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LANE TRANSIT DISTRICT SPECIAL BOARD MEETING

Monday, June 13, 2005
5:30 p.m.

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

A G E N D A

	<u>Page No.</u>
I. CALL TO ORDER	
II. ROLL CALL	
Ban _____ Davis _____ Eyster _____ Gant _____	
Gaydos _____ Kleger _____ Kortge _____	
III. PRELIMINARY REMARKS BY BOARD PRESIDENT	
IV. ANNOUNCEMENTS AND ADDITIONS TO AGENDA	02
V. LTD PURCHASING POLICY OVERVIEW (30 minutes)	03
VI. BOARD COMMITTEES (30 minutes)	08
VII. DIVERSITY MEMORANDUM OF UNDERSTANDING/BOARD COMMITMENT (30 minutes)	12
VIII. 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).

AGENDA ITEM SUMMARY

DATE OF MEETING: June 13, 2005

ITEM TITLE: PURCHASING OVERVIEW

PRESENTED BY: Jeanette Bailor, Purchasing Manager

ACTION REQUESTED: None. Discussion only.

BACKGROUND: At a previous Board of Directors' meeting, the Board expressed a desire to have an overview of the Purchasing Policy. This discussion is intended to cover the following items:

1. General information regarding organization of the purchasing function
2. Definition and role of the Contract Review Board
3. Purchasing authority
4. Purchasing methods

ATTACHMENTS: LTD Purchasing Overview

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: June 13, 2005

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:** June 15, 2005
- ITEM TITLE:** BOARD COMMITTEES
- PRESENTED BY:** Gerry Gaydos, President, Board of Directors
- ACTION REQUESTED:** Approval of Committee Structures
- BACKGROUND:** For many years, the LTD Board used committees to work with staff to study and evaluate the detail of the business of the District. Previously, there were three standing committees: Human Resources, Finance, and Service. The role of the committees was to work through preliminary information and take recommendations back to the full Board for final discussion and approval. In 2004, Board members suspended committee work in favor of a model that brought all business to the Board's meetings.
- Due to the complexity of the finances, labor relations, service applications, and other policy and strategy applications of the District, I am recommending that the Board return to committee involvement. Staff have proposed a Human Resources Committee, a Finance Committee, and a Service Development & Marketing Committee. I support this proposed committee structure.
- RESULTS OF RECOMMENDED ACTION:** Committee participation will allow Board members to participate with staff in the more in-depth analysis of policies, programs, and practices. Committees integrate the Board into the assessment of alternatives and give more understanding and ownership in the recommendations that move forward. Board meetings become more efficient because Board members have been significantly involved in the development activities.
- ATTACHMENTS:** Proposals for LTD Board of Directors Committees:
1. Service Development and Marketing
 2. Human Resources
 3. Finance
- PROPOSED MOTION:** I move approval of LTD Resolution No. 2005-015: Resolved, that the LTD Board of Directors approves the formation of Board committees for Service Development and Marketing, Human Resources, and Finance, as presented on June 25, 2005.



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HUMAN RESOURCES COMMITTEE OF THE LTD BOARD OF DIRECTORS

STATEMENT OF RESPONSIBILITIES

Prepared by the LTD Human Resources Committee
Adopted by the LTD Board of Directors
April 16, 2003

Members

The LTD Board Human Resources Committee consists of three members of the Board of Directors appointed by the LTD Board president.

Purpose

ORS 267.140(4) requires the general manager of a transit district to “administer the personnel system adopted by the board and, except for officers appointed by the board, appoint, discipline or remove all officers and employees, subject to ORS 267.010 to 267.390 and the rules of the board.” The purpose of the LTD Board Human Resources Committee is to provide policy oversight and to review and make recommendations to the LTD Board of Directors and to the general manager concerning the administration of the District’s personnel system.

