

MINUTES OF DIRECTORS MEETING
LANE TRANSIT DISTRICT
REGULAR BOARD MEETING

June 15, 1994

Pursuant to notice given to The Register-Guard for publication on June 13, 1994, and distributed to persons on the mailing list of the District, a regular meeting of the Board of Directors of the Lane Transit District was held on Wednesday, June 15, 1994, at 7:30 p.m. in the LTD Board Room at 3500 E. 17th Avenue, Eugene.

Present: Pat Hocken, President
Dave Kleger, Treasurer
Thomas Montgomery, Secretary
Kirk Bailey
Steve Engel
Tammy Fitch
Phyllis Loobey, General Manager
Coleen Fox, Minutes Recorder

Absent: Rob Bennett

CALL TO ORDER: Ms. Hocken called the meeting to order.

ROLL CALL: Ms. Loobey called roll.

INTRODUCTORY REMARKS BY Board PRESIDENT: Ms. Hocken made no remarks.

AUDIENCE PARTICIPATION: Paul Bonney - Mr. Bonney informed the Board of his appreciation at being able to participate in the LTD Ridership Survey. He said he believes that LTD surveys lead to improved service.

Ray Wolfe - Mr. Wolfe explained that he would like LTD to consider seeking private right-of-way for buses in the downtown area, particularly in the Ferry Street Bridge corridor. He observed that without this right-of-way, buses will be contributing to and sharing in congestion.

EMPLOYEE OF THE MONTH: Ms. Hocken introduced John Dahl, LTD employee of the month. She cited his exceptional attendance record, his commitment to excellence, and his attention to customer service. She presented him with a certificate of appreciation and monetary award. Mr. Dahl thanked the Board and explained that his goal is to become better at his job by focusing on customer service.

ITEMS FOR ACTION AT THIS MEETING:

MOTION

CONSENT CALENDAR: Mr. Montgomery moved, seconded by Mr. Kleger, to approve the consent calendar for June 15, 1994, as presented. The consent calendar included: 1) minutes of the May 18, 1994, regular Board meeting; 2) approval of FY 1994-95 Special Transportation Fund (STF) continuation contracts; 3) revision of procedures in Board facsimile

signature policy; 4) extension of General Manager's contract; and 5) resolution reaffirming the territory in the District within which the transit system will operate in FY 1994-95.

Ms. Hocken referred the Board to page 6 of the May 18 minutes and asked for clarification of the second guideline under "Service Planning Guidelines." Mr. Viggiano explained that it should read (underlined text added) "A timed-meet at the Eugene Station shall be maintained for downtown-oriented routes until the average frequency for routes is 15 minutes or better."

VOTE

The motion passed unanimously by a vote of 6:0.

BUDGET RESOLUTION TO INCREASE TRANSFER TO CAPITAL: Tamara Weaver, LTD Finance Administrator, requested that the Board approve a resolution to transfer \$264,000 in the General Fund from the Materials and Services budget category to the Transfer to Capital budget category. She explained that the sale of the Garfield property and the remaining 500-series buses was expected to add \$264,000 to the cash balances in the General Fund. She said that due to State budget law, it would be difficult to transfer the cash sales directly into the Capital Fund, but the same net result could easily be accomplished by transferring Materials & Services budget appropriation authority to the budget category "transfer to capital."

In response to a question from Mr. Montgomery about the \$264,000, Ms. Weaver explained that it would increase the capital reserves. She added that without this resolution, the money could not be transferred from the General Fund. Mr. Montgomery asked which funds would cover the \$264,000 being removed from the General Fund. Ms. Weaver explained that because of low fuel costs and few liability claims, the budget had been underspent by this amount.

MOTION

Ms. Fitch moved, seconded by Mr. Montgomery, that the Board approve the resolution transferring \$264,000 from General Fund Materials and Services to the Capital Fund. The motion passed unanimously by a vote of 6:0.

VOTE

ADOPTION OF FISCAL YEAR 1994-95 BUDGET: Mr. Weaver explained that this was the last step in the budget process and her presentation would be brief, due to extensive presentations given on this topic earlier. She informed the Board that the budget she was presenting that evening had a few modifications requiring explanation. She reviewed changes in resources and obligations, saying that passenger fare revenues would be increased due to the sale of passes to high school students, under an agreement to transport 4J high school students. Ms. Weaver said this would result in an obligation to increase the operator pay category, for additional operator time. She noted that the revisions to the budget totalled less than 2 percent and referred the Board to the memorandum detailing the figures. Ms. Weaver added that the budget was being adopted with an assumption of sustained services without new revenue. She said that any revenue from new fares would be evaluated during the next budget process and potentially used to expand service in future years.

Public Hearing: Ms. Hocken opened the public hearing on the adoption of the fiscal year 1994-95 budget. There was no public testimony, and Ms. Hocken closed the hearing.

Board Deliberation: Mr. Bailey observed that the total combined fund sum in the proposed motion was \$28,413,779, while the sum in the resolution was listed as \$28,141,330. He asked for clarification on which figure was correct. Ms. Weaver stated that the correct figures for the budget were as follows:

<u>General Fund - Non-Operating</u>	\$18,411,578
<u>Special Transportation Fund</u>	\$ 1,270,000
<u>Capital Outlay</u>	\$ 4,410,000
<u>Capital Reserve</u>	\$ 4,429,601

Ms. Weaver said the figure in the motion should therefore be \$28,521,179.

MOTION Mr. Kleger moved, seconded by Mr. Bailey, that the LTD Board of Directors approve the resolution adopting the Fiscal Year 1994-95 budget in the total combined fund sum of \$28,521,179, and making appropriations as represented in the resolution.

Ms. Fitch asked for clarification on the source of the \$1,270,000 for the Special Transportation Fund (STP). Ms. Weaver referred her to page 44 of the meeting packet.

