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## LANE TRANSIT DISTRICT REGULAR BOARD MEETING

Wednesday, November 19, 2003  
5:30 p.m.

LTD BOARD ROOM  
3500 E. 17<sup>th</sup> Avenue, Eugene  
(off Glenwood Blvd in Glenwood)

### A G E N D A

Page No.

I. CALL TO ORDER

II. ROLL CALL

Ban \_\_\_\_\_ Gant \_\_\_\_\_ Gaydos \_\_\_\_\_ Hocken \_\_\_\_\_  
Kleger \_\_\_\_\_ Lauritsen \_\_\_\_\_ Wylie \_\_\_\_\_

**The following agenda items will begin at 5:30 p.m.**

- |      |   |    |
|------|---|----|
| III. | PRELIMINARY REMARKS BY BOARD PRESIDENT  |    |
| IV.  | ANNOUNCEMENTS AND ADDITIONS TO AGENDA   | 04 |
| V.   | BOARD CALENDARS (10 minutes)  | 05 |
| VI.  | BOARD DESIGNATION OF PERSONS TO NEGOTIATE REAL PROPERTY TRANSACTIONS ON BEHALF OF LTD (10 minutes)  | 06 |
| VII. | WORK SESSION  |    |
|      | A. Executive Session pursuant to ORS 192.660(1)(h); regarding current or pending litigation; ORS 192.660(1)(f), to consider records that are exempt by law from public inspection; and ORS 40.225, lawyer-client privilege (20 minutes) | 08 |
|      | B. Presentation of Comprehensive Annual Financial Report (20 Minutes)   | 09 |

**The following agenda items will begin at 6:30 p.m.**

- |       |                                       |    |
|-------|---------------------------------------|----|
| VIII. | EMPLOYEE OF THE MONTH – December 2003 | 13 |
|-------|---------------------------------------|----|

IX. AUDIENCE PARTICIPATION

- ◆ Each speaker is limited to three (3) minutes.

X. ITEMS FOR ACTION AT THIS MEETING

- A. Consent Calendar 14
  - 1. Minutes of October 15, 2003, Regular Board Meeting (Page 15)
  - 2. Special Transportation Advisory Council Membership (Page 25)
- B. Public Hearing on Public Transit Division Discretionary Grant Applications for FY 04 and FY 05 (5 minutes) 28
  - 1. Staff Presentation
  - 2. Opening of Public Hearing by Board President
  - 3. Public Testimony
  - 4. Closing of Public Hearing
- C. Acceptance of Independent Audit (10 minutes) 30

XI. ITEMS FOR INFORMATION AT THIS MEETING

- A. Current Activities
  - 1. Board Member Reports (respond if questions) 31
    - (a) Metropolitan Policy Committee – November 13 meeting
    - (b) BRT Steering Committee and Board BRT Committee – no meeting
    - (c) Springfield Station Design Review Committee—  
October 31 site tour
    - (d) Coburg Road Stakeholder Committee – November 5  
subcommittee meeting
    - (e) Board Finance Committee – November 3 meeting
    - (f) Board Human Resources Committee – November 15  
meeting
    - (g) Region 2050 Policy Advisory Committee – November 13  
meeting
    - (h) Statewide Livability Forum (no report)

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5. BRT Update (respond if questions)	46
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C. Monthly Performance Reports (respond if questions)	53
XII. EXECUTIVE SESSION pursuant to ORS 192.660(1)(i), to evaluate the employment-related performance of the general manager	58
XIII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING	59
A. Maintenance Building Expansion Update	
B. Public Relations Plan	
C. Bus Advertising Guidelines	
D. Pricing Plan	
E. West Eugene Parkway	
F. Commuter Solutions Program Report	
G. Coburg Road BRT Study	
H. BRT and Springfield Station Updates	
XIV. ADJOURNMENT	

**Alternative formats of printed material and or a sign language interpreter will be made available with 48 hours' notice. The facility used for this meeting is wheelchair accessible. For more information, please call 682-6100 (voice) or 1-800-735-2900 (TTY, through Oregon Relay, for persons with hearing impairments).**

**Lane Transit District**  
**COMPREHENSIVE ANNUAL FINANCIAL REPORT**

**For the Fiscal Year Ended June 30, 2003**

**EXECUTIVE SUMMARY**

Prepared by Diane Hellekson,  
Director of Finance and Information Technology  
November 19, 2003

The Comprehensive Annual Financial Report for the most recently completed fiscal year was distributed to the Board of Directors prior to the November 19 LTD Board meeting. At the November 19 meeting, Charles Swank of the accounting firm Grove, Mueller and Swank will provide a positive report of LTD's financial position and controls. LTD has received an unqualified audit opinion, which is included in the report document.

There are several aspects of the financial performance that should be noted. Highlights include the following:

**Operating Fund Revenue:**

- **Fixed-route transportation revenue** increased 11 percent compared with 2.4 percent in the previous fiscal year, a significant gain, which was the result of eight home football games, a new University of Oregon football shuttle contract, and the continued growth of the group pass program. Passenger fare revenue was essentially the same as in FY 2001-02.
- **Employer payroll tax revenue** was flat versus the previous fiscal year compared to a loss of 1.8 percent in FY 2001-02. Receipts were \$93,884 above annual budget.
- **Self-employment tax revenue** increased 1.3 percent versus the previous year. Receipts exceeded annual budget by \$13,660.
- **State-in-lieu revenue** increased 2.2 percent compared with a 9.2 percent decrease last year. Revenue exceeded budget by \$24,800 due to the continued strength of the University of Oregon's enrollment, which was offset by reductions in other state offices and programs.

**Total Operating Fund revenue decreased 1.2 percent.**

**Operating Fund Expense:**

- **Personnel services** decreased 2.1 percent. The slowing of growth in this expense category was the result of staff reductions previously implemented in November 2001 (ten administrative positions and two maintenance positions), service reductions in June 2002, and additional service reductions in September 2002. Service reductions were implemented through bus operator attrition.

- **Materials and services** increased by 4.6 percent due to the renewed volatility of fuel costs, as well as increases in technology maintenance and other nondiscretionary expenses.
- **Insurance/risk** decreased 6.4 percent following two consecutive years of sharp increases. The decrease was the result of premium stabilization and also a switch to a different liability coverage service provider in July 2002.

**Total Operating Fund expense increased .7 percent. Total expense less depreciation decreased .3 percent, essentially remaining flat versus the previous year.** Expenditure control measures implemented when revenue growth was anticipated to be flat or negative were effective in FY 2002-03.

**Farebox Recovery:**

Ratios were as follows for the last ten fiscal years:

1993-94	23 percent
1994-95	22 percent
1995-96	24 percent
1996-97	25 percent
1997-98	24 percent
1998-99	23 percent
1999-00	22 percent
2000-01	21 percent
2001-02	21 percent
2002-03	24 percent

The normal farebox recovery ratios for public transit agencies of comparable size to LTD are in the range of 20 to 30 percent. LTD's 2002-03 ratio increased due to expenditure reductions and controls.

**System Productivity:**

System productivity, which is expressed as rides per hour, was as follows for the last ten years:

1993-94	25.736
1994-95	26.280
1995-96	27.660
1996-97	27.654
1997-98	25.895
1998-99	26.104
1999-00	25.706
2000-01	27.008
2001-02	25.421
2002-03	26.627

Service reductions implemented in June and September 2002, along with a significant increase in pass and token fare instrument prices, had an impact on ridership and productivity. Without extensive research, it is very difficult to isolate the effect of any one action on ridership. Please note that system productivity is stated in passenger boardings per hour, which is the industry standard. Previously, productivity was expressed in trips per hour.

Q:\Reference\Board Packet\2003\11\Regular Mtg\03 CAFR Summary.doc

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** November 19, 2003

**ITEM TITLE:** WORK SESSION: PRESENTATION OF COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR FY 2002-2003

**PREPARED BY:** Diane Hellekson, Director of Finance & Information Technology

**ACTION REQUESTED:** None

**BACKGROUND:** The Comprehensive Annual Financial Report (CAFR) for the fiscal year ending June 30, 2003, is included with the agenda packet as a separate document for Board members. This report includes audited statements and the opinions of the independent audit firm of Grove, Mueller and Swank, P.C. Charles Swank, representing LTD's auditors, will attend the November 19 meeting to discuss the audit results. An overview of Lane Transit District's financial position at June 30, 2003, will be presented by staff at the November 19 Board meeting.

Board acceptance of the independent audit report for the fiscal year ending June 30, 2003, is scheduled during the Items for Action portion of this meeting.

**ATTACHMENT:**

1. Comprehensive Annual Financial Report for the Year Ended June 30, 2003 (included separately for Board members)
2. CAFR Executive Summary

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

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**DATE OF MEETING:** November 19, 2003

**ITEM TITLE:** OCTOBER FINANCIAL STATEMENTS

**PREPARED BY:** Diane Hellekson, Director of Finance & Information Technology

**ACTION REQUESTED:** None

**BACKGROUND:** Financial results for the first four months of the 2003-2004 fiscal year are summarized in the attached reports.

Passenger fares trail prior year by 6.1 percent for the first four months of the current year. The drop in this resource is primarily due to the implementation of a group pass program for Lane Community College beginning with the fall term. Main campus students who previously bought term passes, which were reported in passenger fares, switched to the new group pass shifting \$40,000 from fares to group pass revenue. Group pass revenues also were bolstered by an increase in revenue from the ASUO group pass contract. Ridership for the rolling twelve-month period, which ended October 31, is down by 3.7 percent, a continuation of the slight improvements reported in each of the previous three months.

