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**LANE TRANSIT DISTRICT
REGULAR BOARD MEETING**

**Wednesday, September 17, 2008
5:30 p.m.**

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

A G E N D A

Page No.

I. CALL TO ORDER

II. ROLL CALL

Necker _____ Davis _____ Dubick _____ Evans _____
Eyster _____ Gaydos _____ Kortge _____

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

- | | |
|---|----|
| III. PRELIMINARY REMARKS BY BOARD PRESIDENT | |
| IV. ANNOUNCEMENTS AND ADDITIONS TO AGENDA | 04 |
| V. BOARD CALENDARS (5 minutes) | 05 |
| VI. WORK SESSION | |
| A. LTD Rewards and Recognition Program (20 minutes) | 06 |
| B. 2009 Service Reduction Analysis (30 minutes) | 07 |
| VII. SPECIAL DESSERT IN HONOR OF DEBBIE DAVIS | |

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

- | | |
|---|----|
| VIII. EMPLOYEES OF THE MONTHS – September and October 2008 (10 minutes) | 09 |
| IX. AUDIENCE PARTICIPATION | |
| ♦ Each speaker is limited to three (3) minutes. | |

X.	ITEMS FOR ACTION AT THIS MEETING	
A.	Consent Calendar (1 minute)	11
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3.	Minutes of the July 16, 2008, Regular Board Meeting/Public Hearing on Fares (Page 43)	
B.	First Reading, LTD Ordinance No. 40, An Ordinance Regarding the Excise Tax on Employers and Self-Employed Persons; Amending Ordinance 39, Sections 2 and 3 <i>(Copies of Ordinance No. 40 are available at the Lane Transit District office in Glenwood)</i>	52
XI.	ITEMS FOR INFORMATION AT THIS MEETING	
A.	Board Member Reports (10 minutes)	56
1.	Meetings Held or Attended	
a.	APTA Authorization Committee – July 21 and September 12	
b.	West Eugene EmX Extension Corridor Committee – July 24	
c.	EmX Steering Committee – August 5	
d.	Metropolitan Policy Committee – August 14	
e.	Board HR Committee – August 26	
f.	Board Service Committee – September 2	
2.	No Meeting/No Report	
a.	LCOG Board of Directors	
b.	Gateway EmX Extension Corridor Committee	
c.	Board Finance Committee	
B.	Board Committee Assignments (2 minutes)	58
C.	FY 2007-08 Annual Performance Report (10 minutes)	60
D.	Monthly Financial Report—July and August 2008	62
E.	Monthly Department Reports (respond if questions)	63
F.	Monthly Performance Reports (respond if questions)	71

- XII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING 76
- A. Public Hearings on FY 2009-10 Service Recommendation (October and November)
 - B. SAFETEA-LU Reauthorization Requests (October)
 - C. West Eugene EmX Extension Project Update (October)
 - D. Technology Update (November)
 - E. Independent Audit Report and Comprehensive Annual Financial Report (CAFR) (November)
 - F. Gateway EmX Extension Update (November)
 - G. General Manager Performance Evaluation ((November or December)
 - H. Board Strategic Planning Work Session (December)
 - I. Legislative Agenda (December)
 - J. Gateway Station Construction Update (future meetings)
 - K. LTD Sustainability Plan (future meeting)
 - L. Park & Ride Program (future meeting)

XIII. 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\2008\09\09-17-08 Regular Meeting\bdagenda.doc

Special Mobility Services: RideSource Activity and Productivity Information

June-08	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	13,517	12,187	10.9%	155,440	140,930	10.3%	155,440	140,930	10.3%
RideSource(All Modes)	10,603	9,367	13.2%	122,700	107,322	14.3%	122,700	107,322	14.3%
Shopper	503	491	2.4%	5,961	6,486	-8.1%	5,961	6,486	-8.1%
Escort Volunteers-Metro	772	754	2.4%	9,458	8,881	6.5%	9,458	8,881	6.5%
Escort Volunteers-Rural	1,639	1,575	4.1%	17,321	18,241	-5.0%	17,321	18,241	-5.0%
RideSource Cost per Ride	\$ 22.35	\$ 22.31	0.2%	\$ 20.74	\$ 18.62	11.4%	\$ 20.74	\$ 18.62	11.4%
RideSource(All Modes)	\$ 27.86	\$ 28.29	-1.5%	\$ 25.67	\$ 23.72	8.2%	\$ 25.67	\$ 23.72	8.2%
RideSource Shopper	\$ 10.83	\$ 9.33	16.1%	\$ 10.83	\$ 9.33	16.1%	\$ 10.83	\$ 9.33	16.1%
RideSource Escort	\$ 2.82	\$ 2.97	-5.1%	\$ 2.76	\$ 2.90	-4.9%	\$ 2.76	\$ 2.90	-4.9%
Ride Reservations	11,355	10,131	12.1%	134,240	119,727	12.1%	134,240	119,727	12.1%
Cancelled Number	924	871	6.1%	13,008	11,420	13.9%	13,008	11,420	13.9%
Cancelled % of Total	8.14%	8.60%		9.69%	9.54%		9.69%	9.54%	
No-Show Number	129	113	14.2%	1,571	1,422	10.5%	1,571	1,422	10.5%
No-Show % of Total	1.14%	1.12%		1.17%	1.19%		1.17%	1.19%	
Ride Refusals Number	0	4	-100.0%	6	45	-86.7%	6	45	-86.7%
Ride Refusals % of Total	0.00%	0.04%		0.00%	0.04%		0.00%	0.04%	
Service Hours	5,785	4,863	19.0%	66,089	56,281	17.4%	66,089	56,281	17.4%
Agency Staff	5,456	4,636	17.7%	63,047	53,349	18.2%	63,047	53,349	18.2%
Agency SMS Volunteer	329	227	44.9%	3,042	2,932	3.8%	3,042	2,932	3.8%
Avg. Trips/Service Hr.	1.92	2.03	-5.4%	1.95	2.02	-3.5%	1.95	2.02	-3.5%
RideSource System Miles	79,154	70,001	13.1%	916,604	815,714	12.4%	916,604	815,714	12.4%
Avg. Miles/Trip	7.13	7.10	0.4%	7.12	7.17	-0.6%	7.12	7.17	-0.6%
Miles/Vehicle Hour	13.68	14.39	-4.9%	13.87	14.49	-4.3%	13.87	14.49	-4.3%

Special Mobility Services: RideSource Activity and Productivity Information

June-08	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
On-Time Performance %	87.1%	92.7%	-6.0%	89.4%	92.4%	-3.2%	89.4%	92.4%	-3.2%
Sample	9,186	8,472		109,366	97,427		109,366	97,427	
On-Time	8,003	7,850		97,778	90,004		97,778	90,004	

- 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.

Special Mobility Services: RideSource Activity and Productivity Information

July-08	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	13,799	12,108	14.0%	13,799	12,108	14.0%	157,131	142,317	10.4%
RideSource(All Modes)	10,984	9,319	17.9%	10,984	9,319	17.9%	124,365	108,657	14.5%
Shopper	561	474	18.4%	561	474	18.4%	6,048	6,457	-6.3%
Escort Volunteers-Metro	767	885	-13.3%	767	885	-13.3%	9,340	9,059	3.1%
Escort Volunteers-Rural	1,487	1,430	4.0%	1,487	1,430	4.0%	17,378	18,144	-4.2%
RideSource Cost per Ride	\$ 21.02	\$ 19.66	6.9%	\$ 21.02	\$ 19.66	6.9%	\$ 20.84	\$ 18.67	11.7%
RideSource(All Modes)	\$ 25.74	\$ 24.88	3.5%	\$ 25.74	\$ 24.88	3.5%	\$ 25.73	\$ 23.72	8.5%
RideSource Shopper	\$ 10.82	\$ 9.45	14.5%	\$ 10.82	\$ 9.45	14.5%	\$ 10.82	\$ 9.45	14.5%
RideSource Escort	\$ 3.23	\$ 2.66	21.1%	\$ 3.23	\$ 2.66	21.1%	\$ 2.80	\$ 2.90	-3.2%
Ride Reservations	11,690	10,183	14.8%	11,690	10,183	14.8%	135,747	120,958	12.2%
Cancelled Number	894	923	-3.1%	894	923	-3.1%	12,979	11,482	13.0%
Cancelled % of Total	7.65%	9.06%		7.65%	9.06%		9.56%	9.49%	
No-Show Number	118	113	4.4%	118	113	4.4%	1,576	1,450	8.7%
No-Show % of Total	1.01%	1.11%		1.01%	1.11%		1.16%	1.20%	
Ride Refusals Number	1	0	#DIV/0!	1	0	#DIV/0!	7	44	-84.1%
Ride Refusals % of Total	0.01%	0.00%		0.01%	0.00%		0.01%	0.04%	
Service Hours	6,009	4,979	20.7%	6,009	4,979	20.7%	67,119	57,172	17.4%
Agency Staff	5,704	4,757	19.9%	5,704	4,757	19.9%	63,994	54,217	18.0%
Agency SMS Volunteer	305	222	37.4%	305	222	37.4%	3,125	2,955	5.8%
Avg. Trips/Service Hr.	1.92	1.97	-2.5%	1.92	1.97	-2.5%	1.94	2.01	-3.5%
RideSource System Miles	82,370	69,788	18.0%	82,370	69,788	18.0%	929,186	824,897	12.6%
Avg. Miles/Trip	7.13	7.13	0.1%	7.13	7.13	0.1%	7.12	7.17	-0.6%
Miles/Vehicle Hour	13.71	14.02	-2.2%	13.71	14.02	-2.2%	13.84	14.43	-4.1%

Special Mobility Services: RideSource Activity and Productivity Information

July-08	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
On-Time Performance %	88.2%	91.5%	-3.6%	88.2%	91.5%	-3.6%	89.1%	92.4%	-3.6%
Sample	9,272	8,474		9,272	8,474		110,164	98,704	
On-Time	8,176	7,752		8,176	7,752		98,202	91,245	

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- Escort Volunteers-Rural is out of district volunteer rides.

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- Shopper cost per ride is from the most recent quarterly cost model.
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- 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: September 17, 2008

ITEM TITLE: JULY AND AUGUST FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

BACKGROUND: Financial results for the first two months of the FY 2008-09 fiscal year are summarized in the attached reports. With a focus on the most current information, this report covers August and two-month year-to-date results.

Passenger fares are 18 percent higher for the first two months of the new year over the same period last year. Passenger boardings for the rolling twelve-month period, which ended August 31, increased 17.2 percent over the previous period.

Payroll tax revenues are down 3.8 percent versus last year. This result is a concern, since there was a tax rate increase on January 1, 2008, and the current budget assumed that the local economy would be strong enough to sustain growth in the tax base. It is always possible that there could be a disbursement error on the part of the Oregon Department of Revenue, but LTD's contact person at the state believes that all amounts due have been paid. It is also possible that a lull in major construction projects has occurred as the result of the completion of the RiverBend hospital project and the near completion of the Interstate 5/Beltline project. LTD expects to see a drop in receipts when the effect of the Hynix closure is felt, but that drop will not impact receipts until the disbursement for the quarter ending December 31, which is expected in February 2009.

Self-employment receipts coincide with State tax payment deadlines, none of which occurred in August. However, revenue was received in August for prior-year amounts owed. Tax payments are reported on a cash basis in monthly reports to simplify the information.

