

(This packet was printed on recycled paper.)

Public notice was given to *The Register-Guard* for publication on November 8, 2007.

**LANE TRANSIT DISTRICT
SPECIAL BOARD MEETING/WORK SESSION
PUBLIC HEARING ON SERVICE**

**Monday, November 12, 2007
5:30 p.m.**

**LTD BOARD ROOM
3500 E. 17th Avenue, Eugene
(off Glenwood Boulevard in Glenwood)**

A G E N D A

	<u>Page No.</u>
I. CALL TO ORDER	
II. ROLL CALL	
Gaydos _____	
Evans _____	
Dubick _____	
Davis _____	
Eyster _____	
Kortge _____	
(Vacancy) _____	
 <u>The following agenda items will begin at 5:30 p.m.</u>	
III. PRELIMINARY REMARKS BY BOARD PRESIDENT	
IV. ANNOUNCEMENTS AND ADDITIONS TO AGENDA	04
V. BOARD CALENDARS (5 minutes)	05
VI. WORK SESSION	
A. West Eugene EmX Extension Update (30 minutes)	06
B. Joint Session with Eugene City Council (25 minutes)	09
 <u>The following agenda items will begin at 6:30 p.m.</u>	
VII. EMPLOYEE OF THE MONTH – December 2007 (5 minutes)	11
VIII. RECOGNITION OF FIRST EmX OPERATORS	12
IX. AUDIENCE PARTICIPATION	
◆ Each speaker is limited to three (3) minutes.	

X.	ITEMS FOR ACTION AT THIS MEETING	
A.	Public Hearing on FY 2008-09 Service Recommendations	13
1.	Staff Presentation	
2.	Opening of Public Hearing by Board President	
3.	Public Testimony	
	▪ Each speaker is limited to three (3) minutes.	
4.	Closing of Public Hearing	
5.	Staff Comments	
B.	Diversity Policy (15 minutes)	16
C.	Legal Services Contract Renewal (10 minutes)	27
XI.	ITEMS FOR INFORMATION AT THIS MEETING	
A.	Board Member Reports (20 minutes)	31
1.	Meetings Held or Attended	
(a)	Board HR Committee – October 23	
(b)	EmX Steering Committee – November 6	
(c)	Metropolitan Policy Committee – November 8	
2.	No Meeting/No Report	
(a)	LCOG Board of Directors	
(b)	Walnut Station Steering Committee	
(c)	Board Service Planning & Marketing Committee	
(d)	Board Finance Committee	
B.	Board Strategic Planning Session (10 minutes)	33
C.	Monthly Financial Report—October 2007 (5 minutes)	35
D.	Monthly Department Reports (respond if questions)	36
E.	Monthly Performance Reports (respond if questions)	43
XII.	EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO ORS 192.660(2)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations (10 minutes)	46

XIII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

47

- A. Labor Negotiations
- B. November 26 Joint Meeting with Eugene City Council/Special LTD Board Meeting
- C. General Manager Performance Evaluation
- D. Annual Audit and Comprehensive Annual Financial Report (CAFR)
- E. Commuter Solutions Annual Report
- F. FY 2008-09 Service Recommendation
- G. FY 2008-09 Pricing Plan
- H. Pioneer Parkway EmX Design and Budget
- I. March 3 Joint Meeting with Springfield City Council/Special LTD Board Meeting
- J. Franklin EmX Lessons Learned
- K. West Eugene EmX Project Status
- L. Park & Ride Program
- M. River Road Station Status Report
- N. Student Transit Pass Program Update

XIV. ADJOURNMENT

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

Q:\Reference\Board Packet\2007\11\Special Meeting 11-12-07\bdagenda.doc

AGENDA ITEM SUMMARY

2

DATE OF MEETING: November 12, 2007

ITEM TITLE: OCTOBER FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

BACKGROUND: Financial results for the first four months of the FY 2007-08 are summarized in the attached reports.

Passenger fares including group pass receipts were up 5.3 percent for the first four months of the new year over the same period last year, and are up slightly versus budget. Passenger boardings for the rolling twelve-month period, which ended October 31, increased 7.4 percent over the previous period, up from 6 percent reported last month. September boardings exceeded one million establishing a new monthly record.

Payroll tax revenues are about as anticipated by the current-year budget. Self-employment receipts coincide with State tax payment deadlines, none of which occurred in October. As always, though, receipts occur from filing extensions, audit adjustments, and other reasons, and are as expected through October. Receipts are down versus last year because of the special collection effort by the Oregon Department of Revenue that occurred in the last fiscal year.

First quarter State-in-lieu receipts were reported in October and are slightly less than were anticipated by the budget. It is very difficult to analyze these receipts because the program is administered by the Oregon Department of Administrative Services, not the Department of Revenue, and the audit trail is poor.

Interest rates of return have been stable above 5 percent. Returns are down slightly versus the same period a year ago because LTD has had less cash to invest. Returns year to date are above what was anticipated by the current-year budget.

Total personnel services expenditures, the largest category of operating expense, show 7.4 percent growth over the previous year, up from the 6.9 percent reported last month. The 7.5 percent rate of growth in contract-represented personnel services is due to continued retirements that

necessitate accrued leave payouts. There has also been increased overtime while new classes of replacement operators are recruited, screened, hired, and trained, and while Fall service issues are analyzed and addressed. There has been no Amalgamated Transit Union contract since June 30, 2007. The settlement of the contract either through mediation or binding arbitration will have an impact on total personnel services.

Materials and services results vary widely from department to department. Total materials and services are significantly higher for the first four 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. The most significant year-to-year variance is in the Information Technology division. There was a large support services contract required at the beginning of the current year that was not in last year's budget. The contract was included in the adopted budget, so there is no negative variance as a result.

Transfers to Accessible Services have lagged program expenses by a month or more in the past. This year, monthly expense for the latest completed month was estimated and accrued for purposes of timely reporting. It is still too early in the fiscal year to know for sure if the current budget is accurate with respect to the timing and amount of transfers. The four-month negative variance is about \$211,000, down from the \$237,000 reported last month. The growth in demand for accessible services and the cost of providing those services remain a concern.

Fuel prices continued to rise in October. The current-year budget assumed \$2.35 per gallon. The year-to-date average price is now \$2.4527. On October 29, LTD paid \$2.9037 per gallon, the high for the current fiscal year. The lowest fuel price of the current year was paid \$2.1769 on August 22. Unless there is a significant decrease in the price of fuel, which is not expected, this expenditure category will have a negative variance at fiscal year end that will require a transfer from operating reserves.

With the exception of fuel and the uncertainties about the Amalgamated Transit Union contract, the General Fund is stable through October.

The Commuter Solutions Fund activities are generally as expected through the first four months of the current fiscal year. There is a federal grant due that is not far enough into the pipeline to accrue, but that is expected in the current fiscal year. Accessible Services, as noted above, appears to be under budgeted, despite efforts to anticipate the growth.

Future EmX corridor planning was part of the Capital Projects Fund activity in October. Planning continues for the Pioneer Parkway EmX Corridor and analysis is underway for a possible West Eugene extension of the EmX service. Year to date, replacement buses represent the majority of capital expenditures.

In December, Board members will receive the FY 2006-07 Comprehensive Annual Financial Report (CAFR). A representative of Grove, Mueller and Swank, LTD's independent audit firm, will attend the Board meeting and present audit results.

ATTACHMENTS:

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

1. Operating Financial Report - comparison to prior year
2. Comparative Balance Sheets
 - a. General Fund
 - b. 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

Special Mobility Services: RideSource Activity and Productivity Information

September-07	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	11,420	11,180	2.1%	36,572	33,776	8.3%	143,726	134,861	6.6%
RideSource(All Modes)	8,952	8,093	10.6%	28,304	25,233	12.2%	110,393	98,776	11.8%
Shopper	444	490	-9.4%	1,412	1,621	-12.9%	6,277	6,505	-3.5%
Escort Volunteers-Metro	748	821	-8.9%	2,409	2,275	5.9%	9,015	9,324	-3.3%
Escort Volunteers-Rural	1,276	1,776	-28.2%	4,447	4,647	-4.3%	18,041	20,256	-10.9%
RideSource Cost per Ride	\$ 20.88	\$ 18.34	13.9%	\$ 19.83	\$ 18.83	5.3%	\$ 18.88	\$ 17.47	8.1%
RideSource(All Modes)	\$ 26.02	\$ 24.46	6.4%	\$ 24.97	\$ 24.45	2.1%	\$ 23.87	\$ 23.08	3.4%
RideSource Shopper	\$ 9.45	\$ 8.78	7.6%	\$ 9.45	\$ 8.78	7.6%	\$ 9.45	\$ 8.78	7.6%
RideSource Escort	\$ 2.72	\$ 2.72	-0.2%	\$ 2.72	\$ 2.75	-1.4%	\$ 2.89	\$ 2.58	11.8%
Ride Reservations	9,776	8,994	8.7%	30,948	28,029	10.4%	122,646	111,041	10.5%
Cancelled Number	837	732	14.3%	2,847	2,423	17.5%	11,844	10,254	15.5%
Cancelled % of Total	8.56%	8.14%		9.20%	8.64%		9.66%	9.23%	
No-Show Number	117	121	-3.3%	333	306	8.8%	1,449	1,158	25.1%
No-Show % of Total	1.20%	1.35%		1.08%	1.09%		1.18%	1.04%	
Ride Refusals Number	0	6	-100.0%	0	16	-100.0%	29	48	-39.6%
Ride Refusals % of Total	0.00%	0.07%		0.00%	0.06%		0.02%	0.04%	
Service Hours	4,821	4,306	12.0%	15,191	13,121	15.8%	58,351	50,783	14.9%
Agency Staff	4,615	4,047	14.0%	14,508	12,358	17.4%	55,499	47,412	17.1%
Agency SMS Volunteer	206	259	-20.5%	683	763	-10.5%	2,852	3,371	-15.4%
Avg. Trips/Service Hr.	1.95	1.99	-2.0%	1.96	2.05	-4.4%	2.00	2.07	-3.4%
RideSource System Miles	68,929	67,238	2.5%	215,169	197,240	9.1%	833,643	745,353	11.8%
Avg. Miles/Trip	7.34	7.83	-6.4%	7.24	7.34	-1.4%	7.15	7.08	0.9%
Miles/Vehicle Hour	14.30	15.61	-8.4%	14.16	15.03	-5.8%	14.29	14.68	-2.7%