Payroll tax revenues are up 3.6 percent versus last year, in part due to the taxpayer refund of more than \$500,000 that occurred a year ago that affects the comparison. Four-month payroll tax receipts are below year-to-date budget by more than \$250,000. It is too soon in the fiscal year to project whether there will be an annual shortfall as compared to budget, although early November receipts typically are a good indicator. November receipts to date are very near last year's amounts. The issue regarding a payroll tax refund granted to a major taxpayer last fall and appealed by LTD in State Tax Court remains unresolved. Both parties to the dispute argued motions for summary justice (MSJ) to the Tax Court on July 21. There is no date by which a decision is guaranteed. It is very likely that the case will be resolved by MSJ.

Self-employment receipts coincide with State tax payment deadlines, none of which occurred in October. However, revenue was received in October for prior year amounts owed. Tax payments are reported on a cash basis in monthly reports to simplify the information. For audit purposes, the amounts are accrued back to the previous year. State-in-lieu funds remain 1.3 percent ahead of prior year but lag year-to-date budget slightly. This resource is expected to meet budget by fiscal year end. The next state-in-lieu disbursement will occur in early January.

Total personnel services expenditures, the largest category of operating expense, showed a positive growth of 2 percent through October, a slight



slowing of growth since September due to the number of hours charged to capital project contra accounts that were not budgeted to do so. The use of contra accounts is appropriate in order to track and record the true cost of capital projects, and, in the short term, helps reduce operating expenses. In the longer term, though, it understates the true cost of doing business because there are permanent positions currently assigned to capital projects either full time or on a part-time basis that will not terminate when the projects are completed, and will, therefore, increase operating expense at the conclusion of the projects.

Total materials and services are 8.6 percent higher for the first four months of this year as compared to last. Fuel prices contributed to the increase. Fuel was budgeted at \$.93 per gallon, but the actual price has fluctuated and remains just below \$.94 per gallon, down from \$.96 reported last month. Fuel prices are again volatile but appear, at least for the short term, to be moving downward.

Special Transportation Fund expenses are as anticipated through October. Please note that there is approximately \$250,000 in transfer to special transportation fund appropriations in the current year that will not be required due to the maintenance of state funding at previous levels. Board members may be asked to reallocate the excess appropriation at a future meeting. Reallocation requires Board approval. Capital Projects Fund activity also was as expected. Capital Projects Fund outlays will accelerate as the Springfield Station project proceeds and bus rapid transit (BRT) begins first segment build out.

The Comprehensive Annual Financial Report (CAFR), including auditors' statements, has been provided to Board members as part of this packet. A representative of the audit firm Grove, Mueller & Swank will attend the November meeting to present audit findings and answer any questions that Board members may have.

**ATTACHMENTS:**

Attached are the following financial reports for October for Board review:

1. Operating Financial Report - comparison to prior year
2. Comparative Balance Sheets
  - a. General Fund
  - b. Special Transportation Fund
  - c. Capital Projects Fund
3. Income Statements
  - a. General Fund
  - b. Special Transportation Fund
  - c. Capital Projects Fund

**PROPOSED MOTION:**

None

## AGENDA ITEM SUMMARY

- DATE OF MEETING:** November 19, 2003
- ITEM TITLE:** PUBLIC HEARING ON PUBLIC TRANSIT DISCRETIONARY GRANT APPLICATIONS FOR FY 04 AND FY 05
- PREPARED BY:** Terry Parker, Accessible Services Manager
- ACTION REQUESTED:** Hold public hearing on grant applications approved on October 15, 2003
- BACKGROUND:** At the October 15, 2003, the Board approved the District's grant applications for elderly & disabled and rural & small city transportation projects. Grant applications were due by October 31, 2003. A public hearing was not held at the October meeting but is necessary before grant approval. Notice of the hearing was published on November 13.
- As the Board will recall, the Oregon Department of Transportation (ODOT) Public Transit Division administers a two-year grant program that combines local, state, and federal funding to maintain and improve transportation services for the elderly, people with disabilities, and rural and small city residents.
- There are three different applications:
- 1) Vehicle Preservation – vehicle replacement, vehicle component rehabilitation projects, and preventive maintenance
  - 2) Special Transportation Discretionary – capital, planning and operating projects supporting special transportation services for the elderly and people with disabilities
  - 3) Rural General Public – capital and planning projects supporting general public transportation services for communities with populations under 50,000 (not for vehicle replacement)
- Approximately \$13.5 million are available statewide. Capital projects require a 10.27 percent local cash match. Planning projects require a 20 percent local match, which may include in-kind contributions. Depending on the nature of operational requests, either a 20 percent or 50 percent match is required.
- ATTACHMENT:** Proposed Public Transit Discretionary Grant Applications
- PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** November 19, 2003

**ITEM TITLE:** ANNOUNCEMENTS AND ADDITIONS TO AGENDA

**PREPARED BY:** Jo Sullivan, Administrative Services Manager/Clerk of the Board

**ACTION REQUESTED:** None

**BACKGROUND:** This agenda item provides a formal opportunity for Board members to make announcements or to suggest topics for current or future Board meetings.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

- DATE OF MEETING:** November 19, 2003
- ITEM TITLE:** ACCEPTANCE OF AUDIT REPORT FOR FISCAL YEAR ENDING JUNE 30, 2003
- PREPARED BY:** Diane Hellekson, Finance & Information Technology Director
- ACTION REQUESTED:** That the Board accept the independent audit report for the fiscal year ending June 30, 2003
- BACKGROUND:** At the conclusion of each fiscal year, an independent audit of Lane Transit District's financial statements and internal controls is performed. The results of the independent audit are incorporated into the District's Comprehensive Annual Financial Report (CAFR). The completed FY 2002-2003 CAFR appears as an attachment to a work session item for the November 19 agenda.
- Staff have submitted the previous seven CAFRs to the Government Finance Officers Association of the United States and Canada (GFOA) for consideration of the award for excellence in financial reporting. The award was granted to LTD for all seven reports. After Board acceptance, staff will submit the FY 2002-2003 CAFR to GFOA in an attempt to continue a tradition of reporting excellence as evidenced by the financial reporting award. Special recognition should be given to Carol James, accounting manager, for her work on the current CAFR.
- Charles Swank of Grove, Mueller and Swank, P. C., will attend the November Board meeting to make a presentation and answer any questions Board members may have about the audit process or results. There is no formal management letter this year.
- ATTACHMENT:** None. (The audit report and audited statements are wholly contained in the Comprehensive Annual Financial Report.)
- PROPOSED MOTION:** I move the following resolution:
- LTD Resolution No. 2003-046: Resolved, that the LTD Board of Directors accepts the Independent Audit Report for the fiscal year ending June 30, 2003.

## AGENDA ITEM SUMMARY

- DATE OF MEETING:** November 19, 2003
- ITEM TITLE:** BOARD MEMBER REPORTS
- PREPARED BY:** Jo Sullivan, Administrative Services Manager/Clerk of the Board
- ACTION REQUESTED:** None
- BACKGROUND:** Board members have been appointed to the Metropolitan Policy Committee (MPC), and on occasion are appointed to other local or regional committees. Board members also will present testimony at public hearings on specific issues as the need arises. After meetings, public hearings, or other activities attended by individual Board members on behalf of LTD, time will be scheduled on the next Board meeting agenda for an oral report by the Board member. The following activities have occurred since the last Board meeting:
1. **Metropolitan Policy Committee:** LTD's MPC representatives are Board members Hillary Wylie and Gerry Gaydos, with Pat Hocken as an alternate. MPC meetings generally are held on the second Thursday of each month. At the November 13, 2003, meeting, several actions were discussed to continue to develop MPO conformity with federal regulations. An air quality conformity determination was adopted by the MPC. A regional ITS Plan and public involvement enhancements were other MPO/TPC issues discussed. MPC members voted to support the formation of a West Coast Corridor Coalition, which would create a partnership of civic, economic, and transportation interests along I-5 from San Diego to Blaine, Washington. The timeline for the 2006-09 STIP was presented. There also was a discussion, but no action taken, regarding the inclusion of citizen representatives on the Transportation Planning Committee (TPC). The next MPC meeting will be held on December 11, 2003.
  2. **BRT Steering Committee and Board BRT Committee:** Board members Gerry Gaydos, and Pat Hocken, and Hillary Wylie are participating on LTD's BRT Steering Committee with members of local units of government and community representatives. The three LTD Board members also meet separately as the Board BRT Committee. Ms. Hocken chairs both committees. The November meeting of the Steering Committee was not held. The next meeting of the Steering Committee is scheduled for December 2, 2003.
  3. **Springfield Station Design Review Committee:** Board members Dave Kleger, Virginia Lauritsen, and Hillary Wylie participate on the Springfield Station Design Review Committee with local community representatives. On October 31, the Committee toured the station site

and the studio of artist Mary Beth Llorens. The Committee no longer meets on a regular basis, but future meetings could be called to discuss specific issues concerning the station.

