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LANE TRANSIT DISTRICT SPECIAL BOARD MEETING/EXECUTIVE SESSION

Monday, June 11, 2012
5:30 p.m.

LTD Board Room
3500 E. 17th Avenue, Eugene
(off Glenwood Boulevard)

A G E N D A

Page No.

I.	CALL TO ORDER		
II.	ROLL CALL		
	Kortge _____ Towery _____ Necker _____ Evans _____		
	Dubick _____ Eyster _____ Gillespie _____		
III.	PRELIMINARY REMARKS BY BOARD PRESIDENT		
IV.	ANNOUNCEMENTS AND ADDITIONS TO AGENDA		2
V.	WORK SESSION		
	A. Regional Scenario Planning [Tom Schwetz and Byron Vanderpool, LCOG]	(30 minutes)	3
	B. Board Room Modernization [Joe McCormack]	(20 minutes)	19
	C. Summer 2012 Board Meetings [Ron Kilcoyne]	(5 minutes)	28
VI.	ITEMS FOR ACTION AT THIS MEETING		
	A. Election of Board Officers [Mike Eyster]	(10 minutes)	29
VII.	EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations	(30 minutes)	30
VIII.	ADJOURNMENT		

The facility used for this meeting is wheelchair accessible. If you require any special physical or language accommodations, including alternative formats of printed materials, please contact LTD's Administration office as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please call 682-6100 (voice) or 7-1-1 (TTY, through Oregon Relay, for persons with hearing impairments).

AGENDA ITEM SUMMARY

DATE OF MEETING: June 11, 2012

ITEM TITLE: ANNOUNCEMENTS AND ADDITIONS TO AGENDA

PREPARED BY: Jeanne Schapper, Administrative Services Manager/Clerk of the Board

ACTION REQUESTED: None

BACKGROUND:

This agenda item provides a formal opportunity for the Board president to announce additions to the agenda, and also for Board members to make announcements or to suggest topics for current or future Board meetings.

ATTACHMENT: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: June 11, 2012

ITEM TITLE: REGIONAL SCENARIO PLANNING

PREPARED BY: John Evans, Senior Project Manager

ACTION REQUESTED: None

BACKGROUND:

Under House Bill (HB) 2001, the Central Lane Metropolitan Planning Organization is required to develop two or more land use and transportation scenarios that accommodate growth while achieving a reduction in greenhouse gas emissions from light vehicles. The local jurisdictions, including LTD, will then work to cooperatively select, but not formally adopt or implement, one of these scenarios. This effort will be completed in conjunction with related tasks as part of the Lane Livability Consortium under the U.S. Department of Housing and Urban Development (HUD) Sustainable Communities grant.

A draft scenario planning scope document has been developed to guide the first year of scenario planning work to meet the requirements of HB 2001 and the HUD grant.

ATTACHMENT: Draft Scenario Planning Scope Document, Prepared by Lane Council of Governments

PROPOSED MOTION: None

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“Central Lane Scenario Planning (CLSP)” Scope of Work

Draft 5/31/2012

INTRODUCTION

Under the 2009 Oregon Jobs and Transportation Act (House Bill 2001), the Central Lane Metropolitan Planning Organization (MPO) is required to develop two or more land use and transportation scenarios that accommodate growth while achieving a reduction in greenhouse gas (GHG) emissions from cars and light-duty trucks. The local governments within the boundaries of the Central Lane MPO—the cities of Eugene, Springfield and Coburg, Lane County and Lane Transit District (LTD)—are then required to cooperatively select one of these scenarios. The local governments are not required to implement the selected scenario. The Central Lane MPO is required to report the findings of this work to the legislature by February 2015. The Oregon Department of Transportation (ODOT) and the Oregon Department of Land Conservation and Development (DLCD) have committed to funding the scenario planning process and providing technical assistance and guidance. In addition, the (Portland) Metro Regional Government will provide technical assistance.

Under the terms of the U.S. Department of Housing and Urban Development (HUD) Sustainable Communities Regional Planning Grant for the SMART Communities Project, the Lane Livability Consortium is required as Task 4 to “support the Central Lane MPO and partner agencies in developing a regional approach which can be used to address necessary planning to reduce GHG production within the MPO.” This work will include significant data and modeling development, research of equity considerations related to reducing GHG emissions, and the development of scenario planning methodology, GHG reduction strategies, and regional decision-making models. ODOT has committed to providing \$200,000 in matching funds towards Task 4 of the SMART Communities Project. This work will bring other disciplines into the scenario planning process, including examinations of local policy “levers” that could affect, or be affected by, climate change. These include economic development, community health, and other public infrastructure investments.

This Statement of Work (SOW) defines the major work program activities to be completed by the Central Lane MPO and local governments within the boundary of the Central Lane MPO in the time period between July of 2012 and June of 2015 to conduct scenario planning in fulfillment of the requirements of Section 38a of House Bill 2001 adopted by the Oregon Legislature in 2009.

This SOW also defines the major work program activities to be completed by the Lane Livability Consortium as part of Task 4 (“Climate Change Planning”) of its SMART Communities Project to meet its obligations under the Sustainable Communities Regional Planning Grant from HUD.

GOALS

1. Convene a collaborative, regional process to select a preferred scenario for achieving a reduction in GHG emissions from cars and light-duty trucks in the Central Lane metropolitan area.
2. Actively engage and inform the region's decision-makers, public agencies and other community stakeholders on land use- and transportation-related actions needed to prepare for and address climate change.
3. Integrate community health and economic development considerations into policy makers' decision-making environment with respect to efforts aimed at reducing the generation of GHG.
4. Apply an outcomes-based evaluation approach and use scenario planning, visualization and other analysis tools to assess the benefits and impacts of scenarios tested.
5. Select a preferred scenario that reduces GHG emissions from cars and light-duty trucks while advancing many of the region's identified values and objectives, including the triple bottom line measures of economy, social equity and the environment.
6. Build consensus, ownership and support for local, regional, state and federal investments and actions needed to achieve local ambitions for sustainable growth and development.
7. Develop a clearer vision of how the individual jurisdictions can contribute to the region's future and development of a framework for enhanced regional cooperation and collaboration.

OBJECTIVES

1. Improve community awareness and understanding of climate change and emissions reduction contributions from land use and transportation policies and investments, and how those investments affect community health.
2. Use sketch-level scenario tools to estimate emissions reductions that can be achieved through changes to land use and transportation; frame policy inputs and outputs to be tested; and develop and evaluate at least two scenarios that meet the Metropolitan GHG Reduction Target for the Central Lane Metropolitan area.
3. Establish appropriate reference scenario data and enhanced visualization and analysis tools to evaluate the costs, benefits and impacts of land use and transportation choices.
4. Use regional models to evaluate a reference case and alternative land use and transportation scenarios.
5. Identify strategies, policy changes and tools to reduce GHG emissions from cars and light-duty trucks and advance the region's desired outcomes, public priorities and local efforts to implement regionally significant plans.
6. Coordinate scenario planning with other state, regional and local planning efforts.
7. Develop recommendations for streamlining state land use, transportation and climate change planning requirements applicable to the region.

