



Lane Transit District

Public notice was given to *The Register-Guard* for publication on June 3, 2013.

**LANE TRANSIT DISTRICT
SPECIAL BOARD MEETING/WORK SESSION**

**Thursday, June 13, 2013
5:30 p.m.**

**LTD Board Room
3500 E. 17TH Avenue, Eugene
(off Glenwood Boulevard in Glenwood)**

A G E N D A

	<u>Page No.</u>
I. CALL TO ORDER	
II. ROLL CALL	
Yeh _____ Reilly _____ Towery _____ Necker _____	
Dubick _____ Gillespie _____ Vacant _____	
III. PRELIMINARY REMARKS BY BOARD PRESIDENT	(5 minutes)
IV. COMMENTS FROM THE GENERAL MANAGER	(3 minutes) 2
V. ANNOUNCEMENTS AND ADDITIONS TO AGENDA	(1 minute) 3
VI. INFORMATION TECHNOLOGY SECURITY CHANGES [Steve Parrott]	(10 minutes) 4
VII. LANE TRANSIT DISTRICT/AMALGAMATED TRANSIT UNION JOINT PENSION WORK GROUP UPDATE [Mary Adams and Will Clark-Shim]	(60 minutes) 5
VIII. LONG-RANGE TRANSIT PLAN [Tom Schwetz]	(60 minutes) 7
IX. 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 13, 2013

ITEM TITLE: COMMENTS FROM THE GENERAL MANAGER

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: None

BACKGROUND:

This agenda item provides an opportunity for the general manager to formally communicate with the Board on any current topics or items that may need consideration.

ATTACHMENT: None

PROPOSED MOTION: None

<Q:\Reference\Board Packet\2013\6\June 13 Special Mtg\GM Comments.docx>

AGENDA ITEM SUMMARY

DATE OF MEETING: June 13, 2013

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

<Q:\Reference\Board Packet\2013\6\June 13 Special Mtg\announcesum.docx>

AGENDA ITEM SUMMARY

DATE OF MEETING: June 13, 2013

ITEM TITLE: INFORMATION TECHNOLOGY SECURITY CHANGES

PREPARED BY: Steve Parrott, Information Technology Manager

ACTION REQUESTED: None

BACKGROUND:

LTD's Information Technology (IT) Group recently implemented updated security practices for LTD's network. An important aspect of these new practices involves logins on District laptop computers. Staff are restricting the use of generic logins on all District computers. Additionally, a screen saver will lock the computer's desktop after 30 minutes of inactivity. All network users must provide their network credentials (username and password) to access services at a laptop computer or workstation.

In past practice, laptop computers used by Board members to view Board meeting packets were logged on with a generic account. With this change, staff are asking Board members to logon using their LTD network credentials. This is the same username and password used when logging into LTD's remote e-mail service. This action allows Board members to access the Board packet material and unlock the screen saver if the inactivity timer locks the computer desktop during use.

ATTACHMENT: None

PROPOSED MOTION: None

Q:\Reference\Board Packet\2013\6\June 13 Special Mtg\Agenda_Summary-IT_Security_Changes.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: June 13, 2013

ITEM TITLE: LANE TRANSIT DISTRICT/AMALGAMATED TRANSIT UNION JOINT PENSION WORK GROUP UPDATE

PREPARED BY: Mary Adams, Director of Human Resources and Risk Management

ACTION REQUESTED: None. Information Only.

BACKGROUND:

As part of the settlement of the 2011-2014 Working and Wage Agreement between the Amalgamated Transit Union (ATU) Local 757 and Lane Transit District, a joint committee was formed to address the long-term costs of the current Lane Transit District and ATU Local 757 Pension Trust. A copy of the Memorandum of Agreement is attached.

There are three goals included in this mutual agreement. They are:

- (1) To reduce the long-term cost of the Lane Transit District and ATU Local 757 Pension Trust.
- (2) To assure predictable benefits to LTD retirees.
- (3) To reduce unfunded liability in the future.

The Agreement identifies the make-up of this work group to include three ATU members and three LTD members. The Trust's actuarial firm, Milliman, would provide support to the Work Group in the form of data and organized discussion formats.

