



Lane Transit District  
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## INFORMATIONAL PACKET AUGUST 2005

(These materials are being distributed for the Board's information, since the August 17, 2005, regular LTD Board meeting was canceled.)

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## INFORMATIONAL PACKET SUMMARY

**DATE OF MEETING:** August 2005

**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:

### MEETINGS HELD

Board members can take this opportunity to report briefly on any one-on-one meetings they have held with local officials.

1. **Eugene Chamber Local Government Affairs Committee:** In late June Gerry Gaydos attended a meeting of the Eugene Chamber's Local Government Affairs Committee (LGAC) to update the group on the Board's decision to delay implementation of the tax increase until 2007.
2. **Metropolitan Policy Committee:** MPC meetings are held on the second Thursday of each month. Board members Gerry Gaydos and Susan Ban are LTD's MPC representatives, with Dave Kleger as an alternate. Ms. Ban and Mr. Gaydos attended the MPC meeting on July 14, 2005. This meeting was a joint meeting with the Citizen's Advisory Committee. The agenda for the meeting included approval of the Surface Transportation Program – Urban (STP-U) allocations for FY 07; discussion of the selection criteria for STP-U projects for FY 07-09; Discussion of the Regional Transportation Plan update; and some amendments to the Metropolitan Transportation Improvements Program.

**NO MEETINGS/NO REPORT**

1. **LTD Salaried Employees Retirement Plan and ATU Pension Plan Trusts:** Both Trusts meet quarterly. They last met on May 19, 2005. The next meeting has not yet been scheduled. Both plans have chosen to have a formal performance review of their investment firms and are changing their insurance brokers.
2. **BRT Steering Committee:** Board President Gerry Gaydos and Board members Dean Kortge and Debbie Davis are members of LTD's BRT Steering Committee, along with members of local units of government and community representatives. The Committee meets quarterly. The Steering Committee last met on June 7, 2005. At that meeting, the Committee approved a recommendation on the corridor to be selected for Progressive Corridor Enhancement and heard updates on the Franklin Corridor, the Pioneer Parkway corridor, and the vehicle purchase. The next meeting is scheduled for September 6, 2005.
3. **Region 2050 Policy Advisory Board:** Susan Ban is the Board's representative on the Region 2050 Policy Advisory Board (Policy Board), with Mike Eyster as an alternate. The Policy Board last met on June 22, 2005, with Mr. Eyster attending. The agenda for that meeting included a preliminary discussion of the Transportation analysis for the three growth scenarios.

**PROPOSED MOTION:** None



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## MONTHLY DEPARTMENT REPORTS

August 2005

### GOVERNMENT RELATIONS

*Linda Lynch, Government Relations Manager*

#### STATE LEGISLATURE

#### FEDERAL ISSUES

#### Reauthorization of TEA-21 -

### DEVELOPMENT SERVICES

*Stefano Viggiano, Director of Development Services*

#### EmX PLANNING

*Graham Carey, BRT Project Engineer*

#### Pioneer Parkway Corridor:

#### MLK Parkway:

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**ACCESSIBLE SERVICES**

*Terry Parker, Accessible Services Manager*

There is no Accessible Services report this month.

**TRANSIT OPERATIONS**

*Mark Johnson, Director of Transit Operations*

There is no Transit Operations report this month.

**MAINTENANCE**

*Sam Marra, Director of Maintenance*

There is no Maintenance report.

**FINANCE AND INFORMATION TECHNOLOGY**

*Diane Hellekson, Director of Finance and Information Technology*

**FINANCE**

*Carol James, Accounting Manager*

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**PURCHASING**

Jeanette Bailor, Purchasing Manager

**INFORMATION TECHNOLOGY**

Steve Parrott, IT Manager

There is no IT report this month.

