

MINUTES OF DIRECTORS MEETING  
LANE TRANSIT DISTRICT  
SPECIAL BOARD MEETING/LUNCHEON

Monday, February 23, 2009

Pursuant to notice given to *The Register-Guard* for publication on February 19, 2009, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a Board luncheon on Monday, February 23, 2009, beginning at 12:00 p.m., in the LTD Board Room at 3500 East 17<sup>th</sup> Avenue, Eugene.

Present: Mike Eyster, President  
Michael Dubick  
Greg Evans  
Gerry Gaydos  
Dean Kortge  
Ed Necker  
Doris Towery  
Mark Pangborn, General Manager  
Jeanne Schapper, Clerk of the Board  
Renee Jones, Recording Secretary

**CALL TO ORDER/ROLL CALL** – Board President Mike Eyster called the meeting to order and called the roll. Mr. Eyster noted that Ms. Towery would arrive shortly.

**DIVERSITY TRAINING PROGRAM** – Senior Human Resources Analyst David Collier described the Diversity Council in detail. He explained why the Council was developed, how and why it operates, and he highlighted the LTD Board's interest in making the Diversity Council a priority. Mr. Collier then outlined the presentation for the day and introduced the other members of the Council who were present: Stefano Viggiano, Hannah Bradford, Fred Pearson, and Doris Dioszeghy-Darcy.

Graphic Artist Hannah Bradford and Bus Operator Fred Pearson introduced the "Ouch!" video. Mr. Pearson related how the video was evaluated by employees at fall training. He said that for the most part, the feedback was positive and employees felt that it helped them to be more conscientious about what they say on a daily basis. Mr. Pearson related that the Fall Training of 2008 was referred to by some attendees as, "One of the best Fall Trainings ever."

Responding to a question from Gerry Gaydos, Assistant General Manager Stefano Viggiano explained how the District addressed institutional bias by sending out an internal survey in 2008. The survey was mailed to all employees with a request to send it back to Lockwood Research so that all responses would be kept confidential. The Diversity Council is hoping to do a follow-up survey in FY 2009-10.

Mark Pangborn described the fall trainings in detail to the Board. He then announced that the fall training had been cut for FY 2009-10 due to budget constraints. Mr. Pangborn is confident that the training can be brought back in Fall 2010.

Mr. Pangborn introduced Jason Nowlin of Funk/Levis & Associates who performed intercept interviews for the District. Mr. Nowlin presented the results in detail and provided a handout for the Board's review. He relayed that he interviewed 100 people from several different demographic groups, from many different local zip codes, and with a varying degree of ridership frequency. Mr. Nowlin indicated that overall the feedback was very positive. The two age groups that were most positive were teenagers and riders above age 80. Some interesting words that people used to describe the District were, "caring," "reliable," and "committed."

Mr. Eyster commended the Diversity Council for its work. Mr. Gaydos praised LTD's leadership staff for all that they do to keep the District looking so good in the community.

Ms. Towery arrived at 1:06 p.m.

**DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM** – Mr. Pangborn introduced Purchasing Manager Jeanette Bailor and Facilities Services Manager Charlie Simmons and gave some background on the history of DBEs.

Responding to a question by Mr. Pangborn, Ms. Bailor explained that if there are no federal dollars used in a construction project, the District uses the lowest bidder process for determining who is awarded a contract. However, if there is any federal funding included, the District is required to use the DBE program and policy.

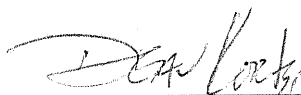
Ms. Bailor then referred to a document in the packet and explained the LTD Disadvantaged Business Enterprise Policy and Program and how LTD strives to reach the overall DBE goal, which is 3.63 percent of Federal Transit Administration (FTA) funded contracting activities, exclusive of FTA funds to be used for the purchase of transit vehicles. She then described the certification process and stated that in the State of Oregon, there are a total of 470 certified DBE firms, while in Lane County there are only 27. The process of becoming and remaining certified is quite complex, which could be why more firms aren't DBE certified.

Mr. Evans commented that he would like to see LTD continue to encourage contractors to become and stay certified as a DBE. Mr. Simmons then referred to the DBE plan from Wildish that was part of the pre-construction services that Wildish was required to submit to the District as part of its contract.

**ITEMS FOR INFORMATION** – On March 2 the special Board meeting/work session was originally scheduled for 5:30 p.m. Mr. Pangborn asked the Board members if they would like to start earlier and were able to do so. The Board agreed that starting at 4:30 p.m. would work well.

The March regular Board meeting that was originally scheduled for March 18 had recently been changed to March 25; Mr. Eyster asked the Board members if they were all right with moving that Board meeting to Tuesday, March 31. The Board agreed that would work for them.

**ADJOURNMENT** – Mr. Eyster adjourned the meeting at 1:35 p.m.

  
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Board Secretary