Special Mobility Services: RideSource Activity and Productivity Information

<u>September-07</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>
On-Time Performance %	90.1%	95.7%	-5.8%	91.0%	92.5%	-1.6%	92.0%	91.6%	0.5%
Sample	8,131	7,042		25,683	22,519		100,591	87,455	
On-Time	7,327	6,737		23,375	20,834		92,545	80,096	

- 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

2

DATE OF MEETING: November 12, 2007

ITEM TITLE: OCTOBER FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

BACKGROUND: Reports summarizing the financial results for the first four months of the FY 2007-08 will be handouts at the November 12, 2007, Board meeting.

ATTACHMENTS: The following financial reports for October will be distributed to Board members for review at the Board meeting:

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

DATE OF MEETING: November 12, 2007

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

**2008 Annual Route Review
Stage One Service Change Summary
Route 12 Gateway**

Route	Item	Annual Hours Cost	Service Increase
Additions			
12	Extend routing to International Way	4,169	1.33%
12	Increase frequency to 20 minutes from 30 minutes between 1:00 p.m. & 6:00 p.m. on weekdays	3,060	0.97%
12	Add two outbound morning trips at 7:15 a.m. & 7:45 a.m. from Eugene Station.	511	0.16%
Total		7,740	2.46%

***** Long-Range Financial Plan identified 7,500 hours for RiverBend opening. *****

AGENDA ITEM SUMMARY

- DATE OF MEETING:** November 12, 2007
- ITEM TITLE:** PUBLIC HEARING: 2008 ANNUAL ROUTE REVIEW - STAGE ONE
- PREPARED BY:** Will Mueller, Service Planning Manager
- ACTION REQUESTED:** Conduct a Public Hearing on the 2008 Annual Route Review - Stage One
- BACKGROUND:**
- Every year staff consider changes to bus service as part of a process known as the Annual Route Review (ARR). The changes can include service additions, deletions, and adjustments, or redesign of current service.
- This year we are conducting the ARR in two stages in order to consider changes that will accommodate next summer's opening of the Sacred Heart Medical Center at RiverBend. Any changes approved in Stage One of the ARR process will become effective in June 2008 with the summer bid. Last month the Board was provided with a preliminary list of *Route 12 Gateway* service enhancements, and on October 25, 2007, staff held an open house to discuss these ideas with interested riders. At the November 12, 2007, meeting we seek further public input on possible service changes to *Route 12 Gateway*. Staff will make a brief presentation on the changes under consideration. This will be followed by a public hearing.
- Following the public hearing, staff will prepare a final recommendation. The Board will be asked to make a decision on the 2008 Annual Route Review - Stage One service changes at the Board meeting on December 19, 2007.
- Included with this packet is a list of service changes under consideration. As a result of ongoing analysis and refinement, this list has been modified somewhat from the list that the Board reviewed on October 17, 2007.
- ATTACHMENTS:** Proposed 2008 Annual Route Review - Stage One Service Summary for *Route 12 Gateway*
Map of Proposed *Route 12 Gateway* Routing Change
- PROPOSED MOTION:** None

AGENDA ITEM SUMMARY

DATE OF MEETING: November 12, 2007

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), the Lane Council of Governments (LCOG) Board of Directors, and, on occasion, to other local or regional committees. Board members also 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. **Board HR Committee:** The Board HR Committee is composed of Mike Dubick, Mike Eyster, and Chair Gerry Gaydos. The committee last met on October 23 to discuss the legal services contract and the process to evaluate the General Manager. The next meeting is scheduled for November 27, 2007.
2. **EmX Steering Committee:** Board President Gerry Gaydos and Board members Debbie Davis and Greg Evans are members of LTD's EmX Steering Committee, along with members of local units of government and community representatives. The Committee met on November 6. The agenda for that meeting focused on the West Eugene EmX Scoping process, including a review of comments received on the Draft Purpose and Need Statement and the alignment alternatives. The next meeting is scheduled for December 4, 2007.

West Eugene EmX Extension (WEEE) Corridor Committee: This committee is a subcommittee of the EmX Steering Committee and is composed of Board members Greg Evans, Dean Kortge, and Gerry Gaydos, along with members of local government and community representatives. Staff and WEEE Corridor Committee members met for the first time on Thursday,

October 25. Consultants provided an overview of the National Environmental Policy Act of 1969 (NEPA) process, which prompted several good discussions and helped to establish the framework for the project process. The committee also discussed the Draft Purpose and Need Statement during this meeting and the next meeting, which was held on Tuesday, October 30.

Pioneer Parkway Corridor Committee: This committee is also a subcommittee of the EmX Steering Committee and is composed of Board members Debbie Davis, Mike Dubick, and Mike Eyster and local government and community representatives. The committee met on November 1 and reviewed some specific issues related to the Pioneer Parkway design. The next meeting is scheduled for early January 2008.

Metropolitan Policy Committee: MPC meetings generally are held on the second Thursday of each month. Board members Gerry Gaydos and Greg Evans are LTD's MPC representatives, with Mike Dubick serving as an alternate. The MPC met on November 8. Agenda items included further deliberation on the draft Regional Transportation Plan, an overview of the Commuter Solutions program, and a review of the ODOT budget, program funding, and 08-11 State Transportation Improvement Program Straw Poll. The next meeting is scheduled to be held on December 13, 2007.

NO MEETINGS HELD

1. LCOG Board of Directors: LTD Board Member Mike Dubick represents LTD on the LCOG Board of Directors as a non-voting member. The next meeting of the LCOG Board is scheduled to be held on December 13 at 7:00 p.m. at Lane County Youth Services in Eugene.
2. Walnut Station Steering Committee: Board member Mike Eyster is a member of this committee, staffed by the City of Eugene. The City of Eugene last held a Walnut Station Steering Committee meeting on May 30.
3. Board Service Planning & Marketing Committee: The Board's Service Planning & Marketing Committee is composed of Greg Evans, Mike Dubick, and Chair Mike Eyster. The last meeting took place on August 7, 2007. The next meeting has not been scheduled.
4. Board Finance Committee: The Board Finance Committee (Mike Dubick, Debbie Davis, and Chair Dean Kortge) last met on August 16. The next meeting has not been scheduled.

AGENDA ITEM SUMMARY

DATE OF MEETING: November 12, 2007

ITEM TITLE: BOARD STRATEGIC PLANNING SESSION

PREPARED BY: Stefano Viggiano, Assistant General Manager

ACTION REQUESTED: None. Information only.

BACKGROUND: The LTD Board of Directors Strategic Planning Session is scheduled for Friday, November 6, 2007, from 8:00 a.m. to 5:00 p.m. at PacificSource on International Way in Springfield. In preparation for that session, staff have drafted a proposed agenda. It is attached.

The draft agenda includes a visioning session in the morning with consultant John Morgan, and continuing through lunch. After lunch, it is proposed that Anne Marie Levis of Funk/Levis attend and provide information on the LTD Brand Plan.

The afternoon would be dedicated to discussion of specific topics. One of the topics is the Long-Range Financial Plan, including a discussion of future service needs. There is time for two additional topics, and a list of potential topics is listed at the bottom of the draft agenda

The Board is asked to provide feedback on the draft agenda and specifically on which topics should be included on the agenda.

ATTACHMENT: Board Strategic Planning Session: Draft Agenda

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: November 12, 2007

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 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 fall and winter vacation dates.

ATTACHMENT: Board activity calendars are included separately for Board members.

PROPOSED MOTION: None

KUDOS

EmX Security Officer Urioste witnesses and assists with Vehicle/Pedestrian accident:
By Rick Bailor, LTD Security Manager

October 31, 2007

While on EmX bus 6103 at Dads' Gates Station outbound, LTD Security Officer Guy Urioste witnessed an individual get struck by a vehicle after debarking the EmX. Officer Urioste and LTD EmX Operator Walt Boynton saw the male youth deboard, walk to the front of the EmX vehicle and start to cross in front of the EmX as it began to pull out. Operator Walt Boynton was quick to stop and honk at the male. The male then ran into the path of traffic, and was struck by an oncoming car.

Officer Urioste deboarded the EmX and assisted the pedestrian, who was not seriously injured. He then checked on the condition of the female driver of the vehicle and called 911. A Eugene Police Officer arrived and, after making sure that everyone was all right, explained that, at this point, that it was a civil matter.

Field Supervisor Rick Thompson arrived on the scene and assisted with cleaning up the glass from the car window that broke during the impact. Afterwards, Field Supervisor Thompson escorted the vehicle and female driver to LTD's Glenwood facility and assisted her with her broken window by removing glass shards and taping some plastic in the window so that she could proceed on to Roseburg.

