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## LANE TRANSIT DISTRICT REGULAR BOARD MEETING

Wednesday, February 15, 2006  
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

	<u>Page No.</u>
I. CALL TO ORDER	
II. ROLL CALL	
Kortge _____ Ban _____ Davis _____ Eyster _____	
Gant _____ Gaydos _____ (Vacancy) _____	
<b><u>The following agenda items will begin at 5:30 p.m.</u></b>	
III. PRELIMINARY REMARKS BY BOARD PRESIDENT	
IV. ANNOUNCEMENTS AND ADDITIONS TO AGENDA	04
V. BOARD CALENDARS (5 minutes)	05
VI. WORK SESSION	
A. Board Feedback from Hearing on Fares and Service (10 minutes)	06
B. Pension Plans (20 minutes)	07
C. HR Committee Recommendation on General Manager Selection (20 minutes)	08
<b><u>The following agenda items will begin at 6:30 p.m.</u></b>	
VII. EMPLOYEE OF THE MONTH – March 2006 (5 minutes)	09
VIII. AUDIENCE PARTICIPATION	
◆ Each speaker is limited to three (3) minutes.	

IX.	ITEMS FOR ACTION AT THIS MEETING	
A.	Consent Calendar (1 minute)	10
	1. Minutes January 18, 2006, Regular Board Meeting (Page 11 )	
	2. Budget Committee Nominations (Page 18)	
B.	Strategic Plan Approval (10 minutes)	21
C.	EmX Steering Committee Appointment (10 minutes)	35
D.	Pension Decisions	07
E.	Decision regarding General Manager Selection Process	08
X.	ITEMS FOR INFORMATION AT THIS MEETING	
A.	Board Member Reports (respond if questions)	36
	1. Meetings Held or Attended	
	(a) Metropolitan Policy Committee—February 9	
	(b) Board Finance Committee—February 7	
	(c) Board HR Committee—January 24 and February 14	
	(d) Board Service Planning & Marketing Committee— February 28	
	(e) Board Communication & Process Committee— January 26	
	(f) Region 2050 Policy Advisory Board—February 22	
	2. No Meeting/No Report	
	(a) EmX Steering Committee	
B.	RiverBend Transit Lane Construction (10 minutes)	38
C.	2006 Federal Agenda (5 minutes)	39
D.	General Manager's Report (respond if questions)	41
E.	Monthly Financial Report—January 2006 (5 minutes)	45
F.	News Articles About Transit Issues (respond if questions)	57
G.	Monthly Department Reports (respond if questions)	60
H.	Monthly Performance and Labor Trends Reports (respond if questions)	69

- XI. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING
- A. FY 2006-07 Service Recommendation
- B. FY 2006-07 Pricing Plan
- C. CIP Adoption
- D. EmX Updates/Eugene Segment Franklin EmX Review
- XII. ADJOURNMENT

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## AGENDA ITEM SUMMARY

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**DATE OF MEETING:** February 15, 2006

**ITEM TITLE:** JANUARY FINANCIAL STATEMENTS

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

**ACTION REQUESTED:** None

**BACKGROUND:** Financial results for the first seven months of the 2005-06 fiscal year are summarized in the attached reports.

Passenger fares were 8.3 percent higher for the first seven months of the new fiscal year over the same period last year. Ridership for the rolling twelve-month period, which ended January 31, increased 3.5 percent, despite the effect of the strike in March. Without the strike effect, ridership growth would have been higher. January 2006 ridership increased 10.7 percent over January 2005. Fiscal year-to-date growth was 7.8 percent. Ridership strength and growth appear to be a combination of the effect of the new middle and high school pass program and reaction to high fuel costs.

Payroll tax revenues are up 9.1 percent versus last year due to the steady economic recovery of Lane County and also the large construction payrolls associated with the major projects in the Eugene-Springfield area. There is still a disparity in year-to-year comparison that is the result of the payroll tax court case, as well.

Self-employment receipts coincide with State tax payment deadlines, none of which occurred in January. However, revenue was received in January 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. There were no state-in-lieu receipts in January. The next disbursement is expected the first week of April.

Interest rates have improved in the last year and continue to inch upward. Returns, therefore, have also improved. Through January, receipts are nearly double those in the same period of the last fiscal year.

Total personnel services expenditures, the largest category of operating expense, continue to show modest growth over the previous year. Growth in this expense category is 4.1 percent over last year. Year-to-year comparisons are now consistent, since the VEBA contributions to ATU employee accounts for calendar year 2006 were made in January.

Administrative salary growth is up due to the implementation of a vacation sell-back program that allows nonrepresented employees to sell one week of accrued leave back to LTD in conjunction with taking a full week off. Employees are generally limited to two weeks of sell-back per fiscal year, but exceptions can be made by the General Manager if there is a compelling business reason to allow more. Several administrative employees have taken advantage of this new program, which encourages employees to take quality time off from work and reduces the accrued leave liability, which gets larger the longer it remains on the books.

Materials and services results continue to vary widely from department to department. Total materials and services are significantly higher for the first seven months of this year as compared to last, but overall spending is within budget for the year to date indicating that the timing of expenses is different in the current fiscal year. Factors contributing to year-to-year comparison anomalies are labor negotiation expenses last year, seven months of Springfield Station operating expenses this year versus four months last year, and the APTA Expo in the current fiscal year. LTD traditionally sends a larger contingent of Board members and employees to the expositions, which are held every three years and feature displays of equipment and technology.

Transfers to both Accessible Services and Capital are up, in accordance with the FY 2005-06 plan. The annual transfer of \$5,000 to the Commuter Solutions Fund has been made in full.

Fuel prices continue to be volatile. As previously reported, the year-to-date low of \$1.6765 per gallon occurred on December 12, 2005. The highest fuel price of \$2.6633 per gallon was reached on October 13. The current-year budget assumed a rate of \$2.10 per gallon. The seven-month average dropped again and is now \$2.1260, down from \$2.1514 through December. If fuel prices remain below the budgeted average, it could be possible to finish the current fiscal year on budget for fuel.

The General Fund is stable through January.

The Commuter Solutions and Accessible Services Funds activities are generally as expected through the first seven months of the current fiscal year.

Capital Projects Fund activity showed continued Franklin EmX corridor construction. Planning work continued for the Pioneer Parkway EmX corridor, also.

Fiscal year 2006-07 budget development is underway with preliminary drafts of the revised Capital Improvements Program (CIP) and Long-Range Financial Plan (LRFP) under consideration by both staff and the Board. The Finance Committee of the Board met on February 7 to review draft LRFP assumptions and is scheduled to meet again on March 1 before forwarding LRFP and CIP recommendations to the full Board.

**ATTACHMENTS:**

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

1. Operating Financial Report - comparison to prior year
2. Comparative Balance Sheets
  - a. General Fund
  - b. Commuter Solutions Fund
  - c. Accessible Services Fund
  - d. Capital Projects Fund
3. Income Statements
  - a. General Fund
  - b. Commuter Solutions Fund
  - c. Accessible Services Fund
  - d. Capital Projects Fund

**PROPOSED MOTION:**

None

## AGENDA ITEM SUMMARY

2

**DATE OF MEETING:** February 15, 2006

**ITEM TITLE:** JANUARY FINANCIAL STATEMENTS

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

**ACTION REQUESTED:** None

**BACKGROUND:** The monthly financial report appears as an addendum to the agenda packet. This report will be delivered with the packet, but as a separate document.

**ATTACHMENTS:** None

**PROPOSED MOTION:** None

## Special Mobility Services: RideSource Activity and Productivity Information

December-05	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
<b>RideSource Ridership</b>	10,159	10,373	-2.1%	64,329	63,410	1.4%	130,402	126,227	3.3%
RideSource(All Modes)	7,051	7,176	-1.7%	45,404	43,977	3.2%	90,277	87,430	3.3%
Shopper	516	656	-21.3%	3,461	3,930	-11.9%	7,203	7,602	-5.2%
Escort Volunteers-Metro	880	1,109	-20.6%	4,906	6,285	-21.9%	11,438	11,969	-4.4%
Escort Volunteers-Rural	1,712	1,432	19.6%	10,558	9,218	14.5%	21,484	19,226	11.7%
<b>RideSource Cost per Ride</b>	\$ 18.44	\$ 16.34	12.9%	\$ 16.48	\$ 15.21	8.3%	\$ 15.77	15.09	5%
RideSource(All Modes)	\$ 25.69	\$ 23.00	11.7%	\$ 22.56	\$ 21.23	6.3%	\$ 22.04	\$ 21.07	4.6%
RideSource Shopper	\$ 7.24	\$ 7.33	-1.2%	\$ 7.24	\$ 7.33	-1.2%	\$ 7.24	\$ 7.33	-1.2%
RideSource Escort	\$ 2.39	\$ 1.73	38.7%	\$ 2.29	\$ 1.98	15.7%	\$ 2.01	\$ 2.00	0.3%
<b>Ride Reservations</b>	8,137	8,430	-3.5%	51,921	50,527	2.8%	103,938	100,044	3.9%
Cancelled Number	840	906	-7.3%	4,824	4,722	2.2%	9,905	9,976	-0.7%
Cancelled % of Total	10.32%	10.75%		9.29%	9.35%		9.53%	9.97%	
No-Show Number	88	121	-27.3%	552	561	-1.6%	1094	1,090	0.4%
No-Show % of Total	1.08%	1.44%		1.06%	1.11%		1.05%	1.09%	
Ride Refusals Number	0	8	-100.0%	16	20	-20.0%	48	32	50.0%
Ride Refusals % of Total	0.00%	0.09%		0.03%	0.04%		0.05%	0.03%	
<b>Service Hours</b>	3,695	3,514	5.2%	22,978	20,983	9.5%	45,332	41,427	9.4%
Agency Staff	3,455	3,277	5.4%	21,644	19,532	10.8%	42,805	38,604	10.9%
Agency SMS Volunteer	240	237	1.3%	1,334	1,451	-8.1%	2,527	2,823	-10.5%
Avg. Trips/Service Hr.	2.05	2.23	-8.1%	2.13	2.28	-6.6%	2.15	2.29	-6.1%
<b>RideSource System Miles</b>	52,842	50,067	5.5%	333,511	304,571	9.5%	652,006	594,196	9.7%
Avg. Miles/Trip	6.98	6.39	9.2%	6.83	6.36	7.4%	6.69	6.25	7.0%
Miles/Vehicle Hour	14.30	14.25	0.4%	14.51	14.52	0.0%	14.38	14.34	0.3%