REGIONAL CONSULTATION, COORDINATION & DECISION-MAKING STRUCTURE

The **Local Governments**, who will ultimately cooperatively select a preferred scenario, are:

- City of Eugene
- City of Springfield
- City of Coburg
- Lane County
- Lane Transit District

The responsibilities of the Central Lane MPO under House Bill 2001 will be overseen by its policy board:

- Metropolitan Policy Committee (MPC)

Organizational, technical and fiscal support will be provided by:

- Central Lane MPO / Lane Council of Governments (LCOG)

Funding will be provided by:

- ODOT
- HUD

A **Leadership Team**, with policy maker representatives from each of the involved Local Governments, will collaboratively oversee the process.

A **Project Management Team**, with empowered staff representatives from each of the involved Local Governments, LCOG, and ODOT will collaboratively manage the process, with the assistance of the **Project Manager**.

The process will be closely coordinated with the **Lane Livability Consortium's** SMART Communities Project. Indeed, the organizational structure for the two efforts are so similar that it will likely make sense to adjust the Lane Livability Consortium's Leadership Team and Project Management Team to serve the scenario planning process. But the two efforts will have two different project managers.

Periodic briefings of the Oregon Transportation Commission (OTC), the Land Conservation & Development Commission (LCDC), the Environmental Quality Commission (EQC), and the Oregon Global Warming Commission (OGWC) may occur to provide status reports, gather input at key milestones in the process, and ensure consistency among work programs and products.

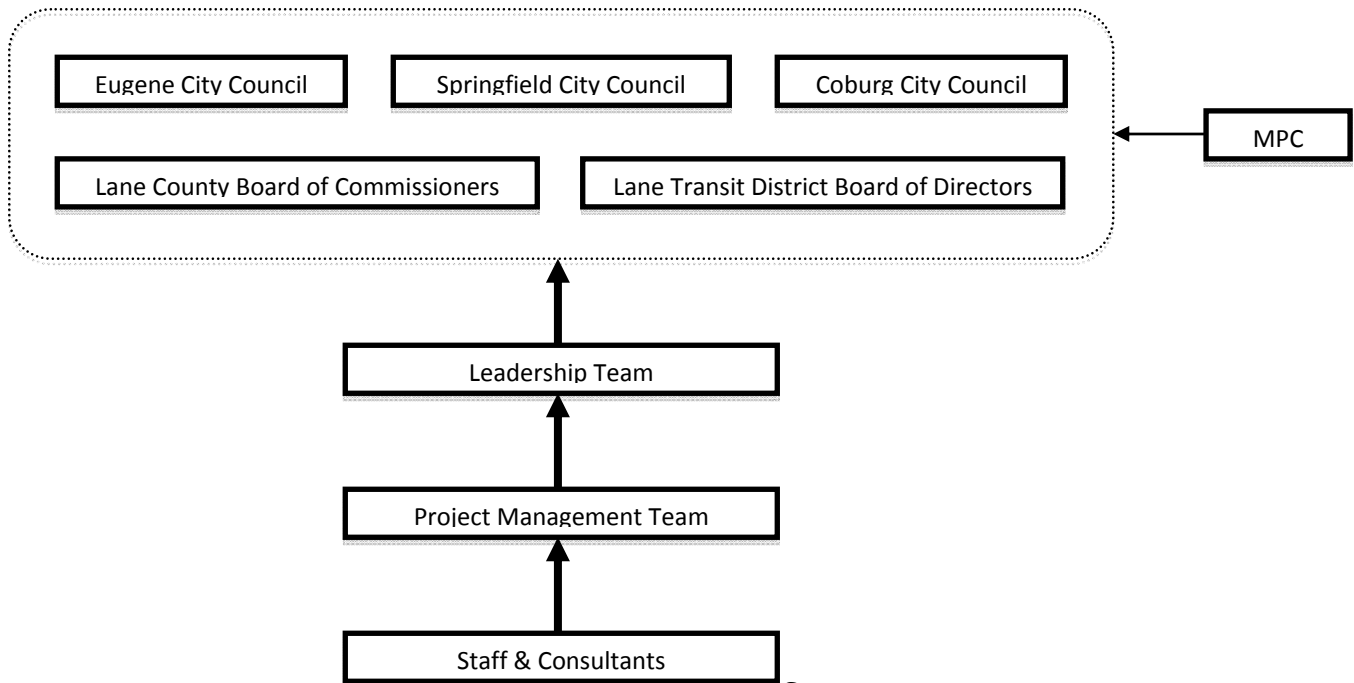


Figure 1. Organizational Structure.

FISCAL STRUCTURE

Distinguished from the organizational structure of the process, the LCOG will serve as the fiscal agent for the process, receiving grants and distributing monies to participating partners and consultants.

In particular, LCOG will have an intergovernmental agreement (IGA) separately with ODOT and HUD to perform certain tasks in exchange for certain funding. In turn, LCOG will have IGAs separately with each of the participating partners and contracts with consultants to perform certain tasks in exchange for certain funding.

In what follows, references to LCOG performing certain tasks are in some cases intended as a shorthand for saying the Project Management Team (PMT) will be responsible for seeing that those tasks are carried out by participating partners, as per other agreements yet to be developed in detail. LCOG will serve as the fiscal agent for the project.

STAGING

The process will be divided into stages, with a significant decision or milestone at the end of each stage. (Note that it might be advantageous for one stage to begin before the previous ends.)

Stage 0: Getting Started (through June 2012)

This preliminary stage will focus on learning about scenario planning, identifying regional opportunities and challenges, understanding state requirements, developing a scope of work, and securing funding. This stage will result in a scope of work, an organizational structure, initial funding, and the formal start of the process.

Stage 1: Understanding Choices (July to December 2012)

This stage will focus on understanding the range of choices to be explored, both “inputs” (choices / policies / strategies / actions) and “outputs” (evaluation measures), and the methods to do so. This stage will result in a set of choices to explore and a better sense of the desired outcomes of the process. This stage will also result in a better (but not necessarily complete) understanding of existing conditions, trends and the possible outcomes of current plans.

State 2: Shaping Choices (January to December 2013)

This stage will focus on designing and evaluating a small number of alternative scenarios (in addition to one or more reference scenarios), applying the findings from Stage 1 and incorporating strategies identified in local and regional planning efforts that are completed or underway. This stage will also evaluate the benefits, impacts, costs and savings associated with different strategies across environmental, economic and equity goals. Case studies will be developed to illustrate potential community effects. This stage will result in development of alternative scenarios that will be subject to further analysis and review in Stage 3. This stage will also result in a report to the “House and Senate interim committees related to transportation [with] recommendations for a cooperative process of rulemaking and enforcement of the rules,” which is required by House Bill 2001. The completion of this stage will also satisfy and conclude Task 4 of the SMART Communities Project.

Stage 3: Testing Choices (January 2014 to March 2015)

This stage will focus on collaboratively building and selecting a preferred scenario, applying the lessons of Stage 2. This stage will explore policies, investments, and actions that would be needed to implement the preferred scenario—should that be desired. This stage will also result in a report to the “Legislative Assembly ... on the implications of implementing the [preferred] land use and transportation scenario ... by amendments to the local governments’ comprehensive plans and land use regulations,” which is required by House Bill 2001. And this stage will result in an opportunity to consider whether or not to pursue future stages, if any.

Stage 4: Implementing Choices (April 2015 and beyond)

This stage is optional, and in any case is beyond this scope of work. But the scenario planning process could result in a decision to formalize and/or implement (elements of) the preferred scenario.