4. **Coburg Road Stakeholder Committee**: Susan Ban is the Board's representative on the Coburg Road Stakeholder Committee. This committee last met on September 10, 2003, to discuss a draft conceptual plan for Coburg Road. This draft conceptual plan documents the work of the committee during the last 12 months. At that meeting, the stakeholder group decided to form a subcommittee to work with staff on revisions to the plan. The subcommittee met on October 1, 2003, and again on November 5, 2003. The subcommittee reviewed a revised report and believe that it is ready for review by the full stakeholder group. The Stakeholder Committee is scheduled to meet on December 10, 2003
5. **Board Finance Committee**: The Board Finance Committee (Pat Hocken, chair; Gerry Gaydos; and Virginia Lauritsen) met on November 3, 2003, to review financial forecast scenarios, prepare for the Board of Directors' work session scheduled later than week, and hold a preliminary discussion about the District Pricing Plan. No recommendations resulted. Staff were directed to prepare additional financial forecast models for use at the Board work session.
6. **Board Human Resources Committee**: The Board Human Resources Committee (Gerry Gaydos, Chair; Susan Ban; and David Gant) are scheduled to meet in Executive Session on November 17 to discuss the performance evaluation of the general manager. A verbal report will be made during Executive Session at the November 19 Board meeting. The committee will meet again in the future to discuss the general manager's compensation and employment contract for FY 2004-05.
7. **Region 2050 Policy Advisory Board**: Susan Ban is the Board's representative on the Region 2050 Policy Advisory Board (Policy Board). The Policy Board last met on November 13, 2003, after Board Packet preparation was completed. On the agenda were a public outreach plan and evaluation work scope and schedule. Susan Ban can provide a verbal update at the November 19 Board meeting.
8. **Statewide Livability Forum**: Board member Virginia Lauritsen is participating on a statewide committee called the Livability Forum, as one of 12 participants from the Eugene/Springfield area. The committee has been meeting once every six months. There is no report this month.

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 15, 2003

**ITEM TITLE:** CORRESPONDENCE

**PREPARED BY:** Ken Hamm, General Manager

**ACTION REQUESTED:** None

**ATTACHMENTS:** The attached correspondence is included for the Board's information:

- ◆ September 2003 note from Springfield Assistant City Manager Cynthia Pappas, thanking LTD for assistance during an emergency on I-105

At the October 16, 2003, meeting, staff will respond to any questions the Board members may have about this correspondence.

**PROPOSED MOTION:** None

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, October 15, 2003

Pursuant to notice given to *The Register-Guard* for publication on October 9, 2003, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held its regular monthly meeting on Wednesday, October 15, 2003, beginning at 5:30 p.m., in the LTD Board Room at 3500 East 17<sup>th</sup> Avenue, Eugene.

Present: Hillary Wylie, President  
Gerry Gaydos, Vice President  
Susan Ban  
Patricia Hocken, Secretary  
Dave Kleger  
Virginia Lauritsen  
Ken Hamm, General Manager  
Jo Sullivan, Clerk of the Board  
Lynn Taylor, Minutes Recorder

Absent: David Gant

**CALL TO ORDER:** Ms. Wylie called the meeting to order at 5:35 p.m.

**ROLL CALL:** General Manager Ken Hamm called the roll.

**WORK SESSION:**

**Executive Session** – Mr. Kleger moved that the Board meet in executive session pursuant to ORS 192.660(1)(h), to consult with counsel concerning the legal rights and duties of a public body with regard to litigation or litigation likely to be filed, pursuant to ORS 192.660(1)(f), to consider records that are exempt by law from public inspection; and pursuant to ORS 40.225, lawyer-client privilege. Mr. Gaydos provided the second.

The motion was approved as follows:

AYES: Ban, Gaydos, Hocken, Kleger, Lauritsen, Wylie (6)

NAYS: None

ABSENTIONS: None

EXCUSED: Gant

The executive session began at 5:38 p.m. District Counsel Roger Saydack and Dennis Percell were present for this discussion with the Board. Upon a motion by Ms. Ban and seconding by Mr. Kleger, the Board returned to regular (open) session at 6 p.m.



**Staff Presentation: Accessible Services Program Update** – Accessible Services Program Manager Terry Parker presented a status report on LTD's Accessible Services Program. She reminded Board members of three projects that were identified in December 2001:

- a collaboration project with Willamalane Adult Activities Center and RideSource
- commuter service between Oakridge and Eugene
- service routes to frequent RideSource destinations

Ms. Parker reported that an intergovernmental agreement with Willamalane had been in effect for about 18 months. Under the agreement, she said, Willamalane was reimbursed \$6 per trip for trips that otherwise would be scheduled on RideSource; a RideSource trip cost approximately \$20. This was a small program, with only 20 trips per month and an annual savings of \$3,300.

In response to a question from Ms. Ban regarding growth potential for the program, Ms. Parker replied that Willamalane was limited by the district's service area and could pick up only Springfield trips. She added that Willamalane was being encouraged to create a more flexible schedule to pick up more of the RideSource trips; however, many RideSource users had indicated their preference for RideSource, regardless of the schedule, simply because they enjoyed the greater flexibility that RideSource offered.

Ms. Parker stated that the Diamond Express between Oakridge and Eugene had been in operation about seven months with a daily average ridership of about 20 rides. She said that in a survey of 28 individual riders during a two-week period during the summer, 17 respondents said they used the service more than once a week, and there were three new riders. She said that 11 people reported that they used the service for work, 10 used it for medical purposes, and the remainder used it for social activities. She said another rider survey would be conducted in October.

Ms. Parker commented there had been less progress on service routes. She said the RideSource Shopper, which had been in operation about 25 years, resulted in a savings of approximately \$66,000 annually to RideSource by grouping neighborhood shopping trips.

Ms. Parker said that two years ago there was an average of 80 trips per week to a residential facility on Irvington Road., and now there were 45 to 50 trips per week. The decrease primarily was accounted for by the fact that individuals who were very active in the community had moved to another residence. She said that RideSource and Alternative Work Concepts staff had made a presentation to residents and several responded that they would ride the fixed-route service if the bus came closer to the facility. She said that service planners would explore whether it was possible to bring fixed-route service to the facility since improvements had been made on Irvington Road. .

Ms. Parker cited the following productivity statistics for FY 2002-03:

- 8 percent increase in costs, which was less than the 2000 and 2001 increases, but more than in 2002
- 3.3 percent increase in rides and a 2 percent increase in miles, while serving approximately the same number of individual guests each year

Ms. Parker reported that the Rhody Express serving Florence had received a significant amount of favorable publicity through the local newspaper. She said the City of Florence was applying for a rural tourism grant in the hopes of providing Saturday and Sunday service to state parks north and south during the tourist season.

Ms. Parker noted that South Lane Wheels was hiring a new director and she would participate on the hiring committee. She said the Transit Training and Host Program was extremely successful and had resulted in a savings of \$295,000 last year by supporting guests with disabilities in using fixed-route service. She thanked Dan Arkin for an article in *The Register-Guard* that commented favorably on LTD's responsiveness to disabled transit riders' needs.

Ms. Wylie and Mr. Kleger complimented Ms. Parker on her job performance. Mr. Gaydos commended the Transit Host program. Mr. Kleger added that the senior services benefited many riders, not only the special needs population.

**EMPLOYEES OF THE MONTH:** Development Services Director Stefano Viggiano introduced Terry Parker, the September Employee of the Month. He remarked that Ms. Parker was a highly valued employee and the program she developed was a national model for efficiency, effectiveness, and innovation. He said that one of her greatest assets was her positive, enthusiastic attitude in the workplace. Ms. Parker used an entertaining slide presentation to express her appreciation for the award and the people with whom she worked.

Mark Johnson, director of Transit Operations, introduced Charlett Sessions, the November Employee of the Month. Mr. Johnson said that Ms. Sessions, who had been a bus operator since 1995, had seven years of safe driving and had received the General Manager's Award for Excellence in 2001. He said her enjoyment of her job and sense of humor were two of her best qualities. Ms. Sessions expressed her thanks for the award and said that LTD was a wonderful place to work.

**AUDIENCE PARTICIPATION:** Ms. Wylie determined that there was no one wishing to speak.

**ITEMS FOR ACTION AT THIS MEETING:**

MOTION **Consent Calendar** – Mr. Kleger moved adoption of LTD Board Resolution No. 2003-040: "It is hereby resolved that the Consent Calendar for October 15, 2003, is approved as presented." Mr. Gaydos provided the second. The Consent Calendar consisted of the minutes of the September 17, 2003, regular Board meeting.

VOTE The Consent Calendar was approved as presented as follows:  
 AYES: Ban, Gaydos, Hocken, Kleger, Lauritsen, Wylie (6)  
 NAYS: None  
 ABSENTIONS: None  
 EXCUSED: Gant

**Public Transit Division Discretionary Grant Applications for FY 04 and FY 05** – Ms. Parker explained that the Oregon Department of Transportation (ODOT) Public Transit Division was accepting applications for funding to maintain and improve transportation services for the elderly, people with disabilities, and rural and small city residents. She said that LTD was interested in

submitting grant applications for vehicle replacement, rural and small cities funds, and a small grant to study a brokerage program model that would be mutually beneficial to LTD and the State.

Ms. Wylie asked if there was sufficient match in the budget. Ms. Parker replied that adequate match funds were available; however, the in-district match was being spent down, but she anticipated a \$35,000 carry-over at the end of the fiscal year.

**MOTION** Mr. Kleger moved approval of LTD Resolution 2003-041: "It is hereby resolved that the LTD Board of Directors approves the LTD Public Transit Discretionary Grant Application for FY 2004 and FY 2005 and authorizes the general manager to submit applications to the Oregon Department of Transportation Public Transit Division." Ms. Ban provided the second.

