

Public notice was given to *The Register-Guard* for publication on April 10, 1992.

**LANE TRANSIT DISTRICT
SPECIAL BOARD MEETING**

**April 15, 1992
7:00 p.m.**

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

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AGENDA ITEM SUMMARY

DATE OF MEETING: April 15, 1992

ITEM TITLE: EMPLOYEE OF THE MONTH

PREPARED BY: Jo Sullivan, Executive Secretary

ACTION REQUESTED: None

BACKGROUND: **The March Employee of the Month is Bus Operator Gayle Howard.** He was hired on June 7, 1989, and promoted to full-time on January 19, 1992. Gayle recently received his two-year safe driving award. He also serves on the District's Facility Safety Committee. He was nominated by a customer who described Gayle as a very polite and thoughtful person who respects his passengers and is very helpful in all ways.

When asked what makes Gayle a good employee, Transportation Administrator Bob Hunt said that Gayle goes about his duties in a very professional manner. In addition to driving for the District, Gayle is the chairman of the Facility Safety Committee and has been selected as an operator instructor in the new operator training program. Gayle brings his personable approach and his even-handed manner to bear on everything he undertakes.

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

AGENDA ITEM SUMMARY

DATE OF MEETING: April 15, 1992

ITEM TITLE: APPROVAL OF MINUTES

PREPARED BY: Jo Sullivan, Executive Secretary

ACTION REQUESTED: Approval of minutes of the March 4, 1992, adjourned Board meeting and the March 18, 1992, regular Board meeting.

ATTACHMENT: Minutes of the March 4 and March 18, 1992, meetings are attached for Board review and approval.

PROPOSED MOTION: I move that the minutes of the March 4, 1992, adjourned Board meeting and the March 18, 1992, regular Board meeting be approved as distributed.

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

ADJOURNED MEETING

Wednesday, March 4, 1992

Pursuant to notice given at the February 19, 1992, regular meeting and to *The Register-Guard* for publication on March 2, 1992, and distributed to persons on the mailing list of the District, an adjourned meeting of the Board of Directors of the Lane Transit District was held on Wednesday, March 4, 1992, at 7:30 p.m. in the LTD Board Room at 3500 E. 17th Avenue, Eugene.

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

Absent: Janet Calvert

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

AUDIENCE PARTICIPATION: Tom Brand of Marcola said that he and his daughter rode the bus when Marcola had service before, and would like to have it again. He said bus service would give her more of an opportunity to live with him in Marcola, but she was going to school in Eugene and didn't want to drive that far. Mr. Brand said there were more people in Marcola than there were in 1979, and more would ride the bus. He presented the idea of having a bus operator who lived in Marcola bring the first bus into Eugene in the morning, rather than beginning in Eugene and "deadheading" out to Marcola, if that would save the District money. He also thought vans or smaller vehicles might be the answer for Marcola service, and suggested lower wages for the drivers, to save money. He thought that a special bus to LCC or past Weyerhaeuser might carry a lot of people from Marcola, especially if the bus stopped right where they wanted to go, so they didn't have to transfer or walk. He hoped that the District could find a way to offer service to Marcola.

Donna Riddle, Manager of the St. Vincent dePaul Homeless Family Service Center, spoke about the planned change in tokens for non-profit social service agencies. She said she answered the District's survey and had kept in touch with staff about the proposed discount token program. She handed out a letter to the Board, and said she hoped they would understand the impact the proposed program would have on services to homeless families. She said the most problematical issue for her was the limit on tokens. The Homeless Center had always had LTD as a back-up when their van broke down, to transport homeless families from the center to the churches where they slept at night. She said she had not been able to figure out another affordable way to get the families back and forth should the proposed policy

go into effect. If the Center had to transport 40 families for one week, they would use their 120 token maximum very fast.

Bus transportation was also important to the children in these families. Use of a youth pass had allowed some to stay in one school. Ms. Riddle said the children had lost their neighbors, friends, possessions, etc., and carried a lot of the stress found in homeless families. When they had to lose their schools on top of everything else, it was a very traumatic situation for them. One child who was too young to ride the bus alone had been in four schools that year, and was falling behind in school and didn't feel as if he belonged anywhere. Ms. Riddle said she had appreciated the partnership with LTD in the past, and hoped that the Board would exempt the homeless program from the new policy, or would create a separate policy for the homeless.

COMPREHENSIVE SERVICE REDESIGN:

Responses to Public Comment on Proposed Service Changes for Fiscal Year 1992-

93: Mr. Viggiano called the Board's attention to the proposed service changes on page 4 of the agenda packet for that evening, and discussed staff's responses to comments on the proposed service changes. He said that extended evening service seemed to be very popular among riders. For the 11X route, staff were proposing to keep the two trips that were originally scheduled to be eliminated, instead of two of the trips on the new #1-105 route, at no additional cost. An elderly gentleman had called to express concern about the loss of service on the end of the #13 Centennial Loop. The reasons for the change were explained, and the gentleman found the one-quarter mile walk to the bus stop tolerable, although not preferable.

Mr. Viggiano discussed an analysis of Marcola service found on page 10 of the packet, in which Marcola service was compared with other rural areas served by LTD, in terms of population, rides per day and per capita, service per day, and service productivity. If it were assumed that the Marcola residents' propensity to ride would be about the same as other rural areas, 25 trips for every 1,000 people per day, which would be about 70 trips per day. Staff had used an assumption of four bus trips per day, with a 1.5 hour round trip. Coburg actually had a lower population but a shorter trip, so its productivity tended to be somewhat higher. Traveling only 1.5 miles beyond Marcola would make the service unavailable to those living farther out in the Mohawk Valley, but would also decrease the travel time. The residents of Marcola believed that they would be likely to use the bus more than residents of other rural areas. Mr. Viggiano had received a petition with about 400 signatures, which was a fairly high percentage of the population. However, because of the anticipated low productivity of service to Marcola, staff were recommending that it not be offered at this time. Additionally, Marcola was out of the District's service area, so would have to be brought into the boundaries.

Mr. Brand spoke again from the audience, saying that even if the bus only went to Marcola and not beyond, people would drive into town and park and ride, so that would increase the bus riding population. Mr. Viggiano said that the park and ride concept is one that people do use, and seemed to work best in this community when parking at the destination was difficult or expensive. Mr. Brand said he was concerned about students driving to LCC on a dangerous road from Marcola. If students could get to LCC and back on the bus, it would allow more of them to go to school. He said he had driven to Papa's Pizza and taken

the bus from there, because it saved him a lot of money. However, he would have loved to have been able to ride all the way from Marcola.

Ms. Hocken asked about providing service to areas outside the District's boundaries. Mr. Viggiano explained that the Board could enlarge the boundaries. The District's policy had been that inclusion in the service boundaries had to be requested by governing bodies with jurisdiction in the requesting area. The District had received a request from the County Commissioners, so that was why staff had done this evaluation.

Staff were in the process of meeting with Fairmount neighbors regarding the proposed service changes on the Fairmount route. The Donald Street area would have the same level of service as currently, so the gentleman's fears about losing service when he moved in were unfounded. Weekend service to Lowell/Jasper had been requested, but because of low ridership on weekdays, weekend service was not being recommended. Staff had also received a request for weekend service to Coburg, which they believed would not be productive, due to low weekday ridership.

Service to the Westside Post Office had been suggested. It would require a route deviation, and a three-block walk was considered an acceptable distance for access to the system, so that suggestion was not being recommended. Service to the Danebo/Souza area south of Barger and west of Beltline had been requested during the public hearing. Staff believed that this area may warrant bus service, but the street network would make operation of a route to that neighborhood difficult. Staff planned to track development in the area and encourage the City of Eugene to establish a more transit-compatible street pattern in the neighborhood.

LCC students had asked for a River Road to LCC connection. Staff thought that kind of route could be very productive, but were waiting for a decision on a group pass program at LCC. Mr. Montgomery asked how hard it would be to institute that kind of service after implementing a group pass program. Mr. Viggiano said it would be fairly easy to implement, but the students' key concern was cost, so staff had tried to keep costs down by not adding additional service. LCC students currently could get to LCC from River Road, but it was not as fast as a freeway route would be.

Staff had received telephone calls from riders who said that loss of service on South Park Street on the #50 Park would be a hardship for many people, with a long walk to the closest bus stop. Staff were re-evaluating the proposed routing in light of the public comment, as well as a potential operational problem on a turn on the redesigned route.

Finally, staff had received a telephone call supporting the proposed added service on the #67 route during evenings and weekends.

Mr. Viggiano discussed a summary of service changes by geographic sector, showing annual cost. The final staff recommendation was for a 7.3 percent service increase, at an annual cost of \$493,000. He explained that this was a larger increase than the District had implemented in the past, partly because ridership had been increasing much faster than service during the past years. Staff believed that these changes were productive and were

limited only by the District's financial situation. There were actually another 15 percent of service increases that would be productive for the District if they could be funded. Mr. Parks asked if this was a wish list of service changes that the District might not be able to fund. Mr. Viggiano replied that this only included service that staff believed would meet the District's productivity standards. The community's "wish list" for service was much greater.

Budget Impact of Proposed Service Changes: Mark Pangborn, Director of Administrative Services and Budget Officer, said that Mr. Parks had raised an issue that the District confronted the previous year. Staff had recommended needed service changes, but when the budget was put together, there were not enough resources to meet the demand for service. Mr. Pangborn said he wanted to give the Board a good global picture of the District's finances, so they would know what could be funded in FY 92-93.

He explained that staff looked at three categories when they reviewed service: demand, productivity, and budget. Demand resulted from very valid requests for service, whether those requests were from one person or 100 people, both within and outside the service area. Staff prioritized those requests on the basis of anticipated productivity, because the District had a level of responsibility to provide the most productive service to meet the greatest need and serve the most people within limited resources. Staff were currently preparing a draft budget for FY 92-93, based on discussions at the Board's strategic planning retreat last November. At that time, the Long-Range Financial Plan showed that the District could fund an 8 percent service increase, based on the projections at that time. Since then, significant changes had occurred. First, the Long-Range Financial Plan had assumed no change in federal funding, but the District would actually be experiencing a loss in federal operational funding. The new formula divided funding according to population and population density for all transit districts in areas between 50,000 and 200,000 population. According to the 1990 census, other populations grew, but the Eugene/Springfield area did not. The result of this change was that LTD lost \$144,000 out of about \$1.3 million, which was a 12 percent decrease in funding that the District had not planned for. That loss equalled about 2 percent in service, figured at \$70,000 to \$80,000 for each percent of service increase. The Long-Range Financial Plan prepared in November 1991 had also assumed that the economy would start recovering, and that had not really happened, although the payroll tax collections did not reflect a significant decrease. The most recent payroll tax revenues, collected during the Christmas shopping season, were coming in at 5.6 percent, which was fairly good news.