PHASED FUNDING

This SOW outlines Stages 1–3 of the process, aiming to meet the obligations under the Sustainable Communities Regional Planning Grant from HUD by the end of Stage 2 and to fulfill the requirements of Section 38a of House Bill 2001 by the end of Stage 3.

But this SOW focuses on and provides a detailed schedule and budget for just the first year (“phase”) of the process, i.e., through June 2013.

A subtask is to scope out the rest of the process in detail and develop an IGA between ODOT and LCOG to provide funding through the end of Stage 3.

TASKS

Project Budget (first year, all sources): \$1,193,563

Task 1: Project Management, Administration & Coordination

Objective: Develop the final work program, and manage the project organization and delivery of products called for in this Statement of Work, in coordination with other state, regional and local planning efforts, in particular, the Lane Livability Consortium’s SMART Communities Project.

Task Budget: \$321,900

Subtask 1.1: Management & Administration

The Project Manager, with guidance from the Project Management Team, will manage the scenario planning process including, but not limited to:

- Develop agreements between LCOG and participating partners.
- Develop more detailed scopes of work for contractor support, preparing invoices, contracts and accounting.
- Submit quarterly progress reports to ODOT and HUD.
- Develop and maintain project documentation.
- Identify a range of focus areas and teams responsible for leadership for specific interest areas, activities and/or products, like economic development, public facilities planning, community health, or elements of the Metro Plan.

Deliverables:

- Ongoing: Agreements between LCOG and participating partners, contractor scopes of work, invoices, contracts and accounting, biweekly Project Management Team meetings, quarterly progress reports.

Budget: \$268,500

Subtask 1.2: Participating Partner Coordination

The Project Manager, with assistance from the Project Management Team, will:

- Ensure that participating partners are informed and engaged in the process.
- Pursue and secure region-wide policy level agreement on the intent and steps of scenario planning, including who is involved, lead organization(s), and the decision making framework.
- Participate in and coordinate with policy making, advisory and technical committee meetings, including presentation and briefing materials. These bodies include, the Eugene, Springfield and Coburg city councils, the Lane County Board of Commissioners, the LTD Board of Directors, and MPC—and their relevant standing advisory and technical committees. This coordination is expected to evolve into consensus at key milestones of the project, including selection of a preferred scenario in Stage 3.

Deliverables:

- Ongoing: Participation in policy making, advisory and technical committee meetings. Presentations, draft recommendations, and final recommendations. Provide on-going assessment of decision-makers needs and adjust framework, as needed.

Budget: \$16,400

Subtask 1.3: Other Local Partner Coordination

The Project Manager, with assistance from the Project Management Team, will ensure that other government and non-government partners are informed and appropriately engaged in the process. These other partners could include, as appropriate, other members of the Lane Livability Consortium, the LaneACT, cities close to the Central Lane MPO, etc.

Deliverables:

- Ongoing: Participation in other local partner meetings.

Budget: \$0

Subtask 1.4: Federal & State Coordination

The Project Manager, with assistance from the Project Management Team and intergovernmental relations managers, will ensure that appropriate federal and state entities are informed. These could include, as appropriate, members of Congress, federal agencies, governor's office, Regional Solutions Team, state legislators, OTC, LCDC, EQC, OGWC.

Deliverables:

- Ongoing: Participation in federal and state meetings.

Budget: \$12,000

Subtask 1.5: Assistance to Other Metropolitan Areas

Share information and provide limited assistance to other metropolitan areas interested in conducting scenario planning, in particular, the Oregon MPO Consortium and other MPOs.

Deliverables:

- Ongoing: Participation in other metropolitan area meetings.

Budget: \$0

Subtask 1.6: Revise & Extend Scope for Work

Develop scope of work for remainder of scenario planning process.

Deliverables:

- By Quarter 4: Revised and extended scope of work. Revised and extended IGA.

Budget: \$25,000

Task 2: Public Education & Engagement

Objective: Develop and conduct a public and stakeholder education and engagement program to improve community awareness and understanding of choices for the future—including climate change and emissions reduction contributions from land use and transportation. This task will be coordinated with the Statewide Transportation Strategy, Toolkit and public education campaign being developed by ODOT and DLCDC in response to Senate Bill 1059 requirements related to reducing GHG emissions.

[Satisfies HB 2001 §38a(4) re “public review and comment.”]

Task Budget: \$277,000

Subtask 2.1: Research Opinions

LCOG will conduct public opinion research and focus groups to assess public awareness of issues, values around issues, and a “language bank” to discuss issues to support and inform the decision-making process through all stages of the process. This subtask will inform Subtask 2.2: Develop Public Education & Engagement Plan, focusing more on learning where the public is on issues than on how to educate and engage the public. This subtask includes consultant support. *[Ed. Note: This subtask should be closely coordinated with any values research conducted as part of Subtask 3.4: Research Community Values.]*

Deliverables:

- By Quarter 2: Documentation of public opinion research and findings.

Budget: \$29,000

Subtask 2.2: Develop Public Education & Engagement Plan

LCOG will develop a strategic Public Education & Engagement Plan that spans all stages of the process, including a stakeholder matrix of key issues, timing of interaction, outreach to Title VI communities, communication tools, key messages, and critical path of decision-making. This subtask includes consultant support.

Deliverables:

- By Quarter 2: Draft and final strategic Public Education & Engagement Plan.

Budget: \$29,000

Subtask 2.3: Develop Media Plan

LCOG will develop a Media Plan that identifies key media, develops timeline for outreach opportunities, and provides messaging points. This subtask will span all stages of the process as refinements to the Media Plan will be needed to support the decision-making and public education and engagement process. This subtask includes consultant support.

Deliverables:

- Ongoing: Draft and final documentation of Media Plan.

Budget: \$0 during first year / funding phase

Subtask 2.4: Prepare Communication Materials

To support implementation of the Public Education & Engagement Plan developed in Subtask 2 and the Media Plan developed in Subtask 3, LCOG will prepare communication materials, including development and maintenance of a website, use of social media, scenario evaluation reports, factsheets, newsletters, and other printed materials needed to inform stakeholders about the project. This subtask will span all stages of the process to support and inform decision-makers and stakeholders about the process, key milestones, findings and recommendations. Consultant support will be needed, including translating public notices for non-English speakers, factsheets and other materials called for in the Public Education & Engagement Plan and Media Plan developed in Subtasks 2 and 3.

Deliverables:

- Ongoing: Presentation materials, factsheets and other printed materials. Website.

Budget: \$99,000

Subtask 2.5: Media Engagement

To support implementation of the Media Plan developed in Subtask 3, LCOG will engage media to create interest in desired outcomes and process development. This subtask will span all stages of the process.

Deliverables:

- Ongoing: Press releases and implementation of the Media Plan.

Budget: \$10,000

Subtask 2.6: Establish & Support Regional Stakeholders Group

To support implementation of the Public Education & Engagement Plan developed in Subtask 2, LCOG will convene a Regional Stakeholders Group to engage deeply in the process through all stages, providing ongoing advice and serving as ambassadors for the process. LCOG will develop a meeting schedule and materials, and provide ongoing support. Consultant support for facilitation of the Regional Stakeholders Group may be needed.

Deliverables:

- Ongoing: Materials for and notes from Regional Stakeholders Group meetings.