**HUMAN RESOURCES**

Mary Neidig, Human Resources Director

**LABOR CONTRACT IMPLEMENTATION**

**HEALTH CARE TRANSITION**

**TRAINING ASSESSMENT**

**OTHER ACTIVITIES**

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## INFORMATIONAL PACKET SUMMARY

**DATE OF PACKET:** July 2005

**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. **Board Committee Assignments:** Board Committee assignments will be finalized at the next meeting of the Board of Directors.
- B. **Special Transportation Advisory Committee (STAC):** A revision of the STAC bylaws will be on the Consent Calendar for the September 21, 2005, regular Board meeting. Membership appointments also will be on the agenda at that meeting.
- C. **Lane County Medical Transportation Brokerage:** Approval of a county transportation brokerage will be on the agenda for Board approval at the September 21, 2005, regular Board meeting.
- D. **Comprehensive Annual Financial Report:** An auditor's presentation on the FY 2004-05 independent financial audit and acceptance of the Comprehensive Annual Financial Report will be on the agenda for the October 19, 2005, regular Board meeting.
- E. **Commuter Solutions Annual Report:** This annual informational presentation will be on the agenda in November 2005.
- F. **LTD Retirement/Pension Plan Review:** A work session to review the LTD retirement and pension plans will be on the agenda for a future meeting.
- G. **EmX Updates:** Various action and information items will be placed on Board meeting agendas during the design and implementation phases of the EmX bus rapid transit project.



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

August 2005

Prepared by Ken Hamm, General Manager

## FUTURE DATES TO REMEMBER

August 17, 2005	LTD Regular Board Meeting CANCELED
August 28, 2005	LTD Picnic (tentative)
September 5, 2005	Labor Day Holiday (Sunday Service; LTD administrative offices closed)
September 12, 2005	LTD Board Work Session (tentative)
September 15, 2005	LTD Regular Board Meeting
Sept. 25-28, 2005	APTA Annual Meeting and Expo
December 2-3, 2005	Annual two-day strategic planning work session

## EXTERNAL ACTIVITIES

### ODOT Interview Team

On June 17<sup>th</sup> I participated on an interview panel for this area's district manager for the Oregon Department of Transportation (ODOT). LTD's participation represents the partnering that has developed between ODOT and [LTD since we began working together on the Franklin EmX](#) project. [This is a positive indicator of ODOT's recognition of transit's role in the region's transportation system and will pay dividends as LTD works with ODOT on the Pioneer Parkway EmX](#) project.

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### MLK Parkway

LTD Board Member Mike Eyster spoke at the groundbreaking ceremony for the new Martin Luther King Jr. Parkway on June 23, along with Springfield Mayor Sid Leiken, Lane County Commissioner Anna Morrison, and Henry Luvert, president of the local chapter of the NAACP. This new road signifies a piece of the transportation infrastructure necessary to support the development occurring in this area. EmX was a significant part of some of the speakers' messages and was recognized as part of the transportation solution. [Although LTD had to force the issue of inclusion of an exclusive busway on the extension, it appears that all the parties now accept the value of this addition. This will help in making future transit improvements part of general transportation improvements.](#)

### Michael Winter Visit

Michael Winter is the director of the Office of Civil Rights at the Federal Transit Administration. Michael visited [LTD for the first time](#) on June 24<sup>th</sup> to work with LTD management and the Special Transportation Advisory Committee on accessibility solutions for EmX vehicles. A mockup of the interior of an EmX vehicle was built by staff, and

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committee members helped evaluate different options for wheelchair bay applications. LTD is a nationally recognized leader in accessible transit. Michael wanted to be here in person to understand our needs and work on creative solutions that meet the intent of the Americans with Disabilities Act (ADA). It is very significant to have him here personally. [His presence signals that LTD is a key player in defining the ADA issues and potential solutions related to BRT nationally.](#)

**City of Springfield**

I met on June 28<sup>th</sup> with Springfield Assistant City Manager Cynthia Pappas. The City appreciates the partnering that is going on at all levels of staff. LTD made a \$25,000 commitment to the Gateway planning effort and \$25,000 to the Glenwood/Franklin Boulevard planning effort. This effort is appreciated by the City and backs LTD's need to be a party to the solutions in both areas. In Glenwood, the Franklin corridor [planning](#) will include right-of-way for completion of the EmX dedicated lanes. [While joint planning requires constant attention to balance competing needs, it is clear that LTD and Springfield have established a much more cooperative and productive working relationship than has existed in the past.](#)

**Springfield Conference Center**

The Springfield Chamber is leading an effort to locate a new conference center in their city. I was asked by Dan Egan, Chamber executive vice president, to participate on the committee. The first meeting was held at the PeaceHealth Annex June 28. The City and Chamber have done some preliminary work and are considering several sites in the north Gateway area. A major consideration in site analysis is the transportation infrastructure. EmX plans were a part of the discussion in this preliminary meeting. LTD is recognized as an essential tool in moving people through this area [and to a proposed center in the future.](#)

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**Heads Up!**

This is a reminder that LTD has given the Springfield Utility Board a 20-foot easement on the north side of our Glenwood property as an extension of 14<sup>th</sup> Street. You will remember that LTD had proposed a bike path along that strip at one time as part of the EmX alternatives. The City of Springfield is considering this same strip for a temporary bike trail if the funding [for construction](#) can be found. LTD has continued to support the bike path.