## Special Mobility Services: RideSource Activity and Productivity Information

<u>December-05</u>	<u>Current Month</u>	<u>Prior Year's Month</u>	<u>% Change</u>	<u>Current YTD</u>	<u>Previous YTD</u>	<u>% Change</u>	<u>Current 12 Month</u>	<u>Prior 12 Month</u>	<u>% Change</u>
<b>On-Time Performance %</b>	90.5%	89.6%	1.0%	90.8%	90.1%	0.8%	90.7%	91.1%	-0.5%
Sample	6,197	6,390		40,734	39,175		80,873	77,242	
On-Time	5,610	5,727		37,004	35,293		73,315	70,403	

- RideSource (All Modes) includes rides done by taxi and SMS volunteers.
- Escort Volunteers-Metro includes in-district volunteer rides and SMS volunteer escort rides.
- Escort Volunteers-Rural is out of district volunteer rides.
  
- RideSource cost per Ride (All Modes) does not include volunteer mileage reimbursement.
- Shopper cost per ride is from the most recent quarterly cost model.
- Escort cost per ride is mileage reimbursement to all volunteers.
  
- RideSource System Miles includes miles by volunteers in agency vehicles.
  
- On-Time Performance reflects a 100% sample of all rides with scheduled pickup times, plus will-call rides. The standard is +/- 10 minutes for scheduled pickups and within 30 minutes of will-call request.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** February 15, 2006

**ITEM TITLE:** 2006 FEDERAL AGENDA

**PREPARED BY:** Linda Lynch, Government Relations Manager

**ACTION REQUESTED:** Information only

**BACKGROUND:** Regionally - Since 1992, Lane Transit District has participated with other Eugene-Springfield area local governments in presenting a unified federal agenda to the Oregon Congressional delegation. This coalition of local governments has worked to institutionalize the members' relationships with each other in this process and is frequently dubbed the "united front". The core of the coalition includes the cities of Eugene and Springfield, Lane County, and Lane Transit District. Five years ago Springfield School District joined the group, and this is the third year the city of Coburg has participated.

LTD staff have coordinated this coalition since 1999, with each participating jurisdiction paying an annual fee to LTD, plus paying the direct costs of producing a federal priorities document at LTD. Each agency also has a contract with the same firm in Washington, D.C., Smith Dawson & Andrews. Smith Dawson has represented the city of Eugene since 1984, the first local government to retain the firm.

Agencies establish their federal agendas by reviewing their own needs, which may have a federal interest, and by consulting with Smith Dawson representatives during their annual visit to meet with staff experts on "united front" projects. The guiding principle is that no local project should compete with another for funds from the same source--a rule that is tested frequently!

LTD's federal agenda - LTD staff set a federal agenda based on the direction provided by the Board through the Capital Improvements Program (CIP) and the District's annual budget. It is a juggling act between the needs identified in the CIP and the "art of the possible" in the federal appropriations process. Because there is no guarantee of specific results in the *appropriations* process, last year's transportation *authorizing* bill had significant importance. The amounts authorized for Lane Transit District in last year's bill are (more or less) guaranteed.

In 2006, for federal FY 07, LTD will request \$2 million to replace the radio system so that it is compatible with other agencies' systems in the case of an emergency, and \$1.5 million for preliminary engineering for the Pioneer Parkway EmX corridor. The radio system upgrades consist of the following:

- Replacement of all current mobile radio units.
- Purchase and installation of base/control stations at Glenwood and Garfield facilities
- Installation of cross connect equipment at Blanton and Coburg transmitter sites
- Improvements to dispatcher stations at Glenwood and Garfield facilities

LTD plans to use Federal Transit Administration New Starts funding for the Pioneer Parkway corridor. An initial New Starts application will be submitted in August 2006, with a final application to coincide with a final environmental report due in August 2007. New Starts funding is provided when the environmental work is completed and the preliminary engineering (to approximately 30 percent of design) is completed. The requested \$1.5 million will be used for the preliminary engineering and will fund the gap between the alternatives analysis funding received as part of SAFETEA-LU and the New Starts funding.

**RESULTS OF RECOMMENDED ACTION:** n/a

**ATTACHMENT:** none

**PROPOSED MOTION:** n/a

ADDENDUM TO  
DECEMBER 21, 2005,  
BOARD MEETING AGENDA PACKET

1. November 2005 Financial Statements
2. November 2005 Performance Reports
3. November 2005 RideSource Performance Reports
4. December 2005 *Eugene/Springfield Metro Labor Trends*

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** February 15, 2006

**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





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**CONSENT CALENDAR ITEM:  
BUDGET COMMITTEE NOMINATION**

February 15, 2006

The LTD Budget Committee is comprised of the seven Board members and seven community members who are nominated and approved by the Board and serve for three-year terms. The non-Board Budget Committee members must reside within the District's service boundaries, but are not required to live in the same subdistrict as the Board member making the appointment.

Board members, Susan Ban and Mike Eyster, are nominating community members to three-year terms, beginning immediately and ending January 1, 2009, to fill Budget Committee terms that expired on January 1, 2006.

Russ Brink has agreed to be reappointed to the Budget Committee, and Mike Eyster is nominating Michael Langis as a new Budget Committee member. The forms nominating Mr. Brink and Mr. Langis are included in the Consent Calendar for approval by the Board at the February 15, Board meeting.





Springfield Station DRC Committee Charge  
August 2001  
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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** February 15, 2006

**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 Board Committees and to the Metropolitan Policy Committee (MPC), and, on occasion, 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 or other meetings they have attended on behalf of LTD.

1. **Metropolitan Policy Committee:** MPC meetings generally are held on the second Thursday of each month. Board members Gerry Gaydos and Susan Ban are LTD's MPC representatives. Ms. Ban attended the MPC meeting on January 12, 2006. MPC agreed to move forward with a collaborative, facilitated process for the West Eugene Parkway (WEP) and approved several amendments to the Metropolitan Transportation Improvement Program (MTIP), including some that allow LTD to allocate additional funds toward programs in SAFETEA-LU. The next meeting is scheduled for February 9, 2006. The agenda for that meeting includes a review of *ConnectOregon* applications and some additional MTIP amendments (none for LTD).
2. **Board Finance Committee:** The Board Finance Committee (Debbie Davis, David Gant, and Dean Kortge) met on February 7, 2006. The agenda included group pass and special service pricing, Medicare medical transportation call center and brokerage, pension plans, and long-range financial plan proposals.

3. **Board HR Committee**: The Board HR Committee (Susan Ban, Mike Eyster, and Chair Gerry Gaydos) met on January 17, 2006, to continue discussion of the executive search process. The Committee decided to set routine meetings for the next several months, which began on January 24. Continued topics for the committee are the General Manager search process and pension policy decisions.
4. **Board Service Planning & Marketing Committee**: The Board's Service Planning & Marketing Committee is comprised of Mike Eyster, David Gant, and Dean Kortge. The committee met on January 25 to discuss the annual route review, the EmX work plan, and the PCE outreach process being planned. The committee will meet again on February 28 to discuss the Annual Route Review feedback and the staff's recommended service package.
5. **Board Communication and Process Committee**: The first meeting of this *ad hoc* Committee (Mike Eyster, David Gant, and Gerry Gaydos) was held on January 26, 2006. The committee discussed how to improve the communication process during the legislative session and how to be more clear in any decision-making process.
6. **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 November 16, 2005. The next meeting is scheduled for February 22, 2006.

#### **NO MEETING/NO REPORT**

1. **EmX Steering Committee**: Board President Gerry Gaydos and Board members Dean Kortge and Debbie Davis are members of LTD's EmX Steering Committee, along with members of local units of government and community representatives. The Committee meets quarterly. The Steering Committee last met on December 6, 2005, with Mr. Gaydos and Mr. Kortge attending. The next meeting is scheduled for March 7, 2006.

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** December 21, 2005

**ITEM TITLE:** CORRESPONDENCE

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

**ACTION REQUESTED:** None

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

- November 7, 2005, letter from bus rider Whitey Lueck with input on safety issues, and response from General Manager Ken Hamm

At the December 21 meeting, staff can respond to any questions the Board members may have about this correspondence.

**PROPOSED MOTION:** None

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, January 18, 2006

Pursuant to notice given to *The Register-Guard* for publication on January 13, 2006, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held its regular monthly Board meeting on Wednesday, January 18, 2006, beginning at 5:30 p.m., in the LTD Board Room at 3500 East 17<sup>th</sup> Avenue, Eugene.

Present: Gerry Gaydos, President, presiding  
Susan Ban, Vice President  
Debbie Davis  
Dean Kortge  
Mike Eyster  
Ken Hamm, General Manager  
Jo Sullivan, Clerk of the Board  
Lynn Taylor, Minutes Recorder

Absent: David Gant, Secretary  
(one vacancy)

**CALL TO ORDER** – Mr. Gaydos called the meeting to order.

**ROLL CALL** – General Manager Ken Hamm called the roll. Ms. Davis was not yet present.

**ANNOUNCEMENTS AND ADDITIONS TO AGENDA** – Mr. Hamm added a *ConnectOregon* grant application to the agenda as an action item.