For the past several months, this work group has been meeting to discuss options and to select one preferred plan design for more in-depth review and analysis. Since the membership of the LTD Board of Directors has changed since it last gave staff direction on this process, the Pension Work Group members want to confirm that this mutually selected plan design is within the scope of designs that the LTD Board would be willing to adopt before the full analysis process begins.

The plan design and initial financial analysis will be presented for Board discussion. Several members of the Pension Work Group and Milliman's actuary, Will Clark-Shim, will be present for this discussion.

ATTACHMENT: Memorandum of Agreement Regarding LTD/ATU Pension Work Group

PROPOSED MOTION: None.

<Q:\Reference\Board Packet\2013\6\June 13 Special Mtg\Pension Work Group AgenSum.docx>

MEMORANDUM OF AGREEMENT
REGARDING
LTD/ATU PENSION WORK GROUP

A Committee will be formed to discuss the LTD/ATU Pension Trust. This committee will convene as soon as is practical after the ratification of the 2011/14 contract. It shall meet as many times as necessary to complete its work and make formal recommendations by December 31, 2013.

The goal of the Committee is to prepare recommendations to accomplish the following:

- Reduce the long-term cost of the Lane Transit District and ATU Local 757 Pension Trust.
- Assure predictable benefits to LTD retirees.
- Reduce unfunded liability in the future.

Committee members will consist of Carl Faddis (ATU Executive Board Officer) and two others appointed by Carl Faddis, and Mary Adams (LTD Director of Human Resources and Risk Management) and two others appointed by Mary Adams.

Staff members to the Committee will be Peter Sturdivan or designee from Milliman, Todd Lipkin or designee from Lane Transit District Finance Department and any other such individuals the Committee deems necessary to complete its work.

Recommendations will be made to the Lane Transit and the ATU Local 757 leadership no later than December 31, 2013.

Dated: June 19, 2012

LANE TRANSIT DISTRICT



AMALGAMATED TRANSIT UNION
DIVISION NO. 757



Deleted: Letter of Understanding; Committee to Review Lunch Periods

Deleted: Letter of Understanding; Referral of MRA to Joint Insurance Committee

AGENDA ITEM SUMMARY

DATE OF MEETING: June 13, 2013

ITEM TITLE: LONG-RANGE TRANSIT PLAN STATUS

PREPARED BY: Tom Schwetz, Planning and Development Manager

ACTION REQUESTED: None

BACKGROUND:

Why Plan?

All public organizations can be faced with making choices and decisions under tight time and financial constraints. As a result, many decisions are made without an understanding of the full implications or options. In the absence of a clear, broadly adopted vision by the organization, decision-making runs the risk of reflecting isolated reactions to immediate and pressing needs that are disconnected from broader organizational goals.

A long-range plan affords LTD with the opportunity to develop a clearly defined vision, establish specific goals to meet that vision, and define policies and actions that implement the goals. The Long-Range Transit Plan (LRTP) can help LTD to be more nimble and efficient in its everyday decision-making efforts while providing a distinct path toward achieving its long-term vision. With a well-crafted, long-range plan in place, decisions can be made based on their consistency with the goals, policies, and actions of the plan, thus avoiding an ad hoc review of immediate concerns.

Why Now?

Changes in the planning relationship among Eugene, Springfield, and Lane County, which were the result of House Bill 3337 approved in the 2007 Legislative Session, will soon lead to the adoption by each agency of individual Transportation System Plans (TSPs). The regional plan (TransPlan), adopted in 2001 by each of these agencies and LTD, will no longer be in effect. In addition, state regulations require that each of these agency TSPs include a transit element. For these reasons, the transit element developed by LTD for TransPlan (a set of policies, a project list, and performance measures) needs to be updated and recast to serve as a basis for the transit elements required in each of the individual TSPs. Development of the LRTP will assure consistency with other adopted local, regional, and state plans, policies, and rules. This will provide a formal basis for integrating future transit service and facility planning effectively with planned growth and development in the region.

Why Do We Care?

LTD has been providing a variety of transit-related services to the community for more than 40 years. These services have enabled the residents of this community to connect to jobs, education, services, and family. In everything the District does, LTD literally carries the

community and its aspirations forward. In that context, LTD takes responsibility for fostering a more livable community into the future.