Because of these changes, a more realistic service increase would be between 6 and 8 percent. Mr. Pangborn said it was possible to go above 6 percent, to the requested 7.3 percent, depending on the other demands in the budget, including inflation, cost of parts, etc. Any recommended service increases would be based on the District's ability to maintain that service in future years.

At its strategic planning retreat, the Board had discussed several issues of fiscal accountability. First, the Board instructed staff to prepare a Long-Range Financial Plan which kept the tax rate under .6 percent for the first three years, and which did not use any reserves for five years (such as the contingency, the payroll tax fluctuation reserves, etc.), and which also addressed service demands through a Comprehensive Service Redesign (CSR) process. Mr Pangborn said that staff would know by the March 18 Board meeting how close the District

could come to funding a 7.3 percent service increase. Because 7.3 percent was the outer limit that the District could fund, Mr. Viggiano had not presented a list of proposed service increases beyond 7.3 percent.

Mr. Billings asked about the effect of the loss of federal funding in the current and following years. Mr. Pangborn stated that the District had always taken the position that it was better to be conservative when projecting revenues and expenditures, and that the current budget was not in trouble. Tamara Weaver, Finance Administrator, said that current payroll tax collections were beyond what was budgeted. There was a lot of doubt about the payroll tax last year, so the District used considerable restraint in its budgeting process, and would face no immediate fiscal problems. Mr. Billings asked if, in addition to the increased payroll tax collections, there was generally enough flux in a budget of \$11 million or so that the District could handle the expected loss of federal funds feasibly, if not easily. Ms. Weaver said she believed the District would have over \$700,000 or \$800,000 more than budgeted for the current year.

CENTRAL AREA TRANSPORTATION STUDY (CATS) LETTER: Ms. Loobey explained that at the last meeting, the Board had reviewed a preliminary discussion paper of the CATS Citizen Advisory Committee. On page 27 of the agenda packet was a draft letter from the Board to the Citizen Advisory Committee, which represented the District's response to the discussion paper. Ms. Fitch said that the letter expressed the Board's concerns, and that Mr. Viggiano had done a wonderful job of drafting the letter.

MOTION Ms. Hocken moved that the Board send the letter found on page 27 of the agenda packet to the Central Area Transportation Study Citizen Advisory Committee. Mr. Billings **NOTE** seconded, and the motion carried by unanimous vote.

LOW INCOME DISCOUNT TOKEN PROGRAM: Mr. Pangborn stated that the Board had already approved this program, but asked that staff bring back program guidelines and criteria before the program was implemented. He said that Ms. Riddle, who spoke at the beginning of the meeting, highlighted the issues staff had struggled with and attempted to address. The District was being approached by individual programs to try to address some of the real transportation needs they had for their programs. Each program was a little different, but all had funding problems, unmet client needs, etc. The individual agreements regarding discounts were difficult to administer.

Staff then looked at one overall approach to attempt to meet the largest need. Unfortunately, the new program did not meet some of the individual needs, and staff struggled with whether and how to provide exceptions. The recommended program is equitable and allows equal access. Ms. Riddle said she had been purchasing day passes for trips that would take ten tokens. Mr. Pangborn explained that discounted pass programs were expensive to the District because it could not control the number of rides. If discounts on passes were to be allowed, the District would need a way to limit its liability. When selling tokens, the District can know that each token is just one ride and not transferrable for other rides. Tokens were easier to administer and distribute, and if someone lost one token, it would not be as big a loss as losing a pass.

Mr. Pangborn said he would be the first to admit that this did not meet all the needs of all programs, but believed it was equitable to those involved, and the simplest for LTD to administer.

Mr. Parks asked if the qualifying programs were in part sponsored by other organizations. Mr. Pangborn discussed the qualifications listed on page 31, and said the programs had to maintain 501(c)(3) status in compliance with federal and state requirements for private non-profit organizations, and had to serve low income individuals as defined by federal standards. The programs also could not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, family relationship, or disability. Agencies would apply to United Way, who would verify their qualifications. No governmental entities would be able to qualify. The programs would have to distribute tokens only for the reasons listed on page 31, and would be audited annually. The primary purpose of the organizations would have to be serving low income persons.

Mr. Parks asked if the federal and state standards would apply equally to LTD and other transportation agencies such as taxis. Angie Sifuentez, Marketing Representative, said that the agencies would have to be private non-profits, and that the state regulations were stricter than federal regulations. Mr. Parks asked if there were any legal requirements to have this program. Mr. Pangborn replied that there were none. The only federal requirement was that LTD provide half-price fares to riders with disabilities or who were elderly. Mr. Parks commented that the District was then offering this program based on Board policy that it wanted to participate. Mr. Pangborn agreed that this was so. At this point, he said, the program was purely a community service, and that was why staff wanted to limit the cost to the District.

Mr. Parks said that last time the Board discussed discounts for the Homeless Center, they hoped there would be a long-term solution to the housing and transportation problem, but there evidently wasn't. Ms. Riddle said the Center had purchased a \$1,200 van that was repaired by the churches. Sometimes it took three van loads to take all the people from the Center to the church. They had been using the bus primarily to help people seek employment, to help children get to school or people to medical and other appointments, and to try to get people back into permanent housing. It was not used for recreation, and clients were encouraged to use the bus during off-peak hours when they could. She said that when their clients were looking for housing or employment, they were clean and neat, and had good behavior on the bus.

Mr. Parks asked how the regulations or criteria would impact other groups. Mr. Pangborn said that the District had only provided this kind of benefit for three agencies, and the discounts on any fare instruments, including passes, were all different. He added that all would receive less of a discount under this program than they were currently receiving.

Mr. Brandt questioned how much the program would really cost. Mr. Pangborn said he could not figure it closely because staff did not know what the demand would be, and there was a possibility that some programs could not afford to buy tokens even at the discount rate. Ms. Hocken said that if the agencies were limited to 120 tokens each per month, it would take at least 40 agencies to reach the limit if all the tokens were used. She was concerned about

the administrative ease, and wondered if fewer agencies, maybe 20, should receive more tokens. However, Mr. Pangborn wondered how those 20 agencies would be chosen.

Ms. Hocken suggested that the second item be removed from Program Outline, because it dealt with United Way and not this program.

Mr. Pangborn said that Ms. Sifuentez had found a broad range of services to others than just the homeless when she surveyed local agencies. Staff tried to structure the program so LTD's administrative costs were low. Tokens would be sold in rolls, in bulk, and a letter of certification from United Way would be required. The program would require some staff time, but it would be no different from what staff were already doing.

Mr. Billings wondered if staff had a plan for determining the program's success; possibly looking at the demand and what worked and didn't work after six months. Mr. Pangborn said that staff had planned to review the program after a year, but could do so after six months. Because agencies would have to apply to United Way for certification, that would be a way to determine how much interest there was in the program, and what those agencies thought their demand would be over time.

Ms. Fitch asked how much the original three agencies were purchasing in other than tokens. Ms. Riddle said the homeless center was buying 100 day passes at a time, which lasted about two and a half months. They also purchased two adult monthly passes and maybe five youth passes. The adult passes were used only when someone was employed, to help them get to work and save their money to get into permanent housing. Ms. Sifuentez said these programs bought in bulk and tried to stretch their purchases as long as possible, since they received a greater discount for buying in bulk.

Ms. Fitch asked how long the application process would take. Ms. Sifuentez said the program would probably be ready to accept applications by May, and it would probably take about a month to qualify. The actual program might start in June or July. She thought that maybe 40 to 48 agencies would apply. The tokens normally cost 55 cents each in groups of five, but that cost would be increasing to 65 cents. The discount program offers 50 percent off the cash fare of 75 cents, so the token discount price would be 37.5 cents. Mr. Brandt asked how 4,500 tokens would be given out each month. Ms. Sifuentez said they would be handed out in rolls, or in bulk. Mr. Pangborn said staff figured the cost of the program on the difference between 37.5 cents and 65 cents. The District had already been giving away \$300 monthly in fare instruments through Catholic Community Services and United Way, which had proven to be a vital program in the community. He said the District's maximum loss would be \$15,000 if every token sold every month. The question was whether these would be off-peak or new riders. The District could give away \$15,000 in free fare instruments but there was a greater and greater demand for service.

Ms. Fitch said the reality with the \$300 in fare instruments per month given out through Catholic Community Services was that it was not nearly enough for the need in the community, and the tokens did not make their way to enough agencies. Mr. Brandt wondered about giving \$15,000 more in tokens away and not worrying about administering a discount program. The people receiving the tokens received them because they needed them, not just because they

were free. Mr. Pangborn said staff approached the program from the idea that if the cost for the tokens were shared, the qualifying agencies would have greater accountability for the tokens. Additionally, the District would not be giving away service the payroll taxpayers were paying for. The District was not a social service agency, but saw the great need, so staff thought the proposed program was a reasonable approach. Mr. Billings said he preferred to see some contribution on the part of the agencies. Mr. Pangborn added that the District could spend twice as much and still not meet the need in the community.

Ms. Loobey said the District probably received 100 requests each year for specific programs and kinds of assistance. At least with this program, the District would have some guidelines, and might not be constantly bombarded with those requests.

MOTION Mr. Brandt moved that the Board approve implementation of the Low Income Discount Token Program as presented. Ms. Fitch seconded the motion, and Mr. Brandt called for the question. The motion passed by unanimous vote.

NOTE

Ms. Fitch said she would like to see a report on how the program was working after six months, including whether the program was meeting the needs of the different groups. She said the Board needed to know if the program did not work.