**VOTE** The resolution was approved as follows:  
 AYES: Ban, Gaydos, Hocken, Kleger, Lauritsen, Wylie (6)  
 NAYS: None  
 ABSENTIONS: None  
 EXCUSED: Gant

Ms. Parker noted that a public hearing would be required prior to awarding a grant. It likely would be scheduled for the next Board meeting.

**Designation of LTD Negotiation Team** – Mr. Hamm explained that the collective bargaining agreement between LTD and the Amalgamated Transit Union, Division 757, would expire on June 30, 2004, and it was necessary for the Board to officially designate a negotiation team to represent LTD during contract discussions. He identified the team he had selected as:

- Jackie Damm, attorney with Bullard Smith, et al., lead negotiator
- Mary Neidig, director of Human Resources and Risk Management
- Mark Johnson, director of Transit Operations
- Diane Hellekson, director of Finance and Information Technology

Mr. Hamm introduced Ms. Damm and said she had worked with LTD on labor contract issues over the past two years. Ms. Damm gave the Board a brief overview of her background in labor law and contract negotiations.

**MOTION** Ms. Lauritsen moved LTD Resolution No. 2003-042: "It is hereby resolved that the LTD Board of Directors designates the following persons as the 2004 LTD bargaining team: Lead Negotiator Jackie Damm, attorney with Bullard Smith, et al.; Mary Neidig, director of Human Resources and Risk Management; Mark Johnson, director of Transit Operations; and Diane Hellekson, director of Finance and Information Technology." Ms. Ban provided the second.

**VOTE** The resolution was approved as follows:  
 AYES: Ban, Gaydos, Hocken, Kleger, Lauritsen, Wylie (6)  
 NAYS: None  
 ABSENTIONS: None  
 EXCUSED: Gant

**Board Human Resources Committee Recommendation for General Manager Evaluation**

**Tool and Process** – Mr. Gaydos, chair of the Board Human Resources Committee, reported that the committee met with Ms. Neidig and was recommending some revisions to the procedures for the LTD general manager performance review. He asked Ms. Neidig to explain the changes.

Ms. Neidig explained that she did not recommend changes to the current evaluation tool, which was developed within the transportation industry and had met the Board's needs. She did recommend that the full survey tool be used only in even-numbered years to obtain a full set of results from Board members and the Leadership Council and that an external questionnaire of community leaders be used in odd-numbered years.

According to Ms. Neidig, in previous years parts of the same survey tool had been used for Board members and community leaders, with some external respondents expressing the opinion that they were unable to address some of the more technical operational questions in the survey instrument. She said that the draft questionnaire proposed for the community leaders was more open-ended, less focused on operational issues, and provided a better perspective on the role the general manager played in the community. A copy of the draft questionnaire was distributed to Board members.

Ms. Neidig said that the proposed new procedure would provide the Board, in even-numbered years, with a comprehensive survey of the internal and operational aspects of the general manager's performance, and that in odd-numbered years the Board could evaluate external performance in terms of community perceptions. She said that adjustments could be made every year, but the primary goal-setting process would occur in the even-numbered years.

Ms. Lauritsen asked how community leaders had participated in the general manager's performance evaluation in the past. Mr. Gaydos replied that community leaders were given the same survey tool that was used by Board members and many of those leaders felt they did not have enough information or experience to respond to some of the internal and operational questions in the survey, and therefore their input was limited. He said the goal of the external evaluation process was to determine how well the general manager had represented LTD to the community by measuring the understanding and perception of community leaders; this feedback was an important element of the entire evaluation process.

Referring to the list of community leaders who would be asked to respond to the questionnaire, Ms. Lauritsen asked if the LTD Board participated in the performance evaluation of any of those individuals. She stated she was not opposed to surveying community leaders about LTD issues, but was opposed to having them evaluate the performance of LTD's general manager.

Ms. Hocken said the Board had established both internal and external goals for its general manager and community perception was the best way to evaluate whether external goals were being met.

Ms. Ban agreed with Ms. Hocken's remarks and noted that the list of questionnaire recipients represented community partners who played key roles in achieving goals the Board had set for LTD. She said the feedback from community leaders measured not only the general manager's performance, but the Board's performance as well. She noted that she had participated in the evaluation of other executives and that this was a fairly common practice.

Mr. Hamm commented that his relationship with the Board was one aspect of his job and he welcomed feedback on how he was doing in the broader community sense. He said he was in agreement with the Human Resource Committee's recommendation and felt an evaluation of how well he was taking LTD's message to the community would help him grow in his role as general manager.

Mr. Kleger said that a similar survey had been conducted three times on the previous general manager and the information received was very useful to the Board.

Ms. Wylie said that some of the proposed questions, such as those relating to limitations and strengths, were more appropriately addressed by the Board. She suggested that the community questionnaire be revised to focus on the general manager's interaction with an organization and how that interaction could be improved. Ms. Lauritsen agreed with Ms. Wylie's suggestion.

In response to a question from Ms. Lauritsen, Mr. Gaydos said that the comprehensive internal and operational survey of performance would be completed by the Board in even-numbered years, and then in odd-numbered years the community leaders' questionnaire would be administered.

Ms. Ban further explained that the Board had completed the comprehensive survey in March 2003, and sent a shortened version of the survey to community leaders. She said the responses from community leaders, because of the nature of the survey, were not very helpful to the Board, which was why the new community leader questionnaire was being proposed. She agreed that the questions easily could be revised to eliminate those that were more appropriately addressed by the Board. She said that if the Human Resource Committee's recommendation was approved, a community leader survey of the general manager's performance would be conducted in October 2003, and the comprehensive internal and external survey would be conducted in October 2004. She explained that the intent was to extract information on LTD's mission and vision from the October 2003 community leader surveys for purposes of having a Board discussion with the general manager about goals, thus fostering a partnership with the general manager for monitoring progress toward the Board's goals for community partnership.

Ms. Lauritsen suggested that the community leader survey, with the changes suggested earlier by Ms. Wylie, should be conducted each year and sent to Board members, not just community leaders.

MOTION Mr. Gaydos moved LTD Resolution No. 2003-043: "It is hereby resolved that the LTD Board of Directors approves the recommended evaluation process as modified in its meeting of October 15, 2003, and tool for the Fall 2003 general manager performance evaluation, as proposed by the Board HR Committee and discussed at the October 15, 2003, Board meeting." Ms. Lauritsen provided the second.

Ms. Hocken asked if the full Board would see and discuss the results of the community leader survey with the general manager. Mr. Gaydos replied that the practice had been for the HR committee to review the results and the chair of the committee to discuss them with the general manager; however, that practice could be changed if the Board wished to do so.

Mr. Kleger recommended that the Board have an annual executive session with the general manager for purposes of performance appraisal.

Ms. Wylie suggested an executive session in November 2003, when the results of the community leader surveys would be available. The Board concurred with her suggestion.

VOTE The resolution was approved as follows:

AYES: Ban, Gaydos, Hocken, Kleger, Lauritsen, Wylie (6)

NAYS: None

ABSENTIONS: None

EXCUSED: Gant

**ITEMS FOR INFORMATION AT THIS MEETING:**

**Market Area Study and Brand Plan Review** – Andy Vobora, Service Planning and Marketing manager, cited selected statistics from the community-wide survey conducted in June 2003. He said that LTD's coverage area was perceived as its greatest strength and that awareness of the transit services LTD offered was generally good, although the public's knowledge of carpool matching was limited. He speculated that special events services and Web site information contributed to improvements in awareness.

Mr. Vobora said that the survey of 607 residents showed that 13 percent had used an LTD bus in the past 30 days and 39 percent had used special events services. He listed trends that had emerged in a survey of 81 current riders, although cautioned against drawing conclusions because of the small sample size:

- commuting to and from work continued to be the most frequently cited reason for using the bus
- used the bus for personal business and errands, and entertainment and recreation had increased significantly
- there was a significant increase in "choice" riders
- longevity of ridership was increasing, indicating people were staying with the bus for transportation

With respect to "choice" riders, Mr. Vobora said reasons for ridership included concern over parking and financial considerations; changes in circumstances and lost travel time were cited as reasons why former riders no longer used the bus. He added that people said reasons to ride the bus included a positive impact on the environment, while too slow or time-consuming was typically the reason why they did not. He noted that the perception of personal safety while waiting for a bus at the downtown Eugene station had dropped significantly from the 1998 survey, which occurred shortly after the station was opened.

Ms. Hocken asked if 1995 figures were available for comparison. Mr. Vobora said he could add them to the chart for comparison purposes.

Mr. Vobora summarized that the community perception of LTD was generally positive; however, responses demonstrated a need to broaden awareness of services other than buses offered by LTD. He said that responses to questions about image were helpful to LTD's pursuit of brand development.

Kathy Wiltz, marketing consultant, stated that a brand was more than just a logo; it was any type of contact a customer or vendor might have with an organization. She said companies with strong brands differentiated themselves in the marketplace and created a sense of value and loyalty in consumers. She outlined elements of a strong brand:

- positioning – how the public perceived the organization
- personality – describing an organization as a person would be described
- distribution – every point of customer contact

Ms. Wiltz explained that establishing a strong brand for LTD would focus its message, promote consistent guest services, bring products and services together, and assist with decision-making. She said the brand team had identified five key attributes of LTD around which the brand would be built:

- collaborative
- committed
- friendly
- innovative
- wide range of services

Ms. Wiltz gave examples of the three types of brand strategies and said that the brand plan, provided separately to the Board, recommended an endorsed brand strategy. She highlighted a number of suggestions for implementing the brand strategy and unveiled the new tag line for LTD which embodied its qualities: “At your service.”

