

Public notice was given to *The Register-Guard* for publication on May 14, 1992.

**LANE TRANSIT DISTRICT  
REGULAR BOARD MEETING**

**May 20, 1992  
7:30 p.m.**

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

**A G E N D A**

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	Billings_____ Brandt_____ Calvert_____ Fitch_____	
	Hocken_____ Montgomery_____ Parks_____	
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- D. Boundary Resolution for FY 92-93
- E. Long-Range Paratransit Plan Adoption
- F. Joint Meeting of LTD Board and Eugene Station Advisory Committee
- G. Selection of Preferred Site for Eugene Transit Station

IX. ADJOURNMENT

**Alternative formats of printed material (Braille, cassette tapes, or large print) are available upon request. A sign language interpreter will be made available with 4 hours' notice. The facility used for this meeting is wheelchair accessible. For more information, please call 741-6100 (voice) or 687-5552 (TDD).**

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 20, 1992

**ITEM TITLE:** EMPLOYEE OF THE MONTH

**PREPARED BY:** Jo Sullivan, Executive Secretary

**ACTION REQUESTED:** None

**BACKGROUND:** **The March Employee of the Month is Inside Cleaner Sherry Player.** Sherry was hired as a Part-time Inside Cleaner on November 23, 1984, and was promoted to full-time on December 21, 1987. She was nominated by 17 co-workers, who listed her "great attitude" toward LTD, her work, and her co-workers; her contagious laughter; her kindness and sharing; and her committee involvement as some of the reasons for the nomination.

When asked what makes Sherry a good employee, Maintenance Supervisor George Trauger said that Sherry is a very important team member on the cleaning crew. She works very hard to keep the interiors of the buses clean, and is always willing to help out wherever needed. She always maintains a positive and enthusiastic outlook, and is a very caring individual, who makes sure that her peers are not forgotten in time of need or time of celebration. Her positive outlook, enthusiasm, hard work, and caring efforts are appreciated by her co-workers.

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

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 20, 1992

**ITEM TITLE:** APPROVAL OF MINUTES

**PREPARED BY:** Jo Sullivan, Executive Secretary

**ACTION REQUESTED:** Approval of minutes of the April 15, 1992, special Board meeting.

**ATTACHMENT:** Minutes of the April 15, 1992, special meeting are attached for Board review and approval.

**PROPOSED MOTION:** I move that the minutes of the April 15, 1992, special Board meeting be approved as distributed.

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL MEETING

Wednesday, April 15, 1992

Pursuant to notice given to *The Register-Guard* for publication on April 10, 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 not held in April, but a short special meeting was held at 7:00 p.m. on Wednesday, April 15, 1992, in the LTD Board Room at 3500 E. 17th Avenue, Eugene.

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

Absent: Peter Brandt, Treasurer

**CALL TO ORDER:** Mr. Parks called the meeting to order at 7:00 p.m.

**MOTION** **APPROVAL OF MINUTES:** Mr. Billings moved that the minutes of the March 4, 1992, adjourned meeting and the March 18, 1992, regular meeting be approved as distributed in the agenda packet. Ms. Fitch seconded the motion, and the minutes were approved by unanimous vote.

**VOTE**

**EMPLOYEE OF THE MONTH:** Mr. Parks introduced the April Employee of the Month, Bus Operator Gayle Howard, who was hired on June 7, 1989, and promoted to full-time on January 19, 1992. Mr. Howard recently received his two-year safe driving award. He also serves as chairman of the District's Facility Safety Committee, and had been selected as an operator instructor for the new operator training program. He was nominated by a customer who described Mr. Howard as a very polite and thoughtful person who respected his passengers and was very helpful in all ways. When asked what made Mr. Howard a good employee, Transportation Administrator Bob Hunt said that in addition to his participation on the Facility Safety Committee and his selection as an operator instructor, Mr. Howard went about his duties in a very professional manner, and that he brought his personable approach and his even-handed manner to bear on everything he undertook.

Mr. Parks presented Mr. Howard with a certificate, letter, and check. Mr. Howard thanked the Board and said that an honor was magnified by the person or organization giving it, and that his honor was very great, because he worked for a great company.

**ITEMS FOR INFORMATION AT THIS MEETING:**

**Service to Bogart/Bailey Lane Area:** Ms. Loobey stated that during the public hearing on service changes for FY 92-93, a Mr. Bohm had presented a petition and asked that service on Bogart and Bailey Lane be continued. She said he had made an articulate request and represented the typical commuter market for the District. Additionally, the north/south section of Bogart was the District's only presence in that area, and staff thought it important to maintain a presence there. Staff had promised the Board to follow up with Mr. Bohm to see if an alternative to deleting the service could be found, and that had been done.

Ms. Hocken asked about the additional cost for this service. Mr. Viggiano said the cost would be just over \$800 per year. The service involved five minutes per trip, and would actually be taking away some of the layover time of the route in Coburg. The Board took no formal action, but agreed that providing this service was a good idea.

**Curb Your Car Earth Day Promotion:** Marketing Representative Ronnel Curry explained that the Curb Your Car Earth Day Promotion was a new campaign at LTD. LTD staff were working with the City of Eugene and the Oregon Department of Energy to promote the use of alternative transportation, in a campaign which asked commuters to leave their cars at home at least once a week and bicycle, walk, car pool, or take the bus to work instead of driving. The City paid for printing of the pledge cards and stickers, the ODOE sponsored the radio advertising, and LTD paid for the production and a few miscellaneous costs.

The goals of the promotion were to communicate and educate commuters about the advantages of alternative transportation and to motivate a change in behavior, to help clean the air. The campaign used a fun approach and started small, labeling those who promised to call for information about alternative transportation as "smart commuters"; those who promised to consolidate trips or bike, bus, or car pool to work at least once a week as "savvy commuters"; and those who promised to bike, bus, car pool, or walk to work at least twice a week or on Earth Day (April 22), or bicycle to work on National Bicycle to Work Day (May 19) as "super commuters." Environmental facts were included on the pledge card. If commuters sent the pledge card to LTD, they would receive stickers saying, "I curbed my car."

Ms. Curry said that the pledge cards and stickers would be passed out at LTD's major transit stations. She invited the Board members to help distribute the materials, or to participate with her in a radio discussion on KPNW on Earth Day. She also invited the Board members to fill out pledge cards themselves.

**Thank You Letters Regarding Service Changes:** Included in the agenda packet were two letters expressing appreciation for service along McKenzie River Drive east of Eugene and to the Eugene Easter Seal Center on Donald Street, in response to the Comprehensive Service Redesign service changes.

**Board Member Reports:**

**Metropolitan Policy Committee (MPC):** Ms. Calvert reported that no action was taken at the April 9 MPC meeting, but there was a good discussion of the role of transportation and

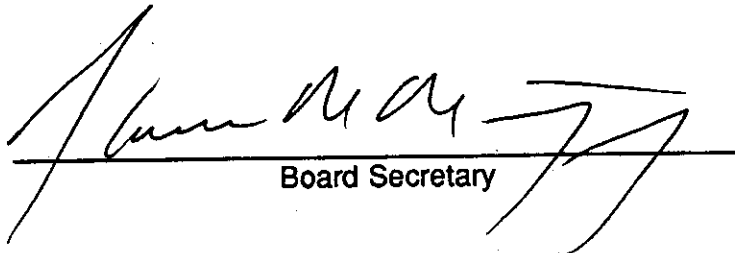
planning and how to work toward the update of the TransPlan. There were questions about whether or not the plan also addressed issues of land use, or whether the TransPlan and land use planning were going in two different directions. She said it was a good discussion of what had not been done and what could be done, which she thought would be useful in future discussions. Mr. Billings added that it was the first time he heard leaders of various governmental bodies express what should be done in the future, and he also thought it had the potential for being productive in the future. He commented that people were finally beginning to understand or respond to Ms. Loobey's statements about the nexus between alternative transportation planning and growth management.

**Central Area Transportation Study (CATS):** Ms. Fitch reported that the CATS Citizen Advisory Committee continued to meet, and she thought they were getting a little closer to their goal of recommending changes to the Study. The Committee's boundaries seemed to be defined a little better, and it was clear that the people who were against growth could not vote against an established document which planned for growth. However, she said she was not yet sure what the final document would look like.

**Third-Quarter Performance Report:** Mr. Billings commented that he was struck by the predictability of the pattern and sequence of ridership, with the same general pattern over the years. Ms. Loobey explained that the slopes on the graphs would change somewhat from year to year, but the basic pattern was the same. Usually, ridership increased in October, with the beginning of the rainy season. Often during the winter there would be a sharp peak during snowy or icy weather conditions, but this year the weather had been very temperate, so there were no sharp spikes in the winter ridership. Some of the predictability was due to the fact that about half of LTD's riders were students, so their ridership followed school terms and weather conditions, and dropped drastically during school breaks and summer term. Mr. Parks said he liked the quarterly reports, and that the information was easy to read and understand.

**ADJOURNMENT:** Ms. Loobey said that the Board had talked about holding a joint meeting with the Eugene Station Advisory Committee, so that both groups could hear all the information, questions, and responses to questions at the same time and in the same way. The District had retained Cawood Communications to set up a public information plan and hearing process, as well as how to prepare the Board to respond to the public input process. Ms. Fitch asked if the joint meeting would be in May, and whether it would be held before the public hearings. Ms. Loobey replied that the Board and Advisory Committee would need to name the preferred station location before the public hearing, so the public could comment on that location at the hearing. Mr. Viggiano added that staff would not be ready for the joint meeting for about two or three weeks.

Ms. Fitch moved that the meeting be adjourned. Mr. Billings seconded, and the meeting was unanimously adjourned at 7:25 p.m.

  
Board Secretary



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 20, 1992

**ITEM TITLE:** LCC GROUP PASS

**PREPARED BY:** Mark Pangborn, Director of Administrative Services

**ACTION REQUESTED:** Decide on a price for the LCC Group Pass.

**BACKGROUND:** LTD has been negotiating with Lane Community College (LCC) about the inclusion of LCC students in a group pass program. Applying the Board-approved formula to LCC sets a per-student, per-term cost of \$8.72. In comparison, the University of Oregon (UO) per-student, per-term cost is a little over \$5.50. There are three reasons that the LCC pass cost is higher. First, the LCC per-student ridership is much higher than UO per-student ridership was when the UO group pass program was started, and LCC has only one-half the number of student terms as the UO. What this means is that when the formula requires that current farebox revenues are replaced, the lesser number of students at LCC have to pay a higher rate per student. Second, LCC is further from downtown Eugene, so any additional service that must be added to accommodate the increased ridership brought about by the group pass is going to be costly. Third, while the UO pays a payroll tax, LCC does not, so the LCC group pass includes a per-term cost of \$.92 to compensate for this non-payment of taxes.

The LCC student representatives have always seen this higher rate as unfair and too expensive. In negotiating with the students, LTD has always attempted to provide the most economical price to LCC within the constraints of the formula. Nonetheless, the final cost is still \$3 more for LCC than for the UO. Only the Board can authorize a lower price, and LCC wishes to appeal directly to the Board for a lower price. However, even with a lower price, it is my understanding that LCC students would have to vote to approve the program.

LTD is capable of implementing the group pass at LCC beginning with fall term in September 1992. Potential difficulties appear to be in allowing an exception to the formula. It is possible that one or more of the current group pass program participants might also approach the Board to request a lower price for their programs. Moreover, if the price drops below \$7.80, then a concern arises on how to pay for the cost of additional service to LCC.

**CONSEQUENCES OF REQUESTED ACTION:**

If the group pass program is approved by the Board and LCC students, staff will prepare to implement the program in September 1992. The FY 1992-93 budget will also be amended to reflect the new program.

**ATTACHMENT:** See summary of LCC Group Pass cost estimate, as compiled by LTD staff. There may also be attachments from LCC. As of 1:00 p.m. on May 15, 1992, LCC had not delivered those attachments. You may find them at the end of your packet if they are available before packet delivery.

**PROPOSED MOTION:** Unknown

c:grpass.mjp

# LCC GROUP PASS

Cost Estimate: April 28, 1992

Estimated Ridership	260,632
Average Fare	\$0.46
Inflation Rate	6.30%
<b>Farebox Replacement</b>	<b>\$127,444</b>
Added Service Hours	1,850
Service Cost per Hour	\$30.00
<b>Service Cost</b>	<b>\$55,500</b>
Percent Ridership Increase	100.00%
Percent Increase in LTD Ridership	5.21%
Annual Service Hours	242,784
Annual Service Increase	4.00%
Service Cost per Hour	\$30.00
<b>Long Term Service Cost</b>	<b>\$15,171</b>
Buses Added Per Year	3
Cost per Bus	\$200,000
Local Share of Bus Purchase	20%
<b>Long Term Fleet Cost</b>	<b>\$6,249</b>
<b>Total Cost</b>	<b>\$204,363</b>
Number of "Term-Students"	23,434
<b>COST PER STUDENT</b>	<b>\$8.72</b>



May 18, 1992

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

Dear President Parks:

Thank you for your consideration of the Lane Community College Associated Student Body Proposal for a bus pass program. I hope we can reach agreement on implementation issues as quickly as possible because the long-term impact of such an agreement is so very obviously in the best interests of LTD, LCC ASLCC, and the greater community. Both agencies have enjoyed long-term support of the people of the area and we can help each other to continue to receive that endorsement.

LCC students need the option of travel via LTD on bus passes. They are typically self-supported citizens of our community and often combine employment with attendance at the community college. Anything that can help them make ends meet encourages their continued efforts to enhance their job skills. A bus pass, therefore, is important to their access to schooling. Since most of them will continue to reside in this area after they complete LCC'S programs, they are likely to be life-long LTD customers and supporters.