Responsibilities

The LTD Human Resources Committee shall:

1. Review and make recommendations to the LTD Board of Directors and the general manager regarding all LTD policies that affect LTD employees, including, but not limited to, policies concerning employment status and records, working conditions, employee conduct and discipline, employee benefit programs, and other policies contained in the *LTD Administrative Personnel Policy Handbook*.
2. Review and make recommendations to the LTD Board of Directors and the general manager regarding LTD’s organizational culture and workplace environment as they relate to LTD’s vision, mission statement, values, and guiding principles.
3. Review and make recommendations to the LTD Board of Directors and the general manager on an annual basis regarding the District’s administrative employee compensation package. The LTD Human Resources Committee’s review of the administrative employee compensation package shall include an evaluation of its effectiveness in meeting the District’s need to recruit, retain, and motivate quality employees. The LTD Human Resources Committee also shall work with staff and the LTD Board of Directors to develop long-range goals and objectives concerning the District’s administrative employee compensation package. When appropriate, the LTD Human Resources Committee may direct the general manager to collect data and make recommendations regarding the administrative employee total compensation package.

4. Review and make recommendations to the LTD Board of Directors on an annual basis regarding the general manager's performance and proposed salary and benefit adjustments. The LTD Human Resources Committee also shall periodically review the methods and procedures used to measure the general manager's performance and the methodology used in making salary and benefit adjustment recommendations.
5. Review and make recommendations to the LTD Board of Directors and the general manager regarding the administrative employee retirement plan and the LTD/ATU Pension Trust, including consideration of current and long-term costs and benefits of any proposed changes. The LTD Human Resource Committee also shall review recommendations regarding contribution rates recommended by the Trustees as received from the Actuary of the plan.
6. Provide policy and strategic guidance regarding labor relations and labor contract negotiations to the general manager and the District's labor contract negotiation team.
7. Review and make recommendations to the LTD Board of Directors from time to time regarding changes to the LTD Human Resources Committee Statement of Responsibilities.

AGENDA ITEM SUMMARY

DATE OF MEETING: April 14, 2005

ITEM TITLE: BOARD ORGANIZATION DISCUSSION

PREPARED BY: Ken Hamm, General Manager

ACTION REQUESTED: None. Discussion only.

BACKGROUND: Over the course of the past year, the Board has talked about a number of items that fall under Board organization, governance, roles and responsibilities, etc. This time on the agenda was allotted for Board discussion on any related items you wish. Items that the general manager has heard queries about include:

1. Whether to have subcommittees of the Board or not
2. The Board's level of involvement in the community
3. Governance...what decisions come from the Board, which from staff?
4. Legislative involvement for the Board
5. Training opportunities for Board members

ATTACHMENTS: Previous Committee Reference Materials

LANE TRANSIT DISTRICT PURCHASING OVERVIEW

General

It is the goal of the Purchasing Division to facilitate the provision of goods and services to departments in a timely and efficient manner from the lowest responsive and responsible vendors and service providers while maintaining compliance with the letter and spirit of the Federal Transit Administration regulations, the State of Oregon Revised Statutes, adopted policies of the LTD Contract Review Board, and sound professional judgment.

In general, procedures required for purchase of an item or service are dictated by the projected cost of that item or service and by the funding source for the item or service within the constraints of the Purchasing Policy.

Contract Review Board

The LTD Contract Review Board (CRB) is the governing body that adopts the Purchasing Policy for LTD.

The CRB consists of members of the Board of Directors. The CRB and all of its members have all the powers granted to it under ORS 279A.060 et seq. The president of the Board of Directors is the president of the CRB.

- The CRB meetings may be held at Board of Directors' meetings or at another time after public notice. The Board of Directors may sit as the CRB during its meetings without formal adjournment of the Board of Directors' meeting, and formally convening the CRB meeting, by announcing that it is sitting as the CRB.
- Notices of the CRB meetings or other actions shall be of the same type and given in the same manner as notices of meetings or actions of the Board of Directors. The CRB notices may be published as part of the Board of Directors' notices when the actions that are the subject of the notices will occur on the same date and at the same place.
- A majority of the members of the CRB shall constitute a quorum. Exercise of the CRB authority shall be by majority vote of the entire CRB.
- The CRB proceedings shall be governed by the same procedural rules that govern the Board of Directors' proceedings, insofar as they are consistent with these Rules and are applicable to the CRB under ORS Chapters 279, 279A, 279B, and 279C.
- Meetings of the CRB may be held by conference call after the required public notice. If the meeting is held by conference call, the president or presiding officer shall conduct the meeting using a speakerphone to ensure all attending the meeting may hear.