Ms. Hocken asked if the tag line had been researched to assure there was no trademark infringement. Ms. Wiltz responded that a preliminary search did not indicate any problems, but attorneys would conduct a thorough search before the tag line was officially adopted. She said a marketing campaign was being developed to launch the brand.

Mr. Hamm said the tag line of “at your service” could be incorporated into the driver refresher training to reinforce internal communications and branding could help employees embrace a common vision for the organization and present a consistent message to the community.

Ms. Lauritsen expressed hope that the survey of riders could be expanded to a larger group than 81 people. Mr. Vobora responded that the 81 riders were part of the larger community survey group; ridership statistics were gathered from on-board surveys conducted every three years and another one would be done shortly.

Mr. Hamm suggested that some of the community survey statistics that reflected key elements of the branding strategies should be incorporated in LTD’s annual report.

Mr. Gaydos remarked that people often were frustrated by the use of percentages and were interested in the actual figures they reflected.

Ms. Lauritsen asked how survey results were impacted by the population growth and shift in demographics since the 1998 survey. Mr. Vobora said the survey group, as a statistical sample, reflected the community. Mr. Hamm said he was surprised at improvements in several areas of the survey, despite the fact that fares had been raised and some services cut.

Ms. Ban commented that several other companies in the community brought community leaders together periodically to update them on their organization's activities and direction. She suggested that rolling out the brand plan would be a good opportunity for LTD to host a similar gathering. Mr. Vobora supported the idea and said that staff was waiting for the Board to complete its strategic planning process in order to more fully develop activities and materials. Mr. Hamm added that hosting a gathering could help inform community leaders about LTD's philosophy and direction, as well as build advocacy.

### **Board Member Reports**

Metropolitan Policy Committee – Mr. Gaydos reported that the MPC had approved the Transportation Improvement Program (TIP), with LTD's projects included as submitted. Ms. Ban remarked that the Cascadia corridor previously had been focused on train service, but the extension south through California did not mention trains. She asked if the West Coast Corridor Coalition had addressed the issue. Mr. Gaydos said he was not present for that part of the discussion, but the issue would be raised again at the November 2003 MPC meeting.

BRT Steering Committee and Board BRT Committee – There was no report.

Springfield Station Design Review Committee – There were no questions.

Coburg Road Stakeholder Committee – There were no questions.

Board Strategic Planning Committee – There was no report.

Board Finance Committee – There was no report.

Board Human Resources Committee – This item was addressed previously in the meeting.

Region 2050 Policy Advisory Committee – Ms. Ban said the policy was currently being developed in greater detail.

Statewide Livability Forum – There was no report.

**General Manager's Report** – Mr. Hamm reminded Board members that the Board's annual strategic planning retreat was scheduled for November 6, 2003, from 4:30 p.m. to 7:30 p.m. and November 7, 2003, from 8:30 a.m. to 4:30 p.m., with both sessions to be held at the Lane Community College Conference Center. He said the Leadership Council's annual meeting was scheduled for October 16, 2003, and would consider, as the next stage of the strategic planning process, work plans to identify the role of management and the Board in accomplishing the organization's goals.

Ms. Wylie asked that Board members be provided with maps to the retreat location and parking passes, if necessary.

Mr. Hamm asked Board members to contact Ms. Sullivan if they were interested in attending the Lane Metro Partnership annual dinner on October 29, 2003. He said the Springfield Chamber of Commerce/University of Oregon Alumni Association tailgate auction was scheduled for the evening of November 21, 2003, and asked interested Board members to contact Ms. Sullivan.

**Monthly Financial Report** – Ms. Helleckson referred Board members to the financial report included in their agenda packets and said she had no additional comments. She reminded members that the Comprehensive Annual Financial Report, with executive summary, would be



presented at the November 2003 meeting and an audit representative would be present to speak to the Board.

Mr. Kleger asked about trending on income. Ms. Hellekson said that payroll tax receipts were "soft" at the moment, primarily due to a \$125,000 error that occurred when that amount was improperly coded and initially remitted to LTD. She added that fare revenue was somewhat improved. She stated that only eight buses in the fleet remained to be equipped in the Siemens project and when the project was operational, a presentation would be made to the Board.

In response to a question from Ms. Wylie, Ms. Hellekson said she did not expect any information on the tax case until November 2003.

**BRT Update** – Assistant General Manager Mark Pangborn said that he anticipated some challenging negotiations with ODOT on intergovernmental agreements, but hoped to have the agreements in place by the end of 2003. He said that groundbreaking was expected to occur in April or May, 2004.

**Springfield Station Update** – Charlie Simmons, Facilities Services manager, reported that steel was being raised on the site and within two weeks he expected to see all the steel for the 5,200-square-foot building on the east side of the site. He illustrated progress on the site with a series of photographs and said that much of the work to date involved footings and underground utilities.

Mr. Kleger, who had observed the site throughout the project, commended the general contractor and subcontractors for working well together as a team.

Mr. Simmons expressed confidence that the projected completion date of September 2004 would be met. He invited Board members on an October 31, 2003, tour of the construction site and the studio of the artist who was creating the mosaic pieces for the station.

**Monthly Department Reports** -- Ms. Wylie thanked Linda Lynch, Government Relations manager, for her work toward the ability to incrementally increase the payroll tax, as reported the previous month. She asked if that tax would be affected by the referendum. Ms. Lynch said that the payroll tax was not affected, but there could be other impacts. She noted that the cigarette tax, which helped fund special transportation service, was the most vulnerable. She stated that the referendum had until November 25, 2003, to qualify.

**ADJOURNMENT** – There was no further discussion, and the meeting adjourned at 8:40 p.m.

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Board Secretary

(Recorded by Lynn Taylor)

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** November 19, 2003

**ITEM TITLE:** BRT UPDATE

**PREPARED BY:** Graham Carey, BRT Project Engineer, Development Services

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

**BACKGROUND:**

**EmX Franklin Corridor Design:** Staff are continuing to work with property owners along the EmX corridor to resolve outstanding issues associated with final design and property impacts.

An informational letter was sent to Glenwood property owners in late September to inform them of LTD's intent to purchase property for EmX. Receipt of the letter initiates a 15-day period in which the property owners can contact LTD's contracted appraiser, John Brown, and request that they be present while the appraisal is being conducted. Unless an earlier date is requested by the property owner, appraisals begin after the 15-day waiting period.

**Construction Budget/Schedule:** Permit approvals are expected to be complete by the end of the year so utility relocation can commence early in 2004, with major construction of the BRT facility occurring in the 2004 and 2005 construction seasons.

**Phase 1 Vehicles:** LTD Finance staff visited the New Flyer of America manufacturing plant in Winnipeg to undertake a Price Audit, as required by the Federal Transit Administration (FTA) when only one bid response is received. Additional meetings are needed to complete the contract.

**Springfield Corridor:** Staff continue to make progress with the alternatives evaluation and environmental review process. Staffs request for a "Protected Purchase" of property along the southern section of MLK Jr. Parkway currently is being reviewed by FTA.

**Eugene Corridor:** The Coburg Road Subcommittee met for the second time on November 5, 2003, to review the revised report. With the addition of some minor editing, the Subcommittee approved distribution of the report to the full Stakeholder Committee. The Stakeholder Committee is scheduled to meet on December 10, 2003, to review the revised document.

**ATTACHMENTS:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** November 19, 2003

**ITEM TITLE:** BOARD CALENDARS

**PREPARED BY:** Jo Sullivan, Administrative Services Manager/Clerk of the Board

**ACTION REQUESTED:** Discussion of Board member participation at LTD and community events and activities

**BACKGROUND:** At the Board's November 6-7, 2003, strategic planning work session, the Board asked to have time early on each month's agenda to discuss a schedule of coming meetings, events, and activities. Board members are asked to bring their personal calendars to the monthly Board meetings in order to plan attendance by individual members at future meetings and events.

An updated calendar of events will be prepared for the November 19 meeting. At the meeting, Board members and staff will work together to schedule Board member and staff attendance at specific events, meetings, and activities.

**ATTACHMENT:** None (to be distributed at November 19 meeting)

**PROPOSED MOTION:** None



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## CONSENT CALENDAR ITEM: SPECIAL TRANSPORTATION ADVISORY COUNCIL MEMBERSHIP APPOINTMENTS

Prepared by Terry Parker, Accessible Services Manager  
November 19, 2003

### BACKGROUND

The Special Transportation Advisory Council (STAC) experienced four vacancies this year: A Metro-Elderly Representative; A Metro-Provider Representative; and two (2) At-Large positions.

Following a membership recruitment effort, six applications were received for the four positions. The Executive Committee of the Council met on October 14, 2003, to consider the applications and make recommendations for appointment to the Council. On November 4, 2003, the Council met and unanimously approved the four recommended appointments as follows:

- 1) Elaine Barrett – Metro Representative of Elderly  
Ms. Barrett is the volunteer director of the Trude Kaufman Senior Center and recently retired director of the Retired Senior Volunteer Program (RSVP).
- 2) L.M. Reese – At-Large Representative  
Mr. Reese is an occasional **RideSource** rider.
- 3) Evan Sloan – At-Large Representative  
Mr. Sloan is a full-time **RideSource** rider.
- 4) Bob Proctor – Metro Provider Representative  
Mr. Proctor is the community development coordinator and volunteer program coordinator for the Oregon Department of Human Services, Lane Service District Area.