Budget: \$56,000

Subtask 2.7: Convene Regional Summits, Workshops & Charrettes

To support implementation of the Public Education & Engagement Plan developed in Subtask 2, LCOG may convene regional and localized summits, workshops and charrettes to frame policy options and choices with sketch-level scenario planning tool(s). These events will be used to educate key stakeholders and decision-makers on the process, understand desired outcomes, and garner input, support and participation of attendees. One to two regional summits or workshops are anticipated for each fiscal year that bring together policy makers, stakeholders and other community leaders to provide input. A series of more localized workshops is anticipated during the latter part of Stage 2 and throughout Stage 3 to support development and evaluation of alternative scenarios. Consultant support may be needed.

Deliverables:

- Ongoing: Documentation of results of regional summits, workshops and charrettes.

Budget: \$54,000

Subtask 2.8: Solicit Public Comments

To support implementation of the Public Education & Engagement Plan developed in Subtask 2, LCOG will conduct a public comment period during each stage of the process, to seek understanding and feedback from stakeholders and the public on the scenario results. Tools could include print materials, web, open houses, presentations, media outreach, new media, etc. LCOG will prepare a “decision-kit” for the public, stakeholders, and decision-makers that provides key information and guidance on policy choices and trade-offs identified in the analysis of the preferred alternative. LCOG will report findings to advisory committees, local policy makers, and State agencies. This subtask is linked to Subtask 4: Prepare Communication Materials and provides communication support in message development, meeting scheduling, editing, document design, and formatting of report materials. This also includes preparation of a report that compiles all comments received, a log describing disposition of comments received and proper noticing of public hearings/meetings.

Deliverables:

- By Quarter 9: Decision-Kit and public comment summary report, presentation materials, factsheets and other printed materials. Lane Livability Consortium Toolkit #3.

Budget: \$0 during first year / funding phase

Task 3: Scenario Planning Research & Framing

Objective: Conduct research to understand the appropriate range of choices to be explored— “assumptions”, “inputs” (choices / policies / strategies / actions) and “outputs” (evaluation measures)— and to identify and define appropriate strategy options for later testing.

Task Budget: \$80,000

Subtask 3.1: Research State of the Art

LCOG will research and produce a summary memo to establish the technical and policy basis for land use and transportation GHG reduction strategies to test, and other priority impact areas such

as prosperity, community health and social equity. This work will be conducted, as appropriate, by LCOG, state agencies, consultants or research organizations. The research will draw on the state’s Toolkit developed pursuant to Senate Bill 1059, Metro’s Toolbox, *Cool Planning* developed by the Oregon Transportation & Growth Management Program, resources related to California’s Senate Bill 375, *Moving Cooler*, and other resources.

Deliverables:

- By Quarter 2: Memo summarizing state of art.

Budget: \$5,000

Subtask 3.2: Identify Relevant Trends

LCOG will research and produce a summary memo to identify trends relevant to the scenario planning process. This is a backward-looking exercise to identify and document what has been changing. Trends could include changing demographics, incomes, household sizes, travel choices, energy costs, etc.

Deliverables:

- By Quarter 2: Memo summarizing relevant trends.

Budget: \$5,000

Subtask 3.3: Review Current Plans

LCOG will review current regionally significant plans, programs and initiatives, identifying community values, goals, objectives, evaluation measures, and strategies.

Deliverables:

- By Quarter 2: Memo summarizing relevant elements in current plans.

Budget: \$25,000

Subtask 3.4: Research Community Values

LCOG may conduct surveys and focus groups to identify and refine community values. This subtask will inform Subtask 3.5: Determine Scenario Planning Elements, in particular, the community values that underlie the evaluation measures. This subtask includes consultant support.

Deliverables:

- By Quarter 2: Documentation of community values research and findings.

Budget: \$25,000

Subtask 3.5: Decide Scenario Planning Elements

LCOG will identify the elements (“assumptions,” “inputs” and “outputs”) of the scenario planning process. LCOG will also address equity considerations. This subtask will be informed by Subtasks 3.1–3.4. This subtask will also be performed in parallel and iteratively with Task 4: Select & Develop Analysis Tools, as the desired elements might not be technically feasible or affordable. Note that this subtask covers technical work needed to inform Task 1 meetings with policy makers and Task 2 meetings with stakeholders and the public.

Deliverables:

- By Quarter 2: Draft and final assumptions, inputs and outputs for use in constructing and evaluating the reference scenario and alternative scenarios.

Budget: \$20,000

Task 4: Select & Develop Analysis Tools

Objective: Select and develop planning models and other analysis tools to establish appropriate baseline data, allow for comparison of key scenario assumptions, and provide adequate detail to develop findings necessary to select a preferred scenario. The tools developed should enhance regional and local land use and transportation models to evaluate the costs, benefits, and impacts of land use and transportation choices, including an evaluation of GHG emissions from cars and light-duty trucks, and other priority impact areas such as prosperity and social equity. *[Satisfies HB 2001 §38a(2) re “modeling and other capabilities.”]*

It is anticipated that multiple tools will be needed to analyze the elements (“assumptions,” “inputs” and “outputs”) identified in Task 3: Scenario Planning Research & Framing and that these will be applied in successive tracks of analysis. In **Track A**, Metropolitan GreenSTEP will be used to explore different high-level scenarios involving different sets of policies but only with a very coarse geographic resolution: a few dozen distinct districts. In **Track B**, additional analysis tools can be used, for example, Envision Tomorrow or INDEX which support finer-grained GIS-based analysis involving thousands of distinct geographic units.

Task Budget: \$241,238

Subtask 4.1: Establish & Maintain Technical Advisory Group (TAG)

To support selection and development of tools in Subtasks 2 and 3 and to support development and evaluation of scenarios, LCOG will establish a technical advisory group consisting of local, Metro and state staff and consultants.

Deliverables:

- Ongoing: Materials for and notes from TAG meetings.

Budget: \$50,000

Subtask 4.2: Acquire, Install & Implement Metropolitan GreenSTEP

LCOG will acquire, install and implement Metropolitan GreenSTEP for use in conducting a Track A analysis to frame scenario choices and policy options. This subtask will be supported by the TAG. This subtask includes consultant support. *[Includes HUD Task 4.1: Data & Modeling.]*

Deliverables:

- By Quarter 4: Draft and final documentation of Metropolitan GreenSTEP.

Budget: \$141,238

Subtask 4.3: Select, Evaluate & Develop Additional Analysis Tools

LCOG will select, evaluate and develop additional analysis tools, for example, Envision Tomorrow or INDEX, for use in conducting a Track B analysis to refine scenario choices and policy options. This subtask will be supported by the TAG. This subtask includes consultant support.

Deliverables:

- By Quarter 6: Draft and final documentation of additional analysis tools.