This proposal can help LTD meet its obligations under the Department of Land Conservation and Development Commission April 26, 1991, Transportation planning Rule #12. LCC presently has about 4,000 parking spaces at the 30th Avenue campus and there are times when latecomers are unable to find a place to park. This proposal can help to reduce reliance on the automobile and reduce vehicle miles traveled.

LTD BOARD MEETING  
05/20/92 Page 11a  
Handout

President Keith Parks  
LTD/LCC Bus Pass Proposal  
May 18, 1992  
Page 2

It also supports the goals of the Eugene-Springfield Metropolitan Area Transportation Plan of many 1986, which Ms. Calvert and LTD staff members Mark Pangborn and Steffano Viggiano helped create. That plan pointed out the acknowledged benefits of reduced useage of single occupant automobiles, such as reduced congestion, reduced air pollution (especially carbon monoxide), reduced energy consumption, reduced need for street and highway improvements, and reduced land area devoted to transportation purposes (especially parking lots).

We would be pleased to be part of your Transportation Systems Plan and to help you achieve the goals of such a plan as related to our joint needs. We need each other. Our proposal, that you have before you at this time, is in both our best interests. It is appropriate that we ride hand in hand in implementing it as partners in the very near future.

Respectfully,



Ernie Woodland  
President, ASLCC  
Lane Community College

c: Mr. Jack Billings  
Mr. Peter Brandt  
Ms. Jane Calvert  
Ms. Tammy Fitch  
Ms. Patricia Hocken  
Mr. Thomas Montgomery

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 20, 1992

**ITEM TITLE:** FIRST READING--ORDINANCE NO. 35, AN ORDINANCE SETTING FARES FOR USE OF DISTRICT SERVICES

**PREPARED BY:** Randall Bryson, District Counsel

**ACTION REQUESTED:** That the Board read Ordinance No. 35 by title only, and schedule the second reading and adoption for the June Board meeting.

**BACKGROUND:** To ensure that LTD is in complete conformance with state law, the District should set fares by ordinance. Attached is an ordinance setting fares for the use of District services, effective July 1, 1992. The first reading of the ordinance is scheduled for the May 20 Board meeting, and the second reading and adoption will be scheduled for the June 17 meeting.

The Board can vote to read the ordinance by title only. Staff will have additional copies of the ordinance available for anyone in the audience who desires a copy.

**CONSEQUENCES OF REQUESTED ACTION:** Ordinance No. 35 will be scheduled for second reading and adoption at the June Board meeting.

**ATTACHMENT:** Ordinance No. 35, An Ordinance Setting Fares for Use of District Services.

**PROPOSED MOTION:** I move that Ordinance No. 35 be read by title only.

(Following the vote, the ordinance title should be read: Ordinance No. 35, an Ordinance Setting Fares for Use of District Services.)

c:ord35sum.jhs

**LANE TRANSIT DISTRICT**

**ORDINANCE NO. 35**

**AN ORDINANCE SETTING FARES FOR USE OF DISTRICT SERVICES**

The Board of Directors of Lane Transit District does hereby ordain and decree as follows:

1.01 **Definitions.** As used in this ordinance, unless the context requires otherwise:

(1) "District" means Lane Transit District.

(2) "Service Area" means the area designated in Ordinance No. 22 of Lane Transit

District entitled "An Ordinance Altering the Territorial Boundaries for Lane County Mass Transit District and Repealing Ordinance No. 17," adopted January 19, 1992, as such area is now constituted and as it may be altered from time to time hereafter by ordinance of this District.

1.02 **Fares.**

(1) Fares on the District transit system shall vary according to the status of the rider and method of payment and shall be in accordance with the following schedule:

(a) <u>CASH FARE</u>	<u>MON - FRI</u>	<u>EVENINGS***</u> <u>WEEKENDS</u>
Adult (ages 12 and older)	\$ .75	\$ .50
Child* (Ages 5 - 11)	\$ .35	\$ .25
Reduced Fare**	\$ .35	\$ .25
Senior (age 62 and older)	\$ .35	\$ .25

\*Child fare applies to ages 5-11. Up to two children under age five ride free with parent or guardian. All additional children pay child fare.

\*\* Reduced fare applies to all persons who meet the LTD Board approved definition of persons with disabilities.

\*\*\* Evening fare reduction begins at 7:00 p.m.

(b) <u>PASS TYPE</u>	<u>MONTHLY</u>	<u>THREE-MONTH PASS</u>
Adult	\$22.00	\$57.00
Child, Senior, Reduced	\$11.00	\$29.00
Youth	\$17.00	\$43.00

(c) <u>DAY PASS</u>	\$1.90
Day Pass Discount	5/\$8.50

(d) TERM PASS

Lane Community College

\$50.00 Student

(e) TOKENS

Regular (large tokens are worth \$.75 toward any LTD ride. Tokens are sold in lots of 5/\$3.25. Small tokens are worth \$.35 toward any LTD ride. Small tokens are sold in lots of 5/\$1.60.

(2) Group Pass Program. The General Manager, or her designated representative, is authorized to sign contracts on behalf of the District to provide transit service to groups of riders at reduced rates pursuant to policies established by the Board at its May 2, 1990, meeting, or pursuant to such policies as the Board may hereafter adopt by resolution or ordinance.

(3) Special Event Discounts. The promotional distribution of free tickets from time to time is necessary or convenient for the provision of a mass transit system. The General Manger is authorized to reduce or eliminate fares, or to approve the distribution of free tickets for use of District facilities during special events, or at specified times, on a finding by the General Manager that the fare reduction or elimination will promote increased use of the District's mass transit system or will otherwise further the provision of a mass transit system.

(4) Reduced Fares for Low-Income Persons. The General Manager, or her designated representative, is authorized to sign contracts with local nonprofit agencies whereunder the District may agree to provide transit tokens at reduced prices to such agencies, for distribution to low-income persons within the service area who need transportation assistance. Definitions of those who are "low-income persons" and "who need transportation assistance" shall be part of such contracts, verbatim or by reference.



(5) Paratransit. The first phase of paratransit fares will be effective July 1, 1992, and the second phase will be effective in 1993.

**FARE STRUCTURE**

	<u>CURRENT</u>	<u>PHASE I</u>	<u>PHASE II</u>
Dial-a-Ride	\$ .35	\$ .50	\$ .75
Dial-a-Ride Subscription*	0	.75	1.00
Maxi-Taxi** (ADA eligible)	N/A	.50	.75
Maxi-Taxi** (Non-ADA eligible)	Donation	1.00	1.25
Social Service Agencies***	Varies	50%	100%

- \* Subscription service is for ongoing guaranteed rides.
- \*\* Maxi-Taxi is specialized transportation service for grocery shopping. Maxi-Taxi fares are based on round-trip rides. All other fares are for one-way rides.
- \*\*\* Social service agencies will contract for service and pay 100 percent of the marginal cost of service. Service to social service agencies is currently limited to McKenzie Willamette Adult Day Care and Peal Buck Center.

2.01 Transfers. A passenger may transfer from one regularly scheduled District route to another without paying additional fares as follows:

- (1) The holder of a pass may transfer to another regularly scheduled route at any time during the period for which the pass is valid.
- (2) Transfers are not transferable to another person.

3.01 Large Quantity Token Pass Purchases. The District will provide a discount to individuals or organizations that have been authorized by the District to sell tokens and passes to the general public in accordance with the following schedule. The discount will be applied to the approved retail price.

(1) Passes	
0-9	0.0%
10-24	2.5%
25-100	5.0%
101-500	10.0%
501-1000	20.0%
1001+	30.0%

(2) Tokens*	
0-49	0.0%
50-99	2.5%
100-249	5.0%
250+	10.0%

\*Quantities listed are for individual packages; each package contains five tokens.

4.01. **Effective Date.** This ordinance and the fares herein imposed shall take effect on July 1, 1992.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 1992.

\_\_\_\_\_  
President and Presiding Officer

ATTEST:

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Recording Secretary

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 20, 1992

**ITEM TITLE:** LTD SALARIED EMPLOYEES RETIREMENT PLAN TRUSTEES

**PREPARED BY:** Phyllis Loobey, General Manager

**ACTION REQUESTED:** Adoption of Resolution appointing A. Keith Parks, Phyllis Loobey, and Mark Pangborn as Trustees for the LTD Salaried Employees Retirement Plan

**BACKGROUND:** In the past, the Board President and LTD General Manager have been the Trustees for the Salaried Employees Retirement Plan. The Trustees have discussed the desirability of adding a third trustee, and recommend that the Director of Administrative Services also be appointed as Trustee.

**CONSEQUENCES OF REQUESTED ACTION:** Mark Pangborn will be added as a Salaried Employees Retirement Plan Trustee, and will attend the Pension Trust meetings with full voting rights as a Trustee. The Trustees will serve until removed by the Board or until their resignation from the positions of Board President, LTD General Manager, or LTD Director of Administrative Services.

**ATTACHMENT:** Resolution reappointing A. Keith Parks and Phyllis Loobey and appointing Mark Pangborn as Salaried Employees Retirement Plan Trustees.

**PROPOSED MOTION:** I move that the Board approve the attached Resolution appointing A. Keith Parks, Phyllis Loobey, and Mark Pangborn as Trustees and as the Retirement Committee for the Lane Transit District Salaried Employees Retirement Plan.

*Keith sign  
if approved  
5/20*

**RESOLUTION**

RESOLVED, that effective July 1, 1992, the following individuals are hereby appointed or reappointed as Trustees and as the Retirement Committee for the Lane Transit District Salaried Employees Retirement Plan:

A. Keith Parks  
Phyllis Loobey  
Mark Pangborn

Such individuals shall continue in such capacity until removed by the Board of Directors or upon their resignation from such position.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President

c:trustres.jhs

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 20, 1992

**ITEM TITLE:** FISCAL YEAR 1992-93 DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOALS

**PREPARED BY:** Jeanette Tentinger, Purchasing Agent

**ACTION REQUESTED:** That the Board adopt a Resolution amending the FY 91-92 DBE Policy and DBE Affirmative Action Program to the FY 92-93 DBE Policy and DBE Affirmative Action Program

**BACKGROUND:** On October 20, 1981, the LTD Board of Directors established by resolution an affirmative action program for disadvantaged business enterprise participation in Department of Transportation or other federal agency financial assistance projects. Since that time, the Board has adopted revised Disadvantaged Business Enterprise (DBE) Policies and DBE Affirmative Action Programs on an annual basis. Attached are the revised FY 92-93 DBE Policies and Programs. The only revisions for FY 92-93 are in respect to FY 92-93 budget amounts.

**CONSEQUENCES OF REQUESTED ACTION:** The DBE Policy and DBE Affirmative Action Program will be submitted to the Federal Transit Administration (FTA) for approval.

**ATTACHMENT:**

- (1) Resolution amending the FY 91-92 DBE Policy and DBE Affirmative Action Program to the FY 92-93 DBE Policy and DBE Affirmative Action Program
- (2) Revised DBE Policies and Programs

**PROPOSED MOTION:** I move that the Board adopt the attached Resolution amending the FY 91-92 Disadvantaged Business Enterprise (DBE) Policy and DBE Affirmative Action Program to the FY 92-93 DBE Policy and DBE Affirmative Action Program.

i:dbesum.jt

RESOLUTION

A RESOLUTION REVISING DBE POLICIES AND  
DBE AFFIRMATIVE ACTION PROGRAM

The Lane Transit District Board of Directors resolves as follows:

WHEREAS, the LTD Board of Directors, by resolution, established an Affirmative Action Program and Disadvantaged Business Enterprise (DBE) Policy and adopted the same on the 20th day of October, 1981; and

WHEREAS, LTD is required by 49 C.F.R. Chapter 23.45, as amended, to maintain a policy statement giving DBE firms the maximum opportunity to participate in the performance of contracts financed in whole or part by the Department of Transportation (DOT) or other federal agencies; and

WHEREAS, LTD adopts new DBE policies and program on an annual basis; and

WHEREAS, said policies and program need to be amended to comply with updated regulations; and

WHEREAS, the attached policies and program have been amended to FY 1992-93 DBE Policies and DBE Affirmative Action Program;

NOW, THEREFORE, BE IT RESOLVED BY THE LTD BOARD OF DIRECTORS:

That the FY 1992-93 DBE Policies and DBE Affirmative Action Program, copies of which are attached to and hereby made a part of this Resolution, are adopted.