State-in-lieu receipts are disbursed quarterly. First quarter receipts are expected September 30, 2008.

Total personnel services expenditures, the largest category of operating expense, show 10 percent growth over the previous year. This rate of growth includes annual adjustments given to both ATU-represented employees and administrative employees at the beginning of the new fiscal year. It also includes hiring overlaps for two administrative

positions and the under reporting, year to date, of capital project hours that should be charged to grants.

Materials and services results vary widely from department to department. Total materials and services are slightly higher for the first two months of this year as compared to last, but overall spending is within budget for the year to date. It should be noted that at least one program area, Information Technology, spends a significant percentage of its annual materials and services budget at the beginning of the fiscal year when software maintenance agreements are renewed.

Fuel prices fell in August. The current-year budget assumed \$3.75 per gallon. The year-to-date average price per gallon through August was \$3.77. However, prices have since fallen steadily. As of September 16, diesel bus fuel cost \$2.92, the first time in many months that LTD has seen a price below \$3.00 per gallon. It is expected that the lower September prices will bring the year-to-date average price per gallon within budget. It is not known what the fuel price trend will be over the coming months.

The General Fund is stable through August, but payroll tax receipts will be a critical indicator of LTD's financial health in the months to come.

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

Year-to-date Capital Project Fund activity has been predominantly EmX related, with the majority of expenditure outlay going for the Gateway EmX Extension. A component of that project is the new Gateway Station, which will report increased expenditures as construction gets underway.

In November or December (depending on meeting schedules), Board members will receive the FY 2007-08 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 August and July 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

DATE OF MEETING: September 17, 2008

ITEM TITLE: JULY AND AUGUST FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

BACKGROUND: Because of the independent audit site work in progress the week of September 8, it was not possible to complete the Board financial reports in time for inclusion in the agenda packet. The reports will be handed out at the beginning of the September 17 work session.

There is some good news to share in advance: on September 8, fuel cost \$3.21 per gallon. The average price through August was \$3.77, slightly above what was budgeted for the new fiscal year. Because of the continued drop in prices during September, it is possible that the year-to-date average will fall to within budget (\$3.75 per gallon) by the end of the first quarter. It is not possible to predict at this time whether or not prices will stay within budget for the remainder of the fiscal year.

Additional information will be provided on fuel and other important components of LTD's budget at the September 17 regular meeting.

ATTACHMENTS: *Handouts at Board meeting*

PROPOSED MOTION: None

**LTD Strategic Plan
Summary Assessment of 2007-08 Performance Objectives**

GOAL	Performance Measure	2007-08 Objective	2007-08 Actual	Met Goal	Comments
DELIVER RELIABLE PUBLIC TRANSPORTATION SERVICE	System Ridership	3% Increase	16.9% Increase	YES	Increase is 35% over the last three years
	Per Capita Ridership	1% Increase	15.6% Increase	YES	Trend over 20 years is about a 2.5% increase per year
	System Productivity	1% Increase	11.9% Increase	YES	Ridership increased at a much greater rate than the service level
	On-Time Performance	At or Above 90%	92.7%	YES	On-time performance improved from 91.4% in FY 06-07
	RideSource Productivity	1% Increase	3.5% Decrease	NO	Longer trips decrease productivity; Call center benefits not yet realized
DEVELOP INNOVATIVE SERVICE THAT REDUCES DEPENDENCY ON THE AUTOMOBILE	Peak-Hour Ridership on Congested Corridors	2% Increase	Data Not Available	N/A	Certain to have met this goal given transit ridership increase and VMT decrease
	Number of Choice Riders	1% Increase	3% Increase over 3 Years	YES	Car availability increased from 44% of riders to 47% of riders between 2004 and 2007
	Ridesharing (including vanpools)	3% Increase	34% Increase	YES	Increase occurred without a great deal of marketing. New vanpools being formed
MAINTAIN LTD'S FISCAL INTEGRITY	Adjusted Cost per Boarding	Maintain or Lower	Lowered	YES	Cost/boarding is lower in absolute terms (without inflation adjustment) than 3 yrs ago
	Administrative Overhead	Less than 20%	15.4%	YES	Preliminary number pending audit. Overhead was 16.0% in FY 2007
	Independent Audit of CAFR	Unqualified Opinion	Audit Not Yet Completed	N/A	Opinion rendered in October
PROVIDE LEADERSHIP FOR THE COMMUNITY'S TRANSPORTATION NEEDS	"Good to Excellent" Ratings on Community Surveys	Maintain or Improve	Lower Ratings	NO	Good/Excellent ratings dropped slightly from 78% in 2003 to 75% in 2008
	Board Involvement on Key Local Committees	Maintain or Increase	Maintained	YES	
DEVELOP A SUPPORTIVE WORKPLACE ENVIRONMENT THAT FOSTERS SUCCESS	Negative Employee Turnover	Reduce	Increased	NO	Voluntary (non-retirement) employee turnover increased from 2.1% to 2.6%
	Workplace Safety	Reduce Accidents	Reduced	YES	Workplace accidents reduced from 37 to 25
		Reduce Time Loss Days	Reduced	YES	There was a large decrease in time loss days, from 445 in 2006-07 to 11 in 2007-08
		Reduce Cost of Accidents	Reduced	YES	Claims cost dropped significantly from \$126,454 last year to \$17,412 this year
	Workplace Morale	Improve	Improved	YES	Subjective assessment
Employee Health	Reduce Health Plan Usage	Reduced	YES	Claims/Premium ratio decreased from 84.2% to 78.3%	
INSTILL IN EACH EMPLOYEE AN ACTIVE AWARENESS OF OUR POSITION, OUR PERSONALITY, AND OUR PROMISE	Awareness of LTD Brand	Increase awareness	Increased	YES	The LTD Road Map has been covered in several meetings and training sessions.
	Customer complaints and compliments per 100,000 boardings	Decrease complaints	Decreased	YES	Complaints per 100,000 boardings reduced from 12.2 to 11.8
		Increase compliments	Increased	YES	Compliments per 100,000 boardings increased from 5.9 to 6.1

AGENDA ITEM SUMMARY

- DATE OF MEETING:** September 17, 2008
- ITEM TITLE:** ORDINANCE NO. 40, REVISING PAYROLL AND SELF-EMPLOYMENT TAX RATES
- PREPARED BY:** Diane Hellekson, Director of Finance and Information Technology
- ACTION REQUESTED:** First reading of ordinance revising the payroll and self-employment tax rates in accordance with ORS 267.385 (1)(8) and chapter 739 Oregon Laws 2003
- BACKGROUND:** During the 2003 session, the Oregon State Legislature passed HB 3183, which authorized Tri-Met and Lane Transit District to increase the payroll and self-employment tax rate by .001 (one-tenth of one percent) over a ten-year period. The earliest that the new maximum rate could be implemented would be January 1, 2014.
- Ordinance 39, which implemented the phase-in of the new maximum statutory rate, was adopted November 16, 2005, and became effective December 16, 2005. Ordinance 39 revised earlier ordinances and contained a table of the scheduled tax increases. The first increase occurred January 1, 2007, when the rate for the payroll and self-employment taxes went from .6 percent (six-tenths of one percent) to .62 percent. On January 1, 2008, the rate increased to .64 percent.
- The table in Ordinance 39 contained an error that needs to be corrected before the next scheduled tax rate implementation on January 1, 2009. Ordinance 39 scheduled the new maximum tax rate to be implemented January 1, 2013, a year sooner than is allowed by statute. Therefore, Ordinance 40 contains a corrected rate increase schedule that achieves the maximum statutory tax rate of .7 percent (seven-tenths of one percent) on January 1, 2014.
- Staff recommend reading the ordinance by title only. Copies of the ordinance will be available at the meeting for anyone who wishes to have one.
- RESULTS OF RECOMMENDED ACTION:** The second reading and adoption of the ordinance will be scheduled for the October 15, 2008, Board meeting. After adoption, LTD will inform the

Oregon Department of Revenue to proceed with the proper procedures and paperwork to implement this ordinance change.

ATTACHMENTS: LTD Ordinance No. 40

PROPOSED MOTION: I move that Ordinance No. 40 be read by title only.

Following an affirmative vote, the ordinance title should be read:

Ordinance No. 40, An Ordinance Of the Lane Transit District Regarding the Excise Tax on Employers and Self-employed Persons; Amending Ordinance 39, Sections 2 and 3.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 2008

ITEM TITLE: ANNOUNCEMENTS AND ADDITIONS TO AGENDA

PREPARED BY: Jeanne Schapper, Administrative Services Manager/Clerk of the Board

ACTION REQUESTED: None

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

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

- DATE OF MEETING:** September 17, 2008
- ITEM TITLE:** FY 2007-08 PERFORMANCE REPORT
- PREPARED BY:** Stefano Viggiano, Assistant General Manager
- ACTION REQUESTED:** None
- BACKGROUND:** The LTD Road Map includes a number of performance objectives to support each of the plan's six goals. The results of the District's performance in fiscal year 2007-08 relative to the performance objectives are summarized in the attached document.
- In general, this has been an exceptional year. Ridership has skyrocketed, increasing by 16.9 percent during FY 2007-08. As a result, all performance measures related to ridership, such as system productivity and cost per boarding, have performed exceptionally well. Performance objectives were also met in all of the other measures, with these three exceptions:
- RideSource productivity decreased by 3.5 percent during the past year, not meeting the performance objective of a 1 percent increase. The decreased productivity is likely due to longer and slower trips and the decreased use of the RideSource Shopper, which provides for group trips to a shopping location. Note: the Call Center, which began operating in late May, is expected to improve productivity.
 - The amount of "negative employee turnover" (employees whose voluntary departure is not a retirement) showed a slight increase, which does not meet the performance objective to decrease this measure. Although higher than last year, negative employee turnover remains at less than 3 percent, which is very good overall when compared to most employers. We may consider changing the performance objective for this measure from a comparative measure to a standard measure, as is used with on-time performance and administrative overhead.
 - The percentage of respondents who rated LTD as good or excellent dropped slightly from 78 percent in 2003 to 75 percent in 2008. For the riders who were included in the survey, the decreased rating may be due to the high ridership growth and the resulting crowded buses.
- ATTACHMENT:** Fiscal Year 2007-08 Performance Summary
- PROPOSED MOTION:** None

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 2008

ITEM TITLE: BOARD MEMBER REPORTS

PREPARED BY: Jeanne Schapper, 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. **APTA Authorization Committee:** The American Public Transportation Association (APTA) Authorization Task Force is developing transit requests for a new surface transportation bill. SAFETEA-LU, the current surface transportation bill, expires on September 30, 2009. Board member Greg Evans has been appointed to the APTA Authorization Task Force. Mr. Evans attended a Task Force meeting in Seattle on July 21, and a meeting in Washington, D.C. on September 12. The Committee is very close to finalizing its recommendations.
2. **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. The committee met on July 24 to review progress from community design workshops held on July 7 (focus on 6th/7th alignments), and July 8 (focus on West 13th alignments). Staff will provide feedback on the initial summary results from the Community Design Workshops at the next meeting, which will be held sometime in October.