The Council also approved re-appointments for the following positions for two-year terms expiring June 30, 2005:

- 1) Ed Necker, Metro Representative of Physical Disabilities. Second two-year term, expires June 30, 2005
- 2) Tom Mofield, Metro Representative - Developmental Disabilities. Second term
- 3) Jan Aho, Metro Provider Representative. Second term
- 4) Sharon Porter, Rural West Lane County Provider Representative. Second term
- 5) Scott Whetham, Rural Representative of Transportation Services. Third term

Special Transportation Advisory Council Membership Appointments  
November 19, 2003  
Page 2

**ATTACHMENT**

Proposed Membership Roster – November 2003

**REQUESTED ACTION**

The Special Transportation Advisory Council has approved the above-mentioned membership appointments to the Council and recommends that the LTD Board of Directors approve them, as well.

**SPECIAL TRANSPORTATION ADVISORY COUNCIL  
PROPOSED MEMBERSHIP ROSTER – NOVEMBER 2003**

REPRESENTATION	TERM / EXPIRATION (June 30)	
<b>Metro Users &amp; Representatives (6)</b>		
<b>Elderly Representatives (2)</b>		
Elaine Barrett		2005
Jane Boren	3rd	2004
<b>Physical Disabilities (2)</b>		
Ed Necker	2nd	2005
Russ Matthews, Vice Chair	1st	2004
<b>Developmental Disabilities (1)</b>		
Tom Mofield	2nd	2005
<b>Mental &amp; Emotional Disabilities (1)</b>		
Ann Angvick	2nd	2004
<b>Area Agency on Aging Representative (1)</b>		
Ted Stevens	2nd	2004
<b>Metro Provider Representatives (2)</b>		
Jan Aho	2nd	2005
Bob Proctor	1st	2004
<b>Rural Provider Representatives – South Lane County (1)</b>		
Vacant		2005
<b>Rural Provider Representatives – East Lane County (1)</b>		
Aline Goddard	1st	2004
<b>Rural Provider Representatives – West Lane County (1)</b>		
Sharon Porter	1st	2005
<b>Rural User Representatives (2)</b>		
Kathryn Jenness, Chair	3rd	2004
Scott Whetham	3rd	2005
<b>Member-at-Large Representatives (2)</b>		
L. M. Reese	1st	2004
Evan Sloan	1st	2005

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** November 19, 2003

**ITEM TITLE:** CONSENT CALENDAR

**PREPARED BY:** Jo Sullivan, Administrative Services Manager/Clerk of the Board

**ACTION REQUESTED:** Approval of Consent Calendar Items

**BACKGROUND:** Issues that can be explained clearly in the written materials for each meeting, and that are not expected to draw public testimony or controversy, are included in the Consent Calendar for approval as a group. Board members can remove any items from the Consent Calendar for discussion before the Consent Calendar is approved each month.

The Consent Calendar for November 19, 2003:

1. Approval of minutes: October 15, 2003, regular Board meeting
2. Special Transportation Advisory Council Membership Appointments

**ATTACHMENTS**

- (1) Minutes of the October 15, 2003, regular Board meeting
- (2) Staff Report: Special Transportation Advisory Council Membership Appointments

**PROPOSED MOTION:** I move that the Board adopt the following resolution:

LTD Resolution No. 2003-045: It is hereby resolved that the Consent Calendar for November 19, 2003, is approved as presented.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** November 19, 2003

**ITEM TITLE:** DEBRIEF BOARD'S ANNUAL STRATEGIC PLANNING WORK SESSION

**PREPARED BY:** Ken Hamm, General Manager

**ACTION REQUESTED:** Discussion only

**BACKGROUND:** The Board held its annual strategic planning work session (retreat) on November 6 and 7, 2003. This is an opportunity to discuss the retreat and provide feedback to staff for consideration in future years.

**ATTACHMENT:** None

**PROPOSED MOTION:** None





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## MONTHLY DEPARTMENT REPORTS

November 19, 2003

### GOVERNMENT RELATIONS

*Linda Lynch, Government Relations Manager*

#### STATE

LTD staff will be part of a presentation to the Oregon Transportation Commission on Monday, November 17, regarding the legislative direction to set aside \$2 million from federal funds for transit fleet replacement. The Commission will consider whether to amend future Transportation Improvement Plans to include funding for fleet replacement beyond this \$2 million. The case to be made before the Transportation Commission is that transit advocates likely will return to the legislature to repeat the direction to fund fleet replacement.

Of main interest in state government right now is whether the move to refer the state revenue package to the voters will succeed. Petitions are due to the Secretary of State by November 25. He then has until December 9 to certify the signatures. The Legislature already has set a February 3, 2004, election date, should the measure qualify. This requires that voter's pamphlet statements are due December 12. While transit is not mentioned in the already-written disappropriation bill, the Legislature likely will revisit that bill in special session. And, depending on state revenue forecasts, the gap to be met through further cuts may change. The next revenue forecast is due December 1.

Of secondary interest is the exodus of legislators. There have been two resignations from the Senate, and both caucus leaders in the House have left or are leaving their positions. For Lane County, the resignation of Tony Corcoran from the state Senate likely will lead to a series of changes locally, with Rep. Floyd Prozanski seeking appointment to the Senate seat, and others lining up for the appointment to his seat, should he move to the Senate.

#### FEDERAL

Transportation appropriations measures are scheduled for conference committee this week. In the meantime, the Senate Environment and Public Works Committee has marked up the highway portion of a bill to reauthorize TEA 21. Because there are four Senate committees that must act to complete such a bill, this mark-up should not be considered significant progress.

## DEVELOPMENT SERVICES

*Stefano Viggiano, Director of Development Services*

### **ACCESSIBLE SERVICES**

*Terry Parker, Accessible Services Manager*

The Special Transportation Advisory Council compiled their recommendations for filling vacant membership positions on the Council.

The Council agreed to a request from White Bird Clinic to add \$1,200 to their annual allocation from the Special Transportation In-District Fund (STF) for FY04 from unexpended funds from last fiscal year. By policy, contractors have been allowed to "carry over" up to 10 percent of an annual STF allocation from year to year. Because funding levels were uncertain at the time the FY04 contracts were executed, no such changes were made. The Council acknowledged that White Bird Clinic had made a good effort to contain spending once it was known that State funding was in jeopardy and should be allowed to benefit from good management of the funds as in previous years.

### **COMMUTER SOLUTIONS**

*Connie B. Williams, Program Manager*

Carpool and Ride Free campaigns were launched at PeaceHealth facilities. Displays will rotate throughout their hospitals and clinics during the next several months.

- Plotted 4,000 PeaceHealth employee residences onto maps (by work shift) to help plan for the RiverBend parking and transportation services.
- Staffed PeaceHealth Benefits Fair information booth for two days.

Commuter Solutions received formal notification of grant award for Smart Ways to School Project:

- Bethel, Springfield, and Eugene School Districts submitted their list of recommended school sites for Smart Ways to School programs
- Hired Smart Ways to School Project Lead Julia Martin

MPC approved a funding request by Commuter Solutions for three years of funding at \$225,000 each year. This will help fill the void created with the state's cutback of 50 percent of the TDM program budget.

Employer Programs were promoted at the Eugene Business Expo on October 23, 2003.

Staff attended the Oregon Transportation Conference. Connie Bloom Williams, in her role as chair of Transportation Alternatives Group of Oregon, coordinated and facilitated sessions at the conference.

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A second ridership survey of Diamond Express riders, conducted over a two-week period, has been completed. The results are being compiled.

Negotiations continue for a regional rideshare software program. The goal is to have the new software installed by January 2004.

The Park & Ride at Franklin & Walnut (former DMV site) received a facelift with new bark, tree pruning, sweeping, and weed removal.

### **SERVICE PLANNING AND MARKETING**

*Andy Vobora, Service Planning and Marketing Manager*

APC/AVL – A lot of time has been spent on the final stages of APC/AVL. Very good data is being generated and staff are finding good uses for it already. The end has not arrived, but is in sight.

Winter Bid – The timeline is set and activities have begun. Planning staff are soliciting input on timing issues from operators. Several major timing issues have been identified and will be addressed. It appears that the articulated buses will not arrive in time to schedule them into service at the start of the bid. Options for phasing are being reviewed by the planners.

Special Service - Basketball service is set to go, with a trial run for the Blazer exhibition game in October. Football service continues to work well and LTD is gearing up for the first night game of the year.

Annual Route Review – Initial lists of changes and requests have been generated and a timeline of meetings with the Service Advisory Committee is being developed. Springfield Station routing changes have been developed and forwarded to City of Springfield staff. A number of scenarios are being considered. They involve changing the pulse system from six to four pulses per hour and evaluating route changes to cut running times that continue to create missed transfers.

Snow and Ice Plan – The plan has been updated and distributed. A detailed internal version has been prepared, along with an abbreviated public version. The Web site includes specific information that guests will need in cases where snow routing is implemented.

LTD Ad Campaign – The first of the transit ads promoting the “At Your Service” tag line are on the buses. The four ads will be rotated through over the next few months. Television production work continues. Filming of University of Oregon shuttle service occurred prior to the Stanford game and employee filming took place the first week of the month. Television placement will occur after the first of the year.

Brand Plan – Color palette exhibits have been developed by ad agency CMWK, and employee feedback is being gathered. These pieces will be on display for Board review at the meeting on November 19.

