work session, the Board will be asked to select a preferred site for the Eugene Station.
- C. **Low Income Bus Fares:** A staff report and recommended program to make transportation more available to low income people in the service area will be scheduled for the January 1992 meeting.
- D. **Eugene Station Security:** Recommendations for improving Eugene Station Security will be brought to the Board at a future meeting.
- E. **Americans with Disabilities Act (ADA) Plan Implementation:** In Compliance with the Federal Americans with Disabilities Act, 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. The draft plan will be scheduled for final approval at the January 1992 meeting.
- F. **Comprehensive Service Redesign (CSR):** Staff will update the Board on progress made in the CSR in future agenda packets.
- G. **LCC Group Pass Program:** Discussion of a group pass program for Lane Community College will be scheduled for a future Board meeting.

ATTACHMENT: None

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