3. **EmX Steering Committee**: Board members Gerry Gaydos, 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 August 5 and discussed the West Eugene EmX Extension (WEEE) and Gateway EmX projects; and staff provided an update regarding the WEEE Community Design Workshops and design options for W. 11th Avenue, 7th Place, and Stewart Road.
4. **Metropolitan Policy Committee (MPC)**: 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. MPC last met on August 14 in Eugene. Items discussed included the development of regional transportation work plans for Lane County and the cities of Eugene, Springfield, and Coburg, and a congestion management process.
5. **Board HR Committee**: The Board HR Committee is composed of Mike Dubick, Mike Eyster, and Chair Gerry Gaydos. The committee met on August 26 and began the general manager's annual performance evaluation process.
6. **Board Service Committee**: The Board Service Committee members are Greg Evans, Ed Necker, and Chair Mike Eyster. The committee met on September 2 to discuss the service reduction plan. Public outreach meetings are scheduled through the month of September and into early October to evaluate this process. After completion of the public outreach meetings, the Board Service Committee will meet again prior to the October 13 public hearing at a date yet to be determined.

NO MEETINGS HELD

1. **LCOG Board of Directors**: LTD Board Member Mike Dubick represents LTD on the Lane Council of Governments (LCOG) Board of Directors as a non-voting member. The next meeting of the LCOG Board is scheduled for September 25 at a location yet to be announced.
2. **Gateway EmX Extension Corridor Committee**: This committee (formerly Pioneer Parkway Corridor Committee) also is a subcommittee of the EmX Steering Committee. It is composed of Board members Debbie Davis, Mike Dubick, and Mike Eyster, and local government and community representatives. The committee last met on January 17. The next meeting has not yet been scheduled.
3. **Board Finance Committee**: The Board Finance Committee is composed of Dean Kortge (chair), Mike Dubick, and Debbie Davis. The next meeting of the Board Finance Committee is scheduled to be held on November 4.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** September 17, 2008
- ITEM TITLE:** BOARD COMMITTEE ASSIGNMENTS
- PREPARED BY:** Jeanne Schapper, Administrative Services Manager/Clerk of the Board
- ACTION REQUESTED:** Fill committee vacancies
- BACKGROUND:** Following the departure of Board member Debbie Davis at the end of September 2008, three vacancies in Board assignments will occur. Those are:
1. Board Finance Committee – Dean Kortge is the committee chair. It has been customary that the person filling the position of Board Treasurer be assigned to the Board Finance Committee. Board President Mike Eyster has named Ed Necker, the current Board Treasurer, to this committee.
 2. EmX Steering Committee – Gerry Gaydos is the chair of this committee. Pending senate confirmation on September 25, Board President Mike Eyster plans to name Doris Towery to this committee.
 3. Pioneer Parkway Corridor Committee – This committee is a subcommittee of the EmX Steering Committee. Pending Senate confirmation, Board President Mike Eyster plans to name Doris Towery to this committee.
- RESULTS OF RECOMMENDED ACTION:** The work of the committees will be able to move ahead without interruption.
- ATTACHMENT:** LTD Board Committees and Special Assignments
- PROPOSED MOTION:** None

**LTD BOARD OF DIRECTORS
COMMITTEES AND SPECIAL ASSIGNMENTS**

(As of September 17, 2008)

BOARD OFFICERS

(Terms expire 6/30/10)

President – Mike Eyster
Vice President – Greg Evans
Secretary – Dean Kortge
Treasurer – Ed Necker

SERVICE COMMITTEE

(meets every other month, or as needed)

Greg Evans
*Mike Eyster
Ed Necker

HUMAN RESOURCES COMMITTEE

(meets 2nd and 4th Thursdays, as needed)

Mike Dubick
Mike Eyster
*Gerry Gaydos

FINANCE COMMITTEE

(meetings scheduled as needed)

Mike Dubick
*Dean Kortge
Ed Necker

**EmX STEERING COMMITTEE – BOARD
REPRESENTATIVES**

(meets quarterly)

Greg Evans
*Gerry Gaydos
#Doris Towery

**METROPOLITAN POLICY COMMITTEE
(MPC) REPRESENTATIVES**

(meets 2nd Thursday of the month)

Greg Evans
Gerry Gaydos
Alternate: Mike Dubick

WEST EUGENE CORRIDOR COMMITTEE

(a subcommittee of the EmX Steering Committee)

Greg Evans
Gerry Gaydos
Dean Kortge

**WALNUT STATION STEERING
COMMITTEE**

(meetings scheduled as needed)

Mike Eyster

**PIONEER PARKWAY CORRIDOR
COMMITTEE**

(a subcommittee of the EmX Steering Committee)

Mike Dubick
Mike Eyster
#Doris Towery

**LANE COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS**

(meets every other month - 4th Thursday)

Mike Dubick

* Denotes Committee Chair
Pending Senate Confirmation

WEST EUGENE EmX CORRIDOR
COMMITTEE

Greg Evans
Gerry Gaydos
Dean Kortge

Appointees and government
representatives:

Eugene City Councilor Jennifer Solomon
Eugene City Councilor Chris Pryor
Lane County Commissioner Bobby Green

Appointees: Ilona Koleszar
Clayton Walker
Will Shaver
Micah Sardell
Jim Thomas
Peter Bungum
Rob Zako
Ric Ingham
Kari Turner
Ann Angvick
Garrick Mishaga

PIONEER PARKWAY CORRIDOR
COMMITTEE

Debbie Davis
Mike Eyster
Mike Dubick

Appointees and government
representatives:

Springfield City Councilor Christine Lundberg
Springfield City Councilor Hillary Wylie
ODOT District Ramona Cline

Appointees: Tammy Fitch
Dave Jewett
Dan Egan

MINUTES OF DIRECTORS MEETING
LANE TRANSIT DISTRICT
REGULAR BOARD MEETING/WORK SESSION

Wednesday, May 21, 2008

Pursuant to notice given to *The Register-Guard* for publication on May 15, 2008, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special Board meeting on Wednesday, May 21, 2008, beginning at 5:34 p.m., in the LTD Board Room at 3500 East 17th Avenue, Eugene.

Present: Mike Eyster, Vice President, presiding
Dean Kortge, Secretary
Debbie Davis, Treasurer
Ed Necker
Greg Evans
Michael Dubick
Mark Pangborn, General Manager
Jo Sullivan, Clerk of the Board
Jeanne Schapper, Minutes Recorder

Absent: Gerry Gaydos, President

CALL TO ORDER/ROLL CALL – Mr. Eyster called the meeting to order at 5:34 p.m. and then called the roll.

PRELIMINARY REMARKS BY BOARD PRESIDENT – Mr. Eyster mentioned that the Springfield City Council met on May 5 and agreed with the 30 percent design presented by LTD staff. The Council Chair was very enthusiastic in her support.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA – Mr. Necker inquired as to when the decision on hybrid buses will be made. General Manager Mark Pangborn responded that the decision does not have to be made for some time—probably one year. LTD is in the process of ordering additional EmX buses for the Pioneer Parkway EmX Extension. The buses will be hybrid electric in order to be consistent with the remaining fleet. The District is looking into the cost trade-offs between standard buses and hybrid-electric. After more information has been collected and before the end of the year, the issue will be brought before the Board again, along with a discussion on the use of biodiesel.

Mr. Pangborn announced that the need has arisen to go into Executive Session to discuss the purchase of River Road Station from the County.

BOARD CALENDARS – Mr. Pangborn reminded the Board of the Work Session scheduled for June 9 and the regular Board meeting scheduled for June 18. He mentioned that traditionally the July and August meetings have been left open—unless an issue arises that requires Board action. Nothing is currently pending.

Mr. Pangborn passed around a picture of Board member Greg Evans with a group of officials in Washington, D.C., where Mr. Evans introduced Congressman Earl Blumenauer and Congressman Peter DeFazio.

WORK SESSION

June 9 Strategic Planning Work Session Agenda - Assistant General Manager Stefano Viggiano said that the intent was to review and discuss the draft agenda for the four-hour work session scheduled for June 9, 3:00-7:00 p.m. Mr. Viggiano directed the Board to the draft agenda in the packet and the four objectives of the work session.

Mr. Viggiano relayed that the first objective is to determine an appropriate cost range for budget reductions for 2009-10. An updated Long-Range Financial Plan will be available with optimistic and pessimistic assumptions. The second objective is to provide direction on budget reduction options for consideration, including service options, materials and services, personnel, and capital. A discussion of potential revenue options will follow. Revenue options are unlikely to have a short-term impact. The impact would be more apparent in 2010, at the earliest.

Mr. Evans inquired about congestion taxing and other possible options, such as carbon taxing, as these may have benefits that could be realized earlier. He pointed out that these are emerging options that are being explored around the world, and with current budget concerns, may be viable options that LTD should explore. Mr. Viggiano responded that these options need to be addressed at the federal level.

Mr. Evans stated the possibility of a transit SDC (Systems Development Charge), and added that these ideas should be discussed further at the work session. Mr. Viggiano responded that the matter would be investigated and that he would find out what authority the District has in pursuing these options.

In response to a question from Mr. Eyster, Mr. Viggiano stated that the Budget Committee was aware of the items to be discussed.

Mr. Kortge inquired as to the timeline for decisions—best and worst case scenarios. Mr. Viggiano responded that a process schedule will be provided. If significant service reductions are being considered, direction from the Board will need to be given at the meeting on June 9, so that the public process can begin.

Mr. Necker inquired as to whether these service reduction decisions would be made solely by the Board or if the Service Committee reviews the information and makes recommendations. Mr. Pangborn responded that the Board would decide if they want the Service Committee to refine the recommendations prior to presentation to the Board. The Board may make that decision at the strategic planning work session.

Continuing the review of the Strategic Planning Work Session Agenda, Director of Service Planning, Accessibility, and Marketing Andy Vobora introduced the review of revenue options, beginning with fare increases that would lead to direction from the Board. A fare increase was adopted earlier that affects cash fares. The fare policy suggests that fare increases are rotated so that not all go into effect in a single year; however, it is not a requirement. The Board is within its power to make the changes that will be discussed.

Cash Fares: An increase of 20 percent (to \$1.50) has already been adopted and puts LTD near the top of its peer group. The cash fare affects approximately 21 percent of riders. The top fare in LTD's peer group is \$1.75. LTD's recommendation is to refrain from further increasing cash fares at this time.

Single-ride Tokens: Tokens are purchased for \$5.50 for a packet of five and provide a discount over paying the cash fare. They are not used by many riders (only 2 percent), and about half of those riders are receiving the tokens through a social service—either a governmental agency or not-for-profit program. Staff are suggesting the elimination of the tokens as a fare option to the general public (1 percent of riders); however, the tokens should be kept available for social service agencies. At some time in the future, tokens would be eliminated in favor of a paper instrument for use by the agencies to be issued to the rider for redemption for a day pass. This would enable the District to capture rider data.

Passes: The day pass is tied to the cash fare and may be priced differently as some districts do. LTD's policy states that the day pass price is two-times the cash fare, but that wording can be changed. LTD staff do not recommend making that change at this point in time.

The monthly pass was increased from \$35 to \$38 in 2007, and only one year has passed since the new price was implemented. About 22 percent of riders use the monthly pass. The current price is in the median of the District's peer group. If the price is raised to \$45, which is a significant increase, the District price will still remain within the peer group range. Staff are recommending this change to the Board. It should be noted that some Districts are charging upwards of \$60 for a monthly pass. This change will bring about the most benefit in terms of generation of revenue because it affects a large percentage of dedicated riders. It is believed that this increase would not affect ridership.