Safety and Risk Manager Steve Rayack phoned the driver of the vehicle to check on her, and she expressed great appreciation for Officer Urioste's assistance. She explained that "his quick response and command of the situation" helped her maintain a degree of composure, and helped her make the drive to Roseburg.

LTD Security Manager Rick Bailor would also like to commend Officer Urioste, Field Supervisor Rick Thompson, and EmX Operator Walt Boynton for going the extra mile in assisting everyone involved in this situation.

Monthly Department Report – November 2007
Attachment 2

E-mail from Officer Curry, Eugene Police Department, to Director of Transit Operations Mark Johnson:

Good morning. I wanted to update you both on yesterday's incident on the EMX bus at High Street Station. **SO Tucker** should be commended for her role in this incident. As you are aware, I received officer safety information from PO Hill yesterday morning regarding her client, Jesus Marinez. PO Hill reported that Jesus Marinez allegedly stole a loaded handgun from the residence of his girlfriends mother. His girlfriend, Olivia Johnston, was also named as a suspect. Since Jesus frequents LTD and the downtown area, I immediately notified Lynda and the others about this incident. I directed them to use caution if they saw Jesus and call me IMMEDIATELY! I spent the next hour trying to track down information from LCSO since they were the agency the theft was reported to. Unfortunately, their detectives were not able to provide any additional information since a report had not been written and they weren't aware of the incident yet.

At approximately 1355 hours, **SO Tucker** called my Nextel. Tucker was actually off duty and riding an EMX Bus to her vehicle which was at the Springfield Station. Jesus and a female companion, later identified as Olivia Johnston, happened to board the EMX Bus that Tucker was de-boarding. Tucker called me immediately, gave me the bus number, departure time, approximate arrival time at Eugene Station, and clothing description for both involved. Tucker remained available on her Nextel in case I needed to call her back.

I contacted **Bailor** knowing I would need help maximizing the safety of the other customers on the very full EMX bus as well as those waiting at the Downtown Station. Officer Hart and I barked up and responded to the EMX route. I got Bailor on board and told him we wanted to take custody of Marinez before they arrived at the Downtown Station for obvious safety reasons. Bailor was able to contact the driver of the EMX and direct him to feign a mechanical problem at the High Street Station. The bus driver (**Tobin Feters**) should be commended for calmly de-boarding his passengers at the Mill Street Station and ensuring that only the doors on the passenger side of the bus were unlocked / available for passengers to de-board. This request was made for obvious reasons.

When I saw Jesus de-board, we were able to quickly take him into custody. His girlfriend, Olivia Johnston was nearby and taken into custody as well.

Bailor, you did an excellent job assisting with getting the EMX searched quickly and back on route to the Downtown Station. It's good knowing I can rely on and trust your instincts due to the fact that we've worked so closely for so many years. I also appreciate the fact that you handled the media inquiry while I was in the middle of trying to coordinate my investigation with LCSO and SERBU and there were no Sergeants or PIO on scene.

After a lengthy amount of time, LCSO detectives arrived to take over their investigation. Shortly thereafter, Jesus led them to a house where they recovered the LOADED handgun.

So, as a result of great teamwork and assistance from SO Tucker and Security Manager Bailor, this incident had a very positive outcome. A loaded handgun was recovered the day after it was reported stolen and nobody was hurt during the course of our arrest.

This incident just reminds me how professional LTD Security employees are and how well we all work together. Thank you.

Officer Jennifer Curry
Eugene Police Department
Downtown Foot Patrol
682-8846



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

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

MONTHLY DEPARTMENT REPORTS

November 12, 2007

PLANNING AND DEVELOPMENT

Tom Schwetz, Director of Planning and Development

PROJECT DEVELOPMENT

West Eugene EmX: Since the start of the project Scoping period, staff have been meeting with several stakeholder groups in order to solicit feedback on the proposed draft Purpose and Need Statement, goals and objectives, and range of alternatives. Meetings were held with three neighborhood associations, the West Eugene Collaborative (WEC), and the Eugene Bicycle Coalition (EBC). Partner agency staff members have contributed greatly to a broader understanding of the issues and concerns for the West Eugene EmX Extension (WEEE) Project.

Comments collected from the various meetings, e-mails, and the October 8 and 9 open house workshops have been compiled and posted on the LTD website. Continual updates to the project Web page will take place throughout the Scoping period.

On October 18 staff and consultants traveled to Portland to meet with the FTA's Region 10 Administrator Rick Krochalis, Community Planner Tom Radmilovich, and Attorney Ted Uyeno to provide an overview of the project and discuss findings of the project thus far. Staff established a follow-up meeting on November 1 with FTA to discuss the project approach, including the nearly completed Coordination Plan and the Public Involvement Plan (required by SAFETEA-LU, Section 6002).

COMMUTER SOLUTIONS

Connie B. Williams, Program Manager

Program Management: Connie Bloom Williams and Marcia Maffei attended the Oregon Transportation Conference (OTC) in Seaside, Oregon. Staff also attended the City of Eugene Business MPC Citizen Advisory Committee meeting, the Commute Challenge Luncheon, the Springfield Chamber of Commerce Fall Membership Breakfast, the Beltline/Gateway Stakeholders meeting, and the Springfield Gateway Development meeting. Connie presented a session at the Oregon Transportation Conference on public and agency communications during major road construction projects.

Group Pass/ETC Programs: Commuter Solutions hosted an Employee Transportation Coordinator (ETC) quarterly luncheon. Information was presented on tax benefits for transportation programs. The luncheon was attended by 38 people representing 22 organizations.

Commuter Solutions staffed information booths at PeaceHealth and Oregon Medical Lab benefit fairs. Marcia presented information on “How to Sell Group Bus Pass Programs to Employers” at the Oregon Transportation Conference (OTC). Marcia also facilitated a transportation class for the Climate Leadership Initiative’s Climate Masters program.

CarPool/VanPool/Emergency Ride Home Program (ERH): Commuter Solutions staffed an information booth at Invitrogen’s Environmental Health and Safety Day. Twenty-five commuters were added to the Rideshare database in October. There are currently 527 commuters registered for the Emergency Ride Home program, from 57 different worksites.

Smart Ways to School: Two schools have been awarded Oregon Safe Routes to School grants. Commuter Solutions’ Smart Ways to School program assisted these schools in preparing their applications.

- Monroe Middle School will receive about \$14,000 to conduct two years of education and encouragement activities. The school has also applied for funding to expand and put a roof over its bicycle cage; this funding decision will be reviewed in the next few months.
- Roosevelt Middle School will receive about \$37,000 to hire a part-time Safe Routes to School coordinator who will provide education and encouragement activities at the middle school and its feeder elementary schools. This is a regional approach, as compared with the single-school approach taken by Monroe Middle School.

Smart Ways to School helped several local schools organize events to promote the International Walk and Bike to School Day celebration that was held on October 3.

Mayor Kitty Piercy and Meteorologist John Fischer joined a “walking school bus” group of parents and students walking to Adams Elementary.

Positive media coverage was received on KVAL-TV, KEZI-TV, KMTR-TV, KPNW 1120 AM radio, and *The Register-Guard*.

Student Transit Pass Program: Smart Ways to School and LTD have worked with Oregon Department of Energy staff to develop a new Business Energy Tax Credit category for “Transportation Services for K-12 Students.” The proposed rules are open for public comment and approval is expected on December 1, 2007.

CAPITAL PROJECTS

Charlie Simmons, Facilities Services Manager

Pioneer Parkway EmX: Design consultants are working to submit a 30 percent drawing to the City of Springfield on November 21 for review. The 30 percent drawing will also be used for an LTD Board presentation in January after City review.

Staff met with FTA Region 10 Administrator Rick Krochalis on October 18 in Portland and gave an update on the Pioneer Parkway project. The meeting was very positive and discussion included the project, details on the construction grant agreement, project management oversight, and quality assurance/quality control.

Gateway Station: Staff are working closely with the Gateway Mall owner, General Growth, to obtain project approval from the Mall's anchor tenants. All of the needed anchor tenant approvals should be received by early November. At that point LTD and the Mall will submit a Site Plan Review Modification to the City of Springfield.

Design development work by Rowell Brokaw Architects will continue through the site plan review process. These concurrent tasks will keep staff on schedule for submission of drawings to the City of Springfield in February in order to receive a Public Improvement Permit needed for right-of-way construction work.

SERVICE PLANNING, ACCESSIBILITY, AND MARKETING

Andy Vobora, Director of Service Planning, Accessibility, and Marketing

Service: The Service Advisory Committee met to review the Annual Route Review (ARR) Stage One proposal and discuss ARR Stage Two elements. Planning staff are gearing up for winter bid as the ARR processes move forward. The Snow and Ice Plan is nearing completion and should be published around November 12. Extra work has gone into responding to the changing needs of event shuttles since ESPN's *College GameDay* has changed the football schedule, basketball is getting underway, and the University of Oregon hosted the regional cross-country track meet. Automated passenger counting and automatic vehicle location systems are under review. This is required by FTA and involves many hours of riding buses to track boardings, deboardings, and times of stops. LTD Grant Administrator/Management Analyst Todd Lipkin's efforts in overseeing the survey process have been greatly appreciated.

The Florence City Council voted against proceeding with a *ConnectOregon 2* application for a bus service pilot project. The City does not have the funding match available at this time. Andy Vobora participated in a Florence Chamber forum at the beginning of November. The Chamber is still interested in the idea of bus service and wants to learn more about the process of expansion.