Budget: \$50,000

Task 5: Land Use & Transportation Scenario Development, Evaluation and Selection

Objective: Use elements developed in Task 3: Scenario Planning Research & Framing, and Metropolitan GreenSTEP and additional analysis tools developed in Task 4: Select & Develop Analysis Tools to develop and evaluate a reference scenario and at least two alternative land use and transportation scenarios that reduce GHG emissions from cars and light-duty trucks, and to select a preferred scenario. [*Satisfies HB 2001 §38a(3),(4) re developing scenarios and selecting a preferred scenario.*]

Task Budget: \$273,425

Track A: Metropolitan GreenSTEP

Subtask 5.1: Develop & Evaluate Base Case & Reference Scenario with Metropolitan GreenSTEP

Analyze the 2005 base case in order to establish a benchmark for the purposes of the state's Metropolitan GHG Reduction Targets. Analyze the 2010 base case derived from the 2035 RTP and local TSPs. Analyze the 2035 future reference scenario. The land use assumptions for this reference scenario will be the land use assumptions in current plans (for example, the 2035 RTP, RTSP, local TSPs, Envision Eugene, Springfield 2030, etc.). This subtask will be supported by the TAG. Note that this subtask covers technical work needed to inform Task 1 meetings with policy makers and Task 2 meetings with stakeholders and the public.

Deliverables:

- By Quarter 2: Draft and final documentation of reference scenario development with Metropolitan GreenSTEP.

Budget: \$74,475

Subtask 5.2: Develop & Evaluate Range of Alternative Scenarios with Metropolitan GreenSTEP

Analyze alternative scenarios for 2035 developed by changing policy settings from the default ("Level 1") settings used for the reference scenario. This subtask involves deciding on the levels to

be analyzed as a result of both technical and policy considerations. This subtask will be supported by the TAG. Note that this subtask covers technical work needed to inform Task 1 meetings with policy makers and Task 2 meetings with stakeholders and the public.

Deliverables:

- By Quarter 4: Draft and final documentation of alternative scenarios for meeting the state’s GHG reduction targets for cars and light-duty trucks with Metropolitan GreenSTEP.

Budget: \$198,950

Track B: Additional Analysis Tools

Subtask 5.3: Prepare to Use Other Analysis Tools

Prepare to use other analysis tools. For example, for Envision Tomorrow, develop building blocks and development types. This subtask will be supported by the TAG. This subtask includes consultant support. Note that this subtask covers technical work needed to inform Task 1 meetings with policy makers and Task 2 meetings with stakeholders and the public. This subtask includes consultant support.

Deliverables:

- By Quarter 4: Draft and final documentation of building blocks and development types.

Budget: \$0 during first year / funding phase

Subtask 5.4: Develop & Evaluate Base Case & Reference Scenario with Additional Analysis Tools

Analyze the 2005 base case in order to establish a benchmark for the purposes of the state’s Metropolitan GHG Reduction Targets. Analyze the 2010 base case derived from the 2035 RTP and local TSPs. Analyze the 2035 future reference scenario. The land use assumptions for this reference scenario will be the land use assumptions in current plans (for example, the 2035 RTP, RTSP, local TSPs, Envision Eugene, Springfield 2030, etc.). This subtask will be supported by the TAG. This subtask includes consultant support. Note that this subtask covers technical work needed to inform Task 1 meetings with policy makers and Task 2 meetings with stakeholders and the public.

Deliverables:

- By Quarter 6: Draft and final documentation of reference scenario development.

Budget: \$0 during first year / funding phase

Subtask 5.5: Develop & Evaluate Range of Alternative Scenarios with Additional Analysis Tools

Analyze a handful of significantly different alternative scenarios (“themes”) for 2035 derived from work by the Regional Stakeholders Group and in public forums and charrettes. This subtask involves creating scenarios based on both technical and policy considerations. This subtask will be supported by the TAG. This subtask includes consultant support. Note that this subtask covers

technical work needed to inform Task 1 meetings with policy makers and Task 2 meetings with stakeholders and the public. *[Includes HUD Task 4.8: Toolkit Chapter 3.]*

Deliverables:

- By Quarter 6: Draft and final documentation of alternative scenarios for meeting the state's GHG reduction targets for cars and light-duty trucks.
- By Quarter 6: Draft and final HUD Toolkit Chapter 3.

Budget: \$0 during first year / funding phase

Subtask 5.6: Develop & Select Preferred Scenario

Use what has been learned to develop and select a preferred scenario that, among many things, reduces GHG emissions from cars and light-duty trucks. This subtask involves creating scenarios based on both technical and policy considerations. This subtask will be supported by the TAG. This subtask includes consultant support. Note that this subtask covers technical work needed to inform Task 1 meetings with policy makers and Task 2 meetings with stakeholders and the public.

Deliverables:

- By Quarter 10: Draft and final documentation of preferred scenario for meeting the state's GHG reduction targets for cars and light-duty trucks.

Budget: \$0 during first year / funding phase

Task 6: Rulemaking Report

Objective: By February 2014, prepare a report to the House and Senate interim committees related to transportation with recommendations for a cooperative process of rulemaking and enforcement of the rules. *[Satisfies HB 2001 §38a(7)(a).]*

[Ed. Note: Subtasks will be identified in Subtask 1.6: Revise & Extend Scope for Work.]

Deliverables:

- By Quarter 6: Draft and final rulemaking report.

Budget: \$0 during first year / funding phase

Task 7: Preferred Scenario Report

Objective: By February 2015, prepare a report to the Legislative Assembly on the implications of implementing the preferred land use and transportation scenario by amendments to the local governments' comprehensive plans and land use regulations. *[Satisfies HB 2001 §38a(7)(b).]*

[Ed. Note: Subtasks will be identified in Subtask 1.6: Revise & Extend Scope for Work.]

Deliverables:

- By Quarter 10: Draft and final preferred scenario report.

Budget: \$0 during first year / funding phase

AGENDA ITEM SUMMARY

DATE OF MEETING: June 11, 2012

ITEM TITLE: BOARD ROOM MODERNIZATION

PREPARED BY: Joe McCormack, Facilities Services Manager

ACTION REQUESTED: General agreement on goals and proposed improvements to Board Room

BACKGROUND:

Upgrades to technology and Board Room layout are planned for late 2012. Work to finalize specifications and design will commence later this summer if approved as proposed in the FY 2012-13 Capital Improvements Program.

In late 2011 several staff and Board members, representing various user groups, helped to identify deficiencies in the Board Room and reaffirm the intent and long-term goals for the space. Since then, specific improvements and recommended layouts have been defined and will be shared at tonight's meeting. The bulk of the improvements would focus on upgrading the audio/visual aspects of the Board Room.

Goals of the Board Room modernization:

- Best use of space, considering it is a multipurpose room (flexible)
- Upgrades to visual and audible technology (multimedia, hearing impaired, recording)
- Public meeting layout that allows audience and staff to participate better (sightlines)
- Clear audience and presenter locations (reduce awkward circulation)
- Welcoming to audience/public (not intimidating or ornate)
- More sophistication (general appearance)

ATTACHMENTS: Board Room Programming Meeting Notes, December 2011
Floor Plan Options (A, A2, and E)

PROPOSED MOTION: None

Q:\Reference\Board Packet\2012\06\June 11 Special Bd Mtg\Board Room Modernization.docx

LTD BOARD ROOM PROGRAMMING

Project: LTD Administration Building (1132)

Date: December 2, 2011

Time: 10:00 – 11:30

Attendees: Joe McCormack – LTD
 Kelly Peron – LTD
 Steve Parrott – LTD
 Pat Rather – LTD
 Jeanne Schapper – LTD
 Andy Vabora – LTD
 Kelly Staines - LTD
 Mike Eyster – LTD Board
 Harriet Cherry – PIVOT
 Theresa Maurer – PIVOT

I. GENERAL QUESTIONS

1. What would you consider to be the most important goals for this project?
 - a. Best use of space considering it is a multipurpose room
 - b. Welcoming to audience / public
 - c. More sophistication
 - d. Upgrades to visual and audible technology. Participates more easily with audience and staff
 - e. Clear audience location
 - f. Clear restricted space for presenter

2. What is this room currently used for?

Room is used multiple times a day and should accommodate 2-50 people

- a. Board Meetings
- b. General Meetings
- c. Training
- d. Events & receptions
- e. Work sessions
- f. Presentations

3. How do you envision it being used in:

5 years from now?