Mr. Kortge asked for clarification on what type of rider constitutes the 22 percent of monthly pass riders. Mr. Vobora responded that this would not affect student riders who have group passes as well as many adult riders who also possess group passes. Monthly passes are purchased by the general public, which is primarily made up of regular commuters. This change should not impact lower income riders.

Mr. Evans inquired as to what effect increasing monthly pass prices has had historically on purchase and usage. Mr. Vobora responded that the previous pass increase was from \$28 to \$35, which is similar to the current situation. This increase occurred in the early 2000s when service cuts were also being considered. Because of concurrently cutting service and increasing fares, the District saw a slight slowing in growth. Currently, however, people expect prices to increase, so fallout should be minimal.

Seniors and people on a fixed income will see the half-fare monthly pass increase from \$19 to \$22.50, and that change is expected to have an effect on some riders.

Mr. Dubick commented that the pass price of \$45 for a regular commuter is still a good deal. Mr. Vobora said that the typical calculation considers riding 40 times per month, which amounts to a \$60 cash fare. The monthly pass discounts the price to \$45.

Mr. Vobora reported that the three-month pass offers an additional 10 percent discount over the monthly pass. These passes have been deeply discounted over the years to encourage riders to move to the pre-paid fare instrument. Historically the three-month pass has not been popular. Youth was the largest group of purchasers prior to the implementation of the youth/student pass. Currently the largest group of purchasers is the reduced fare riders (typically people on a fixed income), who budget for purchase of this pass to save money. Administratively, this program is difficult because of the costs involved in packaging and printing, only to have purchasers lose them and need to have them replaced. In the adult category over the past twelve months, only 600 have been sold, which means that 50 to 60 people per month are taking advantage of this additional discount. To make this program worthwhile, a target of 100 to 150 purchases would be more reasonable. LTD recommends elimination of this program. These riders would purchase the monthly pass.

Mr. Necker mentioned that the three-month reduced fare at this time is \$51.50. If the pass fare is changed to \$45, that would amount to a reduced fare of \$22.50, which makes the cost for two months as much as the cost for three months. If the three-month pass was kept and the price for the half-fare was raised to \$22.50, the price for half-fare for a three-month period would increase from \$51.50 to \$67.50. Mr. Vobora responded that the Board can set the reduced fare at something other than what is recommended. The law requires the District to charge half fare, but the Board may set that at a lower rate.

Mr. Necker asked if it was possible to track how many three-month half-fare passes are purchased. Mr. Vobora responded that there were approximately 1,500 purchases over the last twelve months. Some of those riders are purchasing every three months, so those figures would need to be divided by four.

Mr. Vobora pointed out that the Board had adopted an increase in the group pass of 8.8 percent in January 1, 2009, which is part of the policy that needs to be changed. Staff recommend continuing this discussion in the fall. Currently the policy states that pricing is based on a three-year rolling average of the cost increase, not to exceed that rolling average. Group passes increase each year, and from 2005-2009 including this 8.8% would have increased group passes 31.7%. Still, LTD pricing seems favorable. Mr. Vobora stated that he had investigated 15 to 20 university programs around the country and some may be funded at a much higher level than LTD's.

EmX Fares: Only 9 percent of riders do not pay a fare. It was planned that fares would be charged with the implementation of Pioneer Parkway EmX. Staff are continuing the evaluation of whether the expenses (fare machines, etc.) incurred in capturing that 9 percent are cost effective. Staff recommend continuing the cost benefit evaluation and return to the Board with more information in the future.

Mr. Evans inquired if the technology used to capture that fare on EmX would be similar to that used by light rail. Mr. Vobora replied it would be simplest to have a fare machine on the vehicle that sold tickets, and personnel would be on the busses randomly checking passengers to ensure that riders had paid a fare.

Breeze Fare: The intent of the original 25-cent fare was to entice business people in the Country Club Road area to ride the Breeze downtown for lunch instead of taking their vehicle. As part of the Triennial Audit, it was discovered that a half-fare should also be provided, even though this

was a special fare and below the half-fare charged on the system. Mr. Vobora stated that staff recommend increasing Breeze fares to match the rest of the system.

Holiday Taxi Program: The Board previously approved a change that would increase reimbursement in the coming year from \$10 to \$20--good for travel on those two days. It is used very sparingly. The past two holidays, less than 40 people took advantage of the program. One argument would be that since not too many people are using the program, it isn't difficult to administer; however, it is another program requiring advertising, communication, and administration costs. Staff recommend elimination of this program.

Mr. Necker inquired if elimination of this program would also eliminate the taxi vouchers issued to RideSource users. Mr. Vobora replied that the elimination would apply to all taxi reimbursement.

RideSource Fare: The RideSource fare is two times the cash fare so no change is recommended to the fare structure that will go into effect on July 1, 2008.

Honored Rider Program: With moving the effective age for the Honored Rider program from 70 to 65, the phaseout of the senior category was discussed. The Adult category then would be ages 19 to 64. Due to the difficulty of explaining the phaseout process, staff do not recommend a phaseout, but rather recommend having the effective age be 65 beginning on the effective date. This affects 1.3 percent of riders in the 62-64 age group.

Mr. Necker inquired if there would be the elimination of half fare for age 62 first, and then 63. Mr. Vobora confirmed that the five-year age difference would be phased out over a three-year period. By federal law, LTD is mandated to offer a half-fare at age 65, but LTD is exceeding that by offering a free fare. With the implementation of the suggested change this year, riders age 62-64 would become full-fare riders.

Mr. Evans asked that with the number of potential riders of the baby boomer generation, and with the price of gas going through the roof, would the District be "cutting its nose to spite its face" in terms of revenue capture with making fares free at age 65, rather than age 70, or would the difference be negligible? Mr. Vobora responded that this change would affect only 1 percent of riders in that category. The purpose of this change would be to get riders used to the bus and less likely to use RideSource, which is much more expensive to operate.

Mr. Vobora then concluded this portion of his presentation by mentioning that the reason staff need affirmation to move forward is that if these changes are to be timed to go into effect along with changes that the Board has previously adopted, an emergency ordinance process would occur at the June 18 regular Board meeting. The process would consist of a public hearing, two readings, and then adoption. Mr. Vobora stated that if the Board needed further direction, the adoption would be delayed and have a later implementation date; however, this delay would result in inaccuracies in the *Rider's Digest*.

Mr. Eyster requested that this item be discussed further after completion of the evening's Executive Session.

Mr. Pangborn mentioned that it was inevitable that there would be service cuts in the fall of 2009. At that time, the District would be asked about what is being done to increase revenue. The answer is to first begin with fares. Mr. Pangborn then stated his belief that if the District cuts

service and increases fares at the same time, it will double the pain and confusion of what is going on. If it is decided to raise fares, it is better to do that as soon as possible and see what the effect is. Then there would be a sense of what is happening, and the District could avoid being criticized for cutting service at the same time.

EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(e) and ORS 192.660(2)(h) – Mr. Eyster stated that the Executive Session is estimated to last approximately 15 minutes.

MOTION It was moved by Mr. Dubick and seconded by Ms. Davis that the Board meet in Executive Session pursuant to ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions, and pursuant to ORS 192.660(2)(h), to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

VOTE The motion was approved as follows:
AYES: Davis, Dubick, Evans, Eyster, Gaydos, Kortge, Necker (7)
NAYS: None
ABSENTIONS: None

Commented [JS1]: Amended, see minutes of September 17, 2008, regular Board meeting.

Commented [JS2]: Amended, see minutes of September 17, 2008, regular Board meeting.

The Board entered Executive Session at 6:15 p.m. Attorney John Arnold was present for discussion with the Board.

RETURN TO REGULAR SESSION - The Board returned to regular session at 6:34 p.m.

EMPLOYEE OF THE MONTH - Lead Journeyman Mechanic Tom Shackelford was unable to attend the Board meeting.

AUDIENCE PARTICIPATION - There was no one present who wished to make a statement.

ITEMS FOR ACTION:

Consent Calendar - The consent calendar consisted of minutes of the March 19, 2008, regular Board meeting and approval of revised the LTD Drug & Alcohol Program.

MOTION Mr. Evans moved approval of LTD Resolution No. 2008-016: It is hereby resolved that the Consent Calendar for May 21, 2008, is approved as presented. Mr. Kortge provided the second.

VOTE The Consent Calendar was approved as follows:
AYES: Davis, Dubick, Evans, Eyster, Gaydos, Kortge, Necker (7)
NAYS: None
ABSENTIONS: None

Commented [JS3]: Amended, see minutes of September 17, 2008, regular Board meeting.

Commented [JS4]: Amended, see minutes of September 17, 2008, regular Board meeting.

Pioneer Parkway EmX Project - Facilities Services Manager Charlie Simmons reiterated that the 30 percent drawings were submitted to the City of Springfield for review. Staff worked with the City Council during three separate work sessions held in February, March, and April, and the City Council approved a resolution at its regular meeting on May 5.

Many issues were discussed at each work session including safety, station locations, property impact, public outreach, and others. At each work session, there were questions concerning the

crossing of the bus lane with the multi-use path. Four different ideas were put to staff and were researched. Mr. Simmons directed the Board to a diagram, indicating the preferred solution was shown in red and was designed as an at-grade crossing. The grade separation option would cost \$1.5 million, based on a raised pedestrian crossing. After much discussion, safety enhancements were added to the design. Mr. Simmons referred to drawings, pointing out the multi-use path was designed to slow pedestrians and bicyclists who would have to turn and cross the bus lane. Mr. Simmons also pointed out the vehicle detection device that is triggered as the vehicle is approaching, stopping pedestrian traffic from crossing the bus way. Mr. Simmons referred to fences and lighting on a rendering. He added that the 35 MPH speed limit would be quite safe. A bus will be going through the area once every 10 minutes. Mr. Simmons added that the signals are audible.

Mr. Simmons said that stations were another area of concern. On the northern section of International Way the three stations have center platforms and are not at signalized intersections. Mr. Simmons pointed out on the diagram a treatment for customers to cross to the platforms. Because of the safety concerns, beacons will be installed at the areas indicated in order to notify the vehicles of pedestrians crossing. This treatment works well at lower speeds (Harlow and Gateway); other treatments exist for higher speeds.

Betterments were another consideration. Mr. Simmons stated that improvements were made to some of the intersections along the way. That will be explored in further detail during the budget portion of the project.

Two of the remaining issues regard ODOT comments on the 30 percent design. ODOT asked staff to put in bike lanes along Pioneer Parkway East and West, From Main Street to Centennial, even though a multi-use path already exists. City staff in addition to LTD staff questioned the logic of taking away part of the parkway for additional bike lanes. Staff have since learned that any new development, especially at ODOT facilities, needs commuter bike lanes. This request is currently under review at Region and staff are hopeful that this requirement will be changed.

Shoulder width is the second concern. The ODOT standard requires six-foot shoulders, even through an urban area with ODOT facilities. To address this requirement, LTD must request a design exception, which will hopefully have the support of ODOT's region office.

Mr. Simmons continued by clarifying the two jurisdictions: Pioneer Parkway is a State road from South A Street to Q Street; roadways north of that are City. The intersections are under ODOT's jurisdiction and operated by the City of Springfield.