As the District looks to the future, this focus on our role in the community acts as a lens through which we can begin to make sense of the complexities and interconnectedness the future holds.

Through that lens, the multitude of uncertainties the future presents start to coalesce around two broad strategic issues: 1) the nimbleness or adaptive capacity of LTD and its regional partners; and 2) changes in how residents of the region will meet their transportation needs in the future (ways in which existing mobility markets shift and new markets emerge). These two strategic issues are described in more detail below.

(1) Adaptive Capacity

This issue refers to the ability of public sector agencies in the Eugene-Springfield region to adapt to changing conditions. The adaptive capacity of LTD and its partners will likely vary. In scenarios with high adaptive capacity, there would be a dynamic public sector working collaboratively; actively finding and solving problems with general support of the citizens. Implicit in this general set of circumstances is a high level of trust between people who value diversity and are unafraid of change.

In scenarios with low adaptive capacity, we would see a public sector unable to change effectively to meet new demands. This would be accompanied by a general disillusionment with government and increasing intervention from the private sector to provide services, possibly from outside of the region, state, or nation. Existing models are perpetuated, even though they are ineffective, simply because no consensus can be reached on what the new model should be. Government is in a constant state of triage.

(2) Mobility Markets

This issue refers to changes in the travel preferences of Eugene-Springfield residents. These changes relate to deeper changes in demographics, the state of the economy, and social attitudes surrounding transportation. Scenarios with dramatic changes in the mobility markets could be the result of continued economic depression, which forces travelers to be more efficient through use of carpools or transit, or the use of online options for shopping. An example of this today is the reduction in car ownership among young adults.

Scenarios with very little change between today's travel preferences and 20 years from now might unfold due to technological fixes for the problems associated with cars (pollution control, less expensive energy sources, congestion), or simply that social attitudes in the region become resistant to change in general.

The strategic issues, in turn, are a frame that can be used to help identify the strategies and actions needed as the community and its aspirations are carried forward. Two broad themes emerge that encompass most of the strategies and actions to be considered in moving forward: 1) the availability of **Resources**; and 2) LTD's ability to improve or form new **Connections** (connecting to riders, improving connections to other modes, and coordinating transit investments with broader community visions).

Agenda Item Summary - Long-Range Transit Plan Status

The first theme, **Resources**, concerns issues related to LTD getting what it needs to deliver on its vision. These issues include revenue sources and levels (relative to LTD's cost trends), labor availability (including the skill sets needed to move the organization forward), and partnerships (those relationships with public agencies and the private sector that will be necessary to leverage the services that LTD provides).

The second theme, **Community Connectivity**, concerns issues related to actions and investments LTD can make to improve its connections to riders (continue to overcome barriers to people's use of transit; for example, fare systems); improve connections to other modes (in particular, bicycle and pedestrian modes); and coordinate transit investments with broader community visions (for example, Envision Eugene).

Discussing the LRTP Draft Goals:

These themes, and the underlying strategic issues, are reflected in the attached draft goals, policies, and actions included in the Plan. Like most organizations, LTD is a "goal-directed, purposive entity".¹ The effectiveness with which its goals are pursued influences the degree to which LTD accomplishes its mission, and ultimately affects the quality of life in the community. Recall from previous discussion that the working definition of a goal for purposes of the LRTP is as follows:

Goals are "milestones we expect to reach before too long. Every shared vision effort needs not just a broad vision, but specific, realizable goals. Goals represent what people commit themselves to do in the short run."

The draft goals articulated in the LRTP provide the Board with an opportunity to establish "specific, realizable" goals as direction and focus for the organization. As Board members discuss the draft materials, questions to consider in review of the draft goals include:

- (1) Do we have the right goals in place to guide and focus the organization during the next five to ten years? Do they prepare the organization to effectively adapt as the future unfolds?
- (2) Do the specific goals reflect the broader goals encompassed in LTD's Vision and Values?
- (3) Is each goal clearly articulated?