- a. All of it current uses plus as an Alternate training facility

- o As technology advances – will need more training for staff
- b. Current Title IV meetings are held at the Faith Center but could happen in this room if it was designed appropriately.

10 years from now?

- a. More public meetings
 - o Receiving push back from public to be more transparent and have information visible
4. What do you see as the primary function for this room?
- a. Board meetings
 - b. Presentation space
 - c. Meetings with the public

II. EXISTING CONDITIONS

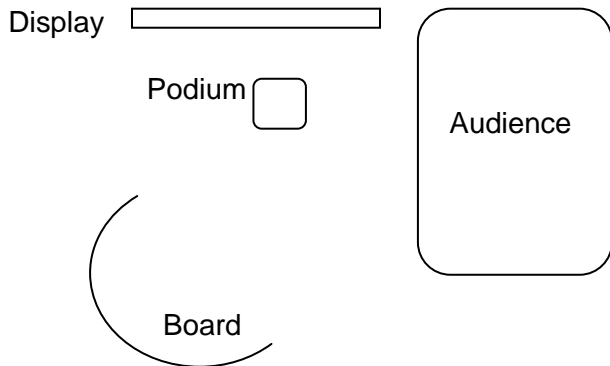
1. What works well in the room now?
- a. Water noise from the water feature in the courtyard
 - b. Natural light
 - c. Access to courtyard
 - d. Room ceiling height
 - e. Access to kitchen for snacks and beverages
 - f. Access to white boards
 - g. Table surfaces
2. What doesn't?
- a. Looks dated - wood paneling, artwork, finishes, furniture, stains on ceiling tiles
 - b. Floor plugs
 - c. Output & input of audio system - Need to discard whole system
 - d. Need more tackable wall space
 - e. Room layout – orientation of furniture
 - f. TV screen – not visible enough
 - g. Need display for board members
 - h. Awards can be located elsewhere
 - i. Public testimony
 - j. Table layout for non-board meetings
 - k. The tables are too heavy to easily move
 - l. Podium
 - m. It is unclear that the snacks are for the Board, not the public
3. Are the existing blinds adequate or would a shade that has a black liner be beneficial?
- a. Type of existing blinds work well but could stand to be replaced in kind
4. How are the acoustics in this room?
- a. Tele-conferencing does not work well
 - b. Audience sometimes can't hear the board members
 - c. Could use speakers in hallway / reception for when over spill occurs
 - d. Terry hears reflected noise in room
5. Is the overall lighting in the space adequate?
- a. Currently have 3-4 controls for different zones

- b. Seems bright enough when all the lights are on
 - c. Not equal lighting
 - d. Diming at projection screen location would help
6. Does the podium work well?
- a. Existing one is too big – would like it to be smaller and more elegant
 - b. Would need a place for presenter to place items
 - c. Would need microphone – could be wireless
 - d. Movable - existing one is too heavy to move
 - e. Computer access could be done wirelessly but this could get expensive
 - f. Need power
 - g. Would like a single cable that plugs in
7. Is there enough room for coat, equipment, and supply storage?
- a. Casework not being utilized except for the counter and 1 drawer (name plates)
 - b. Use coat closet to store chair cart and sometimes hang coats
 - c. Snack cart counter is used but storage underneath is not necessary
 - o Would work better if it was light enough to move
 - d. Board storage room has become dropping place for items that LTD does not want to walk away. Could purge but still have need for some storage
8. Does the existing floor covering seem to be the right choice for this application?
- a. Yes, carpet is good for sound absorption

III. BOARD ROOM SPECIFIC QUESTIONS

1. What image do you think this boardroom should convey to the public?
- a. Open, friendly, assessable, comfortable
 - b. Should not appear extravagant
 - c. Dias – does not suite LTD as a culture
 - d. Not intimidating to public
 - e. New technology that is user friendly
 - f. Updated artwork
2. How often does the Board meet?
- a. Board meetings with public – 1/month
 - b. Small group of board members with legislators
 - c. Budget / board committee – 15 people
 - d. Quarterly Budget meetings – 14-16 people
3. How many people should this room be designed to seat?
- a. How many people at tables?
 - o 8-10 people at the table. Recorder and clerk could be at a separate table.
 - b. How many people in the audience?
 - o 4-20 people in seats.
4. Do you need a staging area for news crews?
- a. Not really, they set up by the door when are here. Doesn't happen very often.

5. How would you like the furniture to be arranged for:



Board members would prefer to sit with their backs not to the audience.

6. Who sits at the table during the Board meetings?

- a. Board members, clerk, recorder, and 2-3 presenters

7. What features would you like to see as part of the furniture?

- a. Tables - Nesting or foldable?
 - o Same sized, lightweight, privacy panel
- b. Chairs - casters, arms, stackable? Fabric? Hard surface?
 - o Casters, arms, fabric, cleanable, comfortable
 - o Audience chairs to be stackable

8. How are presentations from or to the public given?

- a. People stand at the podium and present

9. How are notes taken during the Board meetings?

- a. By the recorder on a laptop

10. What type of audio-video presentation requirements are needed for this room?

- | | |
|---|--|
| <input checked="" type="checkbox"/> Tackable Surface | <input type="checkbox"/> Overhead Projector |
| <input checked="" type="checkbox"/> Marker/ White Board | <input checked="" type="checkbox"/> Screen Projection |
| <input checked="" type="checkbox"/> Flat Screen TV | <input checked="" type="checkbox"/> Video Teleconferencing |
| <input type="checkbox"/> VCR | <input checked="" type="checkbox"/> Table/ Floor Mounted PC/Data Ports |
| <input type="checkbox"/> DVD Player | <input checked="" type="checkbox"/> Audio Systems/ Sound Amplification |
| <input checked="" type="checkbox"/> PC Computer within room | <input type="checkbox"/> Slide Projector |
| | <input checked="" type="checkbox"/> Other: Wireless microphones |