**BOARD CALENDARS** – Ms. Ban said that she would be unable to attend the January 25, 2006, Region 2050 meeting. Mr. Eyster agreed to attend in her place.

Assistant General Manager Mark Pangborn invited Board members to an event in recognition of Ken Hamm on February 8, 2006, at the Hilton Hotel.

**WORK SESSION**

**FY 2006-07 Pricing Plan** – Director of Marketing and Planning Andy Vobora reviewed the history of fare policy changes, which had departed from the practice of making small incremental changes annually to making major changes in cash fare, tokens and pass prices. He said that no changes had been made over the past several years in consideration of the economic downturn and the Board Finance Committee was now recommending a return to incremental changes on a rotating basis among fare categories. He drew the Board's attention to the Finance Committee recommendations set forth in his memorandum of January 18, 2006. He said a comparison of the District's fares with its peer group indicated that cash fares were in the

upper half and pass pricing was somewhat below the average. He highlighted proposed changes in the Fare Policy.

Mr. Gaydos said he often heard from people that the farebox recovery should play a larger role and asked that the policy better articulate the balance between fare increases and the need to avoid ridership decreases.

Mr. Eyster remarked that he had noticed when riding the bus that not everyone paid or showed identification when boarding, although in some cases that might be because they were daily riders and the driver knew them. Mr. Vobora said the training was that everyone showed a fare or paid a fare. He agreed that in some cases drivers knew the passengers and said there was a spectrum of enforcement approaches among drivers, but most did a good job of understanding the role of the farebox and educating people about the correct fare.

Mr. Gaydos asked if the Board's decision that EmX would initially be fareless was reflected in the policy. Mr. Vobora said the decision was not articulated in the policy so much as in the pricing plan document.

Mr. Gaydos said that decision should be formalized because the Board eventually would need to adopt a policy for EmX fare machines. Mr. Vobora said the decision could be addressed under the policy section related to fare promotions and set forth in the pricing plan.

Mr. Gaydos asked if there were special arrangements for the Olympic Trials. Mr. Vobora said that service would fall under the special service policy and special service pricing. He said the Finance Committee or Service Planning and Marketing Committee should discuss Olympic Trials service issues, such as any assumptions made around budgeting for transportation.

Mr. Hamm said that federal funds had been available to Salt Lake City for hosting the winter Olympics and funds might also be available for communities hosting Olympic trial events.

Continuing, Mr. Vobora noted other recommended policy changes, including adding private non-profit 501(19)(c) agencies to the fare discounts program for non-profits, linking group pass increases to changes in the consumer price index and increasing the price of tokens from \$1.00 to \$1.10. He noted that tokens were sold in units of five and the increase in cost still provided a discount from the cash fare while generating \$25,000 in additional revenue at current sales.

**2006 Annual Route Review** – Director of Development Services Stefano Viggiano stated that the Annual Route Review (ARR) could include service adjustments or fixes to address operational problems, service enhancements, major redesign, and addressing substandard service. He said the ARR process had begun two months before, with service planners collecting information obtained throughout the year, and would continue with Board discussions of service changes, two public hearings at the Eugene Library, a Board decision on ARR services changes in mid-March, and implementation of changes in September, with the exception of EmX service changes, which would be implemented in December 2006.

Mr. Viggiano reviewed the ARR process and data collection techniques:

- Collection of information from employees, particularly bus operators, throughout the year, with items pertinent to the ARR flagged for that process

- Multi-departmental Service Advisory Committee focused on ARR
- Direct input from operators on particular routes
- Public notification of ARR
- Public comments received throughout the year and solicited in response to service changes
- Meetings in affected neighborhoods

Mr. Viggiano said he did not anticipate much controversy over the ARR this year. He reviewed the list of possible service changes and highlighted some of the key issues and options on which the ARR would focus:

- EmX/Thurston – frequency of service on EmX between downtown Eugene and downtown Springfield and frequency of service east of Springfield Station
- Service to the federal courthouse in fall 2006 – many road changes will not be completed for some time and initially vehicle and pedestrian access to the facility will be difficult
- #22 – school-oriented route operated only when school is in session, eliminate 5:20 p.m. trip that failed to meet target
- #76/University of Oregon/Westmoreland – poor ridership route, eliminate
- #98/Cottage Grove – high ridership route, possibly add extra trips in the afternoon to relieve overloads, separate routes
- Eugene Station bay assignments to accommodate EmX, Olive Street routing to expedite station departures
- Add back some service reductions from previous years, including increasing midday frequency on #28 and #30
- #28 – most ridership oriented toward the University of Oregon, possibly terminate route there

Ms. Ban asked if some of the changes reflected a shift from the hub model. Mr. Viggiano said that the University of Oregon and Sacred Heart represented a major destination and counts would be made of the number of riders traveling through to downtown; approximately a half-dozen routes already terminated at the University. Mr. Hamm added that terminating at the University also saved space at the Eugene station.

Mr. Viggiano said that some of the requests to add back service related to later trips. Adding those trips could affect earlier trips as it would open opportunities for people who worked swing shift to use transit; they did not currently take the earlier trip because there was no way to return at the end of their shifts.

Ms. Ban asked if midday trips would be restored only on certain routes. Acting Service Manager Will Mueller replied that trips would be restored on major routes that represented the core system.

Mr. Gaydos asked for clarification of eliminating Wednesday exceptions on #451 and Madison routes. Mr. Mueller explained that there were four trips on Wednesday that ran differently than during the rest of the week and, unless they were structured into the service package in a certain way, there was a cascading effect on the system used to schedule work and created administrative problems. He said the exceptions provided accommodation for schools that had different schedules on Wednesdays.

Mr. Gaydos asked what impact closing of the University's Westmoreland student housing might have on routes in that area. Mr. Viggiano said the assumption at this point was that even if the housing was not the University's it would be occupied and current service should be maintained for at least a year to determine what impact, if any, there would be.

Mr. Gaydos encouraged staff to use service change public outreach and education strategies similar to those that were highly successful for the Interstate 105 construction project last summer.

Ms. Davis arrived at 6:30 p.m.

### **BUSINESS MEETING**

**EMPLOYEE OF THE MONTH** – Transit Services Manager Sue Quick introduced February 2006 Employee of the Month Bus Operator Javier Rodriguez. She described Mr. Rodriguez's exemplary service to LTD and its customers and said he had been nominated by two customers and a co-worker.

Mr. Gaydos presented Mr. Rodriguez with his awards and thanked him for his service.

Mr. Rodriguez expressed his appreciation for the award and said he felt lucky to work for LTD.

**AUDIENCE PARTICIPATION** – Mr. Gaydos called for comments from the audience on non-agenda topics.

Shannon Wilson of Eugene spoke to the Board about a proposed bike path to improve safety along 14<sup>th</sup> Avenue. He said the path would be located on LTD property. He said he had ridden a bicycle along Franklin Boulevard for ten years and it was very dangerous due to lack of sidewalks or bike lanes. He urged LTD to advocate for the path as future transit projects on Franklin Boulevard would increase the danger to bicyclists and pedestrians.

Lisa Hollingsworth of Eugene addressed the Board about a personnel issue and stated she felt she was wrongfully terminated from LTD employment.

### **ITEMS FOR ACTION AT THIS MEETING**

**MOTION** **Consent Calendar** – Ms. Ban moved adoption of LTD Board Resolution No. 2006-001: "It is hereby resolved that the Consent Calendar for January 18, 2006, is approved as presented." Mr. Kortge provided the second. The Consent Calendar consisted of the minutes of the December 2, 2005, special Board meeting, the December 21, 2005, regular Board meeting, and the nomination to the Budget Committee of Darrel Williams.

**VOTE** The Consent Calendar was approved as follows:  
AYES: Ban, Davis, Eyster, Gaydos, Kortge (5)  
NAYS: None  
ABSENTIONS: None  
EXCUSED: Gant



**Supplemental Budget for FY 2005-06** – Director of Finance & Information Technology Diane Hellekson explained that the supplemental budget would make adjustments to the FY 2005-2006 General Fund, Commuter Solutions Fund, and Capital Projects Fund budgets as described in the agenda item summary to accommodate receipt of grant funds for the Commuter Solutions program and move funds for the purchase of revenue vehicles into the current fiscal year.

Mr. Gaydos opened the public hearing and called for testimony. There being no one wishing to speak, he closed the public hearing.

**MOTION** Ms. Ban moved approval of LTD Resolution 2006-002, which amended the LTD fiscal year 2005-2006 budget as represented in the resolution. Ms. Davis provided the second.

**VOTE** The resolution was approved as follows:  
 AYES: Ban, Davis, Eyster, Gaydos, Kortge (5)  
 NAYS: None  
 ABSENTIONS: None  
 EXCUSED: Gant

**ConnectOregon Grant Application** – Mr. Viggiano stated that the grant application was for funding under the multi-modal *ConnectOregon* program to be used as local match for the Pioneer Parkway EmX project and to pay for elements of the project, such as the RiverBend Transit lanes, which were best constructed prior to completion of all the federal requirements. He said the application would be competing with other rail, aviation, marine, and transit projects for the funds. He said that applications were due February 17, 2006, and if the Board approved submission of the application it would go before the Metropolitan Policy Committee (MPC) on February 9, 2006, and the Board's MPC representatives may advocate for it.

Mr. Eyster asked if the \$7.6 million requested would come from *ConnectOregon* funding allocated for the region or statewide funding. Government Relations Manager Linda Lynch replied that the funding was regarded by the Oregon Transportation Commission, which would determine which projects were funded, as a single pot of money with the hope that funding would be fairly evenly distributed across modes and regions. She explained that jurisdictions would not apply for a specific regional or statewide allocation; that would be up to the Oregon Department of Transportation staff to decide. Ms. Ban added that it was likely there would be other allocations in future years.