SALARY COMMITTEE RECOMMENDATION: Ms. Fitch, Board Salary Committee Chairperson, said that the Salary Committee discussed a 4 percent increase for administrative salaries at great length. The Committee members thought a comprehensive salary survey would be good to do, but did not recommend it for next fiscal year, based on the uncertainties surrounding Measure 5 and the community. Ms. Hocken asked about the effect of a 1 percent increase in contributions to a defined benefit plan. Ms. Fitch explained that the District did not belong to the Public Employees Retirement System (PERS), and LTD's percent of contribution to its own retirement plan was much lower than the PERS contribution. Last year, there was some concern that the District would be required to change to PERS, and LTD's contribution would have to increase 12 percent of covered payroll. At that time, the decision was made to slowly increase the District's contribution to retirement. Because of an exemption in state law, the District will not be required to change to PERS, but a slow increase in retirement contributions was still seen as desirable, especially when trying to hire from outside the District.

MOTION

Mr. Billings moved that the Board approve the employee salary and benefit compensation package for FY 92-93 as outlined in the agenda packet. Ms. Fitch seconded the motion.

Mr. Brandt wanted to clarify that Board approval was only for the purposes of budgeting, and would still need to be approved in the budget. Ms. Hocken asked about contract wages. Ms. Loobey said that this recommendation was only for administrative staff, and that the Union contract would expire the following year. However, Union and administrative employees would be receiving comparable increases in FY 92-93.

Ms. Fitch called for the question. The motion to approve the administrative employee compensation package recommendation for FY 92-93, as outlined in the agenda packet, was approved by unanimous vote.

NOTE

FINANCE COMMITTEE RECOMMENDATION: The Board Finance Committee had met the previous day to discuss three issues. Mr. Brandt, Finance Committee Chairman, said that the question of why the District should approve a second deferred compensation carrier had originally been raised at a Board meeting. It was determined that the Board was responsible for those funds, and the Finance Committee concluded that it would be inappropriate to allow a multitude of investment carriers, because the one offered currently included seven investment choices. The Committee concluded that the District would have to be more thorough in the study of the existing plan. Staff were developing a set of criteria for Board adoption at the March 18 meeting, so the Board would meet the "prudent man" rule in utilizing a certain investment house. The Committee was not asking the Board to take any action that evening.

Ms. Fitch asked if the District carried officers' and directors' liability insurance. Mr. Brandt said that it did, but the Board would not be liable in this case unless malfeasance could be proven. Ms. Loobey said the Board was protected by state law. Mr. Brandt said that staff and the Finance Committee had learned a lot during this process, and the final criteria would be fairly thorough. He added that he thought it would be an administrative nightmare to have a variety of choices for deferred compensation programs.

The second issue discussed by the Finance Committee was the new requirement that payroll taxpayers pay the payroll tax on deferred compensation. This requirement came to Mr. Brandt's attention after the state sent a letter to payroll taxpayers. Tri-Met in Portland got this requirement written into law when determining what constituted wages for purposes of the payroll tax, and LTD had to abide by the new law. The Board had no say in it. Legal counsel advised that LTD had to collect this tax because it was written into law. The Finance Committee recommended that staff send a letter to taxpayers telling them that LTD did not have anything to do with passing this law. The letter would apologize but say that the District had to follow the law. An example of a letter drafted by attorney Craig Smith was handed out to the Board.

Additionally, the Finance Committee determined that the District should try to overturn this requirement in the next legislative session. Mr. Brandt said it was difficult to calculate and would make people upset more than it would do any good. Ms. Hocken commented that these employers would have a different wage for withholding than for the LTD transit tax, so it would be confusing. Mr. Brandt added that it ruined changes in software for withholding that payroll taxpayers had made.

Mr. Brandt said that the Department of Revenue did not send out the letter about the increase in LTD's payroll tax in a timely manner; rather, the letter was held to send with a later mailing, to save postage. The Department of Revenue had LTD's information in plenty of time to inform the taxpayers, but now taxpayers were upset with the District because of the late notice. Mr. Brandt said he wondered how good the District's tax collections would be; he thought a lot of people would not be paying the correct amount for the first quarter collections, especially since the tax rate was no longer printed on the form sent to taxpayers.

Mr. Brandt said that the letter would be an extra cost for the District, but the Finance Committee recommended it be sent because it was a sensitive matter that affected a lot of

people. Ms. Hocken asked about a mailing list. Ms. Loobey said staff had asked the Department of Revenue for mailing labels, so the District could send the letter itself.

OTION Ms. Fitch moved that the District send the proposed letter to the payroll taxpayers and instruct the General Manager to proceed with trying to amend the law to exclude LTD during the next legislative session. Ms. Hocken seconded the motion, which then carried by unanimous vote.

The third issue discussed by the Finance Committee was the need for the Board to select an auditor for the next audit. Coopers and Lybrand would be on the fifth year of a five-year contract, so it would be the last year they could perform the audit without the District going out for proposals under federal guidelines. The District already had a range of fees under which Coopers and Lybrand would perform the audit.

OTION Mr. Brandt moved that the District select Coopers and Lybrand to perform the District's independent audit for the year ending June 30, 1992. Ms. Fitch seconded the motion. Ms. Hocken asked about the range of fees. Ms. Weaver said the fees were very low, around \$11,000. Mr. Brandt added that Coopers and Lybrand had done a good job; they were thorough, complete, and timely.

OTE There was no further discussion, and the motion to select Coopers and Lybrand as the District's independent auditors for the year ending June 30, 1992, carried by unanimous vote.

Ms. Hocken left at this point in the meeting.

ITEMS FOR INFORMATION AT THIS MEETING:

Ms. Loobey explained that the three-year issues and related one-year goals developed by staff for FY 92-93 were included in the agenda packet for the Board's review and comment. Also included for the Board's information were the Operations Summary Report and a memo outlining some of the provisions of the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991.

Board Member Report/Lobbying Trip to Washington, D.C.: Mr. Billings briefly discussed the lobbying trip to Washington, D.C., in which he and Ms. Loobey had participated. Eight organizations were represented: LTD, the University of Oregon, Lane Community College, EWEB, School District 4J, the Cities of Eugene and Springfield, and Lane County. The Washington, D.C. lobbyist firm had arranged approximately 50 visits with committee people, senators and representatives, etc., for interested parties. The news from Washington from a mass transit point of view was not promising, but he was glad he was there to hear it. The District did receive a commitment for some help from Senator Packwood.

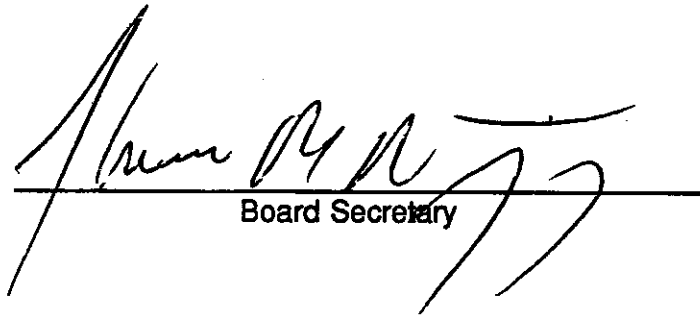
Ms. Loobey said the District received a favorable reaction to funding the second \$3.5 million and the next bus purchase from all but the staff person in Congressman AuCoin's office. She stated that the Eugene/Springfield delegation was always well-received by the congressional delegation, especially because they went at one time with joint effort on a wide range of issues. She said she and Mr. Billings had been able to meet with key staff members

of the House transportation and appropriations committees. Mr. Billings said he was impressed that the lobbyists seemed to know the staff people and had an ongoing relationship with them.

Mr. Parks thanked Ms. Loobey and Mr. Billings for their work in Washington, D.C.

Second-Quarter Performance Report: Mr. Billings commented that the ridership productivity figures were amazing. Mr. Parks commented about the UO group pass, and Mr. Viggiano said that UO students comprised about 20 percent of the District's ridership.

ADJOURNMENT: Ms. Fitch moved, seconded by Mr. Billings, that the meeting be adjourned. There was no further discussion, and the meeting was unanimously adjourned at 9:15 p.m.


Board Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, March 18, 1992

Pursuant to notice given to *The Register-Guard* for publication on March 13, 1992, 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, March 18, 1992, at 7:30 p.m. in the LTD Board Room at 3500 E. 17th Avenue, Eugene.

Present: Janet Calvert
Tammy Fitch, Vice President
Patricia Hocken
Thomas Montgomery, Secretary
Keith Parks, President, presiding
Phyllis Loobey, General Manager
Jo Sullivan, Recording Secretary

Absent: Jack Billings
Peter Brandt, Treasurer

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

AUDIENCE PARTICIPATION: William Bohm of 3075 Willakenzie Road, Eugene, said that he rode the #60 VRC/Cal Young every day to work and back. He had with him a petition from 42 neighborhood residents and bus riders to maintain the Willakenzie/Bogart loop of that service, which was proposed to be cancelled. He mentioned Glen Powell, who was 96 years old, and Glen's wife, Louise, who was 86, whose only means of transportation was the LTD bus, and who were extremely unhappy about the cancelled service. Mr. Bohm said that most of the people he talked with were unaware that the service would be cancelled, and wondered why the information was not posted in the community. He said he had heard by word of mouth, and called an LTD planner, who told him that the cancellation was due to poor ridership. He asked how LTD made such an arbitrary decision, and said he didn't feel the cancellation was warranted for the amount of people in the neighborhood and the amount of service they have. The neighborhood, which Mr. Bohm said was probably one of the fastest-growing areas in Eugene, with new homes every day, also included Monroe Middle School and a retirement complex, all served by that loop. He felt it would be a disservice to the neighborhood to eliminate the service, especially if they would probably have to wait three to five years before they could have bus service through there again. He presented the petition to the Board, and asked them to reconsider elimination of the service.

Ms. Calvert asked if the service would be cut completely, or just the frequency of service. Stefano Viggiano, Planning Administrator, replied that the service on that loop would be cut completely. He explained that the #60 route went to Valley River Center, Cal Young Road, the loop on Willakenzie/Bogart/Bailey Lane, and back through Valley River Center to downtown

Eugene. The area east of Coburg carried about 10 boardings a day, or about one per trip. He said that Mr. Bohm was correct, that this was a fast-growing area; however, the current service was not productive. It was staff's expectation, however, that service would be added later.

Ms. Hocken asked if the elderly couple could qualify for Dial-a-Ride. Mr. Viggiano said that if they were frail elderly, they could qualify, but not if they were just elderly. Mr. Pangborn added that if they proved they could not get to the bus stop, they could qualify.

Ms. Hocken then asked if the people who signed the petition were bus riders. Mr. Bohm said he obtained 15 signatures on the bus, and the rest in the neighborhood, from people who rode occasionally. He said that to cut service to that area now would not be right, because it was growing so greatly, and people in that area were contributing to the payroll tax.