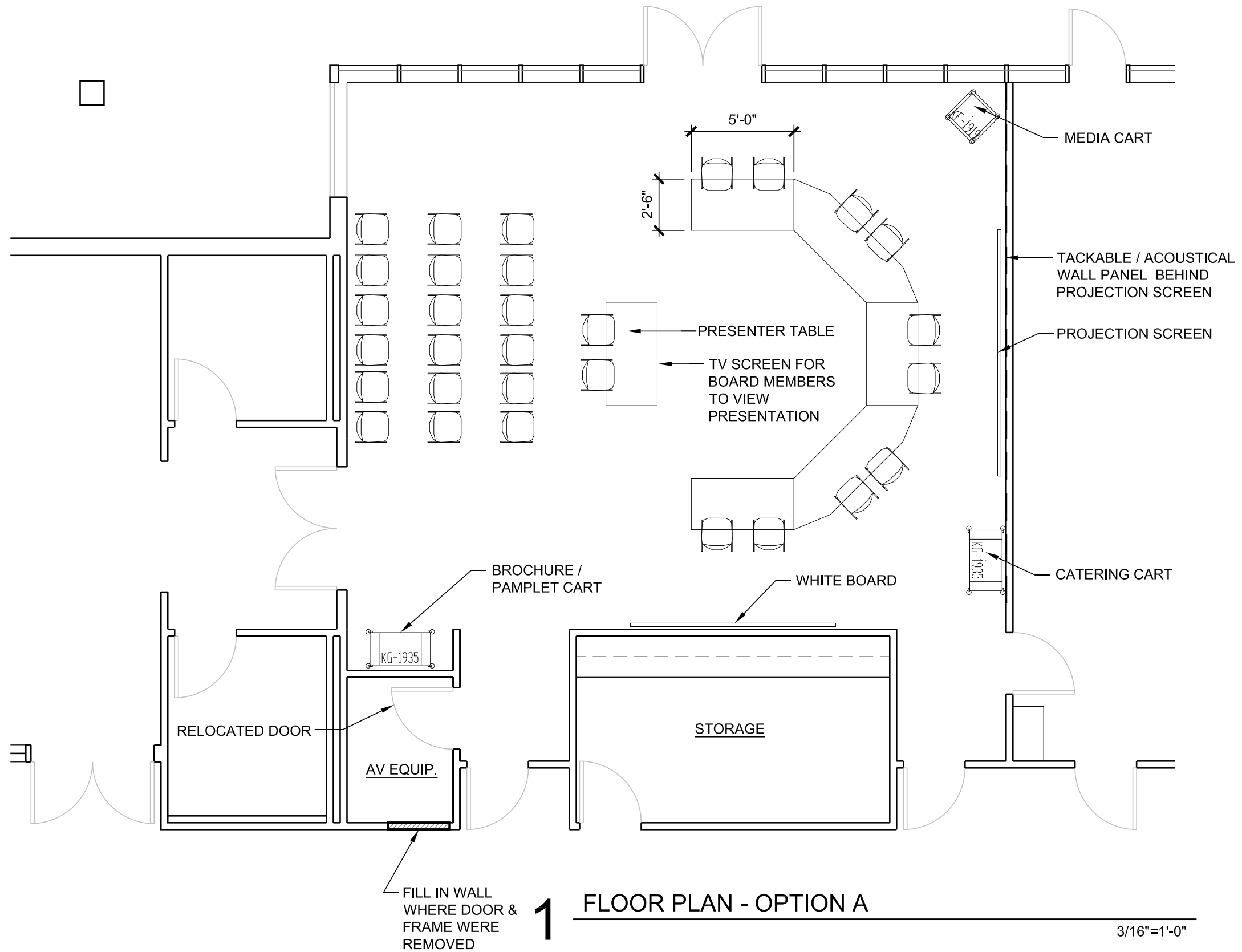
All board members use laptops

11. Are additional acoustical controls (sound isolation) measures needed?
 - a. Can hear loud voices from the adjacent break room
 - b. Reflective noises are a problem for some

IV. CONFERENCE ROOM SPECIFIC QUESTIONS

1. How many people should this room be designed to seat?
 - a. 20-25 people around tables (i.e. meetings or brown bag lunches)
 - b. 40-45 – no tables (i.e. retiree meetings)
2. How often do you use the projector screen verses the flat screen?
 - a. Projector would work better if it could rotate to project image on either wall. Current TV ok but multiple screens would help enlarge image to be more readable.