Purchasing Authority

LTD public contracting and purchasing is centralized. All purchases of services, materials, and supplies shall be made by or at the direction of the Purchasing Division, regardless of source of funds, in accordance with LTD policies and procedures.

LTD assumes no responsibility for purchases, charges, or contractual arrangements that have not been made in accordance with these policies and procedures. Department directors are responsible for ensuring that sufficient funds exist within the account prior to approving a purchase. All purchasing requests must be approved by the authorized signer of the account to be charged. Purchases that would constitute a conflict of interest under the conflict of interest policy in the code of ethics shall not be made from any person or LTD employee.

Pursuant to ORS 279A.075 and the Purchasing Policy, the CRB has delegated the following contracting authority. The persons holding the following positions are authorized to enter into public contracts for LTD up to the following amounts:

Purchasing Manager	\$75,000
Purchasing Assistant	\$10,000
Inventory Supervisor	\$10,000
Parts Clerk	\$ 2,500

In the absence of the purchasing manager, the director of Finance and Information Technology shall act as the purchasing manager. In the absence of the inventory supervisor, the purchasing assistant shall make purchases up to \$10,000 and the purchasing manager shall make purchases over \$10,000. The parts clerk shall make purchases in an amount of \$2,500 or less. The inventory supervisor and purchasing assistant shall make all purchases up to \$10,000. The purchasing manager shall sign contracts and contract modifications in the amount of \$75,000 or less. The general manager shall sign all other contracts exceeding \$75,000.

The purchasing manager also shall have authority to enter into sole source procurements in an amount of \$75,000 or less, pursuant to Section 6.8 of the Rules. The general manager shall have authority for any sole source procurement above \$75,000.

No LTD employee shall enter negotiations with any contractors without receiving authority from the purchasing manager.

The purchasing Manager shall be responsible for determining the most effective procurement method, in accordance with these Rules, and shall see that all solicitation documents are circulated to pertinent LTD personnel prior to being mailed or posted.

Purchasing Methods

Purchases may be made in one of the following three ways:

1. Cash Purchases
Items costing \$50 or less may be purchased using petty cash when the procurement is a nonrepetitive purchase. Reimbursement requests for cash purchases shall be documented by submitting an approved voucher with the receipt attached.

2. Purchasing Credit Card

Items that are NOT grant-funded expenditures that are between \$50 and \$250 may be purchased using a purchasing credit card:

- a. See Purchasing Card Program for full details.
- b. Purchasing credit cards are not used for travel expenses.
- c. If purchase is federally funded, all approvals must occur before the purchase.

3. Requisition (which will result in a purchase order)

Requisitions are required for all purchases except for the above. The originator will input a requisition, which will be approved through the approval queue for that particular budget. There are two different types of requisitions that evolve into two types of purchase orders:

a. Blanket Purchase Order

These are for purchases that are ongoing throughout the year. Annual charges are estimated, a purchase order is set up for that estimated amount, and the vendor is paid as monthly invoices are received for purchases.

b. Regular Purchase Order

These are for one-time purchases, where an order is placed, filled, and closed out, or a service is rendered, completed, and closed out.

The Purchasing Division shall prepare a purchase order and send a receiving copy of the order to the requestor in the requesting department. After all goods and/or services are received, the requestor will sign off on the receiving copy of the purchase order and return it to the Purchasing Division for payment. If it is a blanket purchase order, the requestor will receive a copy of the monthly invoice from accounts payable and will fill out a progress payment and return to the Purchasing Division for payment processing.

Federally Funded Purchases

On all federally funded purchases, there are additional steps that must be taken to remain in compliance with federal regulations. All purchases must be approved by all persons in the approval queue prior to work being done or orders being placed for goods and services.

Documentation of the cost must be made, and Purchasing is responsible for determining the amount of documentation that is needed. For instance, a repeat purchase of something that was bid out six months ago and is being repurchased for a similar price may not need additional work, or a smaller amount purchase that has no similarities to recent work may need additional price quotations in order to justify reasonableness of price.

Goods and Services

Goods and services estimated to exceed \$75,000 must be publicly advertised and bid.