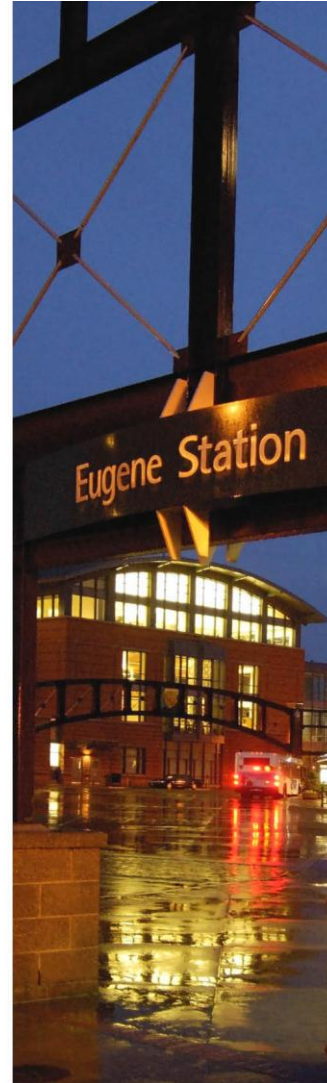
Anticipated Timeline for LRTP Adoption:

- **June:** Draft LRTP presented to LTD's Leadership Council and LTD Board for review
- **July–August:** Public involvement period
- **September:** LTD Board Meeting, Public Hearing
- **October:** LTD Board Meeting, Adoption

ATTACHMENT: 2013 Draft Long-Range Transit Plan Goals, Policies, and Actions

PROPOSED MOTION: None

¹Hal G. Rainey, *Understanding and Managing Public Organizations*, (Jossey-Bass; San Francisco, 2003),128.



Lane Transit District Long-Range Transit Plan: Draft Goals, Policies, and Actions 2013

Section 4

Goals, Policies and Actions

An agency with high adaptive capacity must outline clear goals, policies, and actions in order to clearly communicate key strategies with local and regional stakeholders. Outlining these strategies helps LTD and its partners to better understand regional priorities and opens a dialogue about a shared vision.

Goal 1 - Provide attractive travel options to improve ease of connectivity throughout LTD's service area.

LTD seeks to provide service that presents a variety of attractive travel options for residents in the Eugene and Springfield metropolitan region.

Policy 1.1 Implement a network of higher capacity, frequent transit corridors serving existing and proposed high-density land uses throughout the Eugene and Springfield metropolitan region that provide viable alternatives to vehicle trips.

Definition and Intent: The Frequent Transit Network is a regional initiative to better connect land use development to transit and is given priority in the Eugene and Springfield Transportation System Plans. The community invests significant resources into the transit service

provided by LTD. To best leverage that investment, LTD's service should be tied to the level of development along those corridors. Traffic and land use management strategies can be used to improve transit travel time, reduce operating costs, increase productivity, and make transit a more attractive transportation option. The intent of this policy is to coordinate the decisions we make on corridor level investments with the growth and development actions of the Eugene and Springfield metropolitan region.

Reference:

TransPlan 2002, Transit System Improvements Policy #3

Draft City of Eugene Transportation System Plan 2013, Access and Mobility for All Modes #8

Example Action: Encourage transit-supportive development along Frequent Transit Network corridors through collaboration, such as public-private partnerships.

Policy 1.2 As part of the Frequent Transit Network, continue to expand the Bus Rapid Transit (BRT) network on corridors if it can be shown to increase transit mode split, demonstrate local government support, and financing of the system is feasible.

Definition and Intent: The intent of this policy is to expand the BRT system subject to its ability to increase transit mode split, the ability to gain local government support, and the ability to obtain funding.

Reference:

TransPlan 2002, Transit System Improvements Policy #2

Draft City of Springfield Transportation System Plan 2013, Policy #3.8

Example Action: Conduct analysis to evaluate mode split, government support, and financing of high capacity transit.

Policy 1.3 Outside of the Frequent Transit Network, expand local and connecting transit service to areas with sufficient employment, activity, or residential density to support minimal transit service.

Definition and Intent: In a regional context, it is important for LTD to efficiently allocate its resources in a manner that connects all parts of the community while providing adequate frequency on major corridors. This policy helps LTD to more effectively manage issues of productivity versus coverage, and seeks to connect people in outlying communities to opportunities and services available in the Metro area.