May 20, 1992  
Date

  
Board President

i:dberes jt



**CALCULATION OF ANNUAL GOALS FOR FISCAL YEAR 92-93**

1) Applicant: Lane Transit District  
2) Address: PO Box 7070, Eugene, OR 97401

3) Months Covered: July 1992 to  
4) Prepared by: June 1993

(4) Contract/ Procurement Category	(5) FTA Funds With Contracting Opportunities	(6) FTA Adjusted Dollars Credit	DBE	(7) Total FTA Dollars DBE	(8) Percentages DBE
(9) Construction	42,000	100.00%	42,000	5,880	14%
(10) Professional Services	22,000	100.00%	22,000	3,080	14%
(11) Materials Supplies Equipment	415,160	100.00%	415,160	58,122	14%
(12) Other	0	100.00%	0	0	14%
(13) Totals	479,160		479,160	67,082	

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(14) Annual Overall DBE Goal = Total Column (7) divided by Total Column (5) X 100 = 14%

(15) Prepared by: Jeanette Tentinger  
(16) Certified by: \_\_\_\_\_

Phone#: (503) 741-6158  
Date: 5/20/92



**LANE TRANSIT DISTRICT  
PROJECTED FTA FUNDED CONTRACT AWARDS  
FY 92-93**

OPERATING FUNDS	PERSONAL SERVICES	MATERIAL & SUPP	CONTRACT SVCS	TOTAL
GENERAL FUND BUDGET	8,862,000	2,040,989	2,356,610	13,259,599
TRANSFER TO RISK MANAGEMENT			0	0
CONTINGENCY/TRANSFERS			1,353,310	1,353,310
OPERATING COSTS	8,862,000	2,040,989	3,709,920	14,612,909
LESS PLANNING PROJECTS			0	0
LESS STF (STATE SPECIAL TRANSP. FUNDS)			(911,900)	(911,900)
GRANT ELIGIBLE COST	8,862,000	2,040,989	2,798,020	13,701,009
OPERATING GRANTS				
SECTION 9			1,012,000	1,012,000
SECTION 18			0	0
TOTAL OPERATING GRANTS			1,012,000	1,012,000
% OF ELIGIBLE COSTS (TOTAL OPER. GRANTS/ELIG. COST)				7.39%
NONCONTRACTING OPPORTUNITIES				
PERSONAL SERVICES	(8,862,000)			(8,862,000)
RISK MANAGEMENT-DEDUCTIBLES			(272,000)	(272,000)
TRANSFER TO CAPITAL/RESERVES			(1,353,310)	(1,353,310)
UTILITIES				
FAC OPR		(38,379)		(38,379)
FORM SEWER PERMIT		0		0
CSO		(6,500)		(6,500)
MAINT		(81,300)		(81,300)
MIS		(38,200)		(38,200)
LEASES & RENTALS				
ADMIN		(1,000)		(1,000)
PERSONNEL		(884)		(884)
MARKETING		(250)		(250)
CSO		(18,000)		(18,000)
TRANSPORTATION		(1,200)		(1,200)
FACILITY OPER		(1,248)		(1,248)
TRAINING				
ADMIN		(11,000)		(11,000)
MIS		(4,000)		(4,000)
FINANCE		(4,750)		(4,750)
PERSONNEL		(936)		(936)
SAFETY & TRAINING		(7,750)		(7,750)
MARKETING		(6,090)		(6,090)
PLANNING		(4,650)		(4,650)
CSO		(1,900)		(1,900)
TRANSPORTATION		(4,600)		(4,600)
MAINTENANCE		(2,550)		(2,550)
FACILITY OPER		(1,800)		(1,800)

**LANE TRANSIT DISTRICT  
PROJECTED FTA FUNDED CONTRACT AWARDS  
FY 92-93**

<b>OPERATING FUNDS</b>	<b>PERSONAL SERVICES</b>	<b>MATERIAL &amp; SUPP</b>	<b>CONTRACT SVCS</b>	<b>TOTAL</b>
<b>NONCONTRACTING OPPORTUNITIES, CONT.</b>				
<b>DUES, PUB. MEMBERSHIPS</b>				
ADMIN		(10,000)		(10,000)
MIS		(840)		(840)
FINANCE		(1,400)		(1,400)
PERSONNEL		(900)		(900)
SAFETY & TRAINING		(800)		(800)
MARKETING		(1,130)		(1,130)
PLANNING		(180)		(180)
CSD		(200)		(200)
TRANSPORTATION		(200)		(200)
MAINTENANCE		(250)		(250)
FACILITY OPER		(275)		(275)
POSTAGE - ADMIN		(5,500)		(5,500)
POSTAGE - MKTG		(23,500)		(23,500)
<b>LEGAL ADVERTISING (REQUIRED)</b>				
ADMIN		(1,300)		(1,300)
FINANCE		(800)		(800)
PERSONNEL (EMP ADS)		(3,000)		(3,000)
<b>TOTAL NONCONTRACTING OPPORTUNITIES</b>	<b>(8,862,000)</b>	<b>(287,262)</b>	<b>(1,625,310)</b>	<b>(10,774,572)</b>
<b>NET CONTRACTING OPPORTUNITIES</b>				
	0	1,753,727	1,172,710	2,926,437
<b>UMTA FUNDED 7.39%</b>	0	129,600	86,663	216,264
<b>DBE REQUIREMENT 14%</b>	0	18,144	12,133	30,277
<b>CAPITAL FUNDS</b>				
COMPUTER SOFTWARE - 80%		98,350		98,350
OFFICE FURNITURE/EQUIP		7,850		7,850
STP DIRECT PURCHASE			2,500	2,500
MAINTENANCE EQUIPMENT - 80%		32,050		32,050
PASSENGER BOARDING IMPR - 80%		126,200	50,000	176,200
EUGENE STATION - 76%			4,000,000	4,000,000
BUSES		0		0
BUS RELATED EQUIPMENT - 90%		173,200		173,200
SERVICE VEHICLES - 90%		31,300		31,300
FACILITY - 80%		0		0
CONTINGENCY - 80%		50,000		50,000
FHWA - PASSENGER BOARDING IMP - 80%			25,000	25,000
<b>LESS EUGENE STATION LAND PURCHASE</b>			<b>(4,000,000)</b>	<b>(4,000,000)</b>
<b>NET CONTRACTING OPPORTUNITIES</b>	<b>0</b>	<b>518,950</b>	<b>77,500</b>	<b>596,450</b>
<b>UMTA FUNDED - 80%</b>	<b>0</b>	<b>415,160</b>	<b>42,000</b>	<b>457,160</b>
<b>UMTA FUNDED - 76%</b>			<b>0</b>	<b>0</b>
<b>UMTA FUNDED - 89%</b>			<b>22,000</b>	<b>22,000</b>
<b>TOTAL UMTA FUNDED</b>		<b>415,160</b>	<b>64,000</b>	<b>479,160</b>
<b>DBE REQUIREMENT 14%</b>	<b>0</b>	<b>58,122</b>	<b>8,960</b>	<b>67,082</b>

**DISADVANTAGED BUSINESS ENTERPRISE (DBE)  
LANE TRANSIT DISTRICT**

**POLICY STATEMENT FY 92-93**

It is the policy of Lane Transit District (LTD) that Disadvantaged Business Enterprises as defined in Title 49 Code of Federal Regulations Part 23, as amended, and FTA Circular 4716.1A, as amended, shall have the maximum opportunity to participate in the performance of contracts.

Through this policy statement, Lane Transit District:

- \* Expresses its strong commitment to equal opportunity and affirmative action for disadvantaged business enterprise (DBE) participation in its programs;
- \* Informs all employees and supervisory personnel, governmental regulatory agencies, and the general public of its policy and program established to implement this policy; and
- \* Assures conformity with Title 49 Code of Federal Regulations Part 23 (49 CFR 23) and FTA C 4716.1A, or as either may be amended, and other applicable federal and state statutes, and executive orders, rules, regulations, and policies, as amended.

The primary administrative responsibility for the DBE Affirmative Action Program, including the development of policies, procedures, guidelines, and other resource materials and review, monitoring, and evaluation of the program, rests with the Purchasing Agent for all internal and external program components. The Purchasing Agent reports to the Finance Administrator.

The policy statement will be published in a newspaper of state-wide (Oregon) general circulation at least once.

LTD and any recipient of a contract will ensure that discrimination on the basis of race, color, national origin, sex, age, religion, mental, physical handicap, or marital status is prohibited.

The responsibilities and the objectives of the commitment are described in LTD's DISADVANTAGED BUSINESS ENTERPRISE PROGRAM, which is available for inspection through LTD's Purchasing Office.

To ensure the objectives of this policy, LTD has established an overall goal for Disadvantaged Business Enterprises in the amount of 14 percent of federally-funded contracting activities.

A description of how the goals were selected is available for inspection during normal business hours (Monday through Friday, 8:00 am. to 5:00 p.m.) through LTD's Purchasing Office.

The public may submit written comments on the goals. These comments will be used for informational purposes only and can be sent to Jeanette Tentinger, Purchasing Agent, P. O. Box 7070, Eugene, Oregon 97401.

**LANE TRANSIT DISTRICT  
DBE GOALS/FY 1992-93**

Overall DBE Goal: *Fourteen percent (14%) of federally-funded contracting activities.*

The estimated total of federally-funded contracting activities is:

Professional Services	150,663
Materials, Supplies, & Equipment	544,760
Total	695,423

LTD has adopted the following methodology for establishing its overall and specific contract goals for DBE participation:

1. Review of past results of dollar volume percentage of DBE participation in LTD contract awards.
2. Review of types and numbers of contracts projected which will use DOT funds. This information is available, and has been used in the computation of the above-listed goals.
3. Review of specific contract specifications of current DOT-funded projects.
4. Use of a directory of DBE's that has been compiled by the State of Oregon Executive Branch Office of Minority and Women Enterprises and other firms classified as 8a with the SBA Programs.
5. Setting of goals, on the basis of information obtained from numbers 1-4 above.
6. Annual review of DBE goals and establish new goals based on the latest information in numbers 1-4 above. LTD will annually compare last year's goals with actual DBE participation, analyze discrepancies, and then set new goals.
7. Submission of goals to DOT/FTA for approval.

LTD will investigate the services offered by female- and minority-owned banks. LTD will use and encourage contractors to make the greatest feasible use of these banks.

LTD will enforce the requirements of a recipient's DBE Program, by incorporating the procedures of 49 CFR 23 Section 23.75 and FTA Circular 4716.1A, as amended.

**CONTRACTORS.** To ensure that prime contracts are awarded to competitors that meet DBE goals, LTD will issue Supplemental Required Contract Provisions, Disadvantaged Business Enterprise. These provisions identify the contractor's DBE responsibility to the contract and LTD's contract award procedure. These District provisions become a part of the DBE Program by reference.

If a DBE is unable to fulfill the original obligation to the contract, the prime contractor must demonstrate to LTD its good faith efforts to replace this subcontractor with another DBE.

After bid opening and during the contract performance, all substitutions must be approved by LTD.

A directory of DBE Contractors is available to bidders at the office of the Purchasing Agent at 3500 E. 17th Avenue, Eugene, Oregon 97403, (503) 741-6100.

**SELECTION CRITERIA TO ENSURE THAT PRIME CONTRACTS ARE AWARDED TO BIDDERS THAT MEET DBE GOALS.**

To demonstrate sufficient reasonable efforts to meet the DBE contract goal, a contractor shall document the steps it has taken to obtain DBE participation, including but not limited to the following:

1. Attendance at pre-bid meeting, if any, scheduled by LTD to inform DBEs of subcontracting opportunities under a given solicitation;
2. Advertisement in general circulation media, trade association publications, and minority-focus media for at least 20 days before bids or proposals are due. If 20 days are not available, publication for a shorter reasonable time is acceptable;
3. Written notification to DBE's that their interest in the contract is solicited;
4. Efforts made to select portions of the work increase the likelihood of achieving the stated goal;
5. Efforts to negotiate with DBEs for specific sub-bids including at a minimum:
  - i) The names, addresses and telephone numbers of DBEs that were contacted;
  - ii) A description of the information provided to DBEs regarding the plans and specifications for portions of the work to be performed; and
  - iii) A statement of why additional agreements with DBEs were not reached;
6. If the Bidder contacted but rejected as unqualified any DBEs, the Bidder shall provide supporting reasons for the rejection.
7. Efforts made to assist the DBEs contacted that needed assistance in obtaining bonding or insurance required by the Bidder or LTD.
  - a. Bidders that fail to meet DBE goals and fail to demonstrate sufficient reasonable efforts shall not be eligible to be awarded the contract.

- b. To ensure that all obligations under contracts awarded to DBEs are met, LTD shall review the contractor's DBE involvement efforts during the performance of the contract. The contractor shall bring to the attention of LTD any situation in which regularly scheduled progress payments are not made to DBE subcontractors.

**CONSULTANTS.** If a consultant is also a prime contractor, the conditions listed above also apply.

**LESSEES.** Lessees are not subject to the requirements of 49 CFR 23 except for the obligation of Section 23.7 to avoid discrimination against DBE's.

**BARRIERS TO DBE PARTICIPATION.** To assist in the identification and removal of barriers to DBE participation, LTD will employ a variety of techniques to express its commitment to the DBE Program. These will include:

1. Wide dissemination of the DBE Affirmative Action Policy Statement.
2. Utilization of already established contracts in minority communities and minority and women's organizations throughout the State.
3. Continuing and increasing personal contacts with the minority communities and minority and women's organizations by the DBE liaison officers to strongly emphasize LTD's commitment to the DBE Program.

To eliminate or reduce identified barriers, LTD will:

1. Provide information to DBE's and the minority communities and minority and women's organizations about services already available on a timely basis, as well as those being established, to assist them in the contracting process. Services include appropriate explanation of contracting program procedures and opportunities, assistance in the interpretation of laws, rules and regulations, completion of forms, framing proposals, bidding and estimating, marketing, aid in securing bonding, and other technical and consultation services.
2. Give advance notice of contract lettings to facilitate participation by Certified DBE's. LTD will provide DBE's twenty (20) days notice prior to letting a contract. The specifications and RFP's will be bilingual when appropriate.
3. Monitor awarded contracts closely to assure that performance is as specified, and that prime contractors are dealing in good faith with their subcontractors and potential subcontractors.
4. Review standards for technical and financial prequalifications to ensure that DBE's are invited into the process.
5. Initiate discussions with other governmental agencies to reduce duplication and the paperwork involved for DBE's in the certification process.

**TRAINING.** Training programs will be conducted by the Affirmative Action Officer for:

1. Supervisory personnel, to enable them to implement the program through better understanding of their responsibilities and the resources available to them in carrying out these responsibilities.
2. Affirmative Action Coordinators and Affirmative Action Designees to enable them to perform effectively in their assignments.
3. Potential DBE's for technical assistance through supportive services provided by or through LTD.

**REVIEW.** Reviews shall be conducted using the procedures specified in 49 CFR 23, Section 23.75. Reviews include:

**Internal** - Department and Divisions:

- \* Policies, practices and procedures relating to contractors, subcontractors, consultants, and vendors, including minority business enterprises.