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Staffing – Amy Miller, graphic assistant, left the District to work for one of her freelance clients. Staff were very saddened to lose her and her excellent skills. Discussions about how to fill her part-time role are being discussed by Marketing and Graphics staff.

Fare Payment Information – As part of the Board Finance Committee discussion of the pricing plan, a question arose with respect to what fare options are chosen by LTD guests. The most recent data available is from the 1999 rider survey. With significant changes to the cash fare, token fare, day pass fare, and pass fare over the past few years, it is very likely that changes have occurred. An update to the rider survey is scheduled for later this fiscal year, and will show how fare payment patterns may have changed as a result of these adjustments.

<u>Fare Instrument</u>	<u>% of Guests Using this Payment Method</u>
Cash	19%
Token	4%
Day Pass	2%
Monthly Pass	37%
Group Pass	25%
LCC Term Pass	12%
Other	1%

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## TRANSIT OPERATIONS

*Mark Johnson, Director of Transit Operations*

### U of O BASKETBALL SERVICE BEGINS

Operations Supervisors and Transit Coordinators worked hard to transition from football to basketball last month. The U of O basketball season has begun in earnest and along with it is the Duck Express basketball service. Including tournaments, LTD provided service to nine women's games and five men's games in November.

## MAINTENANCE

*Ron Berkshire, Director of Maintenance*

There is no Maintenance report this month.

## **FINANCE AND INFORMATION TECHNOLOGY**

*Diane Hellekson, Director of Finance and Information Technology*

The monthly Finance and Information Technology reports are included elsewhere in the agenda packet.

## **HUMAN RESOURCES**

*Mary Neidig, Human Resources Director*

The Human Resource Department was actively involved in the Leadership Council retreat in mid-October. As leader on the strategic goal of "Development of a Team Environment," strategic discussions were held on upcoming labor contract negotiations, succession planning, and overall LTD team development.

In addition, the Human Resource Department concluded the benefits re-enrollment process, hosted a Commuter Challenge awards event, continued to support the Breeze Bus Workgroup, and led an external Ergonomic Review team to review the placement of the new sign changers on buses.

The HR director attended the annual strategic planning retreat for the Interagency Diversity and Equity Consortium, and began the Eugene-Springfield Chamber Leadership Program. She also attended the Oregon Transportation Association annual meeting in an attempt to begin a networking process for Oregon Transit Human Resource Directors.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** November 19, 2003

**ITEM TITLE:** DECEMBER 2003 EMPLOYEE OF THE MONTH

**PREPARED BY:** Jo Sullivan, Administrative Services Manager/Clerk of the Board

**BACKGROUND:** **December 2003 Employee of the Month:** Bus Operator Ricky Jennings was selected as the December 2003 Employee of the Month. He was hired by the District on August 29, 2000, and was a recipient of the General Manager's Award for Excellence in 2001 and 2002. Ricky also has earned awards for two years of safe driving. He was nominated for this award by a coworker who noticed Ricky going out of his way to provide excellent service to a guest. The coworker explained that on the first night of the Eugene Celebration, when detours and congestion were making it difficult to keep the buses on schedule, Ricky was leaving the Eugene Station when he noticed another bus arriving with one of his regular guests, who uses a wheelchair. Ricky drove around the block, pulled back into the Eugene Station, and walked over to the other bus to assist the guest onto his bus. Other coworkers have noted Ricky's extraordinary courteousness to others, relating stories of the extra efforts he takes to assist others.

When asked to comment on Ricky's selection as Employee of the Month, Transit Operations supervisors had this to say about Ricky: He is a real pleasure to work with, always cheerful, and has a great sense of humor. His guests agree; the input he receives is always complimentary. Guests report that he smiles and greets them as they board the bus and that he provides a smooth, safe ride to their destinations. Ricky is an avid motorcycle enthusiast and classic car buff, who enjoys life and his career at LTD.

Deleted: Supervisor Sue Quick said:

Our congratulations to Ricky on his selection as the December 2003 Employee of the Month!

**AWARD:** Ricky will attend the November 19, 2003, meeting to be introduced to the Board and receive his award.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** November 19, 2003

**ITEM TITLE:** WORK SESSION: EXECUTIVE SESSION PURSUANT TO ORS 192.660(1)(e); ORS 192.660(1)(f); ORS 192.660(1)(h); and ORS 40.225.

**PREPARED BY:** Ken Hamm, General Manager

**ACTION REQUESTED:** That the Board move into Executive (non-public) Session pursuant to ORS 192.660(1)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions; 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; pursuant to ORS 192.660(1)(f), to consider records that are exempt by law from public inspection; and pursuant to ORS 40.225, lawyer-client privilege.

**ATTACHMENT:** None

**PROPOSED MOTION:** I move that the Board meet in Executive Session pursuant to ORS 192.660(1)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions; ORS 192.660(1)(h), to consult with counsel concerning the legal rights and duties of a public body with regard to litigation or litigation likely to be filed, pursuant to ORS 192.660(1)(f), to consider records that are exempt by law from public inspection; and pursuant to ORS 40.225, lawyer-client privilege.

## **BOARD HUMAN RESOURCES COMMITTEE AGENDA ITEM SUMMARY**

**DATE OF MEETING:** November 19, 2003

**ITEM TITLE:** EXECUTIVE SESSION PURSUANT TO ORS 192.660(1)(i)

**PREPARED BY:** Gerry Gaydos, Board HR Committee Chair

**ACTION REQUESTED:** That the Board move into Executive (non-public) Session pursuant to ORS 192.660(1)(i), to review and evaluate, pursuant to standards, criteria, and policy directives adopted by the governing body, the employment-related performance of the chief executive officer (general manager) of LTD

**ATTACHMENT:** None (Combined performance evaluation ratings will be distributed to Board members under separate cover.)

**PROPOSED MOTION:** I move that the Board meet in Executive Session pursuant to ORS 192.660(1)(i), to review and evaluate, pursuant to standards, criteria, and policy directives adopted by the governing body, the employment-related performance of the LTD general manager.



## AGENDA ITEM SUMMARY

- DATE OF MEETING:** November 19, 2003
- ITEM TITLE:** ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING
- PREPARED BY:** Jo Sullivan, Administrative Services Manager/Clerk of the Board
- ACTION REQUESTED:** None at this time
- BACKGROUND:** The action or information items listed below will be included on the agenda for future Board meetings:
- A. **Maintenance Building Expansion Update:** An update on the expansion of the Maintenance building will be provided at a future meeting, possibly on December 19, 2003.
  - B. **Public Relations Plan:** A proposed public relations plan will be brought to the Board for approval at the December 17, 2003, meeting.
  - C. **Bus Advertising Guidelines:** A discussion of proposed changes in LTD's bus advertising guidelines will be scheduled for the December Board meeting.
  - D. **Pricing Plan:** Proposed changes to the LTD Pricing Plan will be discussed with the Board at the December 17, 2003, Board meeting.
  - E. **West Eugene Parkway:** Updated information on the proposed West Eugene Parkway will be available at the December 17, 2003, Board meeting.
  - F. **Commuter Solutions Program Report:** A presentation on the Commuter Solutions program will be scheduled for the December 2003 or January 2004 Board meeting.
  - G. **Coburg Road BRT Study:** Results of a Coburg Road BRT Study will be presented to the Board at a future meeting, possibly in January or February 2004.
  - H. **BRT and Springfield Station Updates:** Various action and information items will be placed on Board meeting agendas during the design and implementation phases of the bus rapid transit and Springfield Station projects.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** November 19, 2003

**ITEM TITLE:** BOARD HUMAN RESOURCES COMMITTEE RECOMMENDATION:  
APPROVAL OF GENERAL MANAGER GOALS AND OBJECTIVES FOR  
2003-04

**PREPARED BY:** Gerry Gaydos, Chair, Board Human Resources Committee

**ACTION REQUESTED:** Approval of FY 2003-04 goals and objectives for LTD's general manager

**BACKGROUND:** The Board last approved goals and objectives for the general manager in February 2003. With the change to a fall evaluation processes, the Board HR Committee recommends updating the goals and objectives now for the current fiscal year.

**RESULTS OF RECOMMENDED ACTION:** The approved goals and objectives will serve as the general manager's work plan for the current fiscal year, and as the basis for his performance evaluation next fall.

**ATTACHMENT:** General Manager Goals and Objectives 2003-2004

**PROPOSED MOTION:** I move the following resolution:  
  
LTD Resolution No. 2003-047: It is hereby resolved that the LTD Board of Directors approves the proposed General Manager Goals and Objectives 2003-2004 as presented.