Ms. Calvert asked if it were true that routes were reviewed every year. Mr. Viggiano said that service was reviewed every year, whether or not there was a major route review such as the current year's Comprehensive Service Redesign.

Mr. Viggiano mentioned one other concern about serving the area. The route currently went through Valley River Center both ways, so it was a slow way to go downtown, and he suspected that people already walked to Coburg Road for faster, more direct service. For instance, the stops at Sheldon Plaza and by the park and ride at Papa's Pizza were heavily used.

Mr. Bohm said, however, that between 7:00 a.m. and 9:30 a.m. the #60 went downtown rather than through Valley River Center, and was pretty convenient service. Mr. Viggiano explained that before Valley River Center opened in the morning, the route traveled directly onto Country Club Road from Willagillespie. After 9:30 a.m., every inbound and outbound #60 traveled through Valley River Center. Ms. Loobey asked Mr. Bohm if the park and ride at Papa's Pizza would serve his purpose, and he said it would not.

Ms. Calvert asked if there would be a possibility of some of the Coburg Road buses making the loop Mr. Bohm was concerned about. Mr. Viggiano said that with some additional time, the bus could make that loop, but not with the current schedule. The #67 made a big two-way loop around the area, but the Coburg Road bus did not deviate off Coburg Road.

EMPLOYEE OF THE MONTH: Mr. Parks introduced the March Employee of the Month, bus operator Gene Shaw. Mr. Shaw was hired as a part-time bus operator in January 1991, and had recently received an award for exceptional attendance. He was nominated by a member of the community whose son had been in an accident. Mr. Shaw had stopped to assist the son, and the parent commended Mr. Shaw for his help and kindness, and for being such a caring person. When asked what made Mr. Shaw a good employee, Transportation Administrator Bob Hunt said that Mr. Shaw continually strove for excellence in the way he did his job, and enjoyed working with his customers and other members of the LTD team, which showed in his pleasant and caring attitude toward all with whom he came in contact.

Mr. Parks presented Mr. Shaw with an award and check. Mr. Shaw said that every day he came in contact with a lot of people from various parts of the country, including major metropolitan areas, and that it was rare for a day to go by without someone saying that LTD was the best transit district they had ever ridden. He said he was proud to be a part of the District and its good reputation.

MOTION

APPROVAL OF MINUTES: Mr. Montgomery moved that the minutes be approved as distributed. Ms. Hocken seconded the motion. Ms. Hocken then said that the second paragraph on page 10 stated that a transfer policy with a one-hour time limit had been approved, but that the policy was actually for one hour and twenty minutes. Mr. Montgomery moved that his motion be amended to include the correction on page 10. Ms. Hocken seconded the amendment to the motion. The amended motion to approve the minutes was then passed by unanimous vote.

VOTE

COMPREHENSIVE SERVICE REDESIGN: Ms. Loobey stated that to the best of their knowledge, staff believed that the service being proposed for FY 92-93 could be sustained in the Long-Range Financial Plan.

Mr. Viggiano called the Board's attention to page 16 of the agenda packet for that evening. He said he did not plan to discuss the proposed service changes, which had been discussed in detail prior to a public hearing at the February 19, 1992, meeting. However, a couple of changes had been made to the proposal since that time. He said that staff were no longer recommending any change to the 11X Express, following testimony by riders at the public hearing. Staff had recommended that a different express route, the #1-105, take the place of the 11X. However, if the 11X were left in place, staff thought it would be best not to implement the #1-105 at this time. This change amounted to an annual savings of about \$18,000.

Planning staff had also met with riders who were concerned about the proposed changes to the #27 Fairmount. They reached general agreement that the route should eventually change, but staff were recommending that it be left as is for the next year. The route had been the same for twenty years, and did not have tremendously low ridership, so staff were comfortable with leaving it alone for one year, and developing changes with the neighborhood group.

Mr. Viggiano said that staff had originally proposed deleting a portion of the #50 Park route on South Park, to address running time problems. However, because of concerns about the loss of service and operating problems on the route originally proposed, staff recommended restoring the service on South Park and making changes on Howard. This recommendation would not actually delete service on the route, but it would shorten the route somewhat, to alleviate the running time problems.

Mr. Viggiano told the Board that it would cost the District approximately \$20,000 per year to provide peak hour service on Willakenzie/Bogart/Bailey Lane loop. He explained that, to some extent, the low ridership was the result of service design, so he expected that staff would return to the Board to add service to that neighborhood in the next few years. Bailey Lane and Bogart were scheduled for street improvements during the summer.

Ms. Fitch asked if the route did not go through Valley River Center when the shopping center was closed, and if the Willakenzie/Bogart/Bailey Lane were added back on, whether that would reduce the cost of providing service on that loop. Mr. Viggiano explained proposed routing on a two-way loop via Oakway or Country Club Road, without traveling on Coburg Road, for the #60 and #61 routes. To provide service to Bogart and Bailey Lane, another bus would be added and connect that area with downtown Eugene via Coburg Road.

Ms. Calvert asked if there would be any way to provide service to that loop from Harlow Road. Mr. Viggiano explained that not very many streets go through from Harlow to Willakenzie, and there had been some talk about putting a traffic barrier on Van Duyn or Satre. The #12 Harlow was also a fairly well-utilized route, so it would be difficult to deviate the #12 through that area. However, he thought routing from Harlow to Willakenzie would be an interesting possibility.

Ms. Hocken asked if staff assumed the #60/61 loop routes would have good ridership. Mr. Viggiano said that this loop was currently being served and had fairly good ridership, because it was fairly direct service into town. In the future, when service is added back to Willakenzie/Bogart/Bailey Lane, it will be more direct than current service.

Mr. Parks asked if homes being built to the east would be "landlocked," or there would be through streets. Mr. Viggiano said it would be difficult to serve that area, and that the Bogart/Bailey Lane loop provided fairly good service to the area. North of Beltline, he said, staff were working with the City to be sure there would be through connections so buses could travel through that area.

Ms. Loobey said staff would follow up with Mr. Bohm, because he was probably representing the District's target market in that area and justified the District's efforts with the City to be sure there were east/west roads available to bus travel. Staff would also contact Mr. and Mrs. Powell, to see if they could qualify for Dial-a-Ride.

Mr. Viggiano revised the Service Cost and Ridership Summary on page 26 of the packet, reducing the total annual cost from \$366,800 to \$348,300 and total ridership from 327,200 to approximately 300,000.

MOTION Ms. Fitch moved that the Board approve the recommended changes in service for Fiscal Year 1992-93, with the deletion of the #1-105 Express route. Ms. Calvert seconded the motion, and the proposed service was approved by unanimous vote.

NOTE Ms. Calvert asked if this redesign would last another 10 years, like the last one did. Mr. Viggiano replied that in the 1980s the population didn't grow very much, and the need for future redesigns would depend on population growth in the 1990s. Ms. Loobey added that the impact of land use and transportation requirements would also make a difference.

CAPITAL IMPROVEMENTS PROGRAM: Mark Pangborn, Director of Administrative Services, said that the Capital Improvements Program (CIP) was part of a series of actions that the Board took each year in preparation for the budget. The series included decisions on fares, salaries, and service, in addition to the CIP. The CIP included all capital for the next

six years that could be anticipated at that point, but staff were asking for approval of only the 1992-93 segment of the CIP, in order to incorporate those figures into the budget. The reason for showing anticipated capital needs for five or six years was to allow the District to plan for major capital purchases and save the local share for those purchases. Those savings were included in the Long-Range Financial Plan, which would be discussed as part of the budget deliberations.

Mr. Pangborn explained that the District received Federal Transit Administration (FTA) (formerly UMTA) Section 9 funds according to a formula, assuming Congress appropriated the money. This was a major source of funding for the District, at about \$400,000 in federal funds for capital, at an 80/20 match. This meant that the District needed to save about \$.5 million annually to match the federal capital funds. Capital costs included bus stop improvements, office equipment, tools, machinery, etc.

Section 3 discretionary funds were also available at an 80/20 match for buses and major facilities. The Glenwood facility was built with Section 3 funds. Additionally, occasionally there was some state money to use as matching funds. In the past, LTD had also received Federal Aid Urban funds (FAU) for certain projects.

Mr. Pangborn discussed the summary table on page 28 of the packet. The STF direct purchase of \$2,500 was a direct result of the Americans with Disabilities Act (ADA). Four million dollars had been budgeted for the Eugene Station, but it was still unclear when those funds would actually be spent. That amount would be the maximum LTD would spend in FY 92-93, for property acquisition, etc. The Eugene Station project would be spread over a four-year period, with property acquisition in FY 92-93, construction beginning in FY 93-94, and completion in FY 95-96. It was anticipated that the District would receive three grants of \$3.5 million each from the FTA.

The FY 92-93 CIP also included \$7,850 for office furniture and equipment, and \$98,350 for computer software and equipment, as part of a five-year replacement and expansion plan. Mr. Pangborn explained that the District had just replaced a number of six-year old computers, which were past their design life, and were actually handed down to other staff. Also included in this category was funding for an in-house payroll system, to replace the current contracted services of Automated Data Processing Systems of Portland. Payroll currently was sent to Portland by modem, and was relatively cumbersome and fairly expensive. Passenger boarding improvements were a significant capital expenditure, with funds budgeted for the Eugene Station and expansion of the University Station. FAU money, at a match of 94 percent federal and state, and 6 percent local funding, was allocated for the University Station, which was far beyond capacity. Staff hoped to have the expansion completed by January 1993. A small amount of Section 9 money was allocated for planning for the Eugene Station in FY 92-93. In 1993-94, two years out, a \$5.9 million bus purchase was planned.

Mr. Montgomery asked about the difference of \$2,200,000 between 1993-94 and 1997-98 for two additional buses. Mr. Pangborn explained that inflation for buses had been 6 to 8 percent a year. In addition, stringent clean air requirement and ADA requirements would become effective, so staff were making a guess at what the cost for those might be.

As seen on page 32, the total amount budgeted for CIP projects in FY 92-93 was \$4,793,950, with \$4 million of that allocated for the Eugene Station. Mr. Pangborn said that in all cases, the District had federal funding approved or likely to be approved. If the expected funding were not approved, staff would revise the CIP for Board approval.