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**NABI Vehicle Visit**

North American Bus Industries brought their articulated BRT vehicle by for a viewing at LTD on June 27<sup>th</sup>. They [are](#) currently building [this model](#) of bus for Los Angeles. It mirrors to some degree the vehicle New Flyer Industries is building for LTD's EmX service. If anyone had a doubt about the impact of the visual exterior of the bus, those who went for a ride can attest that it is huge. On the short test ride, there were people waving, giving thumbs up, and even rolling down their [car](#) windows and asking questions. Image is critical. [Staff are now collecting information for an up-to-date report on LTD's EmX program. It will be sent to the Board the last week of July. We intend to cover all aspects of the program: final design, property acquisition, permits, construction, vehicle](#)

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[acquisition, and operational plans. If you have a specific question on the project, please contact me or Mark Pangborn and we will include a response in the report.](#)

**INTERNAL ACTIVITIES**

**Pension Training**

Mary Neidig, Carol Allred, Mark Pangborn, and I attended an International Foundation benefits training conference in Portland July 11-13. LTD's trusts are small in comparison with most other pension plans. LTD's plans have been well handled and remain strong. As trustees, all of us recognize that we can continue to look at opportunities to enhance the plans. We have some ideas and will be sharing them with the board when our ideas are formalized.

**Eugene Ems Game**

July 31<sup>st</sup> is the employee outing to the Eugene Emeralds baseball game. I encourage Board members and their families to come out and enjoy good fellowship with some of our employees and friends. Board interaction with the employees is a win-win for everyone.

**Joint Insurance Committee (JIC) Meeting**

The JIC met on June 22. LTD's agent of record presented information about self-insuring. This approach may have administrative and financial benefits to the District. The committee continues to discuss programs that can enhance our insurance programs.

**ATU/GM Meeting**

Carol Allred, LTD's ATU executive board officer, and I met on June 29. Together, we are sharing ideas intended to create a new culture of cooperation and collaboration at LTD. Trust is built over time. Carol and I have pledged to work to build a more positive work place.

**New Employee Orientation**

[Although LTD did not add any additional service this year, normal attrition due to retirements and illness necessitates that LTD recruit and hire new staff. Even with a recovering economy and the publicity due to the strike, LTD continues to attract a quality pool of applicants. In the past six months, LTD has hired 16 drivers, 2 maintenance staff, and 1 administrative position. All of these employees receive an orientation on LTD's mission, goals, guiding principles, and values. In these sessions, where all department directors and I present programs, open dialogue and questions are encouraged. These orientation sessions may be a future opportunity for Board connectivity with new employees.](#)

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## INFORMATIONAL PACKET SUMMARY

**DATE OF MEETING:** August 2005

**ITEM TITLE:** MONTHLY PERFORMANCE AND LABOR TRENDS 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 July 2005 Performance Report are enclosed.

The monthly *Eugene/ Springfield Metro Labor Trends* publication from the Oregon Employment Department also is included for the Board's information.

**ATTACHMENTS:** August 2005 *Eugene/Springfield Metro Labor Trends*

**PROPOSED MOTION:** None

## INFORMATIONAL PACKET SUMMARY

**DATE OF MEETING:** July 2005

**ITEM TITLE:** NEWS ARTICLES ABOUT TRANSIT ISSUES AROUND THE COUNTRY

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

**ACTION REQUESTED:** None, information only

**BACKGROUND:** As begun in August 2004, each month's Board packet will include articles about transit issues, including bus rapid transit (BRT) initiatives throughout the U.S. and the world. These articles are included in the packet for information purposes only.

**ATTACHMENTS:** See news articles

**PROPOSED MOTION:** None