An Invitation to Bid or a Request for Proposal (RFP) must be prepared and advertised. The requesting department will work with the Purchasing Division to develop a scope of work, a bidders' list, evaluation criteria for an RFP, and a timeline for sending out and receiving bids or proposals. An evaluation team and interview committee will be formed to review proposals, short

list respondents, formulate interview questions, check references, and make final determination of a successful proposer. The Purchasing Division works to coordinate the process, advise the technical staff, and oversee the evaluation but does not participate in the scoring of the respondents except for those contracts in which the Purchasing Division has ongoing administrative participation.

Contracts have a maximum five-year life. They are generally evaluated annually using a standard evaluation process that reviews various performance aspects of the contract. The evaluation form is filled out by the contract administrator. A change notice is sent out to the contractor renewing the contract after a positive evaluation. Any feedback is given to the contractor, and any increases in price are negotiated at contract renewal. Contracts do not need to be renewed; they can be terminated without cause at any renewal date.

Interagency Diversity and Equity Coalition

The Diversity and Human Rights Consortium: Memorandum of Understanding directs each participating agency to “appoint staff with content expertise to monitor implementation of the areas of agreement and to make recommendations to the CEO”. This group is referred to as the Interagency Diversity and Equity Coalition, or IDEC.

IDEC meets at least monthly to conduct its work. It has a strategic plan, committees and work plans. Senior Human Resource Specialist David Collier represents LTD on IDEC.

IDEC is currently working on three main objectives.

Climate Survey/Exit Interviews - A number of the member organizations participated in the climate surveys at the end of last year, first of this year. The purpose of the survey was to find out how employees of the organization felt about the organizations commitment to diversity. LTD did not participate in this due to the labor negotiations that were taking place. The group is now working on ways to make the data helpful to the whole group. The group also created an exit interview that LTD has decided to participate in as well.

Training - Three of the IDEC members have conducted training in regards to privilege. They did an open training in August at LCC and have conducted the training at several organizations since that time. The training focuses on ways in which the structure of dominant culture privilege can influence institutional policies and procedures and lead to patterns of discrimination. Four LTD employees attending this training.

Employment and Recruitment - This group is putting together information that will help each of the organizations hire and recruit people who are culturally competent. This entails writing supplemental questions, interview questions, and reference check questions. There will also be a list of sources where organizations can reach applicants with a diverse background.

LTD Diversity Council

In order to facilitate the goals of The Memorandum of Understanding, all agencies have developed internal representative groups. LTD’s Diversity Council is a seven member group of employees who represent different roles in the organization, and who have expressed a personal interest in addressing diversity issues at LTD and beyond.

How Diversity Fits Into Employment Practices

Orientation of New Employees

New employees see the Cultural Diversity statement during the new employee orientation process. Employees have an opportunity to ask questions or volunteer interest in this area.

New bus operators are provided with 12 to 16 hours of accessible services training. Harassment training is done with all new operators and was last done with all operators 5 years ago.

A six hour session on Cultural Diversity is scheduled for Fall Operator Training, and is now being developed by Terry Parker, David Collier and the Operator Trainers.

Recruitment and Selection

Positions are filled through open recruitment processes. This involves advertisements in the local paper and postings on our website. Higher level positions are advertised in regional newspapers and sent to other transit districts and associations. We have also encouraged our diverse employees to refer people that they know would be interested and qualified for a position with the district.

Postings and Signage

One of LTD's core values is Respect. It is articulated in LTD's mission statement in the following way:

Respect – We are committed to treating everyone with respect and dignity.

The mission statement is posted in numerous places throughout LTD's buildings, and in public areas such as the Eugene Station.

In addition. LTD's EEO Policy and our Affirmative Action Policy are posted on seven official bulletin boards that are visible to employees.

LTD Diversity Council Members 2005

Hannah Bradford	Graphic Designer
David Collier	Senior Human Resources Analyst
Doris Dioszeghy	Maintenance Administrative Support Assoc.
Terry Parker	Accessible Services Manager
Armando Reyes	Bus Operator
Mike Rojas	Customer Service Representative
Obediah Wilson	Bus Operator

LTD Diversity Data

	LTD	Lane County
Population	318	330,527
Caucasian	88.7	90.6
Black	2.5	.8
Hispanic	6.0	4.6
Asian/Pacific Islander	1.3	2.2
American Indian/Alaskan Native	1.6	1.1
Other	0	1.9
Female	36.8	50.8

AGENDA ITEM SUMMARY

DATE OF MEETING: June 13, 2005

ITEM TITLE: DIVERSITY MEMORANDUM OF UNDERSTANDING

PRESENTED BY: Mary Neidig, Director of Human Resources and Risk Management

ACTION REQUESTED: None

BACKGROUND: Three years ago LTD entered into a Memorandum of Understanding with nine other local public employers around a set of commitments to diversity. The Diversity and Human Rights Consortium was formed with that memorandum. It also created a framework for interagency coordination of activities related to diversity. Since then one additional employer has joined the Consortium.