**MOTION** Mr. Eyster moved approval of LTD Resolution 2006-004: It is hereby resolved that the LTD Board directs staff to submit an application for *ConnectOregon* funds in the amount of \$7.6 million to be used to help pay for the Pioneer Parkway EmX project. Mr. Kortge provided the second.

**VOTE** The Consent Calendar was approved as follows:  
 AYES: Ban, Davis, Eyster, Gaydos, Kortge (5)  
 NAYS: None  
 ABSENTIONS: None  
 EXCUSED: Gant

**Franklin EmX Property Acquisition** – EmX Public Relations Representative Sue Viggiano stated that the resolution described property identified for the eastbound Glenwood station for the Franklin EmX corridor. She said the redesign of EmX in Glenwood resulted in four small curbside stations and the need for property not originally part of the plan. She said the property was owned by CCJS Holding, the owners had indicated a willingness to sell and negotiations were in progress.

MOTION Mr. Kortge moved approval of LTD Resolution 2006-003 authorizing the Lane Transit District to acquire by purchase or by the exercise of the Power of Eminent Domain certain Real Property necessary for the Franklin EmX project as represented in the Resolution. Ms. Ban provided the second.

VOTE The resolution was approved as follows:  
AYES: Ban, Davis, Eyster, Gaydos, Kortge (5)  
NAYS: None  
ABSENTIONS: None  
EXCUSED: Gant

#### **Election of Board Treasurer and Committee Assignments**

MOTION Mr. Kortge moved that Debbie Davis be elected treasurer of the LTD Board of Directors to fill an unexpired term ending June 30, 2006. Mr. Eyster provided the second.

VOTE The motion was approved as follows:  
AYES: Ban, Davis, Eyster, Gaydos, Kortge (5)  
NAYS: None  
ABSENTIONS: None  
EXCUSED: Gant

Mr. Gaydos announced that Ms. Davis also would be the Board's alternative MPC representative.

#### **ITEMS FOR INFORMATION AT THIS MEETING**

**Board Member Reports** – Ms. Ban reported on agreement at the January 2006 MPC meeting to move forward with a collaborative process proposed by Eugene Mayor Kitty Piercy to consider alternatives to the West Eugene Parkway. She said that LTD would participate in the process, which would be facilitated by the Institute for Environmental Conflict Resolution. She said that Metropolitan Transportation Improvement Program (MTIP) time-sensitive projects were approved.

Mr. Gaydos said he would participate as a member the committee to develop criteria and select the facilitator for the collaborative process.

**General Manager Selection Process** – Mr. Gaydos referred to handout materials that described the process. He said that the Board would have an opportunity to discuss a number of approaches that included moving swiftly to hire a new general manager, retaining an interim general manager for a longer period, or appointing an internal candidate without any process.

Mr. Kortge said he preferred an expedited process that would have a new general manager starting sooner than January 2007. Mr. Gaydos replied that the materials identified several options and the Board could discuss them more fully, with public notice, at the February meeting and determine what approach was preferred.

**Monthly Financial Report** – Ms. Hellekson referred to the written report included in the agenda packet and said that, with the exception of a slight concern about diesel fuel price increases, LTD was in a very stable condition halfway through the fiscal year.

The meeting adjourned at 7:15 p.m.

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Board Secretary

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** February 15, 2006

**ITEM TITLE:** EmX STEERING COMMITTEE APPOINTMENT

**PREPARED BY:** Stefano Viggiano, Director of Development Services

**ACTION REQUESTED:** Approve appointment to the EmX Steering Committee

**BACKGROUND:** The EmX Steering Committee was established in 1998 as an advisory body to the LTD Board on key EmX issues. The Committee includes three LTD Board representatives, elected representatives from Eugene, Springfield, and Lane County, an ODOT official, and three at-large representatives. The Committee currently consists of the following members:

Susan Ban (LTD Board)  
Dan Egan (At-Large)  
Tammy Fitch (Springfield City Council)  
Gerry Gaydos, Committee Chair (LTD Board)  
Dave Jewett (At-Large)  
Dean Kortge (LTD Board)  
George Poling (Eugene City Council)  
Peter Sorenson (Board of County Commissioners)  
Vacancy (At-Large position)

Charlie Magee, who had filled one of the at-large positions, has resigned from the committee. Staff recommend that Steve Gordon be selected to replace him. Steve has been involved in community planning issues, including transportation, on both a professional and personal level for many years. Staff believe that he would be an excellent addition to the committee.

**ATTACHMENT:** None

**PROPOSED MOTION:** I move that the following resolution be approved:

LTD Resolution Number 2006-0071: It is hereby resolved that Steve Gordon be appointed to the EmX Steering Committee.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** February 15, 2006

**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:** Board members are asked to coordinate the Board Activity Calendars with their personal calendars and for discussion at each Board meeting. Updated Board Activity Calendars are included with this packet for Board members.

Please contact Jo Sullivan with any changes in your availability for LTD-related meetings and events, or to provide your winter and spring vacation dates.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** February 15, 2006

**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 February 15, 2006:

1. Approval of minutes: January 18, 2006, regular Board meeting
2. Budget Committee Nomination: Russ Brink
3. Budget Committee Nomination: Michael Langis

**ATTACHMENTS:**

1. Minutes of the January 18, 2005, regular Board meeting
2. Form nominating Russ Brink to new three-year term on LTD Budget Committee
3. Form nominating Michael Langis to new three-year term on LTD Budget Committee

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

LTD Resolution No. 2006-005: It is hereby resolved that the Consent Calendar for February 15, 2006, is approved as presented.



**Lane Transit District**  
P. O. Box 7070  
Eugene, Oregon 97401

(541) 682-6100  
Fax (541) 682-6111

## MONTHLY DEPARTMENT REPORTS

February 15, 2006

### GOVERNMENT RELATIONS

*Linda Lynch, Government Relations Manager*

A separate report on the federal agenda is included as an information item for this meeting.

### DEVELOPMENT SERVICES

*Stefano Viggiano, Director of Development Services*

#### **EmX PLANNING**

*Graham Carey, BRT Project Engineer*

**Pioneer Parkway Corridor:** Technical Reports for the 17 disciplines were completed and distributed to federal and local partners for review. Staff presented the findings of the analysis to the Federal Transit Administration (FTA) on January 31, 2006, with the goal of determining the appropriate level of environmental documentation. That meeting resulted in some new opportunities to move the project forward. Staff will discuss these with the Board. An update for the Springfield City Council is planned for February 21, 2006.

**MLK Parkway:** City of Springfield and Lane County staff are currently considering a request from the contractor to close the intersection of Pioneer Parkway and Hayden Bridge Way for a period of approximately three weeks to construct the roundabout. While closure of the road will result in cost savings and schedule acceleration, there is a concern that Laura Street may not be able to accommodate the diverted traffic. If the intersection is closed, the Commuter Solutions department will assist in trip planning and information distribution.

**Progressive Corridor Enhancement (PCE):** Staff have been working on locating a new bus station on the northern section of River Road. One option under consideration has been the Peace Presbyterian site. Staff were informed that there may be access issues regarding the Peace Presbyterian Church site. While that site remains an option, staff continue to keep other options, including the Santa Clara School site and the excess right-of-way owned by Lane County at the corner of River Road and Wilkes Drive, under consideration.

### **METROPOLITAN PLANNING**

*Anita Yap, Transit Development Planner*

**Transportation Planning Committee (TPC):** The Transportation Planning Committee has been working with the Citizen Advisory Committee on a Public Involvement Plan and has been reviewing and processing amendments to the Metropolitan Transportation Improvement Program.

**Walnut Mixed-Use Center:** Three scenarios have been proposed for development of the Walnut Station Mixed Use Center. Following public comment opportunity, the Steering Committee will be recommending a preferred scenario in March.

**Region 2050:** The technical advisory committee will be meeting to discuss transportation issues relating to the preferred scenario for Region 2050. This will be presented to the Policy Board in March.

#### **ODOT Planning Projects:**

- **I-5-Franklin Interchange Project:** ODOT recommends stopping work on the I-5-Franklin interchange because it does not address a transportation capacity problem and funding is unlikely.

### **SERVICE PLANNING**

*Will Mueller, Service Planning Manager*

- **Annual Route Review:** Staff met with the Board Service & Marketing Committee on January 25 to preview the service proposals under consideration for the public hearing on February 13. Administrative staff and bus operators held another meeting of the Service Advisory Committee (SAC) on January 27, to further review and refine the proposals.
- **Winter Bid:** The winter bid was posted and the bid was held during the month of January. Winter bid features a number of operational fixes involving time added to various routes to improve their ability to operate on time.
- **UO Basketball Service:** UO basketball service is off to a good start, with wide variations in ridership depending on the opponent. So far, high ridership includes 1,211 one-way rides to the UO men's game versus Oregon State and 607 to watch the UO women play OSU.



## **COMMUTER SOLUTIONS**

*Connie B. Williams, Program Manager*

### ▪ **Program Management**

- Marcia Maffei was offered and accepted the position of Employer Programs Specialist. She began in that capacity on February 1.
- Discussions concerning replacement of the Rideshare Program Coordinator position (vacated by Marcia) are underway.
- A TOAC Budget Sub-Committee to discuss the FY 06-07 budget for Commuter Solutions met on January 13.

### ▪ **Congestion Mitigation Program (CMP)/KeepUsMoving.Info Web Site**

- A KeepUsMoving.Info/CMP meeting was held on January 27, with local jurisdictions. This was an initial meeting of the group as a review of the KeepUsMoving Web site functions and available Commuter Solution services. Also addressed was the continuing EmX construction, Springfield's MLK roundabout, the Delta Highway Overlay project, and planning for the I-5-Beltline Interchange.