Example Actions: Prioritize the retention and expansion of service where financially sustainable.

Policy 1.4 Support emerging transportation options through improvement of infrastructure that strengthen accessibility and increases pedestrian, bicycle and transit usage.

Definition and Intent: Virtually all users of transit connect either as a pedestrian or bicyclist. It is important to coordinate with our regional partners to improve and enhance the inter-connection of transit, bicycle, and pedestrian modes.

Reference:

Draft City of Eugene Transportation System Plan 2013, Access and Mobility for All Modes #7, #10, and #12

Draft City of Springfield Transportation System Plan 2013, Policy #1.3, #1.4, #2.3, #2.4, #3.2, #3.4, and #3.8

Draft Regional Transportation Options Plan 2013

Example Action: Coordinate with local governments to improve bicycle sharing and connections to LTD routes and stops.

Policy 1.5 Inform the region’s residents and businesses about transportation options.

Definition and Intent: It is important to develop and provide a variety of outreach information so that people have an understanding of the full range of travel options.

Example Action: Develop and provide direct outreach materials for transportation options.

Policy 1.6 Fully integrate transit investments and land-use planning within Eugene, Springfield, and Coburg.

Definition and Intent: Transit investments are intimately linked to land-use goals of local jurisdictions. It is essential that LTD work closely with the land-use agencies to leverage mutual objectives.

Reference:

Draft Regional Transportation System Plan 2013, Policy #2

Example Action: Support the adoption of transit-supportive land use regulations.

Policy 1.7 Coordinate transit investments with local land-use planning for cities outside of the metropolitan area.

Definition and Intent: Cities that surround the greater Eugene-Springfield area are continuing to grow, increasing transit demand to and from these communities. The intent of this policy is to be cognizant of the growth of cities outside the metropolitan area and to seek opportunities for co-investing the improvement of the community

Example Action: LTD will consider rural land use plans in conjunction with service planning, e.g. Urban Growth Boundary (UGB) expansion, zoning, and proposed development.

Goal 2: Sustain and enhance economic prosperity, environmental health, and quality of life through investment in transit service and infrastructure.

Transportation can play a large role in economic development within the region. LTD can help to sustain and increase future economic prosperity in the community by focusing our resources on operating a transit system that connects people's homes with jobs, schools, services, and other opportunities.

Policy 2.1 Implement public transportation strategies that strengthen the economic vitality of the region.

Definition and Intent: By focusing its resources, LTD can help the region leverage more economically sustainable growth.

Reference:

Regional Transportation Plan 2011,
Objective #5

Example Action: Actively develop and maintain relationships with economic development interests throughout the region.

Policy 2.2 Prioritize transit-related infrastructure investments along Frequent Transit Network (FTN) corridors.

Definition and Intent: Given that the FTN corridors are associated with higher density development and thus will likely result in higher ridership and increased productivity, investment in the FTN is likely to yield the most effective outcomes.

Example Action: Reflect transit investment priorities in the LTD Capital Improvements Program (CIP).

Goal 3: Ensure equitable and accessible transit service.

Equitable transit service is at the heart of LTD's mission to the community. LTD will ensure equitable transit service for populations that do not drive or bike, and also for areas outside of major cities that are still included in LTD's service area.

Policy 3.1 The allocation of resources for accessible services will consider the following priorities:

- 1) maintain a sustainable level of service for people who depend on public transportation;**
- 2) respond to pressures of growth and transportation demand within the limits of resource availability; and**
- 3) optimize the resources to accommodate emerging community needs.**

Definition and Intent: Because of the scarcity of resources, it is important that priorities be established for the allocation of accessible services.

Reference:

Lane Coordinated Public Transit - Human Services Transportation Plan 2013, Section 4: Coordinated Practices and Projects

Example Action: Collaborate with Eugene and Springfield to locate affordable housing, and health and community services along Frequent Transit Network corridors.

Policy 3.2 Continue to balance issues of productivity and coverage in determining the provision of service.

Definition and Intent: In the allocation of service, it is important to weigh the implications of the system's geographic coverage in comparison to maximizing ridership and efficiency. Consider social equity factors in evaluating service and infrastructure investment.