Ms. Calvert asked about building up the local match for the \$5,900,000 bus purchase scheduled for 1993-94. Mr. Pangborn said that the Long-Range Financial Plan set aside \$116,000 for the next two years, and the District was already saving money for capital purchases planned for 1997-98. Tamara Weaver, Finance Administrator, said she anticipated that the District would have about \$2.5 million set aside by July 1, 1992.

Mr. Parks asked if the District would have to do any retrofitting of the buses in response to new regulations. Tim Dallas, Director of Operations, replied that the District was not yet faced with that requirement, although some of that was being seen in larger cities. However, the Clean Air Act did not prescribe retrofitting specifically. It would be up to the Environmental Protection Agency (EPA) to write regulations on how transit districts would meet the standards. Mr. Pangborn added that because LTD was in an area with a population of less than 500,000, retrofitting would not be required to meet the new standards. However, new buses would have to meet those new standards.

MOTION Ms. Calvert moved that the Board approve the Capital Improvements Program for Fiscal
VOTE Year 1992-93. The motion was seconded and carried by unanimous vote.

LTD DEFERRED COMPENSATION PLAN: Mr. Pangborn said that before the last Board meeting, the Board Finance Committee had reviewed all the issues surrounding deferred compensation, and recommended to the full Board that an additional deferred compensation carrier not be added at that time. The Board directed staff set up policies and procedures to ensure that the Board was meeting all fiduciary requirements. Mr. Pangborn explained that when an employee chooses to defer salary in deferred compensation, that money remains the property of the District until the employee takes that money out of the deferred compensation plan. The purpose of the procedures was to verify and ensure that the Board meets its responsibilities in handling that money, and, most importantly, that the District monitors the deferred compensation carriers and maintains the integrity of the funds. The procedures would also set up an annual review process.

Mr. Parks asked if the employees were knowledgeable about the problems the Finance Committee had discussed. Mr. Pangborn said that Hartford, the company being used for deferred compensation, had a very high rating and good local representation, so there was a high level of assurance about the program. He was not sure the employees understood all that could go wrong and that it was still the District's money, so employees would be educated about those issues. On page 2 of the procedures (page 35 of the packet), the procedures said that all employees would be informed in writing regarding the procedures.

MOTION Ms. Fitch moved approval of the Policies and Procedures for Deferred Compensation
VOTE Program, as presented on paged 34 and 35 of the agenda packet. The motion was seconded and carried by unanimous vote.

EMERGENCY CONTRACT FOR SITE CLEAN-UP AT 8TH AND GARFIELD:

Mr. Pangborn said the District had been involved in cleaning up underground spills on both sides of the old facility at 8th and Garfield. The spill was not significant on the south side of the property (south of 8th Avenue), and was predominately from not having over-flow protection where fuel was put in. That spill had been excavated. On the north side of 8th Avenue, however, the soil was contaminated. Tests were done and costs were estimated, but the District was finding that the cost would be much more than anticipated. About 200 cubic yards of soil would have to be removed, amounting to 15 to 20 big dump truck loads. Because the soil was not polluted to a high level and did not require special handling, it would be taken to the Short Mountain landfill. Ms. Calvert asked how the excavated areas would be filled in. Mr. Pangborn said they would be filled with gravel.

The District had two choices to continue the required clean-up at 8th and Garfield. First, the District could go out to bid for a new contract, which could be a lengthy process and might result in the hiring of a new contractor. Second, the District could continue the work with Russ Fetrow Engineering, which would exceed the contract unless the Board declared an emergency and authorized staff to sign a contract with Russ Fetrow Engineering to complete the soil removal and testing. School District 4J had sold certificates of participation and was holding the money and had to pay penalties, so 4J was anxious to continue with the purchase of the property.

Ms. Calvert asked if the pollution was from LTD or the previous owners. Mr. Pangborn said it most likely started with the prior owner, with a leak in the water/oil separation system, and the District probably bought a leaking system when it brought the property, or it began to leak later, but the District had no monitoring system. The DEQ might require the District to test the ground water on a quarterly basis. The test wells were already in place. Ms. Hocken asked if this would always be the District's responsibility. Mr. Pangborn replied that this depended on the sales contract. The school district said it was LTD's pollution and LTD should take care of it, and they would take care of any future pollution. It was unlikely that the school district would pollute the ground, due to stringent rules now in place. However, 4J would monitor the test wells for anything they used at that facility. Mr. Pangborn said that the school district would be very concerned about what liability came with the sale of the property, so staff had begun working with legal counsel on the contract. The school district was also concerned about who would clean up any pollution discovered in the future. 4J was not interested in taking care of the pollution that was already on the property, and the certificates of participation were from a bank and said that 4J could not purchase polluted property. According to DEQ requirements, LTD would be monitoring the ground wells for a decline in pollution. If pollution did decline, the DEQ would agree that LTD had cleaned the pollution and could cap the wells and quit monitoring them. Ms. Fitch asked if the sales contract would be written to limit LTD's liability. Mr. Pangborn said there was no contract yet, but that was how it would be written. Ms. Calvert asked if the District would know whether the wells were testing LTD's or 4J's pollution. Mr. Pangborn replied that 4J wanted to use a couple of the big tanks left in the ground. The wells show no pollution there, so the contract would say that 4J had to take care of future pollution from those tanks.

MOTION Ms. Fitch moved that the Board declare an emergency and authorize staff to sign a contract with Russ Fetrow Engineering to complete contaminated soil removal and testing at the 8th and Garfield property. Ms. Calvert seconded the motion.

Ms. Hocken asked about approving a specific dollar amount, and if there were a cost limit when declaring an emergency. Mr. Pangborn said staff were not aware of such a limit, but if there was one, the District was below that limit.

With no further discussion, the motion to declare an emergency and authorize staff to sign a contract with Russ Fetrow Engineering to complete contaminated soil removal and testing at 8th and Garfield carried by unanimous vote.

BUDGET TRANSFER: Kim Kaiser, Risk Administrator, said that staff had reviewed actual workers' compensation premiums for the current year, which were just under \$190,000. The District would also be making a cash payment based on claims experience, because at the end of the last fiscal year more expensive claims than anticipated were filed. Staff were requesting that the Board approve a transfer of \$104,200 from workers' compensation reserves to cover the additional expenses.

MOTION Ms. Hocken moved that the Board approve the resolution transferring \$104,200 from the Reserve for Workers' Compensation to Workers' Compensation expense line items. The motion was seconded and carried by unanimous vote.

ITEMS FOR INFORMATION AT THIS MEETING:

Operations Summary Report: Mr. Parks said that the Operations Summary Report was an excellent addition to the packet, and was a good way for the Board members to become informed about what was happening at the District.

Board Member Report--Metropolitan Policy Committee (MPC): Ms. Calvert said she had attended the March 12, 1992, meeting of the MPC, at which the role of the MPC had been discussed. There was some discussion that the MPC would have a larger role as a result of the LCDC Transportation Rule/Goal 12, but the members were not sure yet what that role would be. The question was whether the MPC should be a "super board" like the Metropolitan Service District in Portland, to decide how transportation funds would be spent. Ms. Calvert said there would be more discussion on this question.

Board Member Report--Central Area Transportation Study (CATS) Citizen Advisory Committee: Ms. Fitch said there had not been a quorum at the March 17 CATS meeting. Discussion centered around the Metro Plan and how CATS falls within that plan, and the fact that the committee could not create a document opposite of the document it works within. Because only seven out of 17 people were there, the committee may discuss rewriting the guidelines and determine who actually wants to be involved. The intent of the committee was to have its final document work within the guidelines of what had already been written.

In response to a question from Mr. Parks, Mr. Viggiano said that there were some people in the group who did not want the area to grow, or the central area to become any more

dense, but the Metro Plan, the guiding document for this area, said that both would happen, so the committee could not prepare a plan that violated that document. Ms. Fitch added that it was a frustrating role to be in, because some people thought that "green streets" and non-polluting vehicles through major corridors of the city were how to meet the requirements of the Transportation Rule/Goal 12, while others believed the Metro Plan advocated concentrated growth. She thought some of the issues would be better handled by staff, but were being discussed by the committee.

Future Meetings: Ms. Loobey said that Budget Committee meetings were tentatively scheduled for every Wednesday in April, and a short Board meeting might be held before the April 15 budget meeting. She suggested that when the Board met to discuss the Eugene Station, it should be at a special meeting with nothing else on the agenda.


Mr. Parks said that the Board should hold a public hearing and take all testimony in one period, which would probably take several hours. Ms. Hocken agreed that the Board would have to have a long public hearing, and wondered if it made sense to have it on one night and make the decision a couple of weeks later. Ms. Calvert said that, considering the number of signatures on the petitions, the public hearing should be held in a larger room, such as the City Council Chambers.

Mr. Montgomery asked if the Board would be hearing from the Eugene Station Advisory Committee. Ms. Loobey explained that the Advisory Committee had been scheduled to meet earlier, but they and the Board had asked a lot of questions for staff to research, so staff were gathering that information and the Advisory Committee meeting had been postponed. She thought the Committee would meet at least one more time before the Board worked on the issue again. Ms. Fitch said she would like to have a joint meeting with the Committee, so the Board could hear the Committee's comments and all could hear the answers at the same time.

Ms. Fitch wondered if the District would lose the federal money if the process took too long. Ms. Loobey said the District typically had three years to spend the funds, but this time it was written into law that the District would receive the money for the station. She thought the money would only be rescinded if the Board said it was not going to build the station.

Ms. Hocken asked if buses already ran south on Pearl. Mr. Viggiano replied that buses traveled on Pearl north of 8th Avenue and south of 10th Avenue, but not between 8th and 10th. Ms. Calvert said she was concerned that the parking issue was so fluid or uncertain, and that affected the District's decision. She asked if the City planned to change its parking regulations. Ms. Loobey said the City was working on changes, but the timing of those changes meant that they might not be law in time for the Board's decision.

ADJOURNMENT: Mr. Montgomery moved that the meeting be adjourned. Ms. Fitch seconded the motion, and the meeting was adjourned at 9:05 p.m.



Board Secretary

AGENDA ITEM SUMMARY

DATE OF MEETING: April 15, 1992

ITEM TITLE: SERVICE TO BOGART/BAILEY LANE AREA

PREPARED BY: Stefano Viggiano, Planning Administrator

ACTION REQUESTED: None. Information only.