### ▪ **Smart Ways to School Program**

#### **Student Transit Pass Program:**

- Small bags containing food and small gift items were given to LTD operators and customer service staff to thank them for serving students in the Student Transit Pass Program. A survey also was provided to solicit feedback from staff to gauge the effectiveness of the program.
- A cost formula is being developed to seek Oregon Department of Energy Business Energy Tax Credit approval for a continuation of the Student Transit Pass Program into 2006-2007.

#### **General:**

- Staff are working with KIDSPORTS to develop a pilot project that will help parents form carpools and to transport children to and from sports practices. This will be an effort to address vehicle trips associated with after-school activities.

### ▪ **Regional Transportation Planning/Strategies**

#### **Outreach:**

- Commuter Solutions had a booth at the Lane County Fairgrounds Good Earth Home & Garden Show on January 28 and 29.

#### **Group Pass/Emergency Ride Home Programs:**

- FabTrol (26 employees) and Royal Caribbean Cruises Ltd (250 employees) signed up to participate in the Group Pass Program. Both of their programs will begin February 1.
- Royal Caribbean Cruises Ltd signed up for the Emergency Ride Home program.
- Staff held a Transportation Fair at Royal Caribbean Cruises Ltd.

## **CAPITAL PROJECTS**

*Charlie Simmons, Facilities Services Manager*

**Old Springfield Station:** The restoration of the old Springfield Station has been completed. There are now inbound and outbound stops at 5<sup>th</sup> and B Streets.

**Shelter Project:** Staff continue work on the shelter replacement project.

### **Franklin Corridor EmX:**

*Sue Viggiano, EmX Communications*

- **Construction update:** All stations in Glenwood are under construction. Lane closures at the station sites are in place from 9:00 a.m. to 3:30 p.m. daily. Crews are expected to be in Glenwood through February. In addition, Springfield Utility Board (SUB) is laying a water line in Glenwood, causing some confusion about what work is to be done by SUB and what work is to be done by LTD. A communication was sent to all Glenwood residents and businesses explaining the EmX work.

In Eugene, crews are completing the road-widening work on the north side of Franklin Boulevard between Riverfront Parkway and Onyx Street. A coupon program is being used to help promote the businesses in this block that are affected by construction.

Pre-construction activity has begun on the south side of Franklin Boulevard at Agate Street. The start of the work scheduled in this area is weather-dependent. Several 'mostly dry' days in a row are needed to begin scheduling full-time crews for this work. The scope of work includes constructing EmX lanes in the median; constructing two major stations, Agate Station and Walnut Station; shifting eastbound lanes to the south and realigning Franklin Boulevard; and adding new signals at Agate Street, 13th Avenue, and Walnut Street.

Construction along Franklin Boulevard will be very busy through the summer. LTD is working with UO to coordinate communications in an effort to keep everyone well informed.

- **EmX Vehicle:** Staff visited the New Flyer plant in late January to see the first vehicle come off the production line. The vehicle is scheduled to be at the Altoona testing facility by mid-February, and testing could take up to six months. Staff will schedule trips to Altoona throughout the testing process for observation and tracking.

## MARKETING AND COMMUNICATIONS

*Andy Vobora, Director of Marketing and Communications*

### **MEDIA**

- Media coverage has focused on EmX construction, the shift in leadership from Ken Hamm to Mark Pangborn, and the Annual Route Review (ARR).
- Paid media promoted the UO basketball shuttles in *The Register-Guard* and group pass programs were highlighted in the *LCC Torch* and the *UO Emerald* newspapers.
- Plans for an editorial board meeting with *The Register-Guard* are under way.

### **OUTREACH**

- A full spectrum of communication channels has been used to get the word out about the Annual Route Review (ARR) and pricing plan public hearings.
- A plan for outreach along the first progressive corridor enhancement alignment is coming together. A number of River Road/Santa Clara organizations have been contacted and meetings will be set for the coming months. Board members will be invited to participate.
- A community open house is being planned for Cottage Grove. This will give residents who currently ride an opportunity to comment on service and review options for an added trip under consideration. Additionally, staff are planning a meeting with the city council. This will give LTD an opportunity to update the council on ridership and plans for increased service. It is likely that these meetings will occur in February.
- LTD was present at the Good Earth Home and Garden Show that took place on January 28 and 29 at the Lane County Fairgrounds. The show was a huge success and staff were kept quite busy throughout the two days.

### **GROUP PASS**

- The District's ASUO budget hearing took place on February 2. Staff will report the results of the hearing in next month's report.

### **INTERNAL COMMUNICATIONS**

- Plans are moving ahead for implementing the communication audit.

## ANNUAL PLANNING

- A detailed work plan for the implementation of EmX service is being developed. This multi-page plan outlines all activities associated with the development of materials, advertising, grand opening events, and more. Additionally, staff are constructing a three-year work plan that outlines all major projects occurring between now and the service redesign in Fall 2008. With EmX, PCE, service redesign, Olympic Trials, and all the routine projects, it is quite a full agenda!

## ACCESSIBLE SERVICES

*Terry Parker, Accessible Services Manager*

A focus group was formed to discuss EmX training and other needs for people with visual disabilities. The group met on January 12 and developed a list of issues. They will meet initially to focus on EmX training and will continue as a working group to undertake other concerns regarding access to public transportation. The next meeting will be held on February 23.

Terry attended a *United We Ride* state coordination meeting in January. The group began developing guidelines for community coordination and planning a *Framework for Action/Community Planning* workshop, as part of this federal initiative. She also was invited to participate in a national panel meeting on *United We Ride: Building Comprehensive and Coordinated Transportation Services* in Washington, D.C. in late January. This meeting focused on finalizing performance measures being developed for the federal *United We Ride* program funded under SAFETEA-LU.

Four used paratransit vehicles will be leased this month to local non-profit agencies who will provide some of their own trips rather than relying entirely on **RideSource** services. These vehicles were scheduled to be rotated out of regular paratransit service, but had some useful life left in them. The agencies are happy to have them, and we are happy to have them in use to ease the **RideSource** burden.

## TRANSIT OPERATIONS

*Mark Johnson, Director of Transit Operations*

There is no Transit Operations report this month.

## **MAINTENANCE**

*Tom Brush, Director of Maintenance*

There is no Maintenance report this month.

## **FINANCE AND INFORMATION TECHNOLOGY**

*Diane Hellekson, Director of Finance and Information Technology*

### **FINANCE**

*Carol James, Accounting Manager*

Three hundred nine (309) vendor checks, totaling \$1,358,845, were processed during the month of January, including \$137,749 to Wildish Building Company for work related to the EmX Franklin Corridor.

Eighty-eight (88) payroll checks and 896 payroll direct deposits totaling \$685,023 were made in January 2006. These numbers reflect two pay dates in January.

Twelve cash fare deposits totaling \$127,826 were made in January 2006.

### **PURCHASING**

*Jeanette Bailor, Purchasing Manager*

A final price and delivery date for five articulated vehicles is being negotiated with New Flyer, with delivery occurring sometime in 2006. Recent contract awards have been made for Landscape Services and Marketing Research contracts. Minor changes were made to the purchasing policy to include legislative changes effective January 1, 2006; including requirements for posting and monitoring labor rates included in construction documents. These changes were all minor and administrative in content.

### **INFORMATION TECHNOLOGY**

*Steve Parrott, IT Manager*

IT, Operations, and HR staff will begin implementation of a security incident/accident management software application the week of February 6, 2006. This application will help to standardize and codify daily reports submitted by LTD's security officers, field supervisors, and risk management staff. The system was purchased with the intention of improving LTD's ability to evaluate its security service demands and management of insurance-related incidents. The system is tentatively scheduled to go into production by late March--depending on progress with training and final testing.

The IT staff continues its work with Accessible Services in researching a proposal for creation of an LTD-operated Medicare-Medicaid ride brokerage service. Testing of LTD's Web site is completed. IT staff are tentatively planning to transfer operations of the LTD.org site to the in-house server during the weekend of February 18-19. IT staff and LTD's radio communications service provider, Silke Communications, completed work to expand radio signal coverage to the McKenzie route. Drivers operating this route can now communicate with LTD dispatchers via the radio system installed on the bus. Prior to this improvement, drivers had to use an LTD-provided cell phone that delivered a marginal signal when trying to reach LTD dispatchers. Feedback from Operations staff on this improvement is very favorable.

## **HUMAN RESOURCES**

*Mary Neidig, Human Resources Director*

### **HEALTH CARE**

The Joint Insurance Committee has approved a new program through Reliant Behavioral Health that includes a Health Risk Assessment followed by an individual health counseling process. The tool will be available online beginning February 1, with introductory meetings scheduled at the District for February 1 and 2. The early response has been very positive, and the Committee is excited about making this benefit available to all LTD employees.

### **SELECTION AND HIRING**

During January, a new group of bus operators was hired. In addition, Transit Planner, Will Mueller, was selected as the new service planning manager.

### **TRAINING**

The final session of Operator Fall Training was concluded in January. All who attended have now been presented with a session on diversity in the workplace and workplace harassment.

### **PENSION ACTIVITIES**

Both pension trusts met in January to hear the initial presentation by the new fund manager, RV Kuhns and Company. A recommended investment strategy was recommended and was approved by the trustees of both plans.

**OTHER ACTIVITIES**

The Facilities Safety Committee approved a new set of bylaws and have begun a new process for safety committee activities. Committee members are receiving first-hand coaching from Wilson-Heirgood's Safety Specialist, and have a series of activities scheduled for 2006.

# LTD Strategic Plan

2006

*Draft: 2/15/2006*



## INTRODUCTION

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In 2003, the Board of Directors of Lane Transit District (LTD) adopted a Strategic Plan that was developed through a comprehensive plan development process. The District's vision, mission statement, core values, and guiding principles were established in 2001 and were used for the 2003 Plan. The 2003 Strategic Plan established five goal statements that support the District's Mission Statement. The plan included both short-term strategies and long-term strategies designed to support the five goals. This document is an update of that plan that was approved by the Board in January 2006.