Media: There was good coverage this month on positive stories, such as rising ridership. *The Register-Guard* published a feature on West Eugene EmX, and a brief piece on the status of labor negotiations was mentioned. Very positive comments were received following the publishing of former Board member Susan Ban's guest editorial. The Florence service discussions also received coverage locally and in Florence.

Back to School: Two trippers have been assigned to address overloads at schools and two additional trips are under evaluation. The growing ridership, in general and by students, is beginning to strain the system during peak afternoon travel periods. Feedback from customers riding full buses is increasing and, for some, the situation is becoming uncomfortable. Planning staff are cautiously considering when and where to implement trippers, and the real issue will soon become vehicle availability. It should be noted that the increased afternoon frequency on Route 11 is being well utilized and, even with articulated buses, there are times when “white line loads” (standing room only up to the “white line” located at the front of the bus; i.e., a full bus) are being experienced.

Outreach: LTD attendance at neighborhood meetings is being scheduled at a quickened pace. Following two meetings in October, additional meetings have been scheduled in November, December, and January. Mark Pangborn, Stefano Viggiano, and Andy Vobora each made presentations to area civic groups. Board President Gerry Gaydos represented LTD at a press conference held in downtown Eugene that focused on the redevelopment planning work. Efforts are being made to provide ARR Stage 2 information to the rural areas where staff are proposing changes. This includes direct mail and rider information through a variety of means, and contact with city managers, County Commissioner Fleenor, and chambers of commerce. The proposed changes to the Junction City and Veneta routes are significant in terms of route design; however, each change results in added trips to these communities. Staff believe that these trips will benefit many more people than are currently riding the routes as designed today.

ACCESSIBLE SERVICES

Terry Parker, Accessible Services Manager

As reported last month, Accessible Services had three Requests for Proposals that closed in early October. All three had single-source bids from current contractors. The Mental Health and Homeless Transportation Services contract will remain with White Bird Clinic; Alternative Work Concepts will continue to provide travel training and transit host services; and River Cities Taxi will continue to provide transportation services in Florence, including the Rhody Express. Staff will be meeting with each contractor in November to review contracting, billing, and reporting requirements and to sign the contracts that will go into effect on January 1, 2008.

The RideSource Call Center contractor, Special Mobility Services, is working on the completion of operational elements as LTD moves forward in the Call Center development. LTD has taken steps in finding and creating the information technology tools that are critical to the success of the brokerage plan submitted by LTD. A talented software designer has been hired to develop a Web-based transportation provider connection module for the assignment, acceptance, completion, and invoicing of rides by the various contracted providers who will be working with the Call Center. A trip scheduling module is currently being tested at RideSource, with the goal of integrating the automated scheduling of human services client trips across the available routes and helping with better coordination of shared rides.

Accessible Services staff attended the Oregon Transportation Conference in late October. Terry and Rand presented LTD information at two of the Mobility Management workshops. The conference was well organized and well attended, and proved valuable to staff.

TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

LTD Security Staff Does More Than Security: Security and Operations staff have received recognition from Eugene police for their role in apprehending a suspected felon onboard an EmX bus. The Eugene Police alerted LTD Security personnel that a suspect who frequented LTD bus service had stolen a loaded handgun. An off-duty security officer observed the suspect on a bus, immediately contacted the Eugene Police, and remained available to assist until the incident came to a close. The bus operator feigned a mechanical problem and calmly de-boarded the passengers at the High Street Station, where the suspect was apprehended without incident. A letter was received from the Eugene Police officer commending off-duty Security Officer Lynda Tucker, LTD Bus Operator Tobin Fetters, and Eugene Station Security Manager Rick Bailor for their great teamwork and assistance in maximizing the safety of passengers while bringing this incident to a positive conclusion.

Security Manager Rick Bailor commended other LTD personnel for their participation in resolving another incident involving a bus rider. The individual deboarded an EmX bus, ran into the path of traffic, and was struck by an oncoming vehicle. Security Officer Guy Urioste, who had been onboard the EmX bus, assisted the pedestrian. As the pedestrian was not seriously injured, Urioste then checked on the condition of the driver of the vehicle. LTD Field Supervisor Rick Thompson then assisted the driver with her broken window, allowing her to continue on her way. LTD Safety and Risk Manager Steve Rayack immediately contacted the woman to follow up on her condition. The driver reported that the security officer's assistance was greatly appreciated, stating that "his quick response and command of the situation" helped her maintain a degree of composure and helped her continue on to Roseburg.

LTD has an excellent security program and these stories underline the daily challenges Security staff encounter, and the excellent responses from staff to a wide variety of incidents. From medical emergencies to truly serious security issues, the officers assigned to LTD respond professionally and compassionately. The Security staff do not receive any input when things are going well. This is a reminder that there is a lot that goes on at the street level that keeps LTD's customers safe and secure.

MAINTENANCE

George Trauger, Director of Maintenance

New Articulated Bus Build: All buses are in service. Of the five 7100-series articulated buses, bus 7102 is experiencing an intermittent joint problem, which is being repaired. Because of the engine failure issue on bus 7104, New Flyer and LTD are in the process of agreeing to an extended engine warranty at no additional cost to LTD.

Lane County Auction: LTD successfully auctioned all designated buses, support vehicles, and miscellaneous equipment at the Lane County Auction held on October 25-27. The final outcome will be known in two to three weeks.

New Employees: Maintenance is beginning the hiring process for a journeyman mechanic and general service worker. The new maintenance technical supervisor began work on November 5.

The department director attended the Oregon Transportation Conference in Seaside on October 22-23.

**FINANCE AND INFORMATION
TECHNOLOGY**

Diane Hellekson, Director of Finance and Information Technology

FINANCE

Carol James, Accounting Manager

Three hundred eight (308) vendor paper and electronic checks totaling \$1,810,478 were processed during the month of October, including a \$99,767 progress payment to New Flyer of America, Inc., and \$164,890 for Pioneer Parkway EmX corridor design to PB Americas, Inc.

Seventy-eight (78) payroll checks and 938 payroll direct deposits totaling \$846,471 were made in October 2007. These numbers reflect two pay dates in October.

Fourteen (14) cash fare deposits totaling \$189,609 were made in October 2007. These receipts include \$28,386 attributed to the two home football games.

PURCHASING

Jeanette Bailor, Purchasing Manager

A contract has been awarded for shelter cleaning services. Request for Proposals are being developed for consulting services for the electronic document management system project, vehicle video surveillance equipment, and security monitoring. Purchasing staff attended the Oregon Public Purchasing conference in early November and received current updates from purchasing professionals in Oregon.

HUMAN RESOURCES AND RISK MANAGEMENT

Mary Adams, Director of Human Resources and Risk Management

Health Care: The Wellness Committee will host the Benefits Fair on November 14. As of November 5, 58 LTD employees and two family members had signed up for the biometric screenings. Biometric “fast” screening (testing done while fasting) provides individual health readings for total cholesterol, HDL with ratio, LDL triglycerides, blood sugar measurement, blood pressure, resting heart rate, and Framingham cardiac risk analysis, and also provides individual consultation to discuss results and personal follow-up options. More than 95 percent of LTD employees elected to participate in the “fast” screening.

The Great American Smokeout is November 15. Posters and information will be distributed to departments and employees.

Selection and Hiring: Video testing for new bus operators was conducted on October 31 through November 3. Staff are in the process of contacting qualified applicants who passed the tests. Interviews will be conducted on November 12-16.

During October two bus operators submitted their resignations. One general service worker was promoted to journeyman mechanic, and staff are in the process of hiring a general service worker to fill that vacancy. Final interviews were conducted on November 1, and staff are currently checking references.

Maintenance’s new maintenance technical supervisor started work at LTD on November 5.

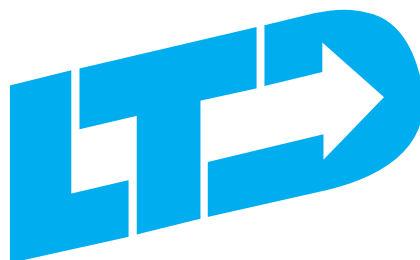
A posting for a journeyman mechanic appears on LTD’s website and in *The Register-Guard*. The posting closes on November 26.

Labor Contract Negotiations: Mediation is scheduled for November 9 at the Hilton Hotel and, if needed, another session will be held on November 16.

LANE TRANSIT DISTRICT



2007 DIVERSITY PLAN



Lane Transit District

INTRODUCTION

Diversity is the sense that no matter where you come from, who you are, or what your background is, there is a place for you

Lane Transit District is comprised of individuals with many cultural, ethnic, political, economic, and demographic characteristics. In addition, LTD provides service to a community with many varied backgrounds. LTD values the richness of these differences and wishes to foster an environment that supports diversity, both within the organization and in our service to the community.

This Diversity Plan is intended to provide a basis for the District's ongoing efforts to create a culturally-sensitive organization. Building an organization that meets the needs of a diverse employee population and community is clearly justified solely on principles of justice, fairness, and equality. However, there are also compelling business reasons for creating a work environment that attracts and retains talented employees from all backgrounds, and provides customer service that meets the needs of the entire community.

The Diversity Plan is guided by a Diversity Policy that has been adopted by the LTD Board of Directors. The plan includes two goals, one focused on the workforce and one focused on service to the community. Each goal is supported by a series of action items that support and help the District to achieve the goal.