PRELIMINARY
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CONSTRUCTION

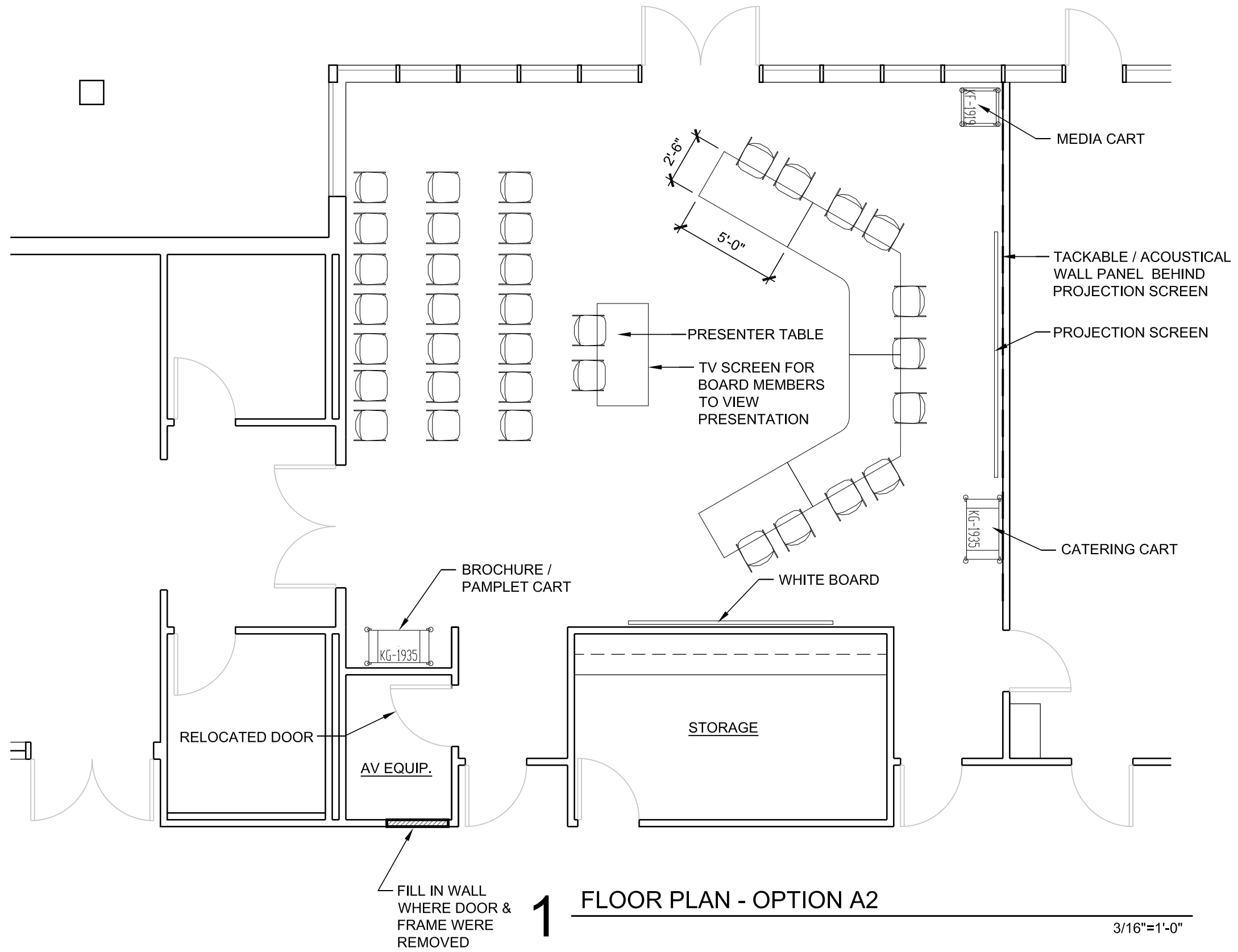


FURNITURE LAYOUT OPTIONS
LANE TRANSIT DISTRICT
LTD BOARD ROOM REMODEL

PROJECT #:	1132.00	HC
DATE:	02.15.12	
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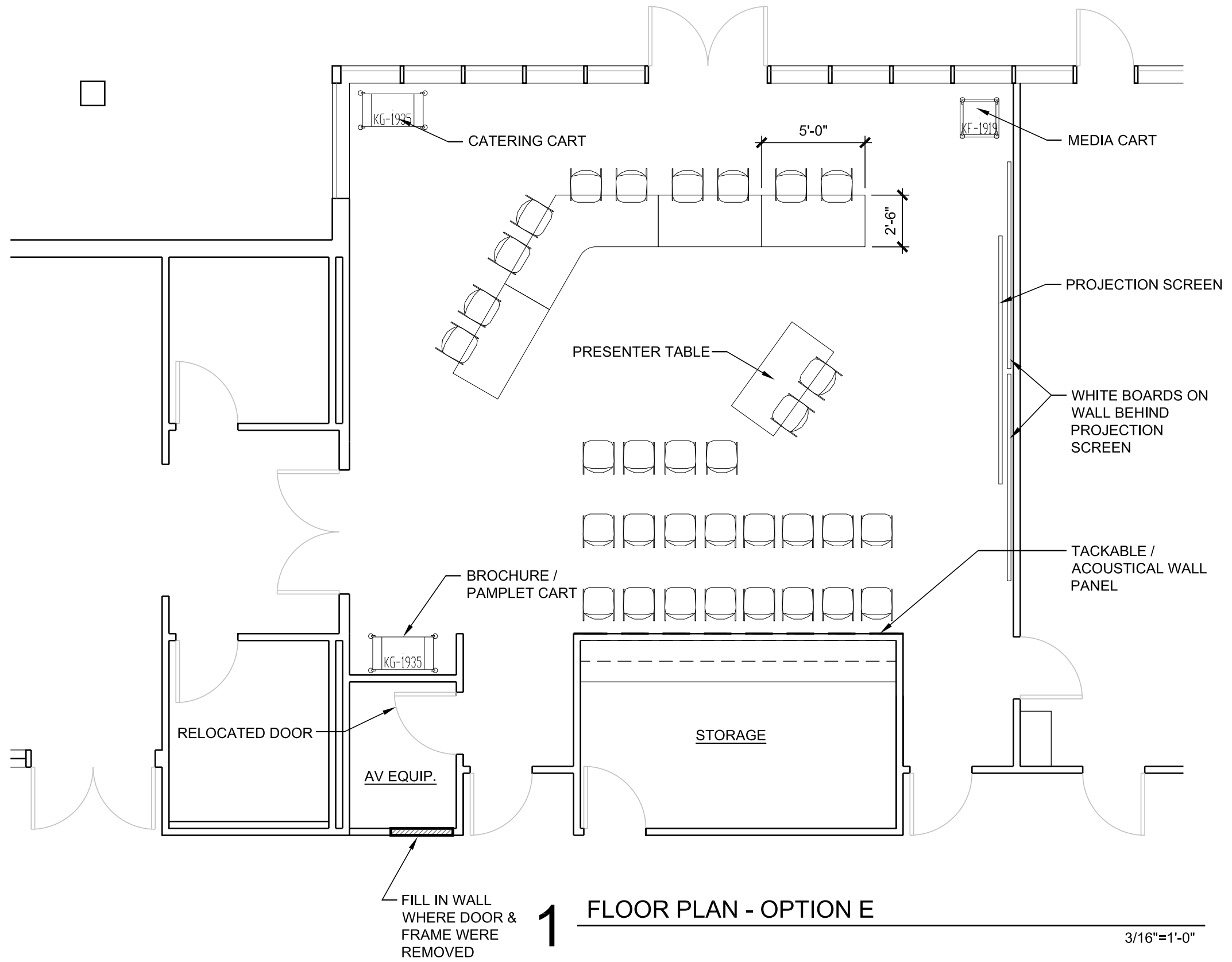
1 FLOOR PLAN - OPTION A2

FURNITURE LAYOUT OPTIONS
LANE TRANSIT DISTRICT
LTD BOARD ROOM REMODEL

PROJECT #:	1132.00	TMM	CHECK:	HC
DATE:	01.16.12			
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A2

PRELIMINARY
NOT FOR
CONSTRUCTION



FURNITURE LAYOUT OPTIONS
LANE TRANSIT DISTRICT
LTD BOARD ROOM REMODEL

PROJECT #:	1132.00	HC
DATE:	01.16.12	
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11

AGENDA ITEM SUMMARY

DATE OF MEETING: June 11, 2012

ITEM TITLE: SUMMER 2012 BOARD MEETINGS

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: Discuss scheduling of Board meetings during the summer.

BACKGROUND:

The LTD Board of Directors holds its regular meetings on the third Wednesday of the month. Board members are asked to also hold the second Monday of each month in the event that a special work session is scheduled. In consideration of vacations and items requiring Board action during the summer, the Board will discuss scheduling meetings in July and August.

ATTACHMENT: Board activity calendars are included separately for Board members.

PROPOSED MOTION: None.

Q:\Reference\Board Packet\2012\06\June 11 Special Bd Mtg\Summer Meetings.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: June 11, 2012

ITEM TITLE: ELECTION OF BOARD OFFICERS

PREPARED BY: Jeanne Schapper, Administrative Services Manager/Clerk of the Board

ACTION REQUESTED: That the Board elect a president, vice president, secretary, and treasurer to fill two-year terms beginning July 1, 2012.

BACKGROUND:

In accordance with ORS 267.120(1), the LTD Board of Directors must elect from among its members, by majority vote, a president, vice president, secretary, and treasurer to serve two-year terms beginning and ending on July 1 of even-numbered years. Elections were last held in June 2010 for terms ending June 30, 2012.

The current officers are Mike Eyster, president; Greg Evans, vice president; Dean Kortge, secretary; and Ed Necker, treasurer. Three Board members' terms will expire at the end of 2012 (Michael Eyster, Dean Kortge, and Doris Towery). It is unknown whether or not these Board members will be reappointed to fill another four-year term. Should any of the officers leave the Board in mid-term, an election to fill the officer's vacancy can be held at that time.

ATTACHMENT: None.

NOMINATION: I nominate _____ as the LTD Board (office), for a two-year term beginning July 1, 2012. (Nominations do not require a second.)

After closing the nominations, the presiding officer will take the vote on each candidate or on a slate of candidates, by either roll call or voice vote.

Q:\Reference\Board Packet\2012\06\June 11 Special Bd Mtg\election of officers.doc

AGENDA ITEM SUMMARY

DATE OF MEETING: June 11, 2012

ITEM TITLE: EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO
ORS 192.660(2)(d)

PREPARED BY: Mary Adams, Director of Human Resources and Risk Management, and
Board Designee for Labor Negotiations

ACTION REQUESTED: None

ATTACHMENT: None

PROPOSED MOTION: I move that the Board meet in Executive Session pursuant to
ORS 192.660(2)(d), to conduct deliberations with persons designated by
the governing body to carry on labor negotiations.

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