The Board's goal is to have a dynamic plan that is closely tied to the District's short-range financial plan and provides a strategic direction for the organization. In order to keep the plan current and dynamic, it must be updated at regular intervals. The update adopted in 2006 was a "minor" update. There was no change in the vision, mission statement, core values, guiding principles, or the five goal statements. The only changes were in the short-term and long-term strategies.

## **LANE TRANSIT DISTRICT VISION**

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**To be the best transit system in North America.**

## **LANE TRANSIT DISTRICT MISSION**

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**Your partner for a livable community.**

We enhance the community's quality of life by:

- ❖ Delivering reliable public transit service
- ❖ Offering innovative service that reduces dependency on the automobile
- ❖ Providing progressive leadership for the community's transportation needs

## **LANE TRANSIT DISTRICT CORE VALUES**

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- ❖ **TEAMWORK** – Working together makes sense. Teamwork helps us to achieve our mission.
- ❖ **RESPECT** – We are committed to treating everyone with respect and dignity.
- ❖ **HONESTY** – We are credible and reliable, and hold the highest standards of ethical conduct.
- ❖ **INTEGRITY** – We are unshakeable in our integrity and commitment to our vision, mission, values, and guiding principles.
- ❖ **ACCOUNTABILITY** – We are accountable for our resources, actions, and outcomes.
- ❖ **COMMITMENT** – We are dedicated to our important mission.

## **LANE TRANSIT DISTRICT GUIDING PRINCIPLES**

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- ❖ **Safety:** People may assume that LTD is safe. We make every effort never to fail them in that responsibility. LTD will have safe employees, practices, vehicles, equipment, and facilities.
- ❖ **Courtesy:** LTD shall treat all people who come in contact with our organization with courtesy. We are sincerely committed to providing comfortable, friendly services.
- ❖ **Efficiency:** We will never stop improving. The LTD Team will continue to find ways to provide innovative transportation solutions while improving productivity and effectively managing public funds. We are deeply committed to delivering efficient services that promote the sustainability of our communities.
- ❖ **Image:** LTD represents the quality of the communities we serve. We have pride in our appearance and demeanor, and create professional facilities and services which makes riding the bus an attractive option.

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### **Strategic Goal Statements:**

- ❖ DELIVER RELIABLE PUBLIC TRANSPORTATION SERVICE
- ❖ DEVELOP INNOVATIVE SERVICE THAT REDUCES DEPENDENCY ON THE AUTOMOBILE AND MAXIMIZES RIDERSHIP
- ❖ MAINTAIN LTD'S FISCAL INTEGRITY
- ❖ PROVIDE LEADERSHIP FOR THE COMMUNITY'S TRANSPORTATION NEEDS
- ❖ DEVELOP A WORKPLACE ENVIRONMENT THAT ALLOWS EMPLOYEES TO SUCCEED

## LANE TRANSIT DISTRICT STRATEGIC PLAN GOALS

### GOAL: DELIVER RELIABLE PUBLIC TRANSPORTATION SERVICE

Provide high-quality, effective, safe, and reliable service that meets the community's mobility needs and maximizes ridership.

#### Short-Term (1 to 3 year) Implementation Strategies:

Strategies	Priority
<p>Improve service reliability:</p> <ul style="list-style-type: none"> <li>▪ Allocate an estimated two percent service increase in FY 06-07 to address service problems</li> <li>▪ Assume a one percent service increase in FY 07-08 and beyond to address service problems</li> <li>▪ Review current performance standards used in identifying service reliability needs.</li> </ul>	High
<p>Improve fleet maintenance reliability:</p> <ul style="list-style-type: none"> <li>▪ Replace 30 current buses in 2006</li> <li>▪ Implement a revised maintenance plan</li> <li>▪ Expedite the completion of deferred maintenance</li> </ul>	High
<p>Invest in facilities maintenance to preserve and maximize the useful life of the District facilities:</p> <ul style="list-style-type: none"> <li>▪ Re-allocate current resources to more effectively address deferred maintenance</li> <li>▪ Plan and budget for additional facility operating funds to meet future needs</li> </ul>	High
Use APC data to provide route segment and stop-level analysis	High
Improve the efficiency of the fixed-route system	High
Maintain a plan to optimize the fleet composition consistent with LTD's service goal	High
Pursue signal priority for service outside of EmX corridors	High
Continue to promote the system to potential users	High
Maintain special events service	High
Consider a Comprehensive Service Redesign to be implemented in Fall 2008.	Medium
Develop a staff training plan for technology implementation	Medium
Develop and implement a facility plan	Medium
Develop RideSource Efficiency & Productivity Standards	Medium
Review and refine LTD's productivity goals and standards	Medium
Pursue additional funding for service (e.g., job access and reverse commute travel needs)	Medium

**Long-Term (4 to 10 year) Implementation Strategies:**

- Increase service as necessary to maintain an acceptable level of reliability
- Maintain a plan to optimize the fleet composition consistent with LTD's service goal
- Pursue signal priority for service outside BRT as part of a Progressive Corridor Enhancement effort
- Consider service enhancements to respond to community population and employment growth

**Performance Measures:**

- Annual boardings
- Boardings per service hour
- Percentage of households within one-quarter mile of bus stop
- Service hours per capita
- On-time performance (bus no more than 4 minutes late)
- Percentage of missed trips
- Accident rates per 100,000 miles
- Customer service form complaints per 100,000 passengers
- Good to excellent ratings on rider surveys

**GOAL: DEVELOP INNOVATIVE SERVICE THAT REDUCES DEPENDENCY ON THE AUTOMOBILE**

Provide high-quality, convenient service that attracts new riders, including those who have access to an automobile, in order to help the community meet its current and future transportation needs. Bus rapid transit (BRT) is a key innovative transit strategy that is intended to increase the transit mode share, particularly on congested corridors.

**Short-Term (1 to 3 year) Implementation Strategies:**

Strategy	Priority
Implement the Franklin EmX Corridor <ul style="list-style-type: none"> <li>▪ Complete the EmX Franklin Corridor construction</li> <li>▪ Complete the acquisition of an appropriate EmX vehicle</li> <li>▪ Develop a real-time passenger information system</li> <li>▪ Develop a preventive and corrective maintenance plan for EmX</li> <li>▪ Develop and implement a public relations and marketing plan for EmX service introduction</li> <li>▪ Collect baseline data for the EmX Franklin Corridor prior to service implementation</li> <li>▪ Develop an EmX Franklin Corridor staffing/operational plan</li> </ul>	High
Develop seamless system integration with EmX	High
Obtain all environmental and political approvals for the Pioneer Parkway EmX Corridor	High
Take advantage of opportunities to implement service enhancements consistent with the Progressive Corridor Enhancements strategy	High
Complete a corridor with Level 2 Progressive Corridor Enhancement in 2007, 2008, and 2009.	High
Support nodal development and transit-oriented land uses	High
Integrate transit planning with land use efforts and planning for other transportation modes	High
Continue the implementation of the Congestion Mitigation Program	High
Track TransPlan Performance Measures for transportation demand management (TDM) and transit	Medium
Pursue real-time passenger information to service outside of EmX	Medium
Implement independent telephone services	Low

**Long-Term (4 to 10 year) Implementation Strategies:**

- Construct an additional complete EmX corridor as dictated by funding and community support.
- Implement Progressive Corridor Enhancements as dictated by funding availability
- Reshape the service system with EmX system expansion
- Explore new types of services for future implementation

**Performance Measures:**

- Average weekday boardings
- Percentage of riders who have the option of using a car
- Peak-hour modal split on major transportation corridors
- Percent of major corridors with 10-minute service frequency
- Good to excellent ratings on rider surveys
- Good to excellent ratings on community surveys
- Track TransPlan performance measures for transportation demand management and transit plan elements

**GOAL: MAINTAIN LTD'S FISCAL INTEGRITY**

A fiscally responsible plan should meet both short and long-range operational and capital needs within a planning horizon defined by the Long-Range Financial Plan (LRFP). In addition, LTD's ability to obtain advantageous financing for its capital agenda will depend on the quality of the Long-Range Financial Plan. The ability to develop new sources of funding for capital and expand resources for operational support will be critical to LTD's continued success. In addition, LTD will be a prudent and conscientious custodian of public funds.

**Short-Term (1 to 3 year) Implementation Strategies:**

<b>Strategy</b>	<b>Priority</b>
Maintain a viable Long-Range Financial Plan and Capital Improvements Program (CIP)	High
Pursue federal funding for capital projects, including EmX system build-out	High
Pursue established and new sources for federal, state, and local funding	High
Pursue the use of <i>ConnectOregon</i> funds for local match or for partial construction of the Pioneer Parkway EmX corridor	High
Implement the payroll tax increase authorized by the State Legislature in 2003	High
Assess and adjust as necessary the needed contribution to LTD's pension plans	High
Review and possibly amend the Fare Policy	High
Negotiate an appropriate labor contract	High



**Long-Term (4 to 10 year) Implementation Strategies:**

- Adjust fares to keep pace with inflation
- Seek federal funds through annual appropriation process
- Continue to explore local, state, and federal funding options
- Maintain a eight-year window of a 20-year LRFP
- Consider all options for the financing of vehicles and capital projects
- Continue advocating for a regional, coordinated investment strategy to maximize the benefit of state and federal dollars coming into the region
- Maintain unqualified annual independent audits, triennial FTA reviews, and NTD audits with minimal or no findings, and qualify for the GFOA Reporting Excellence award annually
- Complete the ten-year implementation of the payroll tax increase authorized by the legislature in 2003

**Performance Measures:**

- Cost per trip
- Cost per service hour
- Farebox to operating cost ratio
- Percent of operating cost allocated to direct service provision
- Maintenance of minimum operating reserves
- Unqualified annual audit
- Debt-standard (to be defined)
- Include standards that relate to New Starts funding criteria

**GOAL: PROVIDE LEADERSHIP FOR THE COMMUNITY'S TRANSPORTATION NEEDS**

Success is more readily achieved when there are partners committed to the same goal. In Oregon, where the road fund is limited in both scope and amount, promoting investment decisions to benefit travel modes beyond the automobile is a significant transportation agenda.