Example Action: Define productivity and coverage and how these concepts are utilized, to evaluate route determination.

Goal 4: Maintain and enhance safety and security of LTD's services.

Practicing and continually enhancing transit safety is a key value of LTD. Maintaining safety while riding the transit system and also enhancing security at transit stations and stops will ensure that the community is secure and comfortable while riding the transit system.

Lane Transit District's System Safety Program Plan (SSPP) integrates safety into all Lane Transit system operations.

Policy 4.1 All employees must follow safety policies, procedures, processes, and programs.

Definition and Intent: Emphasizing safety is a core value of LTD. The intent of this policy is to manage hazards that affect employees, customers, the public, and property.

Reference:

LTD System Safety Program Plan 2012, Policy Statement

Example Action: Implement LTD's System Safety Program Plan. Strategies include improved lighting of high pedestrian and bicycle use areas, and utilization of safety controls during system modification.

Goal 5: Use LTD's resources sustainably in adapting to future conditions.

When it comes to future funding, there are many uncertainties. Funding sources may be stable over time or they could change, or new funding sources may become available. LTD is a publicly funded agency and must be judicious and innovative in its use of taxpayer dollars.

The triple bottom line framework will assist LTD in identifying the broad range of implications associated with a proposed decision, and provides context and transparency for how decisions are made.

Policy 5.1 When making investments in transit service and infrastructure, consider long-term system interactions between social equity, economic opportunity, and preservation of the natural environment.

Definition and Intent: When making investments in LTD's services and infrastructure, it is important to evaluate those investments using a broad range of factors. It is the intent of this policy to apply the triple bottom line approach throughout LTD decision-making processes, placing priority on projects and services that deliver the best mix of benefits at costs that are financially sustainable.

Example Action: Drawing on frameworks used by other agencies, develop a triple bottom line process for use at LTD.

Policy 5.2 Identify and implement a Sustainable Level of Service that minimizes fluctuation in the provision of public transportation.

Definition and Intent: Current funding is subject to the economic cycles of the national, state, and local economies. During downturns in the economy, LTD has been required to reduce services that may have been added during periods of economic growth. The intent of this policy is to develop and implement a strategy that maintains service at a sustainable level.

Example Action: Develop and define the concept of a Sustainable Level of Service.

Policy 5.3 Seek new funding sources that enable LTD to provide the optimum level of service to the community.

Definition and Intent: Financial security is critical to providing consistent, high-quality service to the community. The intent of this policy is to identify funding sources that might be made available for improvement of LTD services and infrastructure.

Example Action: Collaborate with Federal and State partners to identify alternative funding streams, such as an alternative to the Business Energy Tax Credit (BETC) and a stable funding source for Paratransit.

Policy 5.4 Develop LTD's nimbleness to respond effectively to major shifts in emerging economic, social, and environmental trends.

Definition and Intent: To be prepared for uncertainties facing the organization, LTD needs to develop the capacity to adapt quickly to changes in its operating environment. The intent of this policy is to enhance LTD's ability to maintain resilient operations over the long term.

Example Action: Monitor and evaluate internal and external long-term trends, such as labor costs, workforce skills, and transportation demands.

Goal 6: Engage the regional community in LTD's short- and long-term planning processes.

LTD's mission is to enhance the community's quality of life. Therefore, it is essential that the regional community has an opportunity to engage in LTD's short- and long-term planning processes. Engaging the public will ensure that the community's needs are met by LTD decision makers.

Policy 6.1 Engage the community through broad and diverse collaboration.

Definition and Intent: LTD serves a very diverse community. It is important that LTD work to ensure that the diverse values and perspectives are reflected in LTD's decision making. The intent of this policy is to seek collaborative methods for public engagement.

Example Action: Provide several avenues of communication with members of the community, including public meetings, a comprehensive website, and a presence in local planning processes.

Policy 6.2 Establish working relationships with public, private, and non-profit organizations invested in community building.

Definition and Intent: LTD recognizes that building a community requires the development of strong partnerships with an array of public and private organizations that share LTD's value in enhancing community livability.

Example Action: Collaborate with partners to ensure that new transit system improvements address social, economic, and environmental concerns.