**External**

- \* Contractors, subcontractors, consultants, and vendors, including minority business enterprises.
- \* Private, non-profit organizations.

Affirmative Action Officer will conduct reviews of all external components related to projects and programs.

**DISCRIMINATION COMPLAINTS.** Complaints alleging discrimination shall be handled in the manner described in appropriate District procedures. Complaints may be filed within 180 days after the date of the alleged violation.

LTD strongly encourages complainants to discuss their problems in this manner:

**Internal** - First with the supervisor in charge of the activity, project, or program, then with the Affirmative Action Officer.

**External** - All personal services agreements; vendors; and lessees, first with the supervisor in charge of the activity project, or program, then with the Affirmative Action Officer.

This discussion should be held as soon as possible after the alleged discrimination occurs. This may lead to resolution of the complaint, informally. If a satisfactory agreement cannot be reached within 15 calendar days, the District will advise the complainant of the appropriate formal grievance procedure.

**MONITORING AND EVALUATION.** To emphasize the District commitment, an integral part of the DBE Affirmative Action Plan is monitoring and evaluation.

Following the review of the various DBE Affirmative Action Program aspects in all the entities which are covered by the DBE Affirmative Action Policy, the Affirmative Action Officer will establish a monitoring program to be:

1. Alert to changes needed for a successful DBE Affirmative Action Program.
2. Aware of progress being made in following through on recommendations made as a result of reviews.

Semi-annually, the Affirmative Action Officer will evaluate the District's progress in meeting its DBE goals and will report this progress to the General Manager.

RECORDS AND REPORTS. The District will establish, maintain, and submit such records as are required under 49 CFR 23.49. Other reports to state and federal agencies will be submitted as required. Records will be kept for a period of three years.

DBE AFFIRMATIVE ACTION GOALS. Department goals by U.S. Department of Transportation operating elements will be established annually, in July. These goals will be distributed to:

1. All supervisors and managers, to be readily available to all District employees.
2. All Certified local Disadvantaged Business Enterprises.
3. Minority, non-minority, and women's community and business organizations within the State of Oregon.

Copies of the goals will be available to the public through the Director of Administrative Services.

If overall goals are not attained, the District will investigate the possibility of set-asides.

DBE SET-ASIDES. LTD may establish contracting for DBE firms and use set-asides if LTD determines that the use of set-asides is needed to achieve its DBE goal and a minimum of three (3) DBE firms with capabilities consistent with contract requirements, must be available to bid for set-aside contracts to permit adequate competition.



**AFFIRMATIVE ACTION PROGRAM**  
**DISADVANTAGED BUSINESS ENTERPRISE**

Through this policy statement, Lane Transit District:

1. Expresses its strong commitment to equal opportunity and affirmative action for Disadvantaged Business Enterprise (DBE) participation in its programs.
2. Informs all employees and supervisory personnel, governmental regulatory agencies, and the general public of its policy and program established to implement this policy.
3. Assures conformity with Title 49 Code of Federal Regulations Part 23 or as may be amended (49 CFR 23) and other applicable federal and state statutes, and executive orders, rules, regulations, and policies. (See Appendix: Authority)

**DBE AFFIRMATIVE ACTION POLICY.** The policy of Lane Transit District is to provide equal opportunity to all persons for participation in and access to the benefits and services provided through activities, projects, and programs within the District's jurisdiction.

In all these matters, the District will not discriminate against any person because of race, age, color, sex, religion, national origin, mental or physical handicap, political affiliation, or marital status.

This policy and the DBE Affirmative Action Program established to implement this policy apply, in entirety, to all Departments and all program areas within the District, including:

- A. Capital expenditures.
- B. Operational expenditures.

**DBE AFFIRMATIVE ACTION PROGRAM.** To implement this policy, the District has established the DBE Affirmative Action Program, designed to accomplish results in all facets of the program.

The District will take affirmative action to:

- A. Assure that provisions of this policy are adhered to by all District organizational units, by employees and supervisory personnel, and by all recipients of financial assistance from or through the District.
- B. Initiate and maintain efforts to increase participation by disadvantaged business enterprises in District programs.
- C. Strengthen already known disadvantaged business enterprises through training and/or technical assistance.
- D. Seek out and assist in developing additional disadvantaged business enterprise resources.

- E. Identify barriers to participation in and access to the benefits and services provided by District activities, projects, and programs and develop ways to remove or modify the effect of said barriers.

The primary administrative responsibility for the DBE Affirmative Action Program, including the development of policies, procedures, guidelines, and other resource materials and review monitoring, and evaluation of the program, rests with the Purchasing Agent for all internal and external program components. The Purchasing Agent reports to the Finance Administrator.

The DBE officer has the responsibility for carrying out technical assistance for DBE's and for timely dissemination of information on available business opportunities so that DBE's will have an equitable opportunity to bid on the District's contracts.

Due to the size of the District and the small amount of Federally funded projects, the Purchasing Agent will spend about 10 percent of his/her time as the DBE officer.

All supervisors managers, and administrators have responsibilities to assure the implementation of the District's DBE Affirmative Action Program. The Director of Administrative Services will conduct an annual review to assess progress.

Like all LTD goals, equal opportunity, affirmative action, and nondiscrimination goals can only be reached through the active cooperation and support of every District employee. Each employee has the responsibility to assist in assuring the successful implementation of our DBE Affirmative Action Program.

All components of the DBE Affirmative Action Program may have my endorsement and my personal commitment for implementation.

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Date

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Phyllis Loobey  
General Manager

\*\*See Appendix: Definitions

## DISADVANTAGED BUSINESS ENTERPRISE (DBE)

**DEFINITION:** A Disadvantaged Business Enterprise (DBE) is a small business concern, defined by Section 3 of the Small Business Act and implementing regulations:

- \* Which is at least 51 percent owned by one or more socially and economically disadvantaged individuals or, in the case of any publicly owned business, at least 51 percent of the stock which is owned by one or more socially and economically disadvantaged individuals; and
- \* Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

Socially and economically disadvantaged individuals are individuals who are citizens of the United States (or lawfully admitted permanent residents) who are:

**Black American** - persons having origins in any of the Black racial groups of Africa.

**Hispanic Americans** - persons of Mexican, Puerto Rican, Cuban, Central or South American, Portuguese, or other Spanish culture or origin, regardless of race.

**Asian-Pacific Americans** - persons whose origins are from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific, or the Northern Marianas.

**Asian-Indian Americans** - persons whose origins are from India, Pakistan, or Bangladesh.

**Native Americans** - persons who are American Indians, Eskimos, Aleuts or Native Hawaiians.

**Women** - regardless of race, ethnicity, or origin; and

**Other** - persons found to be socially and economically disadvantaged by the Small Business Administration (SBA) pursuant to Section 8(a) of the Small Business Act.

**DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION  
COMMITMENT STATEMENT**

**ASSIGNED CONTRACT GOALS:**

TOTAL DBE GOAL \_\_\_\_%

The Bidder's total DBE goal is the sum of the Bidder's proposed commitment to the goals for disadvantaged-owned and women-owned firms.

Bidders will calculate single goal percentages using the Bidder's proposed total dollar amount commitment to each single goal divided by the Bidder's total amount of bid dollars. Goals will be calculated to the nearest one-one hundredth (0.01) of a percent.

Bidders must indicate the total DBE goal they propose to achieve. Even if the assigned contract goals are 0%, Bidders must fill in all the blanks related to the Bidder's Contract goals. FAILURE TO DO SO SHALL RENDER THE BID NON-RESPONSIVE.

**BIDDER'S CONTRACT GOALS:**

DISADVANTAGED-OWNED \_\_\_\_%

TOTAL DBE GOAL \_\_\_\_%

By the time specified within the bid, all Bidders must be prepared to provide documentation regarding the identification of DBE's (by bid item amount(s)) used to meet the contract goals, and affirmative action steps taken. FAILURE TO PROVIDE THIS DOCUMENTATION SHALL RENDER THE BID NON-RESPONSIVE.

By signing this proposal the Bidder assures that reasonable efforts have been made to meet the goal (s) for the DBE participation specified for this contract; accepts the DBE Policy Statement on Page 13 of the Supplemental Required Contract Provisions, Disadvantaged Business Enterprise (DBE); and will include the statement in all subcontracts entered into under this contract.

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

**SUPPLEMENTAL REQUIRED CONTRACT PROVISIONS  
FOR DISADVANTAGED BUSINESS ENTERPRISE (DBE)  
PARTICIPATION**

**FEDERAL AID PROJECTS**

**I.** In accordance with 49 CFR 23, all Bidders and all contractors shall agree to abide by and take all necessary and reasonable steps to comply with the following statements:

**DBE POLICY STATEMENT**

**DBE POLICY:** It is the policy of the United States Department of Transportation (DOT) and Lane Transit District that minority business enterprises as defined in 49 CFR 23 shall have the maximum opportunity to participate in the performance of contracts financed in whole or part with Federal funds under this agreement. Consequently, the DBE requirements of 49 CFR 23 apply to this agreement.

**DBE OBLIGATION:** The recipient or its contractor agrees to ensure that minority business enterprises as defined in 49 CFR 23 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard all recipients or contractors shall take all necessary and reasonable steps in accordance with 49 CFR 23 to ensure that minority business enterprises have the maximum opportunity to compete for and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of Department of Transportation-assisted contracts.

**DBE APPLICABILITY:** This applies to all projects and contracts financed by the Federal Transportation Administration (FTA) or through the Oregon Department of Transportation (Department) without regard to the funding source. Recipients and contractors shall conform to all applicable civil rights laws, orders, and regulations including Section 504 of the Rehabilitation Act of 1973. Recipients and their contractors shall not discriminate on the basis of race, age, sex, color, religion, national origin, mental or physical handicap, political affiliation, or marital status in the award and performance of Department contracts.

The DBE Policy Statement shall be included in all subcontracts entered into under this contract.

**II.** In accordance with 49 CFR 23, Subpart D, Section 23.62, all Bidders and all contractors shall agree to abide and take all necessary and reasonable steps to comply with the following goals.

**III.** In accordance with 49 CFR Part 23, Subpart A, Section 23.5, all Bidders and contractors shall agree to abide and take all necessary and reasonable steps to comply with the following goals.

**IV.** Contractors are encouraged to investigate the services offered by female and minority-owned banks and use these banks whenever possible.

**V.** In order to meet the District's DBE goals, the District may set aside contracts to be bid on by certified DBE's only. Set-asides will only be used where at least three (3) DBE's with the capabilities consistent with contract requirements exist so as to permit competition.

**VI. DBE GOALS** - In order to increase participation by DBE's in contracts, LTD has assigned goals to contracts. Goals for the project are listed on a sheet titled "DBE Participation, Commitment Statement" immediately in front of these supplemental required contract provisions in the Bidder's Proposal. Bidders will not be credited for exceeding any specified goal.

Participation may be accomplished by including Certified DBE in any part of the contract work that is necessary to complete the contract obligation. A DBE will be recognized as a prime contractor, subcontractor, joint venture, material supplier, or consultant.

- A. Bidders may count toward DBE goals only expenditures made to perform a commercially useful function in the work of the contract. A DBE is considered to perform a commercially useful function when the DBE is responsible for execution of a distinct element of the contract work and is carrying out the responsibilities by actual performing, managing, and supervising the work involved. To determine whether a DBE is performing a commercially useful function, LTD will evaluate the amount of work subcontracted, industry practices, and other relevant factors.
- B. In a joint venture, only the percentage of the dollar value of the contract equal to the percentage of the work under the control of the DBE partner in the joint venture will be counted toward the goals.
- C. Only 60 percent (60%) of the total dollar value of purchases of supplies of a regular dealer will count toward the goals.

To be considered for participation in a bid, firms must be certified as a DBE by the following:

Oregon Department of Transportation  
EEO, MBE and Labor Compliance Unit  
Construction Section  
Transportation Building Salem, OR 97310

A contract that is assigned a zero-percent goal does not relieve the contract participants of their commitment to the DBE Policy Statement.

**VII. CHALLENGE PROCEDURE** - A third party may challenge the certification or the pending certification of a DBE.

During LTD's review of the challenge submitted by a third party, the presumption that the challenged party is eligible to participate in Department of Transportation-assisted contracts as a DBE will remain in effect until a final determination is made which negates this presumption.

Final determination may be appealed to the Department of Transportation in accordance with the appeal procedures set up under the Department's Disadvantaged Business Enterprise regulations published in the Federal Register on March 31, 1980.

**A. Challenge Procedure: Phase One**

1. The District will accept and evaluate written challenges to the social and economic status of businesses certified or seeking certification as a DBE except in cases where the business has a current certification from the Small Business Administration.
2. The challenging party is required to submit information relevant to a determination that the challenged party is not socially and economically disadvantaged.
3. The District will make a decision on whether or not there is reason to believe that the challenged party is not, in fact, socially and economically disadvantaged. The decision is based on the information provided.
  - a. If there is a reason to believe that the challenging party is a socially and economically disadvantaged business/individual, the District will inform the challenging party of its decision. This ends the proceeding.
  - b. If there is reason to believe that the challenged party is not socially and economically disadvantaged, the District will continue its evaluation under the challenge procedure.

**B. Challenge Procedure: Phase Two**

1. The District will evaluate the information submitted by the challenged party in response to the challenge and make a proposed determination of the social and economic status of the challenged party. Following its determination, the District will provide written notification to each party of its proposed determination, and the

rationale for the determination. Following this, the District will provide an opportunity to the parties for an informal hearing to respond to the determination.

2. The District will make a final determination within a reasonable period of time and provide written notification to both parties. This notification should advise the challenged party of the appeal procedures provided under the regulation.

### C. Certification Appeals

A business/individual that believes they have been wrongly denied certification on the basis of a determination under the District's certification process or challenge procedures may file an appeal with the Department of Transportation.