**Short-Term (1 to 3 year) Implementation Strategies:**

Strategy	Priority
Provide community leadership in developing multi-modal transportation solutions: <ul style="list-style-type: none"> <li>▪ Provide consistent leadership and participation at Metropolitan Policy Committee (MPC) meetings</li> <li>▪ Utilize available forums for LTD participation in community transportation planning (e.g., Region 2050)</li> </ul>	High
Strengthen LTD's partnerships with government agencies: <ul style="list-style-type: none"> <li>▪ Federal Transit Administration (FTA) Region X</li> <li>▪ State and local governments, ODOT</li> <li>▪ Legislative agenda</li> </ul>	High
Grow the visibility of LTD Board members in the community	High
Maintain LTD's profile/involvement in community activities	High
Continue effective participation in long-range land use and transportation planning	High
Build new partnerships/allies in the FTA D.C. office and congressional staff offices	High
Optimize coordinated investment strategies that benefit transit (including local STP programming)	High
Take a leadership role in implementing TDM strategies	High
<b>Implement an expanded media campaign in FY 2006-07</b>	<b>High</b>
Conduct annual or biennial Board self-evaluations based on strategic planning goals	Medium

**Long-Term (4 to 10 year) Implementation Strategies:**

- Develop knowledge of transit benefits through school education programs
- Continue to increase the Board's profile in the community
- Conduct periodic community-wide market research surveys
- Address the changing demographics of the community
- Promote partnering with public agencies and community groups
- Continue partnering with FTA
- Transition to clean, alternative fuel technology for all the fleet, consistent with LTD policy

**Performance Measures:**

- Good or excellent ratings on community surveys
- Board member participation on key local committees
- Board member responsiveness to geographic constituents

**GOAL: DEVELOP A WORKPLACE ENVIRONMENT THAT ALLOWS EMPLOYEES TO SUCCEED**

The quality of the workplace environment is central to LTD's success. By working together, we share the tasks and the rewards and recognition of the outcomes. We are mutually committed to our goals because we believe in the principles and the values they represent.

**Short-Term (1 to 3 year) Implementation Strategies:**

Strategy	Priority
<p><b>Implement a program to enhance employee health and morale:</b></p> <ul style="list-style-type: none"> <li>▪ Institute a comprehensive employee communications approach</li> <li>▪ Create or reinstitute a comprehensive rewards and incentive program</li> <li>▪ Create a comprehensive program to support employee training and skill development</li> <li>▪ Expand health programs to include health education and injury prevention</li> </ul>	<b>High</b>
Support an active and viable Employee Council	High
Maintain a positive relationship with ATU	High
Create a dynamic internal communication process	High
Support the LTD Diversity Council activities	High
Develop an organizational succession plan	Low

**Long-Term (4 to 10 year) Implementation Strategies:**

- Implement a dynamic communications process
- Implement a comprehensive employee development program
- Maintain a positive relationship with ATU
- Maintain a positive relationship with the Employee Council
- Continue to build employee morale

**Performance Measures:**

- Percentage of “negative” (unwanted) employee turnover
- Good to excellent rating on employee scorecard
- Measure of formal grievances and arbitration

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** February 15, 2006

**ITEM TITLE:** MARCH 2006 EMPLOYEE OF THE MONTH

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

**BACKGROUND:** **March 2006 Employee of the Month:** Bus Operator Emilio Garcia was selected as the March 2006 Employee of the Month. Emilio was hired by LTD on February 25, 1976. He was nominated for this award by a regular rider who commends him for his consistently pleasant attitude. She appreciates his kind consideration, which is apparent in that he never fails to stop at the curb and always lowers the step.

When asked to comment on Emilio's selection as Employee of the Month, Transit Operations Supervisor Dan Budd, said:

Emilio has made some outstanding achievements during his tenure at LTD. During this time, he was selected as Employee of the Month in January 1996, after being nominated by some of his favorite riders. He also earned the Outstanding Citizen of The Year Award presented by the Eugene Police Department for assisting law enforcement officers in the arrest of a local felon. Emilio enjoys helping provide a vital service to the community, and his customers appreciate his sincere efforts to satisfy everyone.

Our congratulations to Emilio on his selection as the March 2006 Employee of the Month!

**AWARD:** Emilio will attend the February 15, 2006, meeting to be introduced to the Board and receive his award.

## AGENDA ITEM SUMMARY

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**DATE OF MEETING:** February 15, 2006

**ITEM TITLE:** BOARD FEEDBACK FROM HEARING ON FARES AND SERVICE

**PREPARED BY:** Stefano Viggiano, Director of Development Services

**ACTION REQUESTED:** None

**BACKGROUND:** On Monday, February 13, 2006, the Board held public hearings on possible changes to fares and service. A second public hearing for both the fare and service changes will be held on March 13, 2006. Staff will be considering the public comments in the preparation of final recommendations to the Board for changes to fares and service.

This agenda item is intended to provide an opportunity for the Board to discuss the comments received during the preliminary public hearings and to provide direction to staff based on those comments.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** February 15, 2006

**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. **FY 2006-07 Service Recommendation:** A second public hearing on proposed changes to routes and schedules has been scheduled for March 13, 2006, in the Bascom/Tykeson Rooms at the Eugene Library. The Board will be asked to approve the final recommended service package at the March 15, 2006, regular Board meeting.
- B. **FY 2006-07 Pricing Plan:** A second public hearing on proposed changes to the pricing plan has been scheduled for March 13, 2006, with final approval at the March 15, 2006, regular Board meeting. A separate action on Group Pass pricing also will be on the agenda for the March 15 meeting.
- C. **CIP Adoption:** The Board will be asked to approve the updated Capital Improvements Program at the March 15, 2006, meeting.
- D. **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

February 2006

*Prepared by Mark Pangborn, Interim General Manager*

## FUTURE DATES TO REMEMBER

February 20, 2006	Presidents' Day – administrative offices closed (regular service)
February 21, 2006	Presentation to Springfield City Council (Davis, Eyster)
March 13, 2006	Special LTD Board Meeting/public hearing on fares and service (at Eugene Library)
March 15, 2006	Regular LTD Board Meeting
April 10, 2006	Special LTD Board Meeting/Work Session (tentative)
April 19, 2006	Regular LTD Board Meeting

## ACTIVITIES

### STRATEGIC GOALS

#### Service Reliability

The winter bid began on February 5<sup>th</sup> with the short-term fixes to improve the tight runs. While still early in the bid, it appears that we have been able to address the most pressing needs. We still need to do some fixes in Gateway service. Due to a change in shift schedules at Royal Caribbean and Oregon Medical Labs, our new service does not exactly meet their needs. The Planning staff is working on a solution.

#### Fleet

- The contract for the twenty 40-foot replacement buses has been signed with Gillig Corporation and those buses will start arriving in December 2006. The contract for articulated buses is almost complete and as soon as we receive final approval on state funding, we will sign that contract with New Flyer.
- Tom Brush is now working with LTD Maintenance staff on finalizing a plan for maintaining the fleet until the replacement buses arrive. Since Tom is new and was brought in to cover for the sudden departure of the former Maintenance director, I am attaching a short version of his resume to give you a sense of his background.

#### Facilities

Facilities Services is moving forward on hiring a maintenance specialist. Interviews will be conducted in the next two weeks.



## Employee Relations and Health

### **Communications—Internal**

Communication Audit—LTD has contracted with The Ulum Group to conduct an internal audit of LTD. In this process, which will begin immediately, the Ulum group will talk directly with all levels of the organization to help us assess the best methods for improving two-way communication between employees and supervisors at all levels of the organization. The results of the audit will be shared with the Board and all employees and become the blueprint for internal communications. The Union will participate in and is supportive of the process.

Union—I established a regular monthly meeting with Carol Allred. The first two meetings have been very productive. We are working with the Union on finding a method to improve working relationships. The Union has a number of layers of approval, so when they have had a chance to discuss and agree upon our next joint effort, I will report that back to the Board.

#### Written Material Provided To All Employees:

- A formal written response to the issues raised at the Board and GM listening session (also sent to Board)
- A summary of the FY 2006-07 Board strategic goals and requests for comment
- An expanded monthly edition of *Inside Lane*, a publication intended to cover LTD human interests and operational news (The Board will receive a copy.)

Employees—In the past month I have at least greeted a majority of the LTD employees in a variety of venues. I also have had longer discussions with employees who have expressed discontent in the past or wanted to talk in more detail about the District. I am now working with the department staff on how I can continue this process in a way that works for both my and the employee's work schedule.

### **Communications—External**

Governmental Relations—I have assumed Ken's role in meeting with other local governmental staff on a regular basis to discuss issues of common interest. As issues arise, staff will keep the Board informed.

Training—Human Resources has requested the staffing and funds to implement a comprehensive training program at LTD. The program, if funded, would begin in July 2006 with the start of the new fiscal year.

Incentive And Rewards—Funding for this program has been requested to begin in July 2006.

Health Programs—In cooperation with the Union, LTD has implemented a health assessment program for all employees. The program is voluntary, but includes a \$70 financial incentive for all employees who complete the first year. The purpose of the program is to make employees and their medical benefits dependents more aware of their personal health issues and give them tools to improve their health. A flyer is attached with further information.