Ms. Hocken clarified that there were two changes to the resolution: 1) a change in the total combined fund sum, and 2) a change in the appropriation for STP.

In response to Mr. Bailey's question about the \$4,429,601 appropriated as Capital Reserve, Ms. Weaver explained that this was for future purchases of buses and the construction of the Eugene Station.

VOTE The motion passed unanimously by a vote of 6:0.

Ms. Fitch said she was pleased to see that the budget showed a decrease in insurance costs. She noted this was probably a consequence of LTD's wellness programs.

ITEMS FOR INFORMATION AT THIS MEETING:

Board Member Reports: Metropolitan Policy Committee (MPC): Ms. Hocken said she did not attend the most recent meeting of this committee. Mr. Viggiano said the committee approved the local Transportation Improvement Program (TIP).

Willamette Valley Policy Advisory Committee on Transportation: Ms. Hocken informed the Board that the committee continued to meet with a consultant and was making progress, but that she had nothing new to report.

TransPlan Update Symposia Process: Mr. Kleger said the elements of the existing TransPlan had been reviewed by the Transportation Systems Management (TSM) task force. A

list of project priorities had not been completed because the recommendations of the Land Use and Transportation Demand Management (TDM) task forces were not yet known. He said the process would continue in the fall and that on June 29 there would be a meeting at the Erb Memorial Union at the University of Oregon to update all stakeholders in the TransPlan process.

Ms. Fitch reported that the Land Use task force had finished meeting and had accomplished a great deal. She said it was a diverse group and compromise was achieved often. She said the group would reconvene in the fall.

Mr. Bailey reported that the TDM task force still had another meeting planned and would come to closure about strategies at that time. He said he was uncertain about whether the group would reconvene in the fall.

COMMUNICATIONS PLAN: Ms. Hocken referred the Board to a revised agenda item summary on the Communications Plan. Ms. Loobey explained that during the budget process there had been discussion and consideration of the future of LTD and of guidance for the next five years. She explained that the Communications Plan involved a course of activities prior to the adoption of the Self-Employment Tax. Ms. Loobey said that the issue of this tax had been raised in the early 1980s and had been met with much opposition. In preparation for the Board's current plan, LTD had retained Liz Cawood of Cawood Communications to develop a communications plan to work with community leaders in an attempt to avoid a similar situation of intense opposition. She noted that the plan involved talking to key people and groups. She referred the Board to a draft of the plan on pages 46-a through 46-e. She suggested that the meetings between Board members and community leaders occur between July 6 and 11.

Mr. Montgomery asked why this plan was being followed instead of simply implementing the tax and then soliciting opinions afterwards. Ms. Hocken said that might be an option, but that it probably would not be successful in the long term and would create a great deal of controversy. Ms. Hocken noted that if this tax was passed without community support, the Board members would have to respond to the negative reactions.

Mr. Engel said that not only was this communication effort a courtesy, but it would provide an opportunity for the Board members to share with community leaders LTD's vision for the next five years. He said it would be a good public relations endeavor. Mr. Bailey agreed with Mr. Engel.

MOTION Mr. Bailey moved, seconded by Mr. Kleger, that the Board approve the Communications Plan as outlined in the attachments to the agenda packet for that evening.

Mr. Engel inquired about the budget for Ms. Cawood. Ms. Loobey said it was \$5,000, but could be negotiated further. Mr. Engel said he agreed with the Communications Plan, but was not in favor of using taxpayers' money to lobby the taxpayers. Ms. Cawood said she did not perceive this plan as lobbying, but as providing a structure and framework to keep people informed.

VOTE The motion passed unanimously by a vote of 6:0.

Eugene Station Update: This item was not discussed.

1994-99 Strategic Marketing Plan: Ed Bergeron, LTD Marketing Administrator, referred the Board to the action item summary on page 49 of the meeting packet. He noted that there are three options that would provide varying degrees of Board involvement in the marketing program. The options ranged from high involvement to minimal involvement by the Board in marketing campaigns. Mr. Bailey said he preferred option B and would volunteer to be on an advisory committee. Ms. Fitch said she preferred an option somewhere between B and C. Mr. Engel said he believed that option C was the best option, given that he believed that the Board should not be involved in micro-managing the marketing department or any department. Ms. Hocken suggested that option C be followed, with interested Board members providing input as desired.

Special Services Report: Ms. Fitch asked if drivers of the special shuttle for the Grateful Dead concert would feel comfortable driving concert-goers back from the concert, especially the female drivers. Staff noted that this has never been a problem and that, in general, the fans are a very nice group of people.

Operations Summary Report: This item was not discussed.

Monthly Financial Report: This item was not discussed.

ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING: The items for a future meeting were as follows: 1) special Board meetings; 2) Eugene Station architect selection and final site selection; 3) Transportation Demand Management (TDM) presentation; 4) TransPlan update status report; 5) transportation and maintenance policies; 6) LTD pricing policies and procedures; 7) Federal operating and capital grant application; 8) reduced fare program recommendation; 9) review of LTD's financial position/audit report; 10) fare ordinance; 11) Board strategic planning retreat; 12) Oregon Transportation Plan update.

MOTION **EXECUTIVE SESSION PURSUANT TO ORS 192.660(1)(d) and (h):** Ms. Fitch moved that the Board move into executive session pursuant to ORS 192.660(1)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations, and pursuant to ORS 192.660(1)(h), to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. Mr. Bailey seconded the motion, which carried by unanimous vote. The Board moved into executive session at 8:55 p.m.

VOTE **RETURN TO REGULAR SESSION AND ADJOURNMENT:** The Board returned to regular session at 9:55 p.m. There was no further discussion, and the meeting was unanimously adjourned.


Board Secretary