This Plan will be reviewed and revised every two years. It is anticipated that the action items are most likely to see periodic changes. The goal statements provide broad policy-level direction and are much less likely to be changed over time.

TABLE OF CONTENTS

1. DIVERSITY POLICY **Page X**

2. DIVERSITY ACTION ITEMS

a. Lane Transit District as an Employer

b. Lane Transit District as a Service Provider

3. APPENDICES **Page X**

A. Federal and State Equal Employment Opportunity Laws

B. LTD Organizational Chart

C. LTD Strategic Plan

D. Climate Survey

E. Diversity Council Charter and Membership

DIVERSITY POLICY

Lane Transit District demonstrates its commitment to diversity in the way it provides services and through its employment practices, by:

- a. ensuring that all LTD services, programs, and activities are sensitive to and responsive to cultural differences;***
- b. demonstrating a commitment to workplace diversity through recruitment, hiring, and promotions; and***
- c. maintaining a respectful environment free from all forms of harassment, hostility, and violence.***

Lane Transit District as an Employer

Goal: To recruit, develop, and retain a qualified, diverse, and culturally competent workforce.

Action Items

- A. *Conduct periodic organizational surveys to measure progress or identify diversity needs, interests, or on-the-job experiences of LTD's employees.*
- B. *Develop a comprehensive list of ways to increase recruitment, retention, and promotion of diverse populations.*
- C. *Provide opportunities for LTD employees to become more aware and better informed about cultural differences and diversity issues at work and in the community.*
- D. *Require training for all LTD employees to increase knowledge of anti-harassment laws, LTD's anti-harassment policy, and prevention of harassment.*
- E. *Provide training that is sensitive to different needs and learning styles of participants. Evaluate trainers on their sensitivity to cultural differences and their ability to effectively use a variety of teaching techniques.*
- F. *Develop diversity/cultural competency standards for performance evaluations.*
- G. *Evaluate the employee selection process to ensure that recruitment methods and hiring practices are not discriminatory.*
- H. *Establish educational and career development opportunities so that all employees understand opportunities to advance in their careers at LTD.*
- I. *Conduct interviews (including exit interviews) that ask about experiences in the workplace related to diversity.*
- J. *Monitor internal equal employment opportunity-related employee review data and comments; identify patterns and develop actions to address concerns.*
- K. *Evaluate LTD's directors, managers, and policy makers as to their progress on achieving diversity goals.*
- L. *Develop multi-department diversity training opportunities; encourage cross-department communication and activities.*

Desired Outcomes

1. Lane Transit District's workforce at all levels will represent the cultural composition of the community.
2. Increase the percentage of employees who report they work in an environment free from harassment and discrimination on the employeesurvey by.
3. Show steady improvement in the baseline results of the survey, as one measure of improvement.
4. Incorporate diversity awareness into the employee evaluation process.

Lane Transit as a Service Provider

Goal : Ensure that LTD services and activities are provided in ways that are sensitive to everyone.

Action Items

- A. *Establish structured methods for all customers to have meaningful input about LTD services, regardless of language or other differences.*
- B. *Train employees to be culturally competent in interactions with customers and in the community.*
- C. *Increase recruitment, retention, and promotion of multilingual and/or multicultural employees, especially for positions working primarily with customers.*
- D. *Ensure that public meetings are easily accessible for all and that translators and interpreters are available as needed.*
- E. *Conduct an assessment of LTD services and programs for effectiveness across different populations.*
- F. *Conduct community research about perceptions of LTD as a service provider.*
- G. *Evaluate demographic information within LTD's service area.*

Desired Outcomes

1. Respondents will rate LTD services as satisfactory or better on sensitivity and responsiveness items.
2. Sixty-five percent (65%) of customers will rate LTD's workforce as "successful" on cultural competency items on customer satisfaction surveys.

APPENDIX A

Federal Laws Pertaining to Equal Employment Opportunity

The Equal Pay Act of 1963

Prohibits wage discrimination based upon sex. The Department of Labor administers this Act.

Title VI of the Civil Rights Act of 1964

Prohibits discrimination on the basis of race, color, religion, sex, or national origin under any program or activity that receives Federal financial assistance.

Title VII of the Civil Rights Act of 1964

As amended by the Equal Employment Opportunity Act of 1972, prohibits any form of discrimination in employment based on race, color, religion, sex, or national origin by public or private employers, employment agencies, labor unions, or apprenticeship programs. It prohibits discrimination in all phases of employment: recruitment, testing, hiring, promotion, discharge, classification, training, compensation, and other terms, privileges, and conditions of employment. Sexual harassment is considered a form of sex discrimination and also is prohibited. The Equal Employment Opportunity Commission administers this Act.

The Pregnancy Disability Amendment

This amendment to Title VII of the Civil Rights Act of 1964 prohibits discrimination on the basis of pregnancy, childbirth, or related medical conditions. The Equal Employment Opportunity Commission administers this Act.

Executive Order 11246 of 1965

As amended, prohibits discrimination by nonexempt government contractors or subcontractors on the basis of race, color, religion, sex, or national origin. This executive order covers all contractors with \$10,000 or more in Federal contracts. It was the first to require affirmative action in employment for women and people of color. The Office of Federal Contract Compliance Programs, under the Department of Labor, administers this Executive Order.

The Age Discrimination in Employment Act of 1967

As amended, prohibits discrimination on the basis of age for persons 40 and over.

Indian Civil Rights Act of 1968

This Act guarantees rights to individual Native Americans. These rights, patterned after the Bill of Rights and the 14th Amendment to the US Constitution, must be respected by tribal governments.

The Rehabilitation Act of 1973

As amended, prohibits discrimination on the basis of disability or handicap of persons who 1) have a physical or mental impairment that substantially limits one or more major life activities, 2) have a record of such impairment, or 3) are regarded as having such impairment. The Act requires nondiscrimination and affirmative action. The Office of Federal Contract Compliance Programs under the Department of Labor administers this Act.

The Vietnam-Era Veteran's Readjustment Act of 1974

Requires affirmative action in the hiring of qualified disabled veterans and Vietnam-era veterans on active duty for more than 180 days, any part of which was during the Vietnam War era. The Office of Federal Contract Compliance Programs under the Department of Labor administers this Act.

American Indian Religious Freedom Act of 1978

Protects Native American religious beliefs and practices.

Americans with Disabilities Act of 1990

Modeled in large part on the Rehabilitation Act, the ADA reflects one major difference that is the use of the word "disability" rather than "handicap." This Act prohibits the exclusion of people with disabilities from jobs, services, activities, or benefits based upon their disability.

The Civil Rights Act of 1991

Provides appropriate monetary remedies for intentional discrimination and unlawful harassment in the work place. This Act provides statutory guidelines for the adjunction of disparate impact cases under Title VII, and responds to recent Supreme Court decisions by expanding the scope of relevant civil rights statutes in order to provide adequate protection to victims of discrimination. The Equal Employment Opportunity Commission administers this Act.

Glass Ceiling Report

The Federal Glass Ceiling Commission (created under Title II of the Civil Rights Act of 1991) issued two primary reports based on a study of barriers to advancement of people of color and women in corporate hierarchies. Such barriers were coined the "glass ceiling." The results of the study were published in two reports entitled: *Good for Business: Making Full Use of the Nation's Human Capital*, and *A Solid Investment: Making Full Use of the Nation's Human Capital*.

The findings published in *Good for Business* illustrate that people of color and women remain consistently under-represented and underutilized at the highest corporate levels. The commission found that increasing understanding and respect of diverse cultures through education and training provides an important foundation for organizations to help eliminate stereotypical thinking and actions, and to facilitate merit-based practices and behaviors within the organization.

The Commission also found that affirmative action continues to be the best hope of achieving workforce diversity and ensuring that people of color and women do, in fact, receive equal employment considerations.organizational goals and objectives.

This Act guarantees rights to individual Native Americans. These rights, patterned after the Bill of Rights and the 14th Amendment to the US Constitution, must be respected by tribal governments.

State Of Oregon Law

The Oregon Civil Rights Law ORS 659.030 makes it unlawful for public or private employers with one or more employees to refuse to hire, fire, or to discriminate against an individual in compensation, terms, conditions, or privileges of employment because of a person's race, color, religion, sex, national origin, marital status, age, expunged juvenile record, association with someone in a protected class, family relationship (659.030), mental or physical disability (659.425), or in application for workers' compensation (659.410).

APPENDIX C
LTD Organizational Chart

APPENDIX D
2007 LTD Strategic Plan

APPENDIX E

CLIMATE SURVEY

APPENDIX F

DIVERSITY COMMITTEE MEMBERS AND TERMS

AGENDA ITEM SUMMARY

DATE OF MEETING: November 12, 2007

ITEM TITLE: DIVERSITY POLICY

PREPARED BY: David Collier, Senior Human Resources Analyst

ACTION REQUESTED: Approve a Diversity Policy for LTD

BACKGROUND: Lane Transit District values the richness that people with diverse cultural, ethnic, political, economic, and demographic characteristics bring to the organization and to the community. In order to assist the District in meeting the needs of employees and customers with differing backgrounds, the LTD Diversity Council has been working on a Diversity Plan that will be guided by a Diversity Policy. The Board is requested to approve the Diversity Policy.

The following Diversity Policy is recommended:

Lane Transit District demonstrates its commitment to diversity in the way it provides services and through its employment practices by:

- a. **Ensuring that all LTD services, programs, and activities are sensitive to and responsive to cultural differences;**
- b. **Demonstrating a commitment to workplace diversity through recruitment, hiring, and promotions; and**
- c. **Maintaining a respectful environment free from all forms of harassment, hostility, and violence.**

A Draft Diversity Plan, based on this diversity policy, is attached.

ATTACHMENT: Draft Diversity Plan

PROPOSED MOTION: I move approval of LTD Resolution No. 2007-038: It is hereby resolved that the LTD Board of Directors adopts the proposed Diversity Policy as presented on November 12, 2007.

Lane Transit District Board of Directors Strategic Planning Session

Friday, November 30, 2007
8:00 a.m. to 5:00 p.m.
PacificSource (110 International Way, Springfield)

Draft Agenda

- 8:00 Continental Breakfast
- 8:15 Welcome and Agenda Overview – Gerry Gaydos
- 8:30 A Few Minutes with Hannah
- 9:00 Visioning Exercise (with mid-morning break)
- Noon Working Lunch (continue with visioning exercise)
- 1:15 Strategic Plan/Brand Plan (with Dave Funk and Anne Marie Levis)
- 2:15 Break
- 2:30 Review of Long-Range Financial Plan/Service Increase
- 3:30 Agenda Topic #1 (from list below)
- 4:00 Agenda Topic #2 (from list below)
- 4:30 Wrap-Up

Possible Agenda Topics

1. Succession Planning (Board and staff)
2. Board Function
 - Committees
 - Community contact
 - Job shadowing
 - Processing of Issues raised by individual Board members
3. Funding Issues (including United Front)
4. Employee Morale Survey
5. Labor Negotiations

AGENDA ITEM SUMMARY

DATE OF MEETING: November 12, 2007

ITEM TITLE: RECOGNITION OF FIRST EmX OPERATORS

PREPARED BY: Mark Johnson, Director of Transit Operations

ACTION REQUESTED: None

BACKGROUND: Fifteen bus operators with an eye to the future volunteered to drive an EmX bus during the first nine months of service.

The bid for this work was conducted before the EmX line was completed and before the buses had arrived. These 15 operators demonstrated the innovative spirit that LTD exemplifies by putting aside their seniority bidding rights and dedicating themselves to the success of this new service.

These operators were instrumental in assisting in the development of operational procedures, educating the public, and testing the new wheelchair securement system and improvements in equipment and block signaling. Their day-to-day service to the community and to Lane Transit District has been instrumental in ensuring the early success of the Green Line.

ATTACHMENTS: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: November 12, 2007

ITEM TITLE: DECEMBER 2007 EMPLOYEE OF THE MONTH

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

BACKGROUND: **December 2007 Employee of the Month:** Transit Operations Administrative Services Assistant Dianne Presley was selected as the December 2007 Employee of the Month. She was hired as an administrative assistant in May 2006. Dianne was nominated for this award by 13 employees who maintain that Dianne is a prime example of what an LTD employee should strive to be: friendly, courteous, and professional.

When asked to comment on Dianne's selection as Employee of the Month, Transit Operations Administrative Services Coordinator Jill Howard said:

Dianne manages the uniform program and the customer input data; provides clerical support to the Operations staff and supervisors; and has nonstop contact with the bus operators. Dianne was nominated by 13 bus operators who value her professionalism and demeanor. They also appreciate her helpfulness and her willingness to listen. One bus operator reported that her "fantastic attitude is contagious."

Congratulations, Dianne! You are a wonderful addition to our department and to LTD's staff.

Dianne reports that she enjoys helping the bus operators and getting to know them in the process. Dianne describes LTD as a good fit and considers it one of the best companies in which to work. When not at work, Dianne enjoys reading, watching classic movies, playing with her dog, attending Duck games, and spending time with her friends and family.

Congratulations to Dianne on being selected as the December 2007 Employee of the Month!

AWARD: Dianne will attend the November 12, 2007, meeting to be introduced to the Board and receive her award.

AGENDA ITEM SUMMARY

DATE OF MEETING: November 12, 2007

ITEM TITLE: EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO ORS 192.660(2)(d)

PREPARED BY: Mary Adams, Director of Human Resources and Risk Management and Board designee for labor negotiations

ACTION REQUESTED: That the Board meet in Executive Session pursuant to ORS 192.660(2)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations. Members of the District's negotiating team will be present for this discussion.

ATTACHMENT: None

PROPOSED MOTION: I move that the Board meet in Executive Session pursuant to ORS 192.660(2)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** November 12, 2007
- 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. **Labor Negotiations:** Labor negotiations began on April 19, 2007, and six negotiating sessions have been held since that time. The Board of Directors will be updated during negotiations, and ultimately will be asked to approve final recommendations of the bargaining team.
 - B. **Joint Meeting with Eugene City Council/Special LTD Board Meeting:** The LTD Board and Eugene City Council will hold a joint meeting on Monday, November 26, at 5:30 p.m. at Eugene City Hall. Work session items will include discussion of the West Eugene EmX Corridor planning process, and updates on EmX performance and LTD service and ridership. Other agenda items will include Walnut Station/Franklin EmX planning and transportation demand management efforts.
 - C. **General Manager Performance Evaluation:** An Executive Session to evaluate the performance of the general manager is tentatively scheduled for the December 19, 2007, regular meeting.
 - D. **Annual Audit and Comprehensive Annual Financial Report (CAFR):** The annual audit findings and the CAFR will be presented to the Board at the December 19, 2007, regular meeting.
 - E. **Commuter Solutions Annual Report:** A presentation on the Commuter Solutions Program will be made in December.
 - F. **FY 2008-09 Service Recommendation:** Public hearings on proposed changes to routes and schedules are tentatively scheduled to be held on February 11 and March 10, 2008, at the Eugene Public Library. The Board will be asked to approve the final recommended service package at the March 19, 2008, regular meeting.
 - G. **FY 2008-09 Pricing Plan:** Public hearings on any proposed changes to the pricing plan will be scheduled for February and March, 2008, with direction from the Board to be provided at the March 19, 2008, regular Board meeting. Fare changes supported by

the Board will require a change in the fare ordinance, which would occur in Spring 2008.

- H. **Pioneer Parkway EmX Design and Budget:** The Board will periodically review the Pioneer Parkway EmX design and budget as the project proceeds to construction. The Board will be asked to adopt a resolution regarding property acquisition at the February 2008 meeting.
- I. **Joint Meeting with Springfield City Council/Special LTD Board Meeting:** The LTD Board and Springfield City Council will meet on March 3, 2008, at Springfield City Hall. Work session items will include an overview of LTD ridership; updates on the Gateway Station and Pioneer Parkway EmX; and a discussion regarding Glenwood redevelopment.
- J. **Franklin EmX Lessons Learned:** Internal research has now been completed concerning Franklin EmX corridor planning and implementation. Discussion with the Board about what worked well and what could be improved in the implementation process of the Pioneer Parkway EmX corridor will be scheduled for a future meeting.
- K. **West Eugene EmX:** The Board will be provided periodic updates on planning efforts related to a possible West Eugene EmX route.
- L. **Park & Ride Program:** Issues regarding LTD's Park & Ride facilities will be discussed with the Board's Service Planning and Marketing Committee and then brought to the full Board for discussion at a future meeting.
- M. **River Road Station Status Report:** It is anticipated that the River Road Station site purchase will be finalized within the next few months. A final report will be presented to the Board at that time.
- N. **Student Transit Pass Program Update:** Staff will prepare documentation for submission to the Oregon Department of Energy, per its program requirements. A Student Transit Pass Program update will be provided to the Board at a future meeting.

Joint LTD Board/Eugene City Council Meeting
November 26, 2007
5:30 – 7:00 p.m.

Draft Agenda

1. West Eugene Transportation

- EmX Planning (“Purpose and Need”, alignment alternatives, project schedule, decision process, funding opportunities)
- West 11th Corridor Study

2. Franklin Boulevard Project

- Multi-Way Boulevard Concept
- Possible EmX improvements
- Walnut Station Mixed-Use Center

3. Transit Ridership/Service Update (time permitting)

- FY 2006-07 Performance Measures
- System ridership trends
- Franklin EmX ridership and operations

4. Transportation Demand Management (time permitting)

- Student Transit Pass Program
- Group Pass Program Update

Lane Transit District

Vision 2008 – Questions to Ponder

- What is your vision of the region in 20 to 30 years? What are the characteristics of the community that will define us? How does transit fit into that vision? How does the Lane Transit District fit into that vision?
- Within that time frame, what are the things that are inevitable? What are the trends and changes over which we have little control?
- What are the barriers to achieving your vision? What will be the barriers facing the Transit District as part of that future?
- What are the great opportunities that can be expected? What does the District need to do to grasp those opportunities?
- What are the most important lessons we have learned over the last few years?
- What are the most important decisions that need to be made about the future of the region? What is the Transit District's role in making those decisions? What will keep the District from fulfilling that role?
- What do you want to achieve as a leader with the Transit District?

BOARD HR COMMITTEE AGENDA ITEM SUMMARY

DATE OF MEETING: November 12, 2007

ITEM TITLE: SELECTION OF BOARD LEGAL COUNSEL

PREPARED BY: Stefano Viggiano, Assistant General Manager

ACTION REQUESTED: Extend the legal services contract with Arnold Gallagher Saydack Percell Roberts and Potter, PC for three years.

BACKGROUND: As part of its delegation of authority to the LTD general manager, the LTD Board authorizes the general manager to contract for the necessary professional services needed to conduct the day-to-day business of the District. There are a few exceptions to this delegation of authority, one of which is the hiring of professional legal counsel for the District. This is a responsibility retained by the Board. The contract for the District's current legal counsel, Arnold Gallagher Saydack Percell Roberts and Potter, PC, (Arnold Gallagher) is due to expire in February 2008. Consequently, the Board must make a decision on renewing the contract or initiating an open selection process for District legal counsel.

Attached is a memorandum to the Board Human Resources Committee that summarizes a staff evaluation of Arnold Gallagher. The HR Committee reviewed this information and recommends that the Board extend the contract with Arnold Gallagher for an additional three years.

RESULTS OF RECOMMENDED ACTION: Staff will proceed with renewing the contract for three years.

ATTACHMENT: Memorandum to Board HR Committee summarizing an evaluation of legal services.

PROPOSED MOTION: I move approval of LTD Resolution No. 2007-039: Resolved, that the LTD Board of Directors approves the extension of the legal services contract with Arnold Gallagher Saydack Percell Roberts and Potter, PC, for a three-year period.

October 23, 2007

TO: LTD Board Human Resources Committee
FROM: Stefano Viggiano, Assistant General Manager
RE: Evaluation of Legal Services Contract

As part of its delegation of authority to the LTD general manager, the LTD Board authorizes the general manager to contract for the necessary professional services needed to conduct the day-to-day business of the District. There are a few exceptions to this delegation of authority, one of which is the hiring of professional legal counsel for the District. This is a responsibility retained by the Board. The contract for the District's current legal counsel, Arnold Gallagher Saydack Percell Roberts and Potter, PC (Arnold Gallagher), is due to expire in February 2008. Consequently, the Board must make a decision on renewing the contract or initiating an open selection process for District legal counsel. The HR Committee is asked to review and discuss this issue and make a recommendation for consideration by the Board.

Background

Since its inception in 1970, LTD has used outside counsel for legal advice. As a relatively small public agency, LTD does not have enough legal needs to warrant a full- or even part-time staff legal counsel. Moreover, the legal needs of LTD have become so diverse that it only makes sense to retain legal counsel from a law firm that has a broad range of expertise in the area of public law.

In its 37 years of existence, LTD has retained the services of only three legal firms: Bryson & Bryson; Luvaas Cobb; and now Arnold Gallagher. It has been the District's experience that the legal needs of a public transit agency are complex and to some degree unique. Consequently, there is a learning curve about public transit legal issues that any legal counsel must experience, and the longer legal counsel works with LTD, the more effective and efficient that firm becomes in providing counsel.

Legal fees paid by the District can fluctuate significantly from year to year, depending on the particular issues that arise. The legal fees paid to Arnold Gallagher for the last 5 years are listed below:

FY 06-07	\$ 22,983
FY 05-06	\$ 45,471
FY 04-05	\$ 47,420
FY 03-04	\$ 29,263
FY 02-03	\$ 99,405

Evaluation of Firm

Arnold Gallagher has been LTD's legal counsel for nine years. During this time, the firm has provided a broad range of legal advice to the District. On a periodic basis, those staff who regularly interact with the firm are asked to rate the quality of the service and advice received. Staff also meet periodically with the principal legal counsel to the District, John Arnold, to discuss the assessment of the firm's service.

The question of whether to renew the contract with Arnold Gallagher considered four decisions categories.

1. *Quality of service provided by the firm*

Staff have been pleased with the level and quality of service provided by our current legal counsel. The attorneys respond promptly to requests for services; they have provided excellent advice; they are appropriately proactive; they have a wide range of expertise; and, where they lack expertise, they have referred LTD to other quality professional counsel.

2. *Cost of the service*

A brief review of legal fees of the largest law firms in the community indicates that the fee structure of Arnold Gallagher is competitive with other firms. LTD considered only the largest firms because the complexity and range of legal issues that LTD must address require a firm with a broad range of expertise. Moreover, Arnold Gallagher often uses associate staff at a lower cost to perform the more routine legal work for the District. Staff believe that fees charged by legal counsel are consistent with those charged by the other large law firms in the community.

3. *Continuity of service*

It is important to consider acquired specialized expertise in considering a change in a legal services contract. Transit legal issues are complex and often unique. During the nine years that Arnold Gallagher has been serving the District, the firm has become conversant with the legal issues that the District must address. The only concern has been a turnover of two key attorneys with the firm. Roger Saydack, who had been the primary counsel for LTD, is no longer an active member of the firm. His role has been transferred to John Arnold. Staff have found the transition to be very smooth, and Mr. Arnold has provided excellent service to LTD. There was also the loss of a staff attorney who had worked closely with LTD in purchasing and procurement issues and federal rules governing those processes. That lost expertise and experience will need to be replaced, whether we continue with Arnold Gallagher or not. With that one exception, there is a significant efficiency in building on existing expertise.

4. *Policy/political considerations*

Some public organizations, as a matter of policy, require open competition of contracts on a specified schedule, regardless of the performance of the current contract holder. In doing so, they avoid any appearance of favoritism in the

awarding of contracts. As a recipient of taxes from local businesses, LTD always has worked hard to ensure that local businesses have every opportunity to compete for LTD work, but LTD does not have a specific policy on the length of a professional services contract with the District.

LTD routinely holds open competition for many ongoing contracts, such as engineering, advertising, and architectural services. For legal services, staff believe that continuity is very important and that consideration of a new firm should be pursued only if the current firm is not providing sound legal advice or if the breadth of the District's legal issues has exceeded the capability of the firm. That is not currently the case. Staff believe that Arnold Gallagher has provided the District with excellent service and that the firm has the breadth of expertise and experience to meet the District's needs.

Staff Recommendation

Staff recommend that the legal services contract with Arnold Gallagher be extended for three years, after which time staff would revisit the issue with the Board.

AGENDA ITEM SUMMARY

DATE OF MEETING: November 12, 2007

ITEM TITLE: MEETING WITH EUGENE CITY COUNCIL

PREPARED BY: Stefano Viggiano, Assistant General Manager

ACTION REQUESTED: None. Information only.

BACKGROUND: The LTD Board is scheduled to meet with the Eugene City Council on Monday, November 26, 2007, at 5:30 p.m., at Eugene City Hall. This agenda item is intended for review of the proposed agenda for that meeting.

ATTACHMENT: Draft Agenda for November 26, 2007, Joint LTD Board – Eugene City Council meeting

PROPOSED MOTION: None

November 12, 2007

Memorandum to LTD Board of Directors

Re: Development of a Project Value Statement for the WEEE Project

Staff have begun to review and discuss the public comment received related to LTD's *Draft Purpose and Need Statement* and *Goals and Objectives* for the West Eugene EmX Extension. Many of the comments reflected a desire for the District to identify several specific issues, concerns, and opportunities as explicit elements of the purpose and need of the project—e.g., reducing the carbon footprint of West Eugene, and protecting the social and neighborhood environments, etc.

Many of these comments and suggestions are consistent with LTD's underlying organizational values. They also reflect many of the reasons why LTD and its regional partners adopted the concept of a regional EmX system into the Regional Transportation Plan. The public comments that have been received suggest that there is a need to more clearly state the connection between the project and LTD's underlying values.

While staff may be recommending changes to the *Purpose and Need Statement* and *Goal and Objectives* language that address the public comment, it may be useful to consider the development of a value statement that articulates LTD's intent and organizational values that serve as the foundation for the project. This statement would be separate from the *Purpose and Need Statement* and *Goal and Objectives* that are required as part of the scoping process, but would be a part of the materials used for public outreach on the project.

As envisioned, this value statement would be based largely on relevant portions of LTD's Strategic Plan. For example, LTD's Vision Statement states that we strive "to be the best transit system in North America."

LTD's Mission Statement states the following:

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

In addition, LTD's Guiding Principles include the following:

- **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 it serves. The District takes pride in its appearance and demeanor, and creates professional facilities and services that make riding the bus an attractive option.

LTD's Strategic Goals include:

- 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.

From *Vision to Strategic Goals*, these statements underlie and support:

1. LTD's pursuit of a regional EmX system; and
2. LTD's commitment to the residents and businesses of the region. The District will implement the system in a manner that is both efficient and effective for LTD and promotes the sustainability and quality of life of the community.

Based on comment from the Board, staff will draft a project value statement for consideration by the Board at its December 19, 2007, meeting.

AGENDA ITEM SUMMARY

DATE OF MEETING: November 12, 2007

ITEM TITLE: MONTHLY PERFORMANCE REPORTS

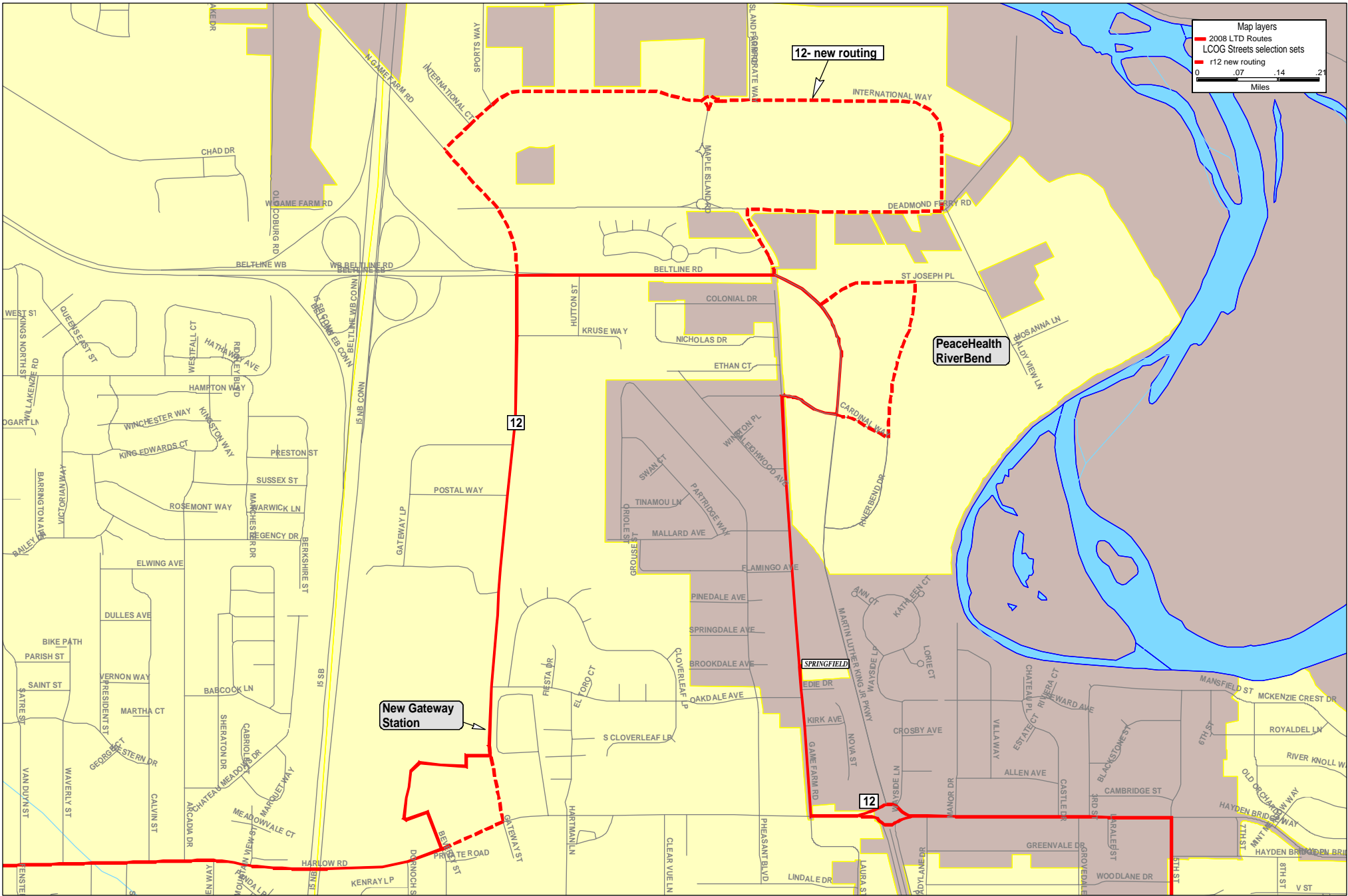
PREPARED BY: Mark Pangborn, General Manager

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.

ATTACHMENTS: October 2007 Performance Report (*separate handout at Board meeting*)
September 2007 RideSource Activity and Productivity Report

PROPOSED MOTION: None



Map layers

- 2008 LTD Routes
- LCOG Streets selection sets
- r12 new routing

0 .07 .14 .21
Miles

12- new routing

PeaceHealth RiverBend

New Gateway Station

12

12

SPRINGFIELD

Proposed Purpose and Need Statement

The **Purpose** of the proposed West Eugene EmX Extension Project is to improve transit travel time, reliability, ridership, efficiency, and effectiveness in the West 11th Corridor (east/west); to support local and regional plans and goals for land use and transportation; to support economic development opportunities in the corridor, while being sensitive to and protecting environmental resources; and obtaining local public support.

The **Need** for the project results from:

- ~ Historic and projected increases in traffic congestion in the West 11th Corridor due to increases in regional and corridor population and employment;
- ~ Lengthy transit travel times and deteriorating transit reliability in the West 11th Corridor due to growing traffic congestion;
- ~ Increasingly scarce transit operating revenues;
- ~ Adoption and amendment of the Regional Transportation Plan that reflect bus rapid transit (BRT) as the region's preferred high capacity transit mode;
- ~ Recent removal of the West Eugene Parkway as a regional transportation system improvement;
- ~ Growing reliance on transit by the region to meet mobility needs in the West 11th Corridor;
- ~ Prioritization of the West 11th travel shed by the City of Eugene and LTD as the region's third BRT corridor;
- ~ Local and regional land use and development goals and objectives that target the West 11th Corridor for residential, commercial, retail, and industrial development to help accommodate forecasted regional population and employment growth; and
- ~ Identification and protection of important resources in the natural and built environment in the West 11th Corridor, including but not limited to wetlands, and rare plants and animals and their habitat that could limit options for improvements to the transportation system.

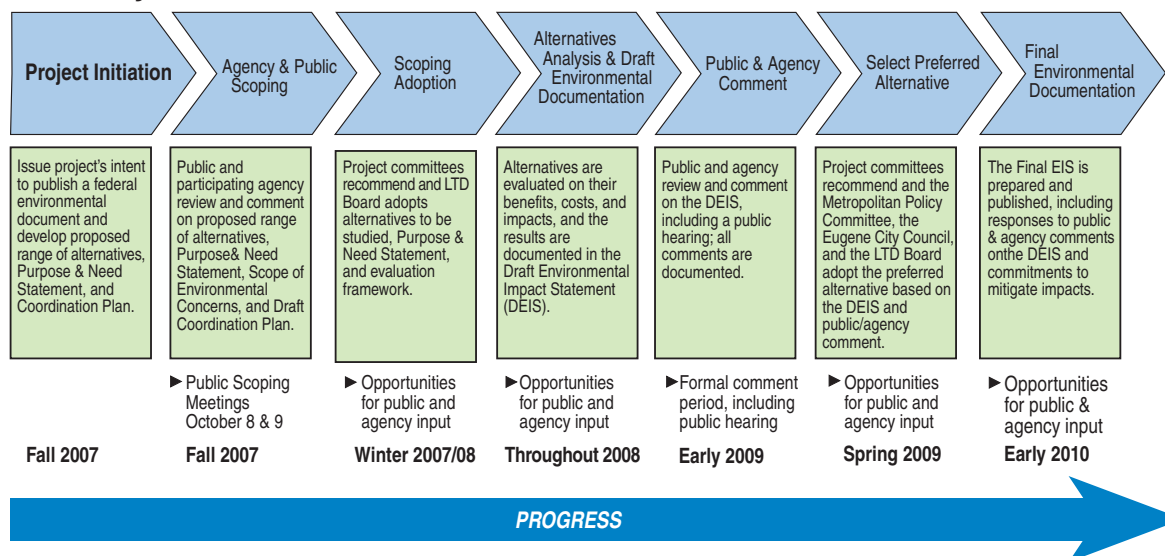
Proposed Goal and Objectives

The **Goal** of the West Eugene EmX Extension Project is to improve transit travel time, reliability, ridership, efficiency, and effectiveness in the West 11th Corridor (east/west); to support local and regional plans and goals for land use and transportation; and to support economic development opportunities in the corridor, while being sensitive to and protecting environmental resources and obtaining local public support.

The **Objectives** of the West Eugene EmX Extension Project in the West 11th Corridor are to:

- ~ Provide convenient, fast, and reliable transit service in the Corridor;
- ~ Improve the efficiency and effectiveness of transit service in the Corridor;
- ~ Support the desired land use patterns and development in the Corridor;
- ~ Help accommodate future growth in travel demand in the Corridor;
- ~ Seek opportunities to enhance the safety and operations for pedestrians, bicyclists, and motorists traveling in the Corridor;
- ~ Provide for a fiscally stable and efficient transit system; and
- ~ Provide an environmentally sensitive design for the project.

Preliminary Process and Timeline



Your involvement is important! LTD has been working to create a variety of ways for you to connect. Check out these opportunities to get information and provide feedback:

- Visit LTD's website at www.ltd.org. Follow the links to the West Eugene EmX Extension Study Corridor.
- Send an e-mail to we.emx@ltd.org.
- Attend Steering and Corridor Committee meetings. Visit LTD's website for meeting schedules.
- Attend the open houses.
- Attend a presentation at neighborhood, civic, and professional organizations.
- Read the project newsletters.
- Receive E-Newsletters. Send us an e-mail request and receive project updates electronically!



PO Box 7070, Eugene, OR 97401

AGENDA ITEM SUMMARY

- DATE OF MEETING:** November 12, 2007
- ITEM TITLE:** STATUS REPORT ON WEST EUGENE EmX EXTENSION PROJECT
- PREPARED BY:** Tom Schwetz, Director of Planning and Development
- ACTION REQUESTED:** None. Information only.
- BACKGROUND:** Work has continued on the Scoping Process for the West Eugene EmX Extension project. The Scoping Process is part of the federally required environmental process and is intended to produce four items:
1. Purpose and Need Statement
 2. Goal and Objectives
 3. Range of Alternative Alignments for further study
 4. Scope of Issues to be studied as part of development of the Draft Environmental Impact Statement (DEIS)
- At the meeting, staff will provide the Board with an overview of:
1. The recently completed public comment period
 2. The decision-making process for Scoping Process products
 3. Each of the draft Scoping products
 4. The schedule for completion of the Scoping Process
- ATTACHMENTS:** Scoping Process Handout (map of Alternative Alignments with the proposed Purpose and Need Statement, Proposed Goal and Objectives, and Preliminary Process and Timeline)
- PROPOSED MOTION:** None