Mr. Simmons continued with the next items for consideration.

IT Infrastructure: A decision needs to be made fairly soon as to the type and number of fare machines to be used, whether or not they will be put on all platforms, and whether or not they will be installed on Franklin and on Pioneer Parkway.

Springfield Station Modification: Bay G currently accommodates articulated buses, but not at the raised platform. Different designs will be considered, as well as different maneuvers of two EmX vehicles arriving at the EmX station at the same time. As the budget is reviewed in the future, this may be a point for further discussion.

Q Street Intersection Improvements: There is a split station at this location as well as a good deal of congestion at Q and Pioneer Parkway during peak times. Buses would have signal priority going through that intersection and this project provides the opportunity to create concurrent lefts at the same time. The City is requesting improvements at this intersection, but District staff have yet to determine what those improvements are. A traffic analysis currently is being completed, and this is an issue that needs to be resolved.

During the three months to receive approval for the 30 percent drawing, staff have continued working towards 70 percent drawings, which will be delivered to the City tomorrow for its review. Mr. Simmons stated that in moving forward, there is always the chance to have to take a step back in design. It has been staff's experience that it's cheaper to move forward and then change smaller items as needed along the way.

Property Acquisition: Mr. Simmons continued with the report that after City Council approved the project, property owners have been contacted, and the property acquisition will be in process very soon.

Permits and Construction: Mr. Simmons pointed out that the schedule reflects completion by Fall 2010, which should be considered late fall (through December). Mr. Simmons requested some flexibility on that timeline since construction season is through early November. Consideration should also be given to the time necessary to train bus operators.

Gateway Station: Design has been moving along and has gone out to bid. Bids were in the \$2 million range, which is 10 percent over the cost estimate for the project. Brown Construction was awarded the bid. It is hoped that construction can begin in the next few weeks and that the station is open by the holiday season.

Mr. Viggiano turned the Board's attention to the project's \$37 million budget that came from the locally preferred alternative (LPA) design adopted two years ago. Funding includes 80 percent from Small Starts, which is just under \$30 million; ConnectOregon is providing approximately three-quarters of the local match; and LTD is contributing approximately 5 percent. To that \$37 million, it was decided that a fifth EmX vehicle was needed to guarantee service delivery. That additional \$1 million cost became a United Front request submitted earlier this year and is still pending. So the base budget has now been set at \$38 million. Mr. Viggiano then divided the costs for design components as follows: most of the costs are for Pioneer Parkway; and International Way is a separate design that will actually be bid as a regular bid project designed by Lane County, but part of the same corridor. Other costs include Gateway Station, right-of-way costs, vehicle costs, permits, fees, staff time, and testing.

A new cost estimate accompanies the 70 percent design. Most design decisions are complete and the new cost estimate is approximately \$43 million, which is approximately a 10 percent increase. The hope is to bring the cost back down as close to the original \$38 million as possible. Staff reviewed the changes since the LPA was approved. Design costs have increased and property acquisition, which is being done by Lane County, has increased substantially. The commercial value of property has increased much faster than expected. Changes in construction included betterments that were negotiated with the City of Springfield. Much of the betterment costs are from median improvements, including fencing, landscaping, and path crossing, and added up to a considerable amount. The Council resolution related to Q Street traffic improvements limits one aspect of LTD's costs to \$250,000, but other aspects exist

as well. Added together, these costs total approximately \$4 million over the LPA estimate. Staff will review these numbers carefully. However, there are items such as art (estimated to be approximately \$260,000) the grand opening, and marketing, that are not included in the estimate.

Based on Council direction, service through the Beltline-Gateway intersection operates in mixed traffic. This needs to be reviewed carefully since that intersection has the single most significant delay in the entire corridor. If options to get through that intersection more efficiently are discovered, there may be costs associated. .

Mr. Kortge inquired as to the options for Beltline/Gateway. Mr. Viggiano responded that if the intersection stays as is, there is the option of adding a right-turn lane that can be used as a through lane by EmX buses traveling northbound through the intersection, which would speed up the process since right turns can be made on a red light. A similar option is being considered for southbound traffic in an attempt to get buses through more quickly in a lane where other traffic would not be allowed. These and other options cost money and also impact property, so they may be difficult to implement.

Mr. Viggiano stated that the next step is going through value engineering and cost reduction processes. The designers have been asked to review the design and make suggestions. When a contractor is on board, that firm will be asked to review the design as well. If it is not possible to bring the costs back down to the original budget, other options will be considered to fund additional costs, and those options will be brought to the Board.

Mr. Evans reflected on the \$3-4 million shortfall and asked where these additional funds may come from. Mr. Viggiano responded that funding may be possible from the BusPlus program for progressive corridor improvements. The funds have not been used and still exist. There may be funds available from other capital projects that also could be used. Additional funds could be requested from the federal government through Congressman DeFazio. However, that process takes longer and is not guaranteed.

Mr. Evans inquired if JARC funding could be leveraged. Mr. Viggiano replied that it would need to be justified as serving low income areas, and that option could be reviewed.

ITEMS FOR ACTION

Pioneer Parkway EmX Property Acquisition - Mr. Viggiano directed the Board to the handout list of properties that could be affected. The agreement states that LTD could acquire property through purchase that is up to 40 feet from the edge of the right-of-way. This would exceed a typical purchase. No businesses or residences will be displaced.

In response to a question from Mr. Eyster, Mr. Viggiano said that this process would not be voluntary on the part of property owners. Acquired property could be condemned as is standard practice for a public agency, although a negotiated settlement is always the preferred option.

MOTION Mr. Evans moved approval of LTD Resolution No. 2008-017, 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 Pioneer Parkway EmX as represented in the Resolution. Mr. Dubick provided the second.

VOTE The resolution was approved as follows:
AYES: Davis, Dubick, Evans, Eyster, Gaydos, Kortge, Necker (7)
NAYS: None
ABSENTIONS: None

Commented [JS5]: Amended, see minutes of September 17, 2008, regular Board meeting.

Commented [JS6]: Amended, see minutes of September 17, 2008, regular Board meeting.

LTD Contract Review Board

MOTION It was moved by Mr. Evans and seconded by Mr. Kortge that the regular meeting be adjourned, to be reconvened as the LTD Contract Review Board.

VOTE The motion was approved as follows:
AYES: Davis, Dubick, Evans, Eyster, Gaydos, Kortge, Necker (7)
NAYS: None
ABSENTIONS: None

Commented [JS7]: Amended, see minutes of September 17, 2008, regular Board meeting.

Commented [JS8]: Amended, see minutes of September 17, 2008, regular Board meeting.

The Board reconvened as the LTD Contract Review Board at 6:15 p.m.

LTD Purchasing Manager Jeanette Bailor began with background information on the contracting process. Historically, all construction for the District has been procured using a low-bid method of contracting—with one exception: in 2002, LTD entered into a Construction Manager/General Contractor (CM/GC) contract with Wildish Building Company for the Franklin EmX Corridor. A CM/GC is a construction contractor that is hired based on qualifications and price during the design of the project and allows contractor input during the final design in the form of constructability review, and provides second-party cost estimates during the design phase. The CM/GC works in conjunction with LTD and the design team during the first phase of the project. During the second phase, the CM/GC comes together with LTD and gives a guaranteed price for the project. Final design documents are received and a change order is signed for the agreed amount. The contract may be terminated at this point if a guaranteed maximum price is not negotiated. If that happens, the standard low-bid method of contracting would be used.

Ms. Bailor continued by stating that the Pioneer Parkway EmX project has been broken into three separate construction contracts. Staff recommend that the first two contracts, Gateway Station and International Way, be bid using the low-bid method of contracting. The Gateway Station contract is ready to be signed next week. Staff believe that the CM/GC method of contracting is the most appropriate for the Pioneer Parkway/Gateway Station's contract.

In order to meet the requirements of Oregon Statutes, a public hearing needs to held and show findings behind the reasoning for supporting a construction contract method, rather than a low bid method. Exhibit A in the Board packet details the Oregon Statute. Those findings include various information showing that it is unlikely that the exemption will encourage favoritism in awarding the contract or substantially diminish competition, that the method used will result in cost savings, and that this project presents a new type of construction with technical complexities that are best addressed using a team approach.

At this time, Ms. Bailor asked for questions and public comment.

Mr. Evans was concerned about the issue of women and minority contractors being involved in the process, citing the example of ODOT receiving a backlash from its failure to properly utilize minorities and women in its contracting process. He said his desire is that LTD give fair access to anyone seeking to bid on any portion of the contract. Ms. Bailor responded that generally disadvantaged business enterprises (DBE) aren't able to bid as the general contractor for a contract of this magnitude. If they were able to bid, they wouldn't qualify as a disadvantaged business enterprise because this is a \$21 million contract; they would be bidding as a subcontractor. The CM/GC, as part of the contract, has to provide a plan as to how they will utilize disadvantaged business enterprises as subcontractors. Utilizing small businesses is not part of the federal requirements, but LTD may certainly include that as part of what is desired from a general contractor.

Mr. Evans reiterated that he would like to see that requirement in the contracting process.

Mr. Eyster asked that, based on experience with the Franklin Corridor project, will the District be successful with this approach. Ms. Bailor responded that the lessons staff learned in that project give every indication that this approach in the current project will work very well.

Mr. Eyster revisited the subject of success in attracting minority contractors. Ms. Bailor responded that the process should be successful. Requirements for the CM/GC reflect the federal requirements, as would be required with a general contract. Also, the CM/GC is required to bid out 90 percent of the contract and LTD retains oversight of that part of the process.

Mr. Evans inquired as to the level of participation in the Franklin corridor. Ms. Bailor did not have the exact figure, but believed it was about 4.5 percent.

Public Hearing: Mr. Eyster opened the floor to public comment.

Sean Emerick, Eugene, works for a construction company and believes that the process doesn't work if the CM/GC acts as the general contractor and has a general interest in doing the work themselves, which is what occurred in the Franklin Corridor project. With regards to Ms. Bailor's remarks that the general contractor is limited to performing 10 percent of the work, it seems that since the bidding process goes through the CM/GC, contractors are bidding to other contractors' competitors. Mr. Emerick listed the jobs performed by the CM/GC in the Franklin project, such as grading and aggregate placement, and the CM/GC was the only bidder on much of the work performed outside the 10 percent limitation. This did not seem a good example of the competitive bid process.

Mr. Evans asked Mr. Emerick that, in his experience, what is the best way that LTD could include as many bidders as possible to get the best work product. Mr. Emerick responded that the best way to avoid this problem is through competitive bid, and the best way to accomplish that is to have a design that is clean and easy—something that is difficult for LTD in this situation because of the complexity of the project. He suggested setting goals in order to gain interest in getting a variety of bidders included in the process.

Mr. Pangborn reminded those present that there are three pieces to the project, including Gateway Station and the International Way corridor, which are going to be bid out to single low bid because the County is in charge of International Way and the Gateway decision has already

been made. The section that is affected by this process is from Harlow Road to the Springfield station and stations on Harlow and Gateway.

Mr. Simmons reiterated that International Way and Gateway account for \$4.5 million of the \$24 million that will be LTD's bid. The majority will be CM/GC and the 10 percent of that is self-performed. The CM/GC does have the advantage when the rest of the work is bid out in that they are present and mobilized. Mr. Simmons acknowledged that there are pros and cons to every CM/GC project, but also stated that he believes that LTD gets the most for its money overall with the CM/GC process. The guaranteed maximum price (GMP) may be higher, but that is known when the contract is signed, and the CM/GC usually works within that GMP.