BACKGROUND: At the last meeting, William Bohm addressed the Board with his concerns regarding the loss of service to the Bogart/Bailey Lane area east of Coburg Road. Mr. Bohm had a petition signed by many residents of the area. The Board approved the service change package which included the elimination of service to the area.

Subsequently, staff developed an option that would allow the #63 Coburg route to serve the area. Service to the area would be on only six trips per day, but morning and afternoon peak work times, as well a couple of midday trips, would be provided. This option would not have a significant impact on the total cost of the service improvement package.

Unless concerns are expressed by the Board, service on the #63 route to Bogart and Bailey Lane will be incorporated into the fall 1992 service changes.

ATTACHMENT: None.

PROPOSED MOTION: None.

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AGENDA ITEM SUMMARY

DATE OF MEETING: April 15, 1992

ITEM TITLE: CURB YOUR CAR EARTH DAY PROMOTION

PREPARED BY: Ronnei Curry, Marketing Representative

ACTION REQUESTED: Make a pledge to Curb Your Car! No formal Board action is requested, but Board members will be invited to make a pledge to participate in the Curb Your Car Earth Day Promotion.

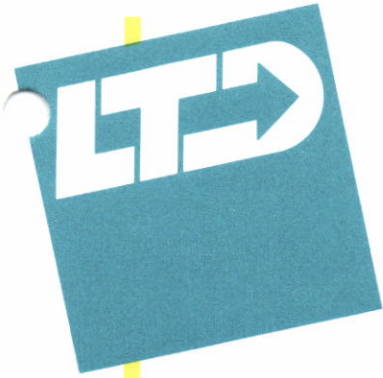
BACKGROUND: Lane Transit, the Oregon Department of Energy, and the City of Eugene have joined forces to help clean Lane County's air by encouraging commuters to use alternative transportation. The joint promotion is called "Curb Your Car." Board Members will receive pledge cards and be asked to give stickers to bus riders on Earth Day, April 22.

CONSEQUENCES OF REQUESTED ACTION: Full participation with the Oregon Department of Energy and the City of Eugene in the Curb Your Car promotion

ATTACHMENT: Curb Your Car Promotion

PROPOSED MOTION: None

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Lane Transit District

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

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

CURB YOUR CAR PROMOTION

Prepared by Ronnel Curry, Marketing Representative
April 15, 1992

INTRODUCTION

In an effort to clean the air in Lane County, Lane Transit, the City of Eugene, and the Oregon Department of Energy have teamed up to promote the use of alternative transportation in a campaign called "Curb Your Car." The campaign asks commuters to leave their cars at home at least once a week and bike, bus, walk, or car pool to work instead. It is modeled after a promotion called "Give Earth a Breather Day," conducted in Portland last year.

The goals of the Curb Your Car promotion are to communicate and educate commuters about the advantages of alternative transportation and to motivate a change in behavior.

CAMPAIGN COMPONENTS

Free Rides on Earth Day

To make it easy for commuters to start leaving their cars at home, all buses will be free on Earth Day, Wednesday, April 22. (A 25 percent increase in ridership was realized when the buses were free on Earth Day in 1990.)

Make a Commitment

Commuters are encouraged to make a commitment to curb their cars at least once a week with the use of a pledge card. This technique has received support across the nation. The pledge cards will be available at LTD's timetable rack outlets. Each employee at Lane Transit and the City of Eugene along with the Eugene City Councilors will receive a card and be asked to make a pledge.

The pledge card includes a return post card so smart commuters can mail in their commitment and receive an "I Curbed My Car" sticker. They also can indicate if they'd like additional information about alternative transportation.

Stickers Indicate Smart Commuters

"I Curbed my Car" stickers will be given to bus riders on Earth Day on the bus and at major transit stations. The stickers will also be given to bike commuters on National Bike to Work Day, May 19, by the Eugene Bike Committee. The stickers reward commuters for using alternative modes and show that they are actively doing their part to clean the air.

LTD and City staff have been asked to volunteer their time to hand the stickers out on Earth Day. Board Members are encouraged to assist with this effort.

PUBLICITY/ADVERTISING

A 60-second radio advertisement featuring "Doug Fir" will be played on local radio stations, urging commuters to help the trees keep our air clean by curbing their cars and reminding them to use LTD for free on Earth Day.

A news release was sent with the pledge cards to the local media. Bus posters mention the free service on Earth Day and an article in Bus Talk encourages current riders to get their friends to ride the bus.

COSTS

Thanks to the participation of the two sponsors, LTD's cost is low. The City of Eugene paid for the printing of the stickers and pledge cards. Oregon Department of Energy has sponsored the radio advertising. LTD costs were held to the production and a few miscellaneous costs.

SUMMARY

This is the first year of the "Curb Your Car" campaign. With the growing community and world-wide effort to save the environment and support alternative transportation, LTD plans to continue similar efforts. We hope to continue to work with the City of Eugene and Oregon Department of Energy as well as Lane Regional Air Pollution Authority and the City of Springfield.

AGENDA ITEM SUMMARY

DATE OF MEETING: April 15, 1992

ITEM TITLE: THANK YOU LETTERS REGARDING SERVICE CHANGES

PREPARED BY: Phyllis Loobey, General Manager

ACTION REQUESTED: None

BACKGROUND: The District recently received the attached two letters, thanking the Board for providing service along McKenzie River Drive east of Eugene and to the Eugene Easter Seal Center on Donald Street.

ATTACHMENTS: Letter from Rainbow Mobile RV/Park, Blue River
Letter from Eugene Easter Seal Center

PROPOSED MOTION: None

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March 17, 1992

Board of Directors
Lane County Transit District
P. O. Box 7070
Eugene, OR 97401

RE: Rerouting of Bus Service to include
McKenzie River Drive along Hwy 126

Dear Board Members:

We are most appreciative of having bus service along McKenzie River Drive east of Eugene. We were happy to deliver bus schedules when the change was made late last summer. The 80 + homes along McKenzie River Drive as well as residents in our Mobile/RV Park, the Patio RV Park, Phil's Grocery, and Pete's Texaco Station were most cooperative.

THANK YOU for providing transportation for the elderly retired residents in the area as well as individuals who utilize the bus for transportation to and from work.

Respectfully,

Beveren & Ann Overstreet

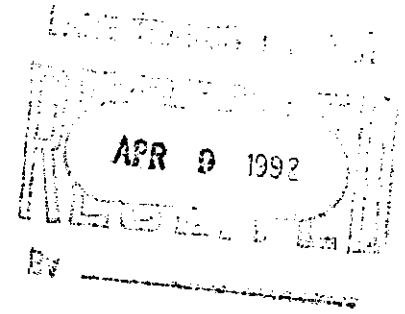
Beveren and Ann Overstreet
Rainbow Mobile RV/Park
54655 McKenzie River Drive
Blue River, OR 97413-9710

cc Stephano Viggiana, Planning Department



**EASTER
SEAL
SOCIETY of
OREGON**

H.W. "BILL" HAMILTON
President



April 8, 1992

Phyllis Loobey
General Manager
Lane Transit District
P.O. Box 7070
Eugene, OR 97401

Dear Phyllis,

I want to compliment you and your wonderful planning department on the redesign of your routes for fall which includes our clients needs.

For several years, we have had an excellent relationship with Mickey Caplan who has worked with us to try to accommodate our special population. I have appreciated Mickey's compassion for our clients and her willingness to see and defend our needs. With her help, and yours, we have opened our aquatic facility to many more clients. This new route will further open our programming and, hopefully, take some strain off your Dial-a-Ride system.

Thank you for being so responsive to community needs by including our clients in your planning process. My compliments to your planning department and to your board.

Sincerely,

Christie McDonald
Director of Regional Services

EUGENE CENTER

3575 Donald Street
Eugene, Oregon 97405
(503) 344-2247

LTD BOARD MEETING
04/15/92 Page 31

AGENDA ITEM SUMMARY

DATE OF MEETING: April 15, 1992

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 April 15 Board meeting, LTD's representatives Jack Billings and Janet Calvert will discuss the April 9 MPC meeting.
2. **CATS:** The CATS Citizen Advisory Committee (CAC) meets every two weeks. At the April 15 Board meeting, LTD's representative, Tammy Fitch, will report on the March 31 and April 13 CATS/CAC meetings.

ATTACHMENT: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: April 15, 1992

ITEM TITLE: SPECIAL SERVICES REPORT

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-December 1991

Date of
Service

Requesting Agency

Denied/
Granted

- NONE RECEIVED -

AGENDA ITEM SUMMARY

DATE OF MEETING: April 15, 1992

ITEM TITLE: MONTHLY FINANCIAL STATEMENTS

PREPARED BY: Tamara Weaver, Finance Administrator

ACTION REQUESTED: None

BACKGROUND: There are no unusual financial conditions in the General or Capital Funds. General Fund operating expenses (removing Special Transportation costs) are under budget by 3.3 percent. General Fund revenues (removing Special Transportation flow-through revenues) are 6.7 percent over budget, but 2 percent of this is due to the timing of the annual receipt of FTA funds. It is expected that General Fund revenues will exceed budget by approximately 4 percent at year end. There is no significant change to the prior month's report on the Risk Fund. It is still expected that the increased expenses within the Risk Fund will fall within the amount reserved for this possibility.