**EmX** – The good weather has been great for moving the project forward. Wildish construction is making excellent progress on the improvement on Franklin Boulevard

next to the University of Oregon. Board members are on the mailing list for weekly updates. The prototype vehicle is out of production and soon to be off to Altoona for testing. LTD staff were in Crookston, Minnesota, to inspect the vehicle. Our driver trainer was able to drive the vehicle and was very pleased to discover that it drove just like our current articulated buses, which handle well, simplifying training for EmX service.

**UNITED FRONT**—The United Front document is done. The local delegation will be in Washington, D.C., beginning February 26, 2006. Gerry Gaydos and Linda Lynch will be representing LTD. Linda will make a presentation on the LTD agenda at the February 15<sup>th</sup> meeting.

attachment

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** February 15, 2006

**ITEM TITLE:** BOARD HUMAN RESOURCES COMMITTEE RECOMMENDATIONS ON GENERAL MANAGER SELECTION

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

**ACTION REQUESTED:** None

**BACKGROUND:** The Board of Directors' Human Resources Committee discussed options related to the selection process for the new general manager. The committee will meet again on February 14 to prepare their recommendation, to be shared with the full Board at tonight's meeting. If the committee recommends that the Board take action during tonight's meeting, that would be done during the "Items for Action" portion of tonight's meeting.

**PROPOSED MOTION:** None at this time

**Lane Transit District Board of Directors  
Report from Human Resource Committee  
February 15, 2006**

**Draft Human Resource Committee Work Plan for 2006 and 2007**

**2006**

- February: Review and complete pension policy recommendations.  
Determine time frame for interim leadership.  
Discuss performance expectations for general manager during interim.
- March: Discuss methods for monitoring of pension policy decisions.  
Address any last-minute budget issues.  
Review progress on *Looking to the Future* goals.  
Review progress of internal Communications Audit.  
Review plan for Employee Relations Plan.
- April: Address any concerns stemming from final adopted budget.  
Review progress on *Looking to the Future* goals.  
Receive report on Communications Audit findings.  
Review progress on Employee Relations Plan.
- May: Review progress on *Looking to the Future* goals.  
Review outcome of Communications Audit.  
Review progress on Employee Relations Plan.  
New Board member arrives – orientation to work of HR committee.
- June: Address any HR policy concerns with new EmX system.  
Review progress on *Looking to the Future* goals.  
Receive progress report on pension plan funding measures.  
Review progress on Employee Relations Plan.  
Review recommended work plan based on Communication Audit outcomes.
- July: Discuss strategy for next labor contract negotiations.  
Note: New fiscal year begins.  
Review progress on *Looking to the Future* goals.  
Review progress on Employee Relations Plan.
- August: Discuss and determine process for general manager evaluation.  
Review progress of LTD employee benefits; determine policy direction.  
Review progress on *Looking to the Future* goals.  
Review progress on Employee Relations Plan.  
Discuss strategies for labor negotiations.

- September: Begin general manager evaluation process (pending earlier decisions).  
Receive update on EmX bus arrival.  
Review progress on *Looking to the Future* goals.  
Review progress on Employee Relations Plan.
- October: Continue general manager evaluation process.  
Review progress on *Looking to the Future* goals.  
Review any training or other needs related to EmX start-up.  
Review progress on Employee Relations Plan.  
EmX operator bid is held and new EmX operators begin training.  
Finalize recommended strategy for labor negotiations.
- November: Employee Benefits Sign-up – review decisions related to benefits.  
Review progress on *Looking to the Future* goals.  
Review progress on Employee Relations Plan.  
Board annual work session – possible HR Committee report.
- December: Finalize general manager evaluation process.  
Address any HR policy issues related to budget development.  
Review progress on *Looking to the Future* goals.  
EmX service begins.

## 2007

- January: Seek input on general manager selection criteria.  
Review progress on *Looking to the Future* goals.  
Develop selection criteria for executive search firm.  
Review progress of communications work plan.  
Labor negotiations update.  
Estimated new Board member arrival – orientation to work of HR committee.
- February: Receive annual report on pension plan measures.  
Approve RFP for executive search firm.  
Review progress on *Looking to the Future* goals.
- March: Address any last-minute budget issues.  
Begin review of criteria for general manager selection.  
Review progress on *Looking to the Future* goals.  
Hear labor negotiations update.
- April: Finalize criteria for general manager selection.  
Select executive search firm.  
Meet with executive search firm to further define process.  
Review progress on *Looking to the Future* goals.  
Address any concerns stemming from final adopted budget.
- May: Finalize general manager recruitment plan.

- Review progress on *Looking to the Future* goals.  
Celebrate progress on *Looking to the Future* plan.  
Receive labor negotiations update.
- June:           Begin recruitment for general manager.  
Review progress on *Looking to the Future* goals.  
Receive progress report on pension plan funding measures.
- July:           Continue recruitment for general manager.  
Review progress on *Looking to the Future* goals.  
Note: New fiscal year and new labor contract begin.
- August:       Executive search firm conducts initial screening of general manager candidates.  
Review progress on *Looking to the Future* goals.  
Review progress of LTD employee benefits; determine policy direction.
- September:   Conduct telephone interviews of general manager candidates.  
Select final list of general manager candidates.  
Begin (current) general manager evaluation.  
Review progress on *Looking to the Future* goals.
- October:       Review progress on *Looking to the Future* goals.
- November:    Conduct general manager assessment center.  
Review progress on *Looking to the Future* goals.  
Hold annual Board work session – possible HR committee report.  
Employee Benefits Sign-up – review any HR policy issues related to benefits.
- December:    Select new general manager.  
Finalize (current) general manager evaluation.  
Review progress on *Looking to the Future* goals.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** February 15, 2006

**ITEM TITLE:** PENSION PLANS

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

**ACTION REQUESTED:** None

**BACKGROUND:** The Board of Directors' committees on Human Resources and Finance have both addressed policy and funding questions related to LTD's two pension plans as part of the annual budget development. At the Board meeting, the two committees will share the outcomes of their independent discussions and any recommendations they have regarding changes. If the committees recommend that the Board take action at this meeting, that would be done during the "Items for Action" portion of the meeting.

**PROPOSED MOTION:** None at this time

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** February 15, 2006

**ITEM TITLE:** MONTHLY PERFORMANCE AND LABOR TRENDS REPORTS

**PREPARED BY:** Mark Pangborn, Interim 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 monthly *Eugene/Springfield Metro Labor Trends* publication from the Oregon Employment Department also is included for the Board's information.

**ATTACHMENTS:** January 2006 Performance Report  
December 2005 RideSource Performance Report  
February 2006 *Eugene/Springfield Metro Labor Trends*

**PROPOSED MOTION:** None



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** February 15, 2005

**ITEM TITLE:** RIVERBEND TRANSIT LANE CONSTRUCTION

**PREPARED BY:** Stefano Viggiano, Director of Development Services

**ACTION REQUESTED:** None. Information Only.

**BACKGROUND:** Last month, the Board approved an application for *ConnectOregon* funds to be used to help fund the Pioneer Parkway EmX project. One specific use of these funds was for the construction of the transit lanes on Riverbend Drive. It makes great sense to construct the transit lanes on Riverbend Drive at the same time as the rest of the roadway. As you may recall, Riverbend Drive is to be constructed before LTD receives final environmental approval for the Pioneer Parkway project. This means that LTD will not be able to use federal funds for the construction of the transit lanes at Riverbend Drive.

*ConnectOregon* funds do not impose federal requirements and, thus, can be used for the RiverBend transit lane construction. However, if the *ConnectOregon* funds are not granted, the District would be in a position of using local funds for the construction of the transit lanes on Riverbend Drive. LTD has asked PeaceHealth for a cost estimate for the minimum level of transit lane construction that would be needed to avoid disruption after the hospital opens. PeaceHealth quoted a figure of approximately \$250,000.

LTD will have to commit to the RiverBend transit lane construction within the next month or two, which is before a decision will be made on the *ConnectOregon* grants. Thus, if LTD wants the transit lanes to be built when Riverbend Drive is built, the District will have to accept the risk of using local funds should the *ConnectOregon* grant not be approved. Staff believe that this is an acceptable risk and that the benefits of joint construction (cost efficiencies and minimizing disruption to the hospital) are significant and would be justified even if local funds were used.

Staff will proceed with this approach unless the Board provides alternate direction. The Board will be kept informed as additional information about the Riverbend Drive construction and the *ConnectOregon* funds becomes available.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** February 15, 2005

**ITEM TITLE:** STRATEGIC PLAN UPDATE

**PREPARED BY:** Stefano Viggiano, Director of Development Services

**ACTION REQUESTED:** Approve Strategic Plan

**BACKGROUND:** The current Strategic Plan was approved by the Board in 2003. Following the Board Strategic Planning Workshop in December 2005, staff have prepared an amended Strategic Plan that reflects the four District budgetary priorities for the upcoming years, as well as other needed updates to the strategic actions. Recall that the four priorities endorsed by the Board were addressing service needs, maintaining fleet reliability, maintaining District facilities, and improving the workplace environment.

Following the Board workshop, staff have made an effort to solicit comments on the draft Strategic Plan. This effort has included discussions at various meetings and posting information for employees. Since "strategic plans" are not a topic that generates very much interest, the emphasis of the communication was placed on the four District priorities. Despite the more immediate and specific nature of that message, there still were few comments from employees. The comments that were received, however, were favorable.

Staff recommend approval of the draft 2006 Strategic Plan.

**ATTACHMENT:** Draft 2006 Strategic Plan

**PROPOSED MOTION:** I move that the following resolution be approved:

LTD Resolution Number 2006-006. It is hereby resolved that the LTD Board approve the 2006 Strategic Plan.

## AGENDA ITEM SUMMARY

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**DATE OF MEETING:** February 15, 2006

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

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

**ACTION REQUESTED:** None

**BACKGROUND:** As begun in 2004, each month's Board packet includes 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