Mr. Eyster inquired that if the final cost of the project is \$42 million, what amount would go to the CM/GC? Mr. Simmons answered that Pioneer Parkway construction is approximately \$20 million; the CM/GC would receive 10 percent of that work, and they would bid out the rest.

When asked to clarify the amount in construction cost only, Mr. Simmons corrected the beginning amount stated earlier to \$25 million; then reduced by \$4.5 million, comes to \$20 million, leaving \$2 million up front to the CM/GC, with the remainder to be bid out. Mr. Simmons stated that most contractors do not perform electrical or structural construction and would bid out those projects. General contractors are usually competitive at site work and concrete. Few linear projects like Pioneer Parkway use CM/GC's that have experience with civil projects.

In response to a question from Mr. Dubick, Mr. Simmons mentioned that two Requests for Proposals were received for Franklin Boulevard: (1) Wildish Construction, and (2) Stacey and Witbeck, the company that performed the light rail work in Portland. Mr. Pangborn pointed out that only CM/GC's were used in the Portland light rail project and that allowed TriMet to be assertive with pursuing minority and women-owned businesses. The limitation in LTD's project is the availability of qualified contractors that meet the criteria.

Mr. Eyster closed the public hearing.

MOTION Mr. Kortge moved approval of LTD Resolution No. 2008-018: It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves the use of a competitive request for proposals process for a construction manager/general contractor for the Pioneer Parkway EmX construction project. We further move to delegate authority to the General Manager to sign a contract with the selected CM/GC contractor after the selection process has been concluded. Ms. Davis provided the second.

VOTE The motion was approved as follows:

AYES: Davis, Dubick, Evans, Eyster, Gaydos, Kortge, Necker (7)

NAYS: None

ABSENTIONS: None

Mr. Eyster adjourned the Contract Review Board and returned to the regular Board meeting.

REVISION OF ORDINANCE 24 GOVERNING DISTRICT BOUNDARIES - Mr. Vobora introduced the discussion as related to the Annual Route Review, changing routes 93 and 95 Junction City, to make those area boundaries consistent with the 2.5 mile standard applied to

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other rural boundaries. Mr. Vobora referred the Board to the boundary map included in the meeting packet. Due to the number of businesses that would be removed from the District boundary, the impact of these changes to revenue is estimated to be approximately \$30,000 to \$40,000. Changing the boundary at this time, however, is not required. If service in that area were reinstated or changed in the near future, the Board may choose not to change the boundary at this time. It should be noted that affected businesses in the area may voice concern if this change were not made.

MOTION Mr. Evans moved approval that Lane Transit District Ordinance 24, an ordinance describing the territorial boundaries of the District, be read by title only. Mr. Kortge provided the second.

VOTE The motion was approved as follows:

AYES: Davis, Dubick, Evans, Eyster, Gaydos, Kortge, Necker (7)

NAYS: None

ABSENTIONS: None

Following the affirmative vote, Mr. Evans then read the title: "Lane Transit District Ordinance 24 (2008 Revision), Describing the Territorial Boundaries of Lane Transit District."

Selection of Pension Trustee - Mr. Pangborn reported that LTD has two pension trusts: the first is the Lane Transit District/Amalgamated Transit Union (ATU) Pension Trust, and the second is the LTD Salaried Employees Retirement Plan. Historically, each has a trustee that represents the Board. The trustee has been the Board president in the past; however, that is not required. With the upcoming change in Board leadership, this is an opportune time to assess this tradition. Considering the increasing responsibilities of the Board president and the additional responsibilities of the pension trustee, it is recommended that the Board choose someone other than the Board president as trustee.

Mr. Eyster stated that a Board member with extensive experience as trustee is interested in continuing in the role as trustee.

MOTION Mr. Kortge moved approval of LTD Resolution No. 2008-019: The LTD Board of Directors hereby adopts a change in past policy/procedure to allow the Board to select any member of the Board of Directors to serve as trustee of the LTD/ATU Pension Plan and the LTD Salaried Employees Retirement Plan, rather than assigning this role to the Board president. Mr. Dubick Provided the second.

VOTE The motion was approved as follows:

AYES: Davis, Dubick, Evans, Eyster, Gaydos, Kortge, Necker (7)

NAYS: None

ABSENTIONS: None

MOTION Mr. Kortge moved approval of LTD Resolution No. 2008-020: The LTD Board of Directors hereby approves the continuation of Board Member Gerry Gaydos as trustee of the LTD/ATU Pension Plan and the LTD Salaried Employees Retirement Plan until such time as he resigns as trustee or is no longer a member of the Board of Directors. Ms. Davis provided the second.

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In response to a question from Mr. Necker regarding the position's term of service versus permanent appointment, Mr. Eyster referred to the motion that defines the term as "such time as he resigns or is no longer a member of the Board."

Mr. Kortge stated that by definition of a Board member, the trustee only would serve two terms. He also agreed that it was beneficial to have someone with experience in the position.

VOTE The motion was approved as follows:

AYES: Davis, Dubick, Evans, Eyster, Gaydos, Kortge, Necker (7)

NAYS: None

ABSENTIONS: None

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ITEMS FOR INFORMATION:

Health For Life Committee Update - Director of Human Resources and Risk Management Mary Adams gave a brief background of the Committee, which was created by the Joint Insurance Committee as a means of bringing wellness activities to LTD employees by implementing programs that address health issues. Ms. Adams introduced Health for Life Committee Chair Dirk Beaulieu.

Mr. Beaulieu introduced other members of the committee: Zach Fish, Customer Service; Pat Rather, Administration; Steve Rayack, Employee Council; Tom Shackelford, Journeyman Mechanic; Sherry Watson, Bus Operator; and Kim Nicholson, Wilson-Heirgood Insurance Broker. Mr. Beaulieu stated that the program focuses on key disease areas that face employees and opportunities for improved employee health, and is also designed to create a culture that promotes an improvement in the overall health of LTD employees and their families. Through various activities and educational materials the Committee also addresses the importance of implementing a healthy lifestyle through healthy eating, exercise, and a focus on heart health.

The Committee developed a Vision Statement: "Each individual will take an active role in his or her own well being through healthy decisions and behavior and will encourage a healthy and fulfilling life."

Mr. Dubick mentioned a Wellness Program that was implemented through 4J schools that extends monetary incentives to employees experiencing back problems by offering reimbursement for the cost of a particular exercise class developed to address back problems.

Mr. Beaulieu responded that the Committee was looking into similar incentive programs.

Board Member Reports

APTA Authorization Committee: Mr. Evans distributed a memorandum that summarized the twelve principles discussed at the last Authorization Committee meeting that was held in Austin the previous month. Mr. Evans directed the Board's attention to one item in the memorandum: the Committee is asking for \$123 billion over the six-year authorization

period. Mr. Evans pointed out that congress is scaling that back from the original \$500 billion that is being considered for the entire transportation authorization, which includes highways, to reduce the amount to \$450 billion. Mr. Evans stated that transit needs to be more aggressive in putting its case before the American public. More discussion needs to be made in the public sector concerning gas prices and getting more people to use public transit. That discussion will continue at the next APTA conferences in San Francisco and San Diego.

Mr. Evans then mentioned that he, Mike Eyster, and Michael Dubick will be attending the Transit Board Members Conference in Seattle in July. The Board members plan to lobby for the Conference to come to Eugene in 2010. Lane County Commissioner Bobby Green may be going to Seattle with the Board members to do a presentation on behalf of the Convention and Visitors Association Lane County Oregon (CVALCO). Mr. Evans felt that it is important for this community to be more prominent on the national stage, promoting the good things being done locally.

Mr. Evans then mentioned that CVALCO will be bringing to Eugene a couple of national board members: Randy Wright, City Councilor, Norfolk, VA and Transit Board Members Committee Chair; and Flora Castillo, New Jersey Transit Board member and Vice Chair – Transit Board Members on July 4-7, to tour Lane County to see what the community has to offer the Conference in 2010.

Mr. Evans then stated his intent to run for Secretary of the National Transit Members Board.

In response to a request from Mr. Evans regarding Small Operations, Mr. Viggiano mentioned that funding comes in two categories: 5307 formula funds of about \$4 million per year, and 5309 program discretionary funds for buses, New Starts/Small Starts, and funds to support rail and guideway maintenance. It has been suggested that some of the bus money be allocated by formula. That means that the formula funding would be increased, which means that less discretionary money would be available in the bus category. It also would mean another \$500,000 per year to LTD. Staff believe that it is better to have the larger pot of discretionary funds--and have done well to get that money--than the \$500,000 annual allocation.

Metropolitan Policy Committee (MPC): Mr. Pangborn reported that a quorum was not present at the last MPC meeting so business was not completed. LTD staff will give a presentation to the Committee in the near future concerning LTD budget problems.

West Eugene EmX Extension Corridor Committee (WEEE): Director of Planning and Development Tom Schwetz stated that the last meeting was held to bring the Committee members up to date on staff activities since the Board's adoption of the scoping alternatives.

Transportation Commissioner Alan Brown Briefing: Mr. Pangborn stated that LTD hosted a lunch meeting that introduced the Commissioner to various members of the community.

Springfield City Council Meeting: Mr. Eyster stated that the meeting was a success.

Charter Regulations: Mr. Vobora referred the Board to the agenda item summary's explanation of the item.

Financial Report: Director of Finance and Information Technology Diane Hellekson stated that the District's fiscal year is nearly at a close. She reported that the payroll tax situation looked very strong at the end of April, but lost ground during the first part of May, and it appears that a few disbursements are later this month than during this same period last year. That information will be available at the June 9 Board meeting.

Ms. Hellekson reported that ridership is very strong and continues to grow, and fare revenue appears to be very healthy. With the exception of fuel prices and Accessible Services, the District should finish the fiscal year in very good shape.

Revision of Ordinance 24 Governing District Boundaries: Mr. Vobora asked the Board if they wished to go with the staff recommendation as outlined, which would be brought before the Board in the form of an ordinance change at its June 18 meeting. He then stated that if the Board decided against the recommendation at this time, the timeline could be extended. The revenue impact by the suggested changes is estimated to be \$180,000 per year, which is less than 1 percent of service. All of the other changes that have been adopted are estimated to produce approximately \$900,000 in additional fare revenues during the next year.

Mr. Dubick voiced his agreement that another percent of service is worth pursuing at this point. He stated that LTD's public action needs to reflect its public statements as to the seriousness of the situation. He believed that the logical next step is to maximize fares. If 1 percent of service can be saved, it should be done.

Mr. Kortge mentioned that the District should be sensitive to the public's perception of reducing the age of the Honored Rider, as well as giving more data on the reality that EmX isn't necessarily free.

Mr. Evans asked for further discussion at the June 9 meeting on developing the Citizen's Advisory Committee (CAC). The District is going through the process of cutting service on the heels of increasing fares, with the second EmX line coming on board. That is a difficult combination to sell to the public, who may not be able to differentiate the funding among each. Educating the general public and business community as to what the District is trying to do should be part of the plan.