ATTACHMENTS: 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
 MARCH 31, 1992

	CURRENT BALANCES	PREV YEAR BALANCES

FUND: 010 GENERAL FUND		
ASSETS		

Cash & Short Term Investments	2,849,940	994,303
Receivables	136,245	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	3,920,491	2,355,775
	=====	
LIABILITIES		

Accounts payable	241,907	161,569
Payroll payable	340,316	147,609
Unearned income	33,113	45,926
Bid bonds/ other payables	7,296	7,082
CAL/sick accrual	648,817	648,817
Deferred compensation	401,335	401,335

TOTAL LIABILITIES	1,672,784	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	1,304,269	0

TOTAL RESERVES & BALANCES	2,247,707	943,438

TOTAL LIABILITIES & BALANCES	3,920,491	2,355,775
	=====	

LANE TRANSIT DISTRICT
 COMPARATIVE BALANCE SHEETS
 RISK FUND
 MARCH 31, 1992

	CURRENT BALANCES	PREV YEAR BALANCES

FUND: 020 RISK FUND		
ASSETS		

Cash & Short Term Investments	237,417	670,738
Receivables	0	0
Prepaid Expenses	3,394	3,394
	-----	-----
TOTAL ASSETS	240,810	674,131
	=====	=====
LIABILITIES		

Accounts payable	18,220	2,417
Other payables	51,550	80,210
	-----	-----
TOTAL LIABILITIES	69,770	82,626
	-----	-----
RESERVES & BALANCES		

Fund Balance	591,505	591,505
Change in Fund Balance	(420,464)	0
	-----	-----
TOTAL RESERVES & BALANCES	171,041	591,505
	-----	-----
TOTAL LIABILITIES & BALANCES	240,810	674,131
	=====	=====

LANE TRANSIT DISTRICT
 COMPARATIVE BALANCE SHEETS
 CAPITAL FUND
 MARCH 31, 1992

	CURRENT BALANCES	PREV YEAR BALANCES

FUND: 030 CAPITAL FUND		
ASSETS		

Cash & Short Term Investments	1,943,508	2,075,080
Receivables	53,382	25,422
Deposits	(1,954)	2,637

TOTAL ASSETS	1,994,936	2,103,139
	=====	
LIABILITIES		

Accounts payable	24,793	49,402
Other payables	161,700	166,906

TOTAL LIABILITIES	186,493	216,308

RESERVES & BALANCES		

Fund Balance	1,886,831	1,886,831
Change in Fund Balance	(78,388)	0

TOTAL RESERVES & BALANCES	1,808,443	1,886,831

TOTAL LIABILITIES & BALANCES	1,994,936	2,103,139
	=====	

LANE TRANSIT DISTRICT
 COMPARATIVE BALANCE SHEETS
 GENERAL FIXED ASSET ACCOUNT GROUP
 MARCH 31, 1992

	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
MARCH 31, 1992

Percent of year 75.00%

	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	1,365,954	167,455	309,046	81.5%
Group Pass Payments	433,000	433,000	314,500	40,143	118,500	72.6%
Other Operating Income	133,300	133,300	132,312	9,034	988	99.3%
Miscellaneous Income	6,000	6,000	5,619	239	381	93.7%
Payroll Tax Revenue	7,058,140	7,058,140	5,482,123	0	1,576,017	77.7%
State In-Lieu-of-Tax	686,000	686,000	329,912	0	356,088	48.1%
Operating Grants	1,159,000	1,159,000	1,012,516	1,012,516	146,484	87.4%
Interest Income	106,000	106,000	171,888	22,079	(65,888)	162.2%
State Special Transp. Funds	564,500	564,500	377,837	41,305	186,663	66.9%
Cash Carry-forward	727,235	727,235	0	0	727,235	0.0%
TOTAL GENERAL FUND	12,548,175	12,548,175	9,192,661	1,292,771	3,355,514	73.3%
FUND: 020 RISK FUND						
SAIF Refund	0	0	36,677	0	(36,677)	
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	36,677	0	882,773	4.0%
FUND: 030 CAPITAL FUND						
Grant Income	851,980	851,980	130,771	28,827	721,209	15.3%
Other Capital Funding	20,000	20,000	3,497	0	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	134,268	28,827	2,663,226	4.8%
TOTAL ALL FUNDS	16,265,119	16,265,119	9,363,606	1,321,598	6,901,513	57.6%

LANE TRANSIT DISTRICT
SUMMARY OF EXPENSES - ALL FUNDS
MARCH 31, 1992

	Percent of year					75.00%
	ORIGINAL BUDGET	AMENDED BUDGET	Y-T-D ACTUAL	CURRENT MTH ACTUAL	BALANCE	YTD% BUDGET

FUND: 010 GENERAL FUND						
GENERAL ADMINISTRATION	410,100	410,100	286,868	31,461	123,232	70.0%
FINANCE	239,560	239,560	179,620	18,604	59,940	75.0%
M. I. S.	172,920	172,920	112,970	12,978	59,950	65.3%
PERSONNEL	106,430	106,430	71,791	10,217	34,639	67.5%
SAFETY & RISK	78,840	78,840	52,351	4,929	26,489	66.4%
PLANNING	226,030	226,030	155,520	21,190	70,510	68.8%
MARKETING	526,520	526,520	408,160	20,393	118,360	77.5%
CUSTOMER SERVICE CENTER	300,140	300,140	232,875	27,526	67,265	77.6%
TRANSPORTATION	5,271,510	5,271,510	3,815,606	415,022	1,455,904	72.4%
SPECIAL TRANSPORTATION	767,360	767,360	508,232	84,805	259,128	66.2%
MAINTENANCE	2,609,700	2,609,700	1,847,791	261,859	761,909	70.8%
FACILITY - GENERAL ADM.	55,270	55,270	40,092	4,674	15,178	72.5%
GLENWOOD FACILITY	160,840	160,840	95,550	14,273	65,290	59.4%
STATIONS	60,800	60,800	38,545	3,649	22,255	63.4%
SHELTERS	61,610	61,610	34,535	3,417	27,075	56.1%
BUS STOPS (SIGNS)	17,480	17,480	7,787	1,189	9,693	44.5%
NON-DEPARTMENTAL	1,483,065	1,483,065	0	0	1,483,065	0.0%

GENERAL FUND	12,548,175	12,548,175	7,888,294	936,186	4,659,881	62.9%

FUND: 020 RISK FUND	919,450	919,450	457,141	20,022	462,309	49.7%

FUND: 030 CAPITAL FUND	2,797,494	2,797,494	212,656	36,386	2,584,838	7.6%

GRAND TOTAL	16,265,119	16,265,119	8,558,092	992,594	7,707,027	52.6%

LANE TRANSIT DISTRICT
RISK FUND INCOME STATEMENT
For the period 7/01/91 to 3/31/92

Percent of year 75.00%

MONTH: MARCH 1992	AMENDED BUDGET	Y-T-D ACTUAL	CURRENT MTH ACTUAL	%

FUND: 020 RISK FUND				
REVENUES				
SAIF refund	0	36,677	0	100.0%
Transfer from General Fund	411,441	0	0	0
Cash Carry-forward	508,009	0	0	0
	-----	-----	-----	
Total Resources	919,450	36,677	0	4.0%
	-----	-----	-----	
EXPENDITURES				
Payroll Costs	279,200	221,975	14,292	79.5%
Vehicle Liability	170,000	163,218	403	96.0%
General Insurance Premiums	72,250	43,769	449	60.6%
Administrative Fees	42,200	28,178	4,878	66.8%
	-----	-----	-----	
Total Expenditures	563,650	457,141	20,022	81.1%
	-----	-----	-----	
Reserves				
Reserve for Worker's Compensation	45,800	0	0	0.0%
Reserve for General Liability	310,000	0	0	0.0%
	-----	-----	-----	
	355,800	0	0	0.0%
	-----	-----	-----	
Total Expenditures & Reserves	919,450	457,141	20,022	49.7%
	-----	-----	-----	
RISK FUND YTD NET	0	(420,464)	(20,022)	
	=====	=====	=====	=====

LANE TRANSIT DISTRICT
CAPITAL FUND INCOME STATEMENT
For the period 7/01/91 to 3/31/92

Percent of year 75.00%

MONTH: MARCH 1992	AMENDED BUDGET	Y-T-D ACTUAL	CURRENT MTH ACTUAL	%
FUND: 030 CAPITAL FUND				
REVENUES				
Grant income	851,980	130,771	28,827	15.3%
Other capital funding	20,000	3,497	0	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	134,268	28,827	4.8%
EXPENDITURES				
GRANT PAID CAPITAL				
Office furniture & equipment	10,575	10,949	0	103.5%
Computer software	24,240	18,757	8,791	77.4%
Computer hardware	68,760	33,447	4,379	48.6%
Maintenance equipment	13,400	9,653	5,958	72.0%
Passenger boarding improvements	825,150	74,202	7,818	9.0%
Facility improvements	24,900	6,979	800	28.0%
Bus purchases	0	0	0	0.0%
Bus related equipment	39,200	9,409	8,240	24.0%
Service vehicles	20,000	0	0	0.0%
Budgeted for capital contingency	50,000	0	0	0.0%
Total capital purchases	1,076,225	163,396	35,986	15.2%
LOCALLY FUNDED CAPITAL				
Developer paid shelters	20,000	3,497	0	17.5%
Facility at 8th & Garfield	250,000	35,134	400	14.1%
Bus related equipment	0	197	0	
	270,000	38,828	400	14.4%
RESERVES/ DEBT PAYMENTS				
Debt payments	14,850	10,432	0	70.2%
Capital reserves	1,436,419	0	0	0.0%
	1,451,269	10,432	0	0.7%
Total	2,797,494	212,656	36,386	7.6%
CAPITAL FUND NET CHANGE	0	(78,388)	(7,559)	

AGENDA ITEM SUMMARY

DATE OF MEETING: April 15, 1992

ITEM TITLE: THIRD-QUARTER FY 91-92 PERFORMANCE REPORT

PREPARED BY: Joe Janda, MIS Administrator

ACTION REQUESTED: None

BACKGROUND: The attached Third-Quarter FY 91-92 Performance Report summarizes accomplishments in several key areas that serve as indicators of the District's overall performance in the third quarter of FY 91-92.

This report contains a brief narrative accompanied by supporting data tables. Data for the same period in FY 90-91 is provided as a comparison. Staff will be available at the meeting to answer any questions the Board may have about this information.

ATTACHMENT: Third-Quarter Performance Report, FY 91-92

PROPOSED MOTION: None

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THIRD-QUARTER PERFORMANCE REPORT FY 1991-1992

RIDERSHIP AND PRODUCTIVITY

Ridership for the third quarter (January through March) of FY 91-92 decreased by 0.6 percent when compared with the third quarter of FY 90-91. Average weekday customer trips (which measures the number of one-way trips taken on an average weekday) decreased by 1.9 percent. Year-to-date total ridership is down by 0.2 percent.

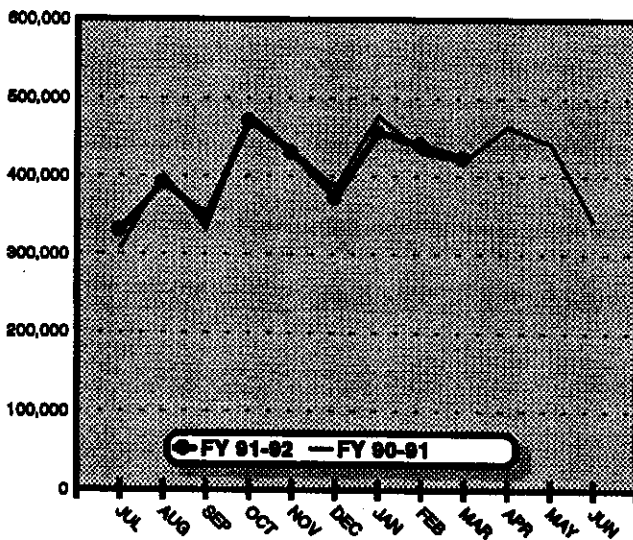
Staff have predicted that ridership will increase by only one percent in FY 91-92. Last fiscal year was a very strong year in ridership as a result of Group Pass Programs initiated at Lane Council of Governments, the City of Eugene, and Sacred Heart Hospital, in addition to continued strong ridership generated by the University of Oregon. There have been no additions to the Group Pass Program this year, and UO enrollment is down. These are the primary reasons for the decline in ridership experienced this year compared with FY 90-91.

Productivity, measured as the total number of customer trips taken for every schedule hour of service, was 22.8 for the third quarter compared with 23.3 in FY 90-91. This represents a decrease of 2.0 percent, reflecting the impact of a 0.6 percent ridership decline and an increase in service of 1.4 percent.

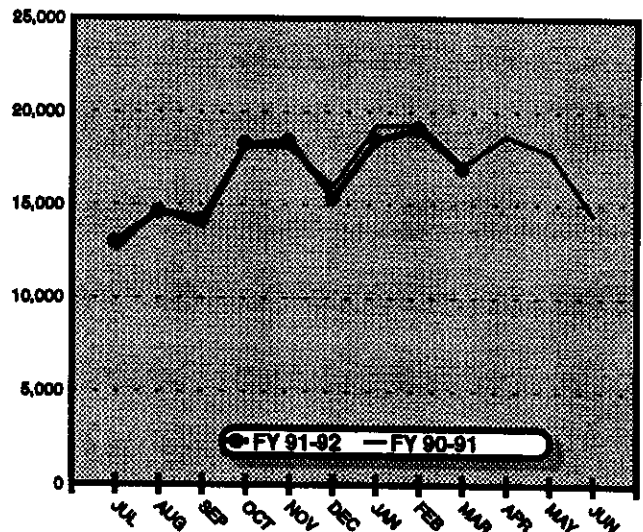
The table below provides additional details about these measures.

MEASURE	THIRD QTR FY 91-92	THIRD QTR FY 90-91	PERCENT CHANGE
TOTAL CUSTOMER TRIPS	1,317,863	1,325,575	-0.6%
AVERAGE WEEKDAY CUSTOMER TRIPS	18,174	18,532	-1.9%
PRODUCTIVITY	22.8	23.3	-2.0%

MONTHLY RIDERSHIP



AVERAGE WEEKDAY PERSON TRIPS



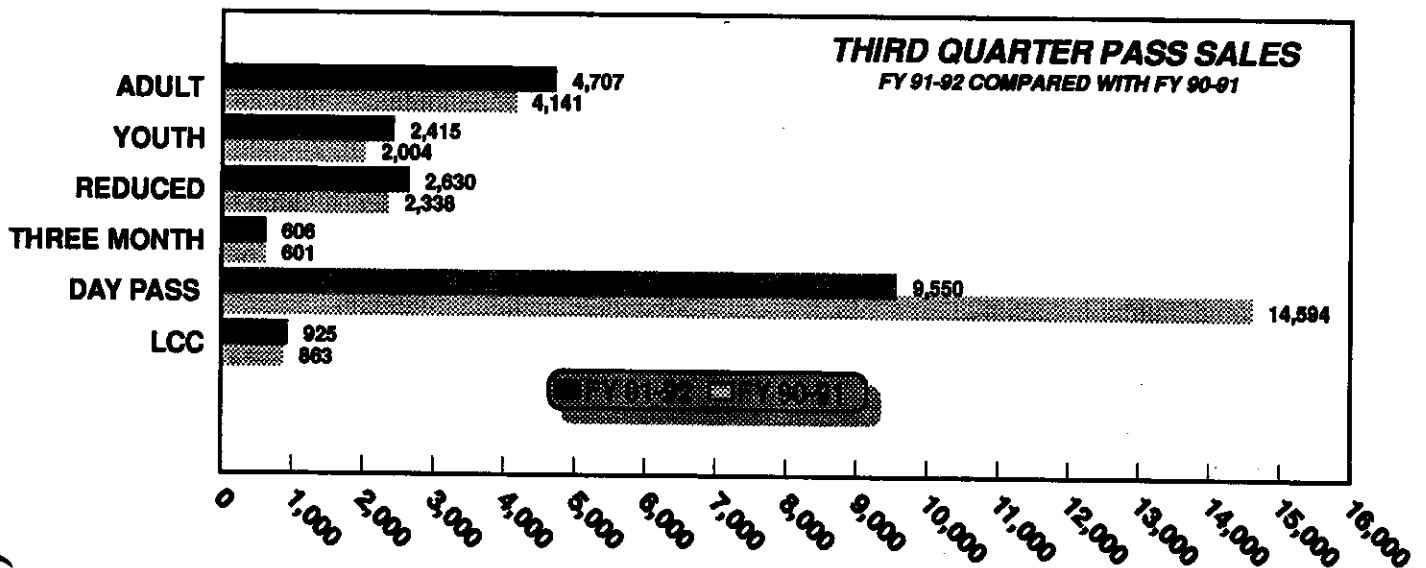
THIRD-QUARTER PERFORMANCE REPORT FY 1991-1992

REVENUE

Total customer revenue for the third quarter increased by 5.5 percent when compared with the third quarter of FY 90-91, and year-to-date revenue is up by 7.7 percent. The table below presents the various passenger fare categories with their corresponding quarterly contribution to the total. Recall that the cash fare was raised from \$.65 to \$.75 on July 1, and the price of the Day Pass increased from \$1.65 to \$1.90. All other fare payment instruments remained unchanged. The rate for the UO group pass increased from \$4.50 to \$4.75.

PASSENGER REVENUE	THIRD QTR FY 91-92	THIRD QTR FY 90-91	PERCENT CHANGE	PERCENT OF TOTAL INCREASE
FAREBOX CASH	\$216,783	\$210,936	2.8%	18.3%
TOKENS COLLECTED	\$39,236	\$35,542	10.4%	11.6%
MONTHLY PASS	\$150,655	\$132,677	13.5%	56.3%
QUARTERLY PASS	\$64,429	\$59,962	7.5%	14.0%
DAY PASS	\$16,139	\$19,372	-16.7%	-10.1%
UO GROUP PASS	\$99,033	\$96,228	2.9%	8.8%
OTHER GROUP PASSES	\$22,778	\$22,406	1.7%	1.2%
TOTAL	\$609,053	\$577,123	5.5%	

Pass sales for the third quarter continued to be strong. The graph below details third-quarter pass sales. Worth noting is the continued strong increase in Youth Pass sales, up 20.5 percent this quarter, and the 13.6 percent increase in sales of the Adult Pass. Regular token usage for the quarter was 8.1 percent higher than in the same period last year, and small token usage increased by 17.6 percent.



THIRD-QUARTER PERFORMANCE REPORT FY 1991-1992

MILES BETWEEN MECHANICAL ROAD CALLS

A mechanical road call is one in which there is a physical problem with the bus that requires attention, such as a broken headlight, a jammed farebox, loose mirrors, or a stuck lift. Depending on the severity of the problem, the bus may or may not require replacement in order to continue schedule operation. The total number of mechanical road calls during the third quarter increased by 5.6 percent when compared with the third quarter of FY 90-91. Total miles traveled between road calls declined by 7.0 percent, to 3,115 miles, down from 3,349 miles recorded in the third quarter of FY 90-91.

MILES BETWEEN PREVENTABLE ACCIDENTS

The total number of preventable accidents in the third quarter of FY 91-92 was 5, while in the same quarter last year, the number was 3. This represents a 67 percent increase, and the resulting miles between preventable accidents declined by 41.7 percent to 163,862 miles. Quarterly accident data, in many ways, is not a meaningful indicator of longer-term trends. Year-to-date, miles between preventable accidents have decreased by 3.7 percent, to 114,285, when compared with the same period in FY 90-91. The number of year-to-date preventable accidents has increased by 1 when compared with last year, and at this point we do not detect any meaningful trend in the character of accidents this fiscal year. All Operators have just completed a defensive driving course, and we expect that the number of preventable accidents will begin to decline in the coming months.

The table below provides additional details about this measure.

MEASURE	THIRD QTR FY 91-92	THIRD QTR FY 90-91	PERCENT CHANGE	Y-T-D FY 91-92	Y-T-D FY 90-91	PERCENT CHANGE
Miles/Preventable Accident	163,862	278,008	-41.7%	114,285	118,712	-3.7%
Preventable Accidents	5	3	-66.7%	22	21	4.8%

AGENDA ITEM SUMMARY

DATE OF MEETING: April 15, 1992

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. **Americans with Disabilities Act (ADA) Paratransit Plan Update:** At the May meeting, staff will provide an update on progress toward implementation of the ADA Paratransit Plan.
- B. **Approval of FY 92-93 Disadvantaged Business Enterprise (DBE) Goals:** Approval of the District's DBE Goals for FY 92-93 will be scheduled for the May Board meeting.
- C. **Update on Clean-up at 8th and Garfield Property:** At the May Board meeting, staff will report to the Board on progress made in cleaning up the 8th and Garfield property and the status of the sale of the property to School District 4J.
- D. **General Manager Evaluation:** During the May meeting, the Board will be asked to hold an Executive Session pursuant to ORS 192.660(1)(i), to evaluate the employment-related performance of the General Manager. Also at that meeting, recommendations for the General Manager's salary and benefits package for FY 92-93 will be presented by the Board Salary Committee.
- E. **Selection of Preferred Site for Eugene Transit Station:** A special work session on the Eugene Transit Station will be scheduled. The Board may wish to consider a joint work session with the Eugene Station Advisory Committee. Following these discussions, the Board will be asked to select a preferred site for the Eugene Station.
- F. **Budget Meetings:** The LTD Budget Committee held its first meeting to discuss the proposed FY 92-93 budget on April 8, 1992. Additional meetings are scheduled for April 15 and 22.

ATTACHMENT: None

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