Q:\Reference\Board Packet\2003\11\Regular Mtg\GM G&O Summary.doc



*Lane Transit District  
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(541) 682-6100  
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## **General Manager Goals and Objectives 2003-2004**

Draft to Board of Directors November 19, 2003

### **Strategic Planning**

- Continually review and update strategic plan in response to changing economic conditions and community feedback

### **Labor Relations**

- Enhance relationships with ATU leadership
- Build on the team theme, improving morale and connectivity with LTD employees
- Negotiate a new labor contract consistent with fiscal goals and LTD's strategic plan

### **Community Relations**

- Expand community outreach and education efforts
- Utilize the Board more in advocacy building and outreach efforts
- Develop clear messages around LTD projects and initiatives

### **Organizational Performance**

- Develop performance standards that are valid and can communicate the District's efficiency and effectiveness
- Continue to refine LTD's practices and services, through specific activities, to improve resource allocation and attain higher system performance
- Develop appropriate balance between capital projects and service operations

### **Financial Management**

- Manage the fiscal resources of the District, including strategies for increasing LTD revenues
- Pursue capital funds for BRT and other capital projects

### **Capital Programs and Projects**

- Stay on track with capital projects and timelines as proposed in LTD's strategic plan

### **General Manager/Board Relations**

- Seek Board advice and participation in challenging situations

### **Personal Development**

- Shift focus from internal operations to public education and involvement
- Distribute energy and efforts throughout LTD's geographic boundaries
- Listen, reflect, and don't take things personally



# LTD General Manager's Report to the Board of Directors

November 19, 2003

Prepared by Ken Hamm, General Manager

## **FUTURE DATES TO REMEMBER**

December 15, 2003	LTD Special Board Meeting (tentative)
December 17, 2003	LTD Regular Board Meeting
January 19, 2004	LTD Special Board Meeting (tentative)
January 21, 2003	LTD Regular Board Meeting
February 1-3, 2004	APTA General Manager, Board Member, & Board Support Workshops

## **INTERNAL ACTIVITIES**

### **Leadership Retreat**

On October 16-17, the Leadership Council retreated to discuss strategic plans, organizational structure, staffing issues, and team-building programs. A road map for action was a major focus of the work and will be discussed and developed further with Board and staff participation.

### **Team LTD Meetings**

LTD's general manager and HR director met with staff in four separate meetings over two days. October 22<sup>nd</sup> meetings were held at 7:00 a.m. in Maintenance and 1:30 p.m. in the Board room. October 23<sup>rd</sup> meetings were held in the Board room at 3:30 p.m. and in Maintenance at 9:00 p.m. The focus of the meetings was on the strategic plan, project updates, and answering employee questions.

### **Health and Welfare Committee**

The committee met on October 22<sup>nd</sup> to hear a review of LTD's experience rating and to begin looking at healthcare options for LTD's employees in the future. Del Johnson, agent to the committee, presented the information and will bring additional information and options to the next committee meeting.

### **Pumpkin Carving**

LTD held its first pumpkin carving event at lunchtime on October 29. Eight very creative team members participated. Fun and camaraderie were enjoyed by all.

## **EXTERNAL ACTIVITIES**

### **Chamber Government Affairs Committee**

LTD made a presentation to the Eugene Chamber Government Affairs Committee (GAC) on the status of bus rapid transit (BRT) in the Coburg Road corridor on Friday, October 10. Gerry Gaydos and Susan Ban did a great job of sharing the vision of BRT and the Coburg Stakeholder's process. A good exchange of thoughts occurred. The Chamber GAC continues to support the Franklin Corridor and has a wait-and-see approach to future corridors in Eugene.

### **Chamber Leadership Program**

Mark Pangborn and I attended the Eugene-Springfield Chamber Leadership program open house on October 13th to show support for the program and for Mary Neidig and Jo Sullivan, who are participating in this year's program.

### **Dinner with City Manager**

On October 17, your general manager and the Eugene city manager and our wives met for dinner to get better acquainted and to respond to any issues or thoughts that we may have about the relationship or projects that LTD and the City share.

### **Bus Advertising**

Brian Obie and your general manager met to discuss our mutual bus advertising agreement. The advertising industry is struggling and Obie Media is no exception. Our team members will meet to review the fleet and assess the opportunities for advertising. Andy Vobora will be working with Obie to update our agreement.

### **Wyden and DeFazio Staff**

LTD's BRT team met with staff from Senator Wyden's and Congressman DeFazio's offices. They have had input about the Coburg Road Corridor that was somewhat negative and wanted to have good information so they could respond to the community. Stefano Viggiano, Linda Lynch, Mark Pangborn, and Ken Hamm provided the information requested.

### **Chamber Business Expo**

LTD provided a booth at the Expo on October 23<sup>rd</sup> to market transit services and EmX. It is critical for LTD to have a strong relationship with the business community. This event is one way to demonstrate LTD's commitment to the economic vitality of the community.

### **Public CEOs Meeting**

The CEOs of the University of Oregon, LCC, LTD, EWEB, the City of Springfield, the City of Eugene, Lane County, the Springfield School District, the 4 J School District, and the Bethel School District met on October 24. Topics of discussion included legislative results, the region's economic picture, upcoming ballot measures, construction projects, and much more.

**Oregon Transportation Conference**

Held in Seaside on October 26-28, 2003, the Oregon Transportation Conference was very well attended. LTD played a major role, as always, with Linda Lynch serving as program chairperson. Jeanette Bailor, Terry Parker, and Jo Sullivan were among the presenters.

**Lane Metro Partnership Dinner**

Gerry Gaydos and Ken Hamm attended the Lane Metro Partnership Dinner October 29<sup>th</sup> at the LCC Community Center. LTD continues to communicate our role in the economic vitality of the communities we serve.

**BRT Strategy Meeting**

On October 30, staff members Mark Pangborn, Stefano Viggiano, Linda Lynch, and Ken Hamm met with former Board member Rob Bennett, Lane Metro Partnership Executive Director Jack Roberts, and Board Vice President Gerry Gaydos to strategize about BRT.

**SEL Meeting**

The Springfield Eugene Leadership (SEL) group meets twice a month. The Cities, County, LCOG, and LTD discuss issues of mutual concern and keep each other notified of projects or programs that may affect other members of this partnership. SEL last met October 31.

**Board Finance Committee**

The LTD Board Finance Committee met November 3. The committee reviewed strategic scenarios for the Long-range Financial Plan, pricing plan issues, and ATU contract parameters.

**Legislators Reception**

Your general manager and some staff attended a Legislators appreciations reception November 5<sup>th</sup> at the Town Club.

**Board Strategic Planning Retreat**

The LTD Board of Directors held their annual workshop November 6-7 to review District strategic plans, develop a Board action plan, discuss long-range financial plans, and discuss public relations/marketing plans.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** November 19, 2003

**ITEM TITLE:** MONTHLY PERFORMANCE REPORTS

**PREPARED BY:** Ken Hamm, General Manager

**ACTION REQUESTED:** None

**BACKGROUND:** In response to a request by the Board for regular reporting on the District's performance in several areas, monthly performance reports are provided for the Board's information. The October 2003 performance reports are included in the agenda packet.

Staff will be available at the meeting to respond to any questions the Board may have.

**ATTACHMENTS:** October 2003 Performance Reports

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** November 19, 2003

**ITEM TITLE:** BOARD DESIGNATION OF PERSONS TO NEGOTIATE REAL PROPERTY TRANSACTIONS ON BEHALF OF LTD

**PREPARED BY:** Mark Pangborn, Assistant General Manager

**ACTION REQUESTED:** Designation of persons to negotiate real property transactions on behalf of LTD

**BACKGROUND:** LTD is preparing to negotiate the purchase and/or other acquisition of parcels of real property necessary for the construction of the EmX Franklin Corridor of the BRT project. To clearly designate who has the authority to negotiate on behalf of LTD and can meet with the LTD Board of Directors in Executive Session concerning property acquisition, staff have prepared a resolution on this matter for Board approval. In the past, this authority has been delegated by the Board or LTD general manager to both staff and private consultants alike. Given the number of negotiations involved in this project, staff and legal counsel are recommending that the Board directly designate those persons authorized to represent and negotiate on behalf of LTD on these matters.

Real property transactions in the public sector must conform to very strict and complex requirements, particularly if they involve federal funds, as does the BRT project. While LTD staff are generally familiar with those requirements, due to the complexity of the BRT project, LTD staff believe that it is in the District's best interests to retain a specialist in the field to represent LTD on these matters. Consequently, for the EmX Franklin Corridor portion of the BRT project, LTD has retained the services of Universal Field Services to negotiate real property transactions. Universal Field Services (UFS) specializes in representing public agencies in their real property negotiation and acquisition needs. The Oregon office of UFS is located in Salem and is managed by Leslie Benckendorf, a former Oregon Department of Transportation (ODOT) property specialist. USF was selected by LTD as the most qualified agency in an open, competitive bid process. Ms. Benckendorf and all of her employees are specialists trained in the real property transaction requirements of federal, state, and local public agencies. USF currently is representing a number of public agencies, including ODOT, in real property transactions.

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**ATTACHMENT:** None

**PROPOSED MOTION:** I move approval of LTD Resolution No 2003-044: It is hereby resolved that the LTD Board of Directors designates and authorizes employees of Universal Field Services and the LTD general manager to negotiate real property transactions for the purchase and/or other acquisition of real property necessary for the construction of the EmX Franklin Corridor of the BRT project.

**PLEASE  
REMEMBER TO  
BRING YOUR  
CALENDAR TO  
THE BOARD  
MEETING.**

Thanks.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** November 19, 2003

**ITEM TITLE:** SPRINGFIELD STATION UPDATE

**PREPARED BY:** Charlie Simmons, Facilities Services Manager

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

**BACKGROUND:** The third month of construction has been completed. John Hyland Construction has secured the base rock and drainage prior to the fall rains. The structural steel for the joint LTD/retail building is in place with all other work on or ahead of schedule. The shelter steel, building roof, steel framing, and site work is scheduled this next month.

A tour of the site was conducted for the Springfield Station Design Review Committee and LTD Board on October 31. The tour also included a visit to the artist studio of Mary Beth Llorens. November tours of the site are being scheduled for Friday the 21<sup>st</sup> at noon. If Board members would like to tour the project site, please contact staff at 682-6100.

**ATTACHMENT:** None

**MOTION:** None