Mr. Vobora responded that staff are doing research among different transit agencies around the country as to whether or not they have a general CAC, staffing requirements, etc. Staff will be returning to the Board in the future with a recommendation concerning the CAC. The issue of general funding during the next few years also needs to be addressed before bringing the issue before the community with another suggested funding source.

Mr. Necker suggested coordinating an effort with Mayor Piercy concerning these issues.

Mr. Vobora discussed the service redesign analysis, stating that more information would be provided to the Board in June, with more data gathering during the summer. The types of service changes available are not new and details will follow at the June 9 meeting. Service design and delivery methods will be explored, including grid system, feeder-trunk-type system, and other options.

At this time, it is unknown if 6 percent cuts, which require some modification of the system, or 20 percent cuts, which will require a complete re-working of the system, will be necessary. When that information is known, staff will be in a better position to make recommendations to the Board on June 9.

Mr. Vobora stated that the issue of productivity versus coverage is important. Ridership is up, so the most logical approach would be to keep the most productive routes that serve the most people; however, there are also consequences to rural service and to direct service to schools. There are also Title VI considerations. Areas that are affected may house a large number of minorities and low income persons. Service changes may not be made in a manner that is inequitable to those populations.

Mr. Vobora referred the Board to a spreadsheet reflecting service change options and the estimated effects of each. As an example, cutting the service to the Campbell Center could have ramifications to RideSource costs since bus riders would now turn to RideSource at a much higher cost to the District. The spreadsheet suggests a rather aggressive timeline. Staff will request a decision from the Board in December, which is sooner than the usual March timeline. Time for public input also needs to be accounted for in the timeline. Alternatives will be developed in June through August; public input process will occur in August through November; official hearings will occur in October and November, with a Board decision in December, and implementation in September 2009. During the period between the hearings and Board decision, modifications may be made to accommodate public input received.

ADJOURNMENT – The meeting adjourned at 8:24 p.m.

Board Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING/WORK SESSION/PUBLIC HEARING

Wednesday, June 18, 2008

Pursuant to notice given to *The Register-Guard* for publication on June 12, 2008, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a public hearing and regular Board meeting on Wednesday, June 18, 2008, beginning at 4:30 p.m., in the McNutt Room, Eugene City Hall, 777 Pearl Street, Eugene, Oregon.

Present: Gerry Gaydos, President
Ed Necker
Michael Dubick
Mike Eyster
Greg Evans
Dean Kortge
Park Pangborn, General Manager
Jo Sullivan, Clerk of the Board
Lynn Taylor, Minutes Recorder

Absent: Debbie Davis

PUBLIC HEARING ON PROPOSED CHANGES TO DISTRICT FARE STRUCTURE – Director of Service Planning, Accessibility, and Marketing Andy Vobora provided an overview of the fare changes proposed in response to escalating fuel prices. He said there would be additional opportunities for public input prior to action by the Board in July 2008. He said with one exception, any changes approved by the Board would become effective in September 2008; elimination of the Holiday Taxi Reimbursement program would become effective November 27, 2008. He explained the following fare changes:

- Increase the adult monthly pass price from \$38.00 to \$45.00
- Increase youth and senior monthly pass price from \$19.00 to \$22.50
- Eliminate the sale of tokens
- Eliminate the sale of 3-month passes
- Eliminate the Holiday Taxi Reimbursement program
- Increase the Breeze fare to regular fare prices

Mr. Vobora concluded his presentation and invited comments from the public.

Ruth Shapiro, Olive Street, Eugene, stated that Eugene has always had a reputation for being a progressive, environmentally-conscious, and people-conscious city. She said the economy was in dire straits with rising fuel, food, and other costs. She did not think that fares should also increase. She suggested lowering fares and increasing bus routes to encourage more people to ride the bus, and the increased revenue could make up for the higher cost of fuel.

Jamy Epple, Kincaid Street, Eugene, said that increasing the fares would impose a hardship in people with disabilities who had to use the bus for transportation to work.

Harvey Peder, Roosevelt Boulevard, Eugene, asked about the status of Sunday service.

Mr. Vobora said the evaluation of service had just begun and no decision had yet been made. He said no service changes would occur until September 2009 and Sunday service would be evaluated along with all other services. He said there would be many opportunities for people to offer comments and suggestions.

Michael Fisher, Bailey Lane, Eugene, asked if it was likely that routes would be eliminated in the future. He said fares were being raised, routes would be eliminated, and at the same time EmX buses were running between Eugene and Springfield with no fare being charged. He asked if the new EmX routes, such as the one to PeaceHealth, would also be free.

Mr. Vobora said that because of budget problems, there would be cuts in the fall of 2009, although the specific cuts had not been identified. He said the plan for EmX was to install fare machines when the route was extended to the Gateway area. He noted that 91 percent of EmX riders had paid a fare; only 9 percent were actually riding for free. He expected fares to be in place in 12 to 18 months.

Mr. Fisher felt that most of those riding EmX were already bus riders and the free fare was not necessary to promote interest.

Kerri Fowler, Betty Niven Drive, Eugene, asked if buses would be stopped on Sunday.

Mr. Vobora said there had been no decision on that.

Devin Ackley, Betty Niven Drive, Eugene, said it was easier for him to purchase a 3-month bus pass and did not want that eliminated.

Rodney Carver, Second Avenue, Eugene, said that many people would be hurt if Sunday service was eliminated and fares increased. He did not understand why an increase in the price of fuel meant that fares had to be increased. He said that the schedule and fares should remain the same, otherwise many people would be unhappy.

Mr. Necker said there were two sides of the issue: the fiscal side and the human side. He said the District did what it could for people, but could not change or ignore economic conditions. He said the proposed changes were across the Board and not targeted to a particular group of riders. He pointed out that no service changes had been proposed at this point.

Loundes Mante, Eugene, commented that bus fares should be lowered instead of increased because riders were experiencing increases in all of their living expenses.

Misha Seymour, Lincoln Street, Eugene, objected to holding a meeting at 4:30 p.m. and not televising it. He said that employers like Sacred Heart were being subsidized so they could provide inexpensive fares to employees; fares should be raised for people who worked instead of the poor. He said buses were out of control, running late, and completely filled. The free fare for workers should be eliminated and the District should be more sensitive to the people.

George Lastrapes, Highway 99N, Eugene, said it appeared that all fares were increasing by 20 percent, except for riders from 62 to 64 years of age; their fare was increasing by 250 percent.

Denise Gosar, River Road, Eugene, stated that she was self-employed and that the last three service changes had reduced her ability to pursue her work by eliminating midday routes in town and reducing early morning and late night service, yet she still pays self-employment taxes to the District. She said she consistently uses bus tokens as does her husband, who was also self-employed. She said that eliminating tokens and raising roundtrip fares to \$3.00 meant she would be working from her home and walking much more and riding the bus much less. She believes in riding the bus and feels she is being punished for being in support of public transit. She also hands out tokens to people who ask for spare change.

Dennis Durfee, Dalton Drive, Eugene, agreed with the previous speaker regarding tokens. He was willing to pay full fare for the convenience of having tokens. He also gave tokens to people who asked for spare change to ride the bus and urged the Board to reconsider eliminating them as a fare instrument.

Sandi Mann, Springfield, agreed with Ms. Shapiro that increasing bus routes and adding weekend services would encourage more people to ride the bus and help the District make the profit it needed. She hoped that the comments from those who were testifying would be taken into consideration by the Board. She recommended salary cuts for management. She asked why the hearing was being held at 4:30 p.m. instead of 6:30 p.m. so that more people who worked could attend. She agreed with previous speakers about the need to retain tokens and did not want the Breeze raised to full fare. She was a supporter of public transportation, but if rates increased, she might need to find alternatives.

Mr. Vobora explained that the meeting had been scheduled at 4:30 p.m. because of comments from the public at previous meetings criticizing a later time because they were unable to catch the rural routes home. The time of 4:30 was selected because it would allow people to testify earlier and return home on the bus, but also extend into the evening for those who worked. He said that adding riders would not help the District's revenue problems because fares only cover about 15 percent of the cost of providing bus services. Self-employment and payroll taxes pay for 80 percent of the cost of running the bus system, which is not a profit-making agency.

Clark Cox, Patterson Street, Eugene, said he was using the Easy Access program and hoped the District would retain the 3-month pass. He recognized that transit Districts across the country were struggling with similar issues. He said token sales were helpful to nonprofits and would be retained. He suggested that the District discontinue the customer service representatives at the Eugene station to help retain funds for bus service. He noted that there were no customer service representatives at the Springfield station.

Jo Durfee, Dalton Drive, Eugene, said more people were riding the bus because of gas prices, but at some point more vehicles would be required to accommodate additional riders. She asked how the cost of new vehicles was factored in to the fare increases.

Mr. Necker said the fare increases would only maintain current service and not allow any increase in service levels. He said there were no funds available to purchase new buses and hire additional drivers, even though more people were riding the bus and fares were being increased.

Mr. Pangborn said the economic situation was not static and the price of fuel over the next three to eighteen months could not be predicted, making it difficult to balance LTD's budget. He said the only certainty was that fuel costs would continue to increase faster than any possible fare increase and there was no other revenue source to absorb that cost. He said no one wanted to cut services, but LTD had to operate with a balanced budget.

John Williamson, Pioneer Parkway, Springfield, said that money could be saved if drivers quit "lead-footing" and leaving buses running at the station.

Dan McGee, High Street, Eugene, said he lived in a large housing complex with low income senior and disabled residents. He recognized that gas prices were going up, but the fare increases were a large jump for people on limited, fixed incomes. He hoped that fare increases could occur on a regular, incremental basis instead of the large increases that were painful for riders. He urged LTD to more widely publicize proposed changes, upcoming events, and opportunities for input. He supported the bus system and felt LTD provided good service.

A member of the audience asked about the rationale for eliminating tokens. He asked what the increase in ridership had been over the past 12 months. Mr. Vobora said that ridership had increased about 16 percent over the last 12 months. He said about 200,000 tokens were used annually, with over half of those purchased by government agencies and nonprofits.

Mr. Pangborn said tokens were a separate fare instrument that LTD had to count, package, and manage, which required staff time at a point when staff resources were being cut.

The audience member asked why volunteers were not used to count and package the tokens. Mr. Pangborn replied that because tokens represented a valuable resource, LTD was legally required to manage and audit use in a secure manner, which precluded using volunteers.

An audience member commented that the Board seemed to be solving problems in a vacuum and not working with other agencies in the community. He thought the siting of the hospital was inefficient in terms of transportation issue and questioned why the Board would not tell PeaceHealth it could not afford to provide bus service. He did not see LTD marketing its services to encourage people to use the bus instead of driving. He listed a number of concerns such as educating a bus driver on the location of Cuthbert Amphitheater; arranging special service for events like concerts; making sure that employers' and businesses' clocks were synchronized with the District's; keeping buses open during the driver's break; and publicizing opportunities for dialogue with the community.

An audience member said she worked at Sacred Heart for many years and was pleased when the employee pass program was instituted. She said it worked well for the office staff, but not the nursing staff because shift hours did not coincide with available bus service.

An audience member asked what percentage of revenue came from ads painted on buses and whether Board members rode the bus. He asked if LTD was prohibited from purchasing foreign-made vehicles. He said that bus systems in Mexico and Central America were superior because they did not have a monopoly.

Mr. Vobora said about 1 percent of revenue came from bus advertising. Two Board members road the bus regularly and others rode occasionally. He said LTD could not purchase vehicles from overseas.

Mr. Evans observed that public transit in other countries had benefited from significant government investments in infrastructure while the United States had invested in a highway system instead of transit.

Mr. Pangborn pointed out that LTD did not have a monopoly; any private provider could offer services. He said no private provider was interested because it would be unable to earn a profit.

Ms. Shapiro said she did not understand how the District could be losing money if ridership was increasing. Mr. Pangborn explained that the costs of fuel and paratransit services were increasing much faster than additional riders were generating in revenue. He said LTD was losing money with additional riders on the system and had begun to spend its reserves to avoid dramatically cutting services.

Mr. Seymour asked how much it was costing to provide subsidized service to employers and their employees. Mr. Pangborn pointed out that 80 percent of LTD's operational costs were paid by employer payroll taxes, with PeaceHealth being the largest contributor. He would provide the details of the employer group pass program to interested individuals following the hearing.

Mr. Gaydos thanked those who participated and closed the public hearing.

The Board took a short break.

CALL TO ORDER/ROLL CALL – Mr. Gaydos called the regular meeting to order and called the roll.

WORK SESSION

Rewards & Recognition Committee Update – This item was postponed to the next meeting.

Call Center Update – Accessible Services Manager Terry Parker explained that the RideSource Call Center had begun operations in mid-May 2008. She said the call center combined senior and disabled transportation from RideSource and from LCOG Senior and Disabled Services into an integrated program.

Accessible Services Transportation Coordinator Rand Stamm described the renovation of the RideSource facility to include the call center. He said the call center was in its fifth week of operation and reviewed some preliminary data comparing activities in June of 2007 and June of 2008:

	<u>2007</u>	<u>2008</u>
Trip reservation calls	885	2,194
Trips arranged	2,189	4,434

Mr. Stamm said a significant percentage of the increase could be attributed to Medicaid medical trips, which is the largest new component of the call center. He said that RideSource Call Center

now contracted with about 12 different commercial providers, including taxi and medical transportation companies. Special Mobility Services, Inc. is the contracted provider for the call center. He said that the increase in Medicaid medical trips could be attributed to payment of actual trip costs and the inability of taxi companies to obtain insurance coverage. He said RideSource was continuing to provide more medical trips than it typically did, but other operators were now able to provide that service.

Mr. Kortge arrived at 6:05 p.m.

Mr. Stamm said efforts to make the transition smooth for clientele had been successful and calls were being handled quickly and efficiently. He said the call center was also partnering with human services case managers at Senior and Disabled Services to identify transportation needs. He said relationships had been successfully established with clientele and providers to assure good communications and coordination of services. He said challenges included the insurance issues for taxi companies, miscommunication regarding June bus passes, differing verification requirements between providers and the call center, getting clients accustomed to the changes, and electronic billings to the State.

In response to a question from Mr. Evans, Mr. Stamm said that taxi companies had to have \$1 million in liability and \$1 million in general liability insurance in order for the call center to use them to provide services.

In conclusion, Mr. Stamm said future call center plans included adding other funding sources and programs, continuing with software advancements and comingling of trips between RideSource and other providers.

Mr. Gaydos said the call center's success story should be shared with businesses to demonstrate LTD's efforts to make the best use of payroll taxes.

In response to a question from Mr. Kortge, Ms. Parker said the federal requirements for RideSource imposed many requirements, such as drug and alcohol testing and insurance, that taxis and other providers did not have to otherwise meet, making RideSource a more expensive service. She said developing a network of qualified providers allowed the call center flexibility in choosing the provider for a client and RideSource could be reserved for those who required ADA (Americans with Disabilities Act) paratransit services.

A member of the audience voiced dissatisfaction about the location of the RideSource facility, which he thought was too far away from bus service. Ms. Parker pointed out that the facility served people who, by the nature of their disabilities, were unable to use the bus and dispatched rides to those clients. She said the location of the facility was also based on the need for a large parking area to accommodate the transit vehicles. Mr. Pangborn added that the number of employees at the facility was fairly small and it was only one block from a major bus route. He said the nature of the facility required an industrial site.

ITEMS FOR INFORMATION

APTA Authorization Committee Meeting – Mr. Evans reported that the American Public Transportation Association (APTA) had adopted a vision statement and goals and was moving

rapidly toward developing a final version to present at the annual convention in October. He said issues related to 5307 formula funds and 5309 discretionary funds also were being addressed.

Monthly Financial Report – Director of Finance and Information Technology Diane Hellekson summarized the monthly financial report. She stated that at 11 months through the current fiscal year, the explosive price of fuel and the cost of accessible services remained concerns. She said that the District was slightly below budget for fuel, and she did not expect any major changes for the balance of the fiscal year. A full report on the fiscal year ending June 30, 2008, would be provided to the Board in September.

EMPLOYEES OF THE MONTH – July 2008 – Ms. Hellekson introduced Administrative Secretary Chris Thrasher and Administrative Services Manager Jo Sullivan introduced Administrative Secretary Jeanne Schapper.

Ms. Sullivan said that Ms. Thrasher and Ms. Schapper were jointly selected as employees of the month because of their collaboration in covering duties in another department when an employee was on leave, which demonstrated the high level of teamwork among LTD's administrative support staff.

Ms. Thrasher and Ms. Schapper thanked the Board for their awards and expressed their appreciation for LTD as an employer.

Mr. Pangborn announced that Ms. Sullivan was retiring after 27 years with the District and Ms. Schapper would be assuming her duties.

AUDIENCE PARTICIPATION

Gail Lundeen, Junction City, representing Viking Sal Senior Center, spoke to the Coordinated Plan. She stated that there was no bus service in Junction City for "everyday people;" it was job access bus service. She said the only transportation service available to seniors and disabled people was through the Escort service, which was very limited and did not meet existing needs. She was interested in ways to transport people in rural communities who needed to go to grocery stores, libraries, and on other errands.

Betsy Payne, Jefferson Street, Eugene, spoke regarding potential routes for EmX through west Eugene. She had lived on Jefferson Street for 27 years and strongly objected to a bus route running down their street, which she said would adversely affect parking, trees, and the residential character of the neighborhood. She said that it was already difficult to find parking in the area and the traffic flow would present hazards to pedestrians. She suggested 6th / 7th avenues as an alternative route, which would also position LTD to serve future growth in Junction City.

Arthur McCombs, East 12th Avenue, Eugene, expressed concern with the elimination of token sales. He said tokens were a benefit to the homeless poor and it would be a hardship on them if the tokens were no longer available through human services agencies. He asked if people would be able to continue using their present supply of tokens after July 1. He suggested that the cost of tokens could be raised slightly to offset any budget impact.

Mr. Vobora stated that the proposal was to stop selling tokens to the general public - not to agencies. He said the volume of sales to the general public was very small. There would be a lengthy grace period during which people could continue to use their inventory of tokens. Mr. Vobora also stated that tokens would continue to be offered to human services agencies.

Josef Siekiel-Zdzienicki, Eugene, asked if transit Districts had confronted Congress on the unfunded mandates for accessibility under ADA.

Mr. Evans said APTA was addressing that issue and he was very involved in that effort. He noted that ADA requirements did not include any funding for implementation, the cost of which was born entirely by transit Districts at the local level. He recommended rallying support among paratransit riders and others in the community to express their concern to Congress.

ITEMS FOR ACTION

MOTION **Consent Calendar** – Mr. Dubick moved adoption of LTD Resolution 2008-21: It is hereby resolved that the Consent Calendar for June 18, 2008, is approved as presented. Mr. Eyster provided the second. The Consent Calendar consisted of the minutes of the February 28, 2008, Special Board Meeting/Work Session; BY 2008-09 Disadvantaged Business Enterprise (DBE) Goal; and Appointment of LTD Board Member Ed Necker as Ex-Officio, Non-Voting Member of the Accessible Transportation Committee.

VOTE The Consent Calendar was approved as follows:
AYES: Dubick, Evans, Eyster, Gaydos, Kortge, Necker (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Davis (1)

First Reading, LTD Ordinance No. 35, An Ordinance Setting Fares for Use of District Services – Mr. Vobora said that in addition to testimony to the Board, there had been calls and letters expressing similar concerns, particularly regarding the 3-month pass and tokens.

Mr. Necker asked if it would be administratively feasible to retain token sales to the general public, but at the new fare price. He was concerned with members of the disabled community who had difficulty handling money. Mr. Vobora said that there was some staff time involved, but that also there were issues related to control of the fare instrument that would have to be addressed if the Board chose to keep tokens available to the public.

Ms. Hellekson explained that the District had to maintain continuous control of fare instruments and there was nothing about a token that made it unique. The only way to control tokens was to place them in numbered packages and accounting for where the numbers went. She said tokens were very labor intensive because when they were returned, they had to be counted and repackaged and there were unresolved control issues related to their use and transfer. She said if those issues could be addressed, the District could continue to sell tokens to the public, but the concern was that they now presented potential audit issues.

Mr. Evans asked how other Districts handled tokens. Mr. Vobora said other Districts sold tokens in larger quantities instead of five at a time. He said there was some consideration of providing

agencies with printed tickets instead of tokens. He felt more of an inclination to retain the 3-month pass. Mr. Pangborn commented that tokens were going out of favor as a fare instrument among Districts.

Mr. Dubick asked why the Breeze fare was initially lower than the fixed-route buses. Mr. Vobora said the Breeze was conceived as a downtown shuttle and then expanded to connect with the University and shopping centers. He said the fare was targeted to occasional users and non-transit riders to encourage them to use the Breeze instead of driving to downtown and shopping centers during their lunch hours, but that market had not been penetrated very well. He said the fare was increased to 50 cents by prior Board action and the fare could stay at that level if a 25 cent fare was available to people with disabilities. He said the intent was to simplify fares so they were the same for any LTD service.

Mr. Evans asked if printed disposable tickets would be preferable to tokens for sale to the general public. Mr. Vobora said there would be some associated costs and risk of counterfeiting, but those costs could be addressed.

Mr. Vobora commented that the 3-month pass represented both a convenience and cost savings to reduced fare riders on limited incomes. He said that it could be maintained but priced differently, to maintain the structure at half fare plus the discount. He calculated that a 3-month pass at \$45.00 per month, with a 10 percent discount, would total \$121.50, with half of that for a reduced fare. He said that if the Board wished to make that change, the amounts could be rounded up to \$122.00 and \$61.00.

Mr. Necker asked if that would be a feasible solution. Mr. Pangborn said it could be done. Mr. Vobora stated that in the past a quarterly pass was sold and a rider would use that instrument for three months. He said the problem with that program occurred when a customer lost his or her pass early in that period; losing a one-month pass had less impact on the customer.

MOTION Mr. Evans moved that Sixteenth Amended Ordinance No. 35, with the addition of the amended prices for the 3-month adult and youth/senior half-fare price, be read by title only. Mr. Eyster provided the second.

Mr. Dubick asked if token sales would be restored.

Mr. Gaydos noted it was the first reading of the ordinance and tokens could be added prior to adoption if the Board wished.

Mr. Vobora reiterated that whether the instrument was a token or ticket, it would only account for approximately 1 percent of rides.

Mr. Evans encouraged the Board and staff to take into consideration low income customers who had a need for tokens or an instrument in lieu of