On March 4, 2005, the Consortium members marked their continued commitment by signing the "Diversity and Human Rights Consortium: Reaffirming the Commitment." This re-signing was attended by Board Member Mike Eyster and General Manager Ken Hamm.

A few Board members have expressed interest in making a statement about diversity at LTD as a part of our strategic plan, as a stand-alone statement of the Board's commitment.

ATTACHMENTS:

1. Diversity and Human Rights Consortium: Reaffirming the Commitment
2. Interagency Diversity and Equity Coalition and Diversity Council Descriptions
3. Data related to the diversity of LTD's workforce

PROPOSED MOTION: None

Proposal for LTD Board of Directors Committee Human Resources

Purpose of the Committee:

The purpose of the Human Resources Committee is to review issues related to the area of human resources (staffing, benefits, lawsuits, etc.), give staff direction, and make formal recommendations to the full Board. The committee process creates a less formal environment for discussions, and allows a smaller group to develop more expertise in these areas.

Committee Membership:

The Human Resources Committee will be composed of three Board members to be assigned by the president of the Board.

Committee Staffing:

Committee staffing would include the HR director and support staff as needed to prepare for and facilitate the meetings, including the clerk of the Board. Others who may wish to attend based on content are the general manager, assistant general manager, and finance director.

Committee Schedule:

The committee would meet quarterly, unless a specific need arises.

Suggested Committee Assignments:

The committee could handle the following assignments:

1. Annual general manager evaluation
2. Employee salary and benefit-related topics
3. Employment-related litigation
4. Other topics that arise

Proposal for LTD Board of Directors Committee

Service Development and Marketing

Purpose of the Committee

The purpose of the Service Development and Marketing Committee is to review issues related to the area of service planning, service design, and marketing (service changes, Five-Year Development Plan, marketing and public relations programs, promotions, etc.). The committee would be charged with providing staff direction on these issues and making formal recommendations to the full Board. The committee process creates a less formal environment for discussions, and allows a smaller group to develop more expertise in these areas.

Committee Membership

The Service Development and Marketing Committee will be composed of three Board members to be assigned by the president of the Board.

Committee Staffing

The Committee would be staffed by the Development Services department and the Marketing and Communications department.

Committee Schedule

The committee would meet on an as-needed basis. The majority of meetings would occur during the annual route review process and prior to the beginning of the new fiscal year.

Suggested Committee Assignments

The committee could handle the following assignments:

1. Recommendations of service changes to be made as part of the annual route review
2. Public involvement processes related to service and fare changes
3. Review of the Five-Year Development Plan
4. Review of annual Marketing and Public Relations plans

Proposal for LTD Board of Directors Committee

Finance

Purpose of the Committee

The purpose of the Finance Committee is to review financial policies and plans, evaluate financial service providers, and assess investment performance. Should the Committee recommend changes in one or more policies, the recommendation(s) will be forwarded to the full Board of Directors. The Finance Committee also serves as the Audit Committee on an as-needed basis.

Committee Membership:

The Finance Committee will be composed of three Board members to be assigned by the president of the Board.

Committee Staffing

The committee would be staffed by the Finance and Information Technology Department.

Committee Schedule

The committee would meet on an as-needed basis. Monthly or bi-monthly meetings would be likely during the development of the revised Capital Improvements Program (CIP) and the revised Long-Range Financial Plan (LRFP), which precede annual budget development from September through January.

Suggested Committee Assignments

The committee could handle the following assignments:

1. Investment Policy
2. Investment Performance Review
3. Financial Services Provider Review
4. Fare Policy
5. Pricing Plan
6. Debt Policy
7. LRFP Assumptions and Development
8. CIP Plan Development
9. Independent Auditor Selection Recommendation
10. Resource Development
11. Collaboration with HR Committee on Compensation Issues