During the appeal process, the presumption that the business/individual is socially and economically disadvantaged remains in effect unless otherwise advised by the Department or until certification has been denied by the Department.

1. Filing - The appeal must be filed not later than 180 days after the certification has been denied by the District.
2. Investigation - Following submission of a request for appeal from the party denied certification, the Department will conduct an investigation pursuant to the Department's Title IV investigation procedures.
3. Determination - The Secretary will make one of the following determinations:
  - a. Certification of the DBE or DBE Joint Venture
  - b. Denial of certification to participate in DOT-assigned contracts until a new application for certification is approved by the recipient.

**VIII. DOCUMENTATION OF DBE PARTICIPATION** - Bidders shall complete the DBE Participation Commitment Statement included in the Bidder's Proposal in accordance with the instructions contained on the form. Failure to complete the form as instructed shall render the bid non-responsive. Unless stated in the bidding documents, generally the following will apply.

- A. Within five (5) calendar days after the bid opening, all bidders must be prepared to provide documentation regarding the identification of DBE's used to meet the contract goals. Identification must include bid item(s) and dollar amount(s).
- B. By 5:00 p.m. on the fifth calendar day following determination of the low bidder, the low bidder shall provide this documentation to the Purchasing Agent, 3500 E. 17th Avenue, Eugene, Oregon, 97403, or P. O. Box 7070, Eugene, Oregon, 97401.
- C. If the bidder's DBE contract goals are less than the assigned contract goals, the low bidder, as requested, shall provide additional written documentation regarding the good faith efforts made and the affirmative action steps taken prior to the bid opening date to achieve the assigned goals.



- D. Failure of the low bidder to provide the documentation specified above shall render the low bidder ineligible to execute the contract and the low bidder's bid shall be rejected.

LTD, at its option, may accept a late filing of the documentation and award the contract if deemed in the public interest under the circumstances.

In the event that the low bidder fails to provide the documentation required above, the next lowest bidder shall provide such documentation to the Purchasing Agent, 3500 E. 17th Avenue, Eugene, Oregon, 97403, or P. O. Box 7070, Eugene, Oregon 97401, after receiving actual notification to do so. This same procedure will be followed until a successful low bidder is determined or all bids may be rejected.

**IX. CONTRACT AWARD SELECTION PROCEDURES** - To decide whether the total bid amount offered by a bidder is reasonable, LTD will use the same criteria that it would use if only a single bid was received.

In the event a single bid is received, LTD will conduct a price and/or cost analysis of the bid. A price analysis is the process of examining the bid and evaluating the separate elements. It should be recognized that a price analysis through comparison to other similar procurements must be based on an established or competitive price of the elements used in the comparison. The comparison must be made to a purchase of similar quantity and involving similar specifications. Where a difference exists, detailed analysis must be made of this difference and costs attached thereto.

Where it is impossible to obtain a valid price analysis, it may be necessary for LTD to conduct a cost analysis of the bid price.

The price and/or cost analysis shall be made by competent and experienced auditors or price analysts; an engineer's estimate or comparison of the price involved is insufficient.

The conclusion for disposition of the contract will be in the best interest of LTD and will assure that LTD will meet its affirmative action commitment to its DBE overall goal.

Criteria to ensure that prime contracts are awarded to bidders who meet DBE goals are:

- A. If the low bidder offering a reasonable bid meets or exceeds the assigned goal, that bidder will be recommended for the contract award.
- B. If the low bidder offering a reasonable bid does not meet the assigned goal, to remain in competition for the contract award the bidder must furnish LTD, within five (5) calendar days following determination of the low bidder, written evidence of the affirmative action steps that were taken in an attempt to meet the goal. LTD will review this documentation to determine if the affirmative action steps taken are satisfactory. As a result of the review, if the affirmative action steps are taken, and are:
1. Satisfactory, that bidder will be recommended for the contract award.
  2. Not satisfactory, that bidder will not be recommended for the contract award.

- C. If the low bidder offering a reasonable bid is not recommended for the contract award, LTD will proceed to the second low bidder and will repeat the process described in Paragraphs A through C. If necessary, LTD will consider all responsive bidders in ascending order.

**X. AFFIRMATIVE ACTION STEPS** - In addition to signing the DBE Participation Commitment Statement contained in the Proposal, the bidder who has not achieved the assigned goal on this project shall document the steps taken to obtain participation, such as:

- A. Attendance at a pre-bid meeting, if any, scheduled by LTD to inform the DBE of subcontracting opportunities in this contract work.
- B. Advertising in general circulation media, trade association publications, and minority-focus media at least ten (10) days before bids or proposals are due. If ten (10) days are not available, a shorter reasonable time will be acceptable.
- C. Use of the Department of Transportation's Certified DBE Directory.
- D. Written notification to DBE that their interest in the contract is solicited.
- E. Efforts to select portions of the work proposed to be performed to increase the likelihood of achieving the assigned goal.
- F. Efforts to negotiate for specific sub-bids, including at a minimum:
  - 1. The name, address, or telephone number of each DBE contacted;
  - 2. A description of the information provided regarding the plans and specifications for the portions of the work to be performed;
  - 3. A statement of why additional agreements were not reached.
- G. Reasons for rejecting as unqualified any DBE contacted.
- H. Efforts to provide assistance in obtaining any necessary bonding or insurance.
- I. Efforts to use the service of banks owned and controlled by minorities or women.
- J. Efforts to assist the DBE in purchasing materials and supplies.
- K. Any other affirmative action efforts.

**XI. RECORDS AND REPORTS** - The contractor shall provide monthly documentation to LTD that it is subcontracting with or purchasing materials from the DBE identified to meet contract goals. The contractor shall notify LTD and obtain its written approval before replacing a DBE or making any change in the participation listed. If a DBE is unable to fulfill the original obligation to the contract, the contractor must demonstrate to LTD its good faith efforts to replace that DBE with another. Failure to do so will result in withholding payment on those items. The monthly documentation will not be required after the DBE goal commitment is satisfactory to LTD.

Any DBE participation attained after the goal commitment has been satisfied should be reported to LTD.

XII. CONTRACTOR'S DBE LIAISON OFFICER - The contractor shall designate a DBE liaison officer who will administer the contractor's DBE program.

XIII. CERTIFIED DBE DIRECTORY - LTD is taking affirmative action to seek out, identify, certify, and compile a directory of DBEs that wish to participate in its contracting activities. LTD strongly encourages contractors to assist in this effort. The current Certified DBE Directory is included with the proposal form. The Directory can also be obtained by phoning (503) 378-6293.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 20, 1992

**ITEM TITLE:** EUGENE STATION: BUDGET TRANSFER

**PREPARED BY:** Mark Pangborn, Director of Administrative Services

**ACTION REQUESTED:** The Board is requested to approve the transfer of \$15,000 from the FY 1991-92 General Fund Contingency Account to General Administration--Materials and Services. This money is to be used to prepare public information on the Eugene Station project, and would be used in lieu of the \$15,000 in the FY 1992-93 budget approved by the Budget Committee.

**BACKGROUND:** As the process brings the Board closer to making a decision on selecting a new location for a Eugene Station, it is apparent that there will be controversy surrounding that decision and that good, accurate, and timely public information about the project will be invaluable in lessening the controversy and focusing the discussion on the real issues. Staff have been conducting research on finalist sites for a new Eugene Station. In order to more effectively provide information to the public on the project, staff propose to prepare documents that detail information such as the need for the station and the site selection criteria. Although money is budgeted in next year's budget for this purpose, staff believe that we must begin putting that information together as soon as possible, and propose to spend the money this year by transferring funds from the General Fund Contingency Account and not spending the money out of next year's budget.

**CONSEQUENCES OF REQUESTED ACTION:** Staff will prepare the information pieces.

**ATTACHMENT:** Resolution authorizing the transfer of funds as described above.

**PROPOSED MOTION:** I move that the Board approve the Resolution authorizing the transfer of \$15,000 from the FY 1991-92 General Fund Contingency Account to General Administration--Materials and Services.

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**RESOLUTION**

**Lane Transit District Board of Directors**

WHEREAS, the process for selecting a new Eugene Station site in downtown Eugene has generated a number of questions from property owners surrounding the potential sites; and

WHEREAS, there is a need to develop a complete set of public information that addresses those questions raised by the public; and

WHEREAS, no funds were allocated in the 1991-92 budget for this purpose;

NOW, THEREFORE, BE IT RESOLVED that the budget appropriations for Fiscal Year 1991-92 are hereby revised as follows:

Reduction in Appropriations

General Fund Contingency Account	\$15,000
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Increase in Appropriations

General Administration--Materials and Services	\$15,000
--	----------

May 20, 1992  
Date

  
Board President

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 20, 1992

**ITEM TITLE:** EUGENE STATION: CONSIDER McDONALD SITE FOR NEW STATION

**PREPARED BY:** Stefano Viggiano, Planning Administrator

**ACTION REQUESTED:** That the Board add the McDonald Theatre Site to the list of finalist sites to be considered for a new Eugene Station.

**BACKGROUND:** At its February 12, 1992, work session, the Board directed staff to consider the I-HOP, the Pasta Plus, and the Elections sites for the new transit station. Since that meeting, the McDonald Theatre site has emerged as a possible site. The McDonald site has been suggested by some who oppose the I-HOP site option. In addition, the Board asked if there were any sites that do not require the payment of damages for parking. The McDonald Theatre site fits that description. Staff believe it is important to consider all potentially viable sites.

**CONSEQUENCES OF REQUESTED ACTION:** With Board approval, staff will research the McDonald Theatre site and compare it to the Elections, Pasta Plus, and I-HOP sites. Staff will also make property owners and tenants adjacent to the McDonald Theatre site aware that the location is being considered for a transit station.

**ATTACHMENT:** None.

**PROPOSED MOTION:** I move that staff consider the McDonald Theatre site as a possible location for the new Eugene Station.

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 20, 1992

**ITEM TITLE:** EUGENE STATION: DECISION-MAKING PROCESS

**PREPARED BY:** Stefano Viggiano, Planning Administrator

**ACTION REQUESTED:** That the Board review and approve the attached decision-making process for the Eugene Station project.

**BACKGROUND:** Staff have been conducting research on finalist sites for a new Eugene Station. The attached document provides a suggested process and schedule for reaching a decision on the best site for the new station.

**CONSEQUENCES OF REQUESTED ACTION:** Staff will implement the decision-making process.

**ATTACHMENT:** Outline of the decision-making process and schedule.

**PROPOSED MOTION:** I move that the decision-making process and schedule as outlined in the Board packet be approved.

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**EUGENE STATION  
Decision-Making Plan  
May 1992**

**1992**

- |                  |   |
|------------------|---|
| June 10          | Joint work session with LTD Board and Eugene Station Advisory Committee.  |
| June 23 or 25    | Public hearing on finalist sites (at City of Eugene Council Chambers).  |
| July             | Eugene Station Advisory Committee holds work sessions on site selection options for the station. The Advisory Committee formulates recommendation on preferred sites.   |
| August 19        | Eugene Station Advisory Committee recommendation presented to LTD Board. Public hearing on recommendation held. The LTD Board conducts work sessions on the site selection between the August and September meetings. |
| September 16     | LTD Board selects two preferred sites.  |
| October-December | Environmental Assessment on preferred sites is conducted.   |

**1993**

- |                |   |
|----------------|---|
| January 20     | LTD Board reviews Environmental Assessment and selects preferred site.  |
| February-March | Eugene Downtown Commission, Eugene Planning Commission, and Eugene City Council review and take action on preferred site. |
| April-May      | Eugene Hearings Official considers the District's application for a Conditional Use Permit for the station.               |
| May 19         | The LTD Board, following a public hearing, takes action on a grant application to fund construction of the station.       |

**Note:** This decision-making schedule represents a "best guess" of the steps to make a selection on the site for a new Eugene Station. Due to the complexity of the issue and the desire to be responsive to changing conditions, the time periods required for each step and specific action to be considered at the various decision points are subject to change. Please contact LTD at 741-6100 to be sure that you have the most up-to-date decision-making schedule.

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 20, 1992

**ITEM TITLE:** GENERAL MANAGER'S FY 91-92 EVALUATION; SALARY AND BENEFITS AND CONTRACT RENEWAL FOR FY 92-93

**ACTION REQUESTED:** (1) Executive Session Pursuant to ORS 192.660(1)(i), to evaluate the employment-related performance of the General Manager for the period March 1, 1991, through February 29, 1992.

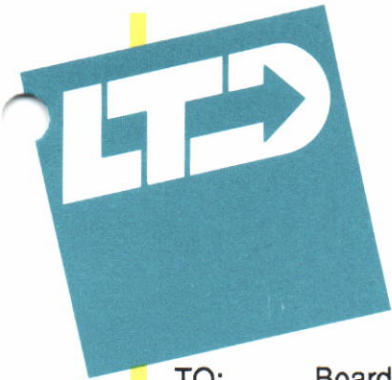
(2) Approval of salary and benefits increases for the General Manager for FY 92-93 as outlined in the attached memorandum.

**BACKGROUND:** Each year, the Board Salary Committee reviews the Board's written evaluations of the General Manager's performance and negotiates salary and benefits adjustments for the General Manager for the following fiscal year. The Committee met with the General Manger on April 29, 1992, and developed the attached recommendation.

**ATTACHMENT:** Memorandum from Board Salary Committee

**PROPOSED MOTION:** In regular session: "I move that the Board approve the following salary and benefits package for the General Manager for Fiscal Year 1992-93: inclusion of the fringe benefit supplement in the base salary; a 4 percent increase in base salary (now including the fringe benefit supplement), for a total base salary of \$71,285; and an increase in the monthly automobile allowance to \$250 per month; and that the Board authorize the Board President to sign a contract extending the General Manager's employment through Fiscal Year 1992-93."

a:recsum.jhs



**Lane Transit District**

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(503) 741-6100  
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May 20, 1992

TO: Board of Directors  
FROM: Tamalyn Fitch, Chair, Board Salary Committee  
RE: General Manager's Salary and Benefits and Contract  
Renewal for 1992-93

The Salary Committee met on April 29, 1992, to discuss the employment-related performance of the General Manager from March 1, 1991, through February 29, 1992. The Committee also discussed salary and benefit provisions and contract renewal for the General Manager for the 1992-93 fiscal year.

In past years, the General Manager has received an annual fringe benefit supplement, to be used for additional benefits as determined by the General Manager, in addition to her base salary. The amount of the supplemental fringe benefit last year was \$6,675. Because the supplemental benefit is treated as salary for tax purposes, the Salary Committee recommends that it be included in the General Manager's annual base salary rather than listed as a separate amount.

**Committee Recommendation:** The Committee recommends approval of the following salary and benefits package for the General Manager for Fiscal Year 1992-93: inclusion of the fringe benefit supplement in the base salary; a 4 percent increase in base salary (now including the supplemental fringe benefit), for a total base salary of \$71,289; and an increase from \$200 to \$250 for the monthly automobile allowance. Following is the comparison to current salary and benefit provisions:

	<u>91-92</u>	<u>92-93</u>
Annual Salary (including Fringe Benefit Supplement)	\$68,543	\$71,285
Car Allowance	<u>2,400</u>	<u>3,000</u>
Total	\$70,943	\$74,285

The Committee also recommends that the Board authorize the Board President to sign a contract extending the General Manager's employment through fiscal year 1992-93.

*Tamalyn Fitch*  
Tamalyn Fitch  
Chair, Board Salary Committee  
TF:js

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 20, 1992

**ITEM TITLE:** UPDATE ON AMERICANS WITH DISABILITIES ACT (ADA) AND PARATRANSIT SERVICE ISSUES

**PREPARED BY:** Micki Kaplan, Transit Planner

**ACTION REQUESTED:** None. Information only.

**FUTURE ACTION REQUESTED:** The Board will be requested to adopt the final Long-Range Paratransit Plan and a new paratransit fare structure at the June LTD Board of Directors meeting.

**BACKGROUND:** A draft Long-Range Paratransit Plan is available and will be distributed at the May 20 Board of Directors meeting. The Plan was developed as a coordinated effort between LTD and L-COG and a citizen advisory committee. The LTD and L-COG Board of Directors will be requested to adopt the Plans in June.

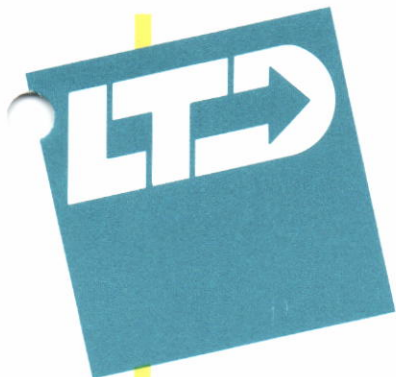
Included in the Plan are recommendations to resolve long-standing issues and improvements to paratransit service programs such as the Dial-a-Ride and Maxi-Taxi. In addition, a new fare structure is proposed. L-COG will staff a public hearing on the proposed paratransit fares on June 4. The LTD Board of Directors will be requested to adopt the new fare schedule at the June meeting. Future paratransit fare changes will be considered in conjunction with LTD fixed-route fares.

Additional information on ADA service implementation is included in the attached report. Staff will be present at the meeting to respond to questions.

**ATTACHMENT:** Update on ADA and Paratransit Service Issues

**PROPOSED MOTION:** None

h:summary.mbk



**Lane Transit District**

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**UPDATE ON ADA AND PARATRANSIT SERVICE ISSUES**

Prepared by Micki Kaplan, Transit Planner  
May 20, 1992

The purpose of this report is to provide a status report regarding Americans with Disabilities Act (ADA) service implementation.

**LONG-RANGE PARATRANSIT PLAN**

As you may recall, L-COG, on behalf of LTD, hired a private consultant to assist in ADA planning and to develop a long-range plan for paratransit services such as the Dial-a-Ride. The consultant has completed a "final" draft of the Long-range Paratransit Plan for the LTD service area. A copy of the draft plan will be distributed at the May Board meeting. The final plan is expected to be completed by early June. The objective of the Long-range Paratransit Plan is to settle various unresolved issues related to paratransit and Special Transportation Fund (STF) service. In addition, the plan will provide recommendations to improve Dial-a-Ride service, and will include a five-year plan for service and capital needs.

The plan was developed as a coordinated effort between LTD and L-COG staff and a citizen advisory committee. The LTD and L-COG Boards of Directors will be requested to adopt the plan at their respective meetings in June.

**PLANNING PROCESS**

A public planning process involving local citizens was used to develop the long-range plan and to advise LTD and L-COG staff on ADA issues. Various subcommittees of the Special Transportation Fund Citizen Advisory Committee were established, including an ADA Eligibility Subcommittee, Appeals Subcommittee, and Planning Subcommittee. The subcommittees have made considerable progress over the last year. A summary of major recommendations from the subcommittees, and issues which impact LTD, are listed below.

## **MAJOR RECOMMENDATIONS FROM THE STF SUBCOMMITTEES**

### **Fares**

A new paratransit fare structure is proposed for implementation July 1, 1992, and is described in the chart below. The proposed fare structure was developed in conjunction with a private consultant and the STF Planning and Advisory Committees. Providing Dial-a-Ride service is expensive; the current cost per trip on Dial-a-Ride is \$11.30, compared with \$2.00 on the LTD fixed route. A further example of the expense and degree of subsidy is evident when comparing farebox-to-operating-cost ratios between LTD and Dial-a-Ride. For example, the 1991 farebox-to-operating-cost of Dial-a-Ride was approximately 3 percent, compared with LTD's 1991 farebox-to-operating-cost ratio of 21.45 percent. Therefore, it is important to provide an incentive to those riders who can use the fixed-route service to do so, and to preserve the Dial-a-Ride for those who truly qualify for the service and have fewer transportation options available. In addition, the ADA allows paratransit fare to be no more than twice the cost of an LTD adult cash fare. In other words, the Dial-a-Ride fare currently cannot exceed \$1.50. Although the proposed fare may be of concern to local citizens, many of whom are low-income, the fare increase is well under the legal allowance and is justifiable.

Staff recommend that the paratransit fare remain consistent with the LTD fixed-route adult cash fare. Other objectives of the paratransit fare recommendation are to keep pace with inflation, control demand, prevent cross-over of riders from fixed-route to paratransit, provide incentive for Dial-a-Ride patrons with mobility skills to ride the fixed-route service, provide incentive for Maxi-Taxi patrons with mobility skills to ride the fixed-route service, and to have social service agencies pay for transporting their clients. Future Dial-a-Ride fares will be considered in conjunction with LTD fixed-route fares.

As shown in the chart below, the proposed fare structure will increase Dial-a-Ride fare from 35¢ to 75¢. Because the fare will more than double, the fare increase is proposed to be phased over a one-year period. The first phase will raise the Dial-a-Ride fare from 35¢ to 50¢ and is scheduled for implementation July 1. The second phase raises the fare from 50¢ to 75¢ and will be implemented either January 1, 1993, or July 1, 1993, depending on customer input at the public hearing. A public hearing on proposed paratransit fares will be held on June 4, 1992, at 7:30 p.m. at LTD. The hearing will be facilitated by LCOG staff; LTD Board members are welcome to attend. A summary of public input from the hearing will be included in the June LTD Board meeting agenda materials. The LTD Board of Directors will be requested to adopt the proposed fares at the June meeting. In the future, Dial-a-Ride fares will be considered in conjunction with fixed-route fares.

The proposed paratransit fare structure is listed below.

**PROPOSED FARE STRUCTURE**

	<u>CURRENT</u>	<u>PROPOSED</u>	
		<u>PHASE I</u>	<u>PHASE II</u>
Dial-a-Ride	\$ .35	\$ .50	\$ .75
Dial-a-Ride Subscription*	0	.75	1.00
Maxi-Taxi** (ADA eligible)	N/A	.25	.50
Maxi-Taxi (Non-ADA eligible seniors)	Donation	1.00	1.25
Social Service Agencies***	Varies	50%	100%

- \* Subscription service is for ongoing guaranteed rides.
- \*\* Maxi-Taxi is specialized transportation service for grocery shopping.
- \*\*\* Social service agencies will contract for service and pay 100 percent of the marginal cost of service. Service to social service agencies is currently limited to Mckenzie Willamette Adult Day Care and Peal Buck Center.

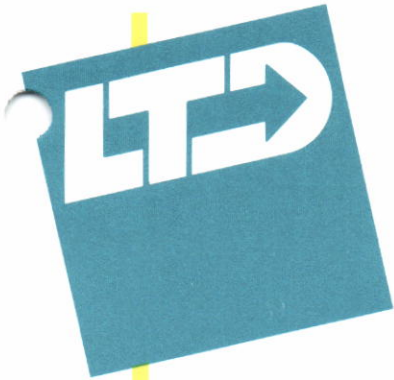
**Eligibility**

As required by federal law, eligibility for ADA paratransit service must be established. Therefore, the Dial-a-Ride eligibility and certification process will be revised. The new ADA eligibility and certification process is projected to begin July 1, 1992, and will be completed by fall.

**Appeals Process**

An appeals process, also mandated by federal law, will be established for ADA paratransit service eligibility, and for riders denied service due to excessive "no-shows." An Appeals Committee process has been established. The committee is staffed by L-COG, and is comprised of LTD staff and four persons with disabilities who have prior experience on the STF Planning or STF Advisory Committees.

Because LTD is legally responsible for providing paratransit service, contested appeals will ultimately go before the LTD Board of Directors rather than the L-COG Board of Directors. Staff expect few appeals to go beyond the Appeals Committee to the LTD Board of Directors.



**Lane Transit District**

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**OPERATIONS SUMMARY REPORT**

Prepared by Tim Dallas, Director of Operations  
May 20, 1992

**TRANSPORTATION**

**MEMORIAL DAY SERVICE**

Sunday-level service will be run on Memorial Day, Monday, May 25. A special work selection sign-up for operators was held. These "holiday" sign-ups occur, in accordance with the labor agreement, whenever special holiday-level service occurs on a regular-service work day.

**STOP ANNOUNCEMENTS**

Operators are now making announcements on the bus at all major destinations along their route. Announcements are made using the internal public address system or by loud voice. While the announcements are required by the recent Americans with Disabilities Act, they also provide all customers with valuable assistance in locating their stops. Customers who have visual limitations, are new to our community, or who are riding at night will find the new service particularly useful. The appropriate announcements were developed by a committee of Planning and Marketing staff and bus operators.

**SUMMER SERVICE "BID"**

Final "bid" documents are being proofed for the driver work sign-up on June 8-10, for the implementation of summer service on June 21. Service is reduced each year about this time in response to school vacations. All operators will make new work selections, by seniority. The assignments will be effective until the implementation of fall service in September.

#### **OPERATOR INSTRUCTOR TRAINING**

Training for new bus operator instructors has been completed. Specially selected operators received eight days of specialized training from current driving instructors and from Dennis Ashley, a training consultant with Cascade Employers Association. The program included using some administrative staff as "students," and also included a review and revision of operator performance standards and the operator training program. The new instructors are now ready to train new operators for the fall service implementation.

#### **ALTERNATE DUTY**

Bus operators unable to drive due to work-related (workers' compensation) injuries continue to work alternate duty assignments, as part of a long-standing component of the District's return-to-work program. Assignments include monitoring operations and assisting customers at the Eugene Station; working in the dispatch office; answering telephones at the Customer Service Center; and assisting with administrative assignments.

#### **STAFF WORK SCHEDULES**

Revised work schedules for supervisors are being drafted in preparation for expanded service hours in the fall. Affected supervisory employees are reviewing proposed changes and a final decision is expected sometime in June. The 18-hour service day, seven-day service week, and rotating shifts make this scheduling quite complex.



#### **NEW BRAKE LINING TEST**

After initial positive results, the brake lining test program has been expanded from two to six buses. Final results are still several months away. The tests use special linings and are directed at reducing brake squeal while maintaining brake life and stopping power.



**EXPANDED LOCKER ROOM**

With the District's success in recruiting increased numbers of women in the Maintenance division, it is necessary to expand the size of the women's locker room. The remodel will add four additional lockers, for a total of 12, and was funded with monies reserved in the Glenwood Facility budget for potential modifications needed after moving into the new building.

**PRE-WORK STRETCHING**

All Maintenance employees have begun daily pre-work stretching sessions at the beginning of each work shift. The sessions follow back care and pre-work stretching classes given to all employees this winter. Reaction has been very positive, with employees reporting a heightened sense of well-being and recommending the program for other District employees. The program is intended to reduce workers' compensation claims and improve productivity.

**WIDE TURN SIGNS**

"Wide turn" signs are being installed on the rear corner of all 800- and 900-series buses this week, in an attempt to reduce the number of right-turn squeeze accidents. Despite the fact that our operators use special "button hook" turn techniques, and that two extra turn signal lamps have been specified on the side of all buses for some time, we still believe that there are too many occasions when other drivers attempt to squeeze between the curb and a bus turning right.

**CPR/FIRST AID TRAINING**

One-day CPR/First Aid training was provided to about twenty supervisors and administrative employees to improve our ability to respond to emergencies at our facilities, and to meet new OSHA requirements.



**BUS OPERATOR RECRUITMENT**

Approximately 400 applications for part-time bus operator were received as the first phase of renewing the operator hiring "pool." The applications were screened, and 80 people were selected to take the Bus Operator Video Selection Test. A limited number of candidates who score well on the video test will be selected for an interview, road test, and reference checks prior to final placement in the pool of candidates for future hiring. This selection will provide operators for training this summer in preparation for the Comprehensive Service Redesign (CSR) implementation this fall.

**TAKE CARE**

The Take Care Committee (wellness program) sponsored a Smoking Cessation and Carbon Monoxide Testing Clinic in the employee lounges for two days in April to promote the benefits of stopping smoking. The clinic measured the carbon monoxide level in the lungs and provided information to employees on the health related effects of smoking. The program is part of a series of events to improve employee health and productivity, and to control health insurance and workers' compensation costs.

**JUNE PERFORMANCE EVALUATIONS**

- Supervisors are preparing to conduct staff performance evaluations in June. The evaluations will provide the basis for salary adjustments which take effect in July.

bdrptmay.td

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 20, 1992

**ITEM TITLE:** 8TH AND GARFIELD CLEAN-UP

**PREPARED BY:** Mark Pangborn, Director of Administrative Services

**ACTION REQUESTED:** None

**BACKGROUND:** The final site clean-up report has been completed and sent to the Oregon Department of Environmental Quality (DEQ). The site appears clean and ready for sale. Because there were underground contaminate releases, LTD will conduct groundwater testing for at least next year to ensure that we removed all contamination sources. DEQ has not yet responded to the report. LTD has begun meeting with School District 4J to discuss the sale of the property and continuing liability. A further report, based on those discussions, will be made at the June Board meeting.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 20, 1992

**ITEM TITLE:** OLIVE STREET OPENING

**PREPARED BY:** Stefano Viggiano, Planning Administrator

**ACTION REQUESTED:** None. Information only.

**BACKGROUND:** The District has been working with City of Eugene staff on the proposed opening of Olive Street to vehicle traffic between 8th and 10th Avenues. The City and the District have agreed that the street would be geometrically designed to accommodate buses. This includes the turns onto Olive Street from 8th and 10th Avenues. The District has also discussed with the City the impact of the street opening on the Eugene Station and on problems which may occur during construction.

The opening of Olive Street would cause some operational and safety problems for the District resulting from increases in traffic on Olive Street and changes in the operations of the 10th and Olive intersection. However, these changes are thought to be manageable since it is anticipated that the 10th Avenue site will be vacated within the next four years.

An advisory vote on the street opening is on the May 19, 1992, ballot. Should the voters agree with the opening of Olive Street and the project move forward, the District would continue to work with the City to ensure that the design accommodates buses. The issue of whether buses would actually use the street would be determined at a later date.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

h:olive.smv

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 20, 1992

**ITEM TITLE:** RURAL BUS SERVICE

**PREPARED BY:** Mark Pangborn, Director of Administrative Services

**ACTION REQUESTED:** None

**BACKGROUND:** Lane County Commissioner Marie Frazer is currently working with the rural communities of Marcola, Oakridge, Creswell, and Cottage Grove to find some means to link these communities to Eugene with regular bus service. A number of complex issues are involved, not the least of which is the extension of the payroll tax district as well as the net cost to LTD to extend service. Commissioner Frazer is interested in approaching the State for a grant to fund a demonstration program. At this point, staff are working with Ms. Frazer to ensure that her plans are compatible with LTD goals and budget. The Board will be kept informed as plans develop.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

h:ruralsvs.mjp

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 20, 1992

**ITEM TITLE:** PENSION TRUST PERFORMANCE REPORT

**PREPARED BY:** Phyllis Loobey, General Manager

**ACTION REQUESTED:** None

**BACKGROUND:** Attached are brief reviews of the LTD/ATU #757 Pension Trust and the LTD Salaried Employees Retirement Plan, prepared by Columbia Trust Company. Both of these performance reports are presented for the Board's information.

**ATTACHMENT:** Performance Report, LTD/ATU #757 Pension Trust Account and LTD Salaried Employees Retirement Plan; Overview of Investment Environment

**PROPOSED MOTION:** None

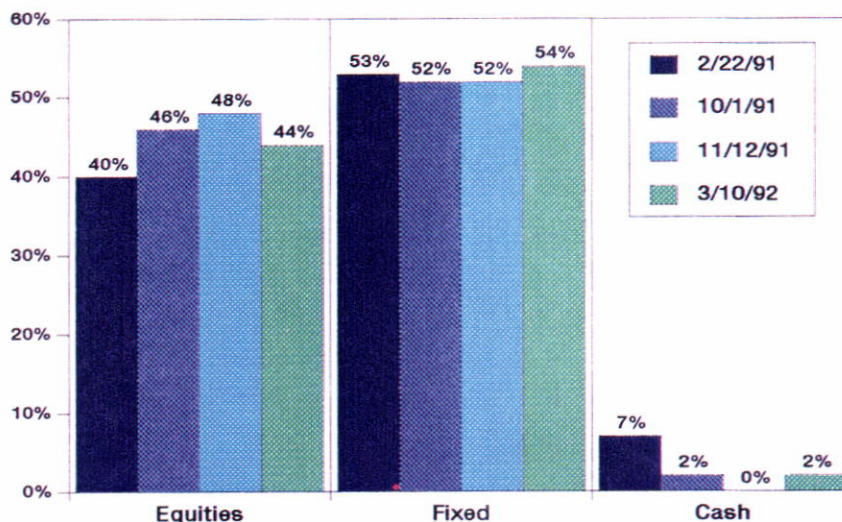
# Lane Transit District & Amalgamated Transit Local #757 Pension Trust



## Asset Summary:

December 31, 1991	\$4,299,998
Net Contributions	0
March 31, 1992	4,273,204
Investment Gain/Loss	(26,794)

## Asset Allocation:



## Performance:

	Total	Common	S&P	Fixed	L G/C
1991	24.25%	33.63%	30.47%	17.79%	16.13%
1/1/92 to 3/31/92	-.40%	.20%	-2.53%	-1.31%	-1.50%

**Total Return\*** 394.38%  
**Annualized\*** 15.40%

\*Since inception: May 1, 1981

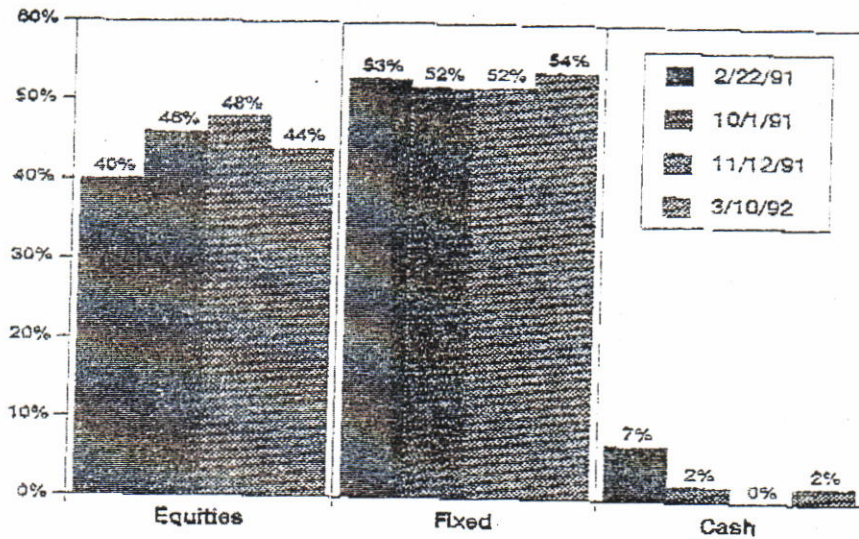
# Lane Transit District Salaried Employees Retirement Plan



## Asset Summary:

December 31, 1991	\$1,631,719
Net Contributions	0
March 31, 1992	1,621,227
Investment Gain/Loss	(10,492)

## Asset Allocation:



## Performance:

	Total	Common	S&P	Fixed	L G/C
1991	24.22%	33.63%	30.47%	17.79%	16.13%
1/1/92 to 3/31/92	-.40%	.20%	-2.53%	-1.31%	-1.50%

**Total Return\*** 373.24%  
**Annualized\*** 15.30%

\*Since inception: May 1, 1981



# Overview of Investment Environment

April 1992

## Economy

- Economy appears to be in the early stages of recovery
- Areas of strength are housing, retail sales and consumer confidence, while slowing foreign economics are dampening export sales
- Money supply growth supporting confidence in recovery

## Inflation

- Numbers favorable

## Interest Rates

- Economic recovery argues against substantial declines in interest rates
- Anticipate continued accommodation by Federal Reserve
- Yield curve likely to remain positive—investors lengthening maturities
- Growing investor concern over size of deficit and funding requirements

## Valuation

- S&P 500 in upper end of valuation range on current results
  - investors looking ahead to improved earnings in the second half of the year and in 1993
- Liquidity remains a positive
- Broader, non-cap weighted stock indices look more attractive

## Conclusion

- Equities
  - Market emphasis in transition from P/E driven to earnings driven
  - Emphasize accelerating earnings momentum
  - Attractive market sectors
    - small caps
    - growth
    - cyclicals
- Fixed Income
  - Real rates attractive
  - Overweighting in mortgage related securities

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 20, 1992

**ITEM TITLE:** LETTERS FROM OREGON DEPARTMENT OF TRANSPORTATION AND  
SENECA SAWMILL COMPANY

**PREPARED BY:** Phyllis Loobey, General Manager

**ACTION REQUESTED:** None

**BACKGROUND:** The District recently received the attached two letters. The first, a letter from Donald R. Wagner of the Oregon Department of Transportation (ODOT), discusses ODOT's plan to work with LTD before changing the on-ramp from River Road to Beltline Highway, which could affect LTD's bus entrance to the River Road Transit Station. The second letter is from Richard Re, Vice President and General Manager of Seneca Sawmill Company, in response to LTD's letter regarding payroll taxes on 401(k) plans. These letters are included for the Board's information, and staff will be available to answer any questions the Board might have about them.

**ATTACHMENTS:** Letter from Oregon Department of Transportation  
Letter from Seneca Sawmill Company

**PROPOSED MOTION:** None

April 17, 1992

APR 21 1992

Ms. Phyllis Loobey  
General Manager  
Lane Transit District  
P.O. Box 7070  
Eugene, OR 97401-0470

DEPARTMENT OF  
TRANSPORTATION

Highway Division  
Region 3

FILE CODE:

Dear Phyllis:

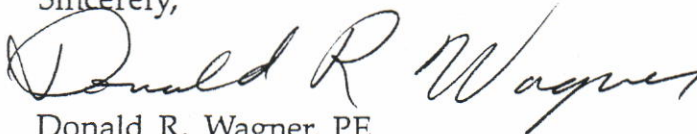
It has come to my attention that some question has recently arisen about whether or not ODOT will consider retaining the existing slip ramp from the eastbound Beltline Highway on-ramp into LTD's park and ride lot on River Road as part of the Beltline improvement strategy from River Road to the Delta Highway. I want to assure you that Region 3 considers this existing design to be a very viable future option.

We intend to fully study the existing access configuration to the park and ride lot in the Draft Environmental Assessment (DEA) for this project. In order to ensure that the existing design receives full consideration in the DEA, I would like to receive copies of any information that LTD has about the operational history of this lot, as well as any estimates of the potential impact to LTD service of altering the lot's existing accesses. Be sure to include any information about this facility that may have been developed by the City of Eugene, Lane County, or LCOG. Please send this information to me at the Region 3 office in Roseburg. We also want to continue to work closely with LTD to fully assess any other options that emerge through the DEA process.

ODOT is committed to working with LTD to do everything possible to improve transit service in Eugene. As we develop this project, we will take all measures necessary to meet the objectives of the Transportation Planning Rule and avoid compromising transit performance.

Thank you for your assistance in this matter. Please contact me if you have any questions regarding this project or our request for information.

Sincerely,



Donald R. Wagner, P.E.  
Region Engineer

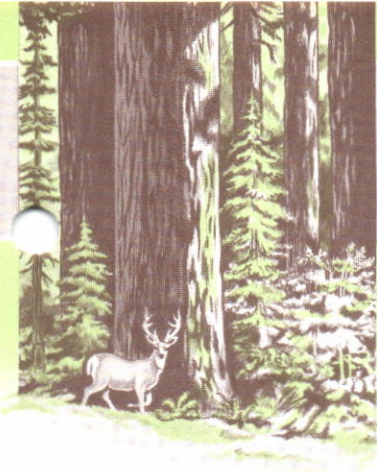
DRW:tc

cc: Terry Wheeler, Design Section  
Bill Upton, Planning Section  
Don McLane, Location Manager  
Jim West, Eugene Public Works  
Tom Stenchfield, Lane County Public Works

LTD BOARD MEETING  
05/20/92 Page 65



P. O. Box 1128  
3099 NE Diamond Lake Blvd.  
Roseburg, OR 97470  
(503) 440-3399  
FAX (503) 440-3465



# Seneca Sawmill Company

HIGHWAY 99 NORTH AT AIRPORT JUNCTION

POST OFFICE BOX 851, PHONE (503) 689-1011

FAX (503) 689-9799

EUGENE, OREGON 97440

March 16, 1992

Mr. A. Keith Parks  
President, Board of Directors  
Lane Transit District  
Post Office Box 7070  
Eugene, Oregon 97401-0470



Dear Mr. Parks:

I am writing in response to your March 12, 1992 letter regarding 401 (k) plans being subject to Lane Transit District taxes.

Based upon the view you have represented in your letter, since there appears to be no way out of taxing 401 (k) contributions, we are quite sure that the Board of Directors will find a way to determine how much that increases LTD's revenue and lower their tax levy by a similar amount.

Sincerely,

Richard T. Re  
Vice President and  
General Manager

RTR:dme

cc: Board of Directors

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 20, 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. However, the May 14 MPC meeting has been postponed until May 21. At the May 20 Board meeting, LTD's representatives Jack Billings and Janet Calvert will answer any questions the Board members may have about the process to date.
2. **CATS:** The CATS Citizen Advisory Committee (CAC) has finished its regular meetings, and is waiting for City staff to prepare a report for the Committee. It is expected that the CATS/CAC meetings will begin again in June to discuss the final report. At the May 20 Board meeting, LTD's representative, Tammy Fitch, will be available to answer any questions the Board may have about the process or the report.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

c:bdrepsum.jhs

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 20, 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

h:summary.rc

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 20, 1992

**ITEM TITLE:** MONTHLY FINANCIAL STATEMENTS

**PREPARED BY:** Tamara Weaver, Finance Administrator

**ACTION REQUESTED:** None

**BACKGROUND:** The District continued to exhibit fiscal strength during the month of April. General Fund expenses are 4.6 percent under budget. General Fund revenues are expected to exceed the budget by 4 percent by year end. At this point, no significant changes are anticipated to the estimated actual number's presented to the Board in April. Final revenue performance will largely be determined by the fourth-quarter payroll tax, collected primarily during May, and the fourth-quarter State-in-Lieu payment, which will be received in early July. Risk expenses continue to be monitored closely by the Risk Administrator. If significant changes occur to prior reported conditions, those changes will be brought to the Board's attention.

**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  
 APRIL 30, 1992

	CURRENT BALANCES	PREV YEAR BALANCES
-----		
FUND: 010 GENERAL FUND		
ASSETS		
Cash & Short Term Investments	2,719,762	994,303
Receivables	351,391	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	4,005,459	2,355,775
	=====	=====
LIABILITIES		
Accounts payable	147,988	161,569
Payroll payable	359,319	147,609
Unearned income	121,799	45,926
Bid bonds/ other payables	6,463	7,082
CAL/sick accrual	648,817	648,817
Deferred compensation	401,335	401,335
	-----	-----
TOTAL LIABILITIES	1,685,721	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	1,376,301	0
	-----	-----
TOTAL RESERVES & BALANCES	2,319,739	943,438
	-----	-----
TOTAL LIABILITIES & BALANCES	4,005,459	2,355,775
	=====	=====



LANE TRANSIT DISTRICT  
 COMPARATIVE BALANCE SHEETS  
 RISK FUND  
 APRIL 30, 1992

	CURRENT BALANCES	PREV YEAR BALANCES
FUND: 020 RISK FUND		
ASSETS		
Cash & Short Term Investments	215,432	670,738
Receivables	0	0
Prepaid Expenses	3,394	3,394
<b>TOTAL ASSETS</b>	<b>218,826</b>	<b>674,131</b>
LIABILITIES		
Accounts payable	3,619	2,417
Other payables	51,550	80,210
<b>TOTAL LIABILITIES</b>	<b>55,169</b>	<b>82,626</b>
RESERVES & BALANCES		
Fund Balance	591,505	591,505
Change in Fund Balance	(427,848)	0
<b>TOTAL RESERVES &amp; BALANCES</b>	<b>163,657</b>	<b>591,505</b>
<b>TOTAL LIABILITIES &amp; BALANCES</b>	<b>218,826</b>	<b>674,131</b>



LANE TRANSIT DISTRICT  
 COMPARATIVE BALANCE SHEETS  
 GENERAL FIXED ASSET ACCOUNT GROUP  
 APRIL 30, 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
<b>TOTAL ASSETS</b>	<b>22,728,244</b>	<b>22,728,244</b>
RESERVES & BALANCES		
Fund Balance	22,728,244	22,728,244
Change in Fund Balance	0	0
<b>TOTAL RESERVES &amp; BALANCES</b>	<b>22,728,244</b>	<b>22,728,244</b>
<b>TOTAL LIABILITIES &amp; BALANCES</b>	<b>22,728,244</b>	<b>22,728,244</b>

LANE TRANSIT DISTRICT  
REVENUE REPORT  
APRIL 30, 1992

Percent of year 83.33%

	ORIGINAL BUDGET	AMENDED BUDGET	Y-T-D ACTUAL	CURRENT MTH ACTUAL	BALANCE	YTD% BUDGET
<b>FUND: 010 GENERAL FUND</b>						
Passenger Fares	1,675,000	1,675,000	1,518,244	152,290	156,756	90.6%
Group Pass Payments	433,000	433,000	352,754	38,254	80,246	81.5%
Other Operating Income	133,300	133,300	141,492	9,180	(8,192)	106.1%
Miscellaneous Income	6,000	6,000	5,947	328	53	99.1%
Payroll Tax Revenue	7,058,140	7,058,140	5,934,482	452,360	1,123,658	84.1%
State In-Lieu-of-Tax	686,000	686,000	513,618	183,706	172,382	74.9%
Operating Grants	1,159,000	1,159,000	1,012,516	0	146,484	87.4%
Interest Income	106,000	106,000	192,229	20,340	(86,229)	181.3%
State Special Transp. Funds	564,500	564,500	419,142	41,305	145,358	74.3%
Cash Carry-forward	727,235	727,235	0	0	727,235	0.0%
<b>TOTAL GENERAL FUND</b>	<b>12,548,175</b>	<b>12,548,175</b>	<b>10,090,423</b>	<b>897,762</b>	<b>2,457,752</b>	<b>80.4%</b>
<b>FUND: 020 RISK FUND</b>						
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%
<b>TOTAL RISK FUND</b>	<b>919,450</b>	<b>919,450</b>	<b>36,677</b>	<b>0</b>	<b>882,773</b>	<b>4.0%</b>
<b>FUND: 030 CAPITAL FUND</b>						
Grant Income	851,980	851,980	163,245	32,474	688,735	19.2%
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%
<b>TOTAL CAPITAL FUND</b>	<b>2,797,494</b>	<b>2,797,494</b>	<b>166,742</b>	<b>32,474</b>	<b>2,630,752</b>	<b>6.0%</b>
<b>TOTAL ALL FUNDS</b>	<b>16,265,119</b>	<b>16,265,119</b>	<b>10,293,842</b>	<b>930,236</b>	<b>5,971,277</b>	<b>63.3%</b>

LANE TRANSIT DISTRICT  
SUMMARY OF EXPENSES - ALL FUNDS  
APRIL 30, 1992

	Percent of year					83.33%
	ORIGINAL BUDGET	AMENDED BUDGET	Y-T-D ACTUAL	CURRENT MTH ACTUAL	BALANCE	YTD% BUDGET
<b>FUND: 010 GENERAL FUND</b>						
GENERAL ADMINISTRATION	410,100	410,100	318,424	31,555	91,676	77.6%
FINANCE	239,560	239,560	197,699	18,078	41,861	82.5%
M. I. S.	172,920	172,920	121,096	8,126	51,824	70.0%
PERSONNEL	106,430	106,430	77,825	6,034	28,605	73.1%
SAFETY & RISK	78,840	78,840	56,817	4,466	22,023	72.1%
PLANNING	226,030	226,030	173,237	17,717	52,793	76.6%
MARKETING	526,520	526,520	430,626	22,466	95,894	81.8%
CUSTOMER SERVICE CENTER	300,140	300,140	253,999	21,124	46,141	84.6%
TRANSPORTATION	5,271,510	5,271,510	4,222,102	406,497	1,049,408	80.1%
SPECIAL TRANSPORTATION	767,360	767,360	578,502	70,270	188,858	75.4%
MAINTENANCE	2,609,700	2,609,700	2,042,691	194,900	567,009	78.3%
FACILITY - GENERAL ADM.	55,270	55,270	44,761	4,669	10,509	81.0%
GLENWOOD FACILITY	160,840	160,840	105,482	9,932	55,358	65.6%
STATIONS	60,800	60,800	43,518	4,972	17,282	71.6%
SHELTERS	61,610	61,610	38,430	3,895	23,180	62.4%
BUS STOPS (SIGNS)	17,480	17,480	8,815	1,028	8,665	50.4%
NON-DEPARTMENTAL	1,483,065	1,483,065	0	0	1,483,065	0.0%
<b>GENERAL FUND</b>	<b>12,548,175</b>	<b>12,548,175</b>	<b>8,714,024</b>	<b>825,730</b>	<b>3,834,151</b>	<b>69.4%</b>
<b>FUND: 020 RISK FUND</b>	<b>919,450</b>	<b>919,450</b>	<b>464,525</b>	<b>7,384</b>	<b>454,925</b>	<b>50.5%</b>
<b>FUND: 030 CAPITAL FUND</b>	<b>2,797,494</b>	<b>2,797,494</b>	<b>253,936</b>	<b>41,280</b>	<b>41,280</b>	<b>9.1%</b>
<b>GRAND TOTAL</b>	<b>16,265,119</b>	<b>16,265,119</b>	<b>9,432,485</b>	<b>874,393</b>	<b>4,330,355</b>	<b>58.0%</b>

LANE TRANSIT DISTRICT  
RISK FUND INCOME STATEMENT  
For the period 7/01/91 to 4/30/92

Percent of year 83.33%

MONTH: APRIL 1992	AMENDED BUDGET	Y-T-D ACTUAL	CURRENT MTH ACTUAL	%
<b>FUND: 020 RISK FUND</b>				
<b>REVENUES</b>				
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
<b>Total Resources</b>	<b>919,450</b>	<b>36,677</b>	<b>0</b>	<b>4.0%</b>
<b>EXPENDITURES</b>				
Payroll Costs	279,200	225,264	3,289	80.7%
Vehicle Liability	170,000	163,408	190	96.1%
General Insurance Premiums	72,250	47,344	3,575	65.5%
Administrative Fees	42,200	28,508	330	67.6%
<b>Total Expenditures</b>	<b>563,650</b>	<b>464,525</b>	<b>7,384</b>	<b>82.4%</b>
<b>Reserves</b>				
Reserve for Worker's Compensation	45,800	0	0	0.0%
Reserve for General Liability	310,000	0	0	0.0%
	<b>355,800</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Total Expenditures &amp; Reserves</b>	<b>919,450</b>	<b>464,525</b>	<b>7,384</b>	<b>50.5%</b>
<b>RISK FUND YTD NET</b>	<b>0</b>	<b>(427,848)</b>	<b>(7,384)</b>	

LANE TRANSIT DISTRICT  
 CAPITAL FUND INCOME STATEMENT  
 For the period 7/01/91 to 4/30/92

Percent of year                      83.33%

MONTH: APRIL 1992	AMENDED BUDGET	Y-T-D ACTUAL	CURRENT MTH ACTUAL	%
<b>FUND: 030 CAPITAL FUND</b>				
<b>REVENUES</b>				
Grant income	851,980	163,245	32,474	19.2%
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%
<b>Total resources</b>	<b>2,797,494</b>	<b>166,742</b>	<b>32,474</b>	<b>6.0%</b>
<b>EXPENDITURES</b>				
<b>GRANT PAID CAPITAL</b>				
Office furniture & equipment	13,796	12,221	1,272	88.6%
Computer software	39,850	26,172	7,416	65.7%
Computer hardware	66,150	55,146	21,699	83.4%
Maintenance equipment	14,100	10,299	646	73.0%
Passenger boarding improvements	850,067	83,131	8,929	9.8%
Facility improvements	27,624	7,641	662	27.7%
Bus purchases	0	0	0	0.0%
Bus related equipment	40,680	9,409	0	23.1%
Service vehicles	19,500	114	114	0.6%
Budgeted for capital contingency	4,458	0	0	0.0%
<b>Total capital purchases</b>	<b>1,076,225</b>	<b>204,135</b>	<b>40,738</b>	<b>19.0%</b>
<b>LOCALLY FUNDED CAPITAL</b>				
Developer paid shelters	20,000	3,497	0	17.5%
Facility at 8th & Garfield	250,000	35,675	541	14.3%
Bus related equipment	0	197	0	
	270,000	39,369	541	14.6%
<b>RESERVES/ DEBT PAYMENTS</b>				
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%
<b>Total</b>	<b>2,797,494</b>	<b>253,936</b>	<b>41,280</b>	<b>9.1%</b>
<b>CAPITAL FUND NET CHANGE</b>	<b>0</b>	<b>(87,194)</b>	<b>(8,806)</b>	

## AGENDA ITEM SUMMARY

- DATE OF MEETING:** May 20, 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. **Second Reading and Adoption—Ordinance No. 35, an Ordinance Setting Fares for Use of District Services:** The second reading and adoption of Ordinance No. 35 will be scheduled for the June Board meeting.
  - B. **Resolution to Transfer Risk Fund to General Fund:** Approval of a resolution to transfer the Risk Fund to the General Fund, as approved during the Budget Committee process, will be scheduled for the June Board meeting.
  - C. **Adoption of FY 92-93 Budget:** Adoption of the proposed FY 92-93 budget, as approved by the Budget Committee on April 15, will be scheduled for the June Board meeting.
  - D. **Boundary Resolution for FY 92-93:** Oregon Revised Statutes requires that the boards of directors of transit districts annually determine the territory in which the system will operate. No LTD territorial changes have been made for FY 92-93, so a Resolution Reaffirming District Boundaries will be presented for Board approval at the June meeting.
  - E. **Long-Range Paratransit Plan Adoption:** At the June meeting, the Board will be asked to approve the final Long-Range Paratransit Plan.
  - F. **Joint Meeting of LTD Board and Eugene Station Advisory Committee:** A joint work session of the Board and the Eugene Station Advisory Committee will be scheduled for June 10, 1992, to discuss current information on sites under consideration for a new Eugene Station.
  - G. **Selection of Preferred Site for Eugene Transit Station:** It is anticipated that the Board will be asked to select a preferred site for the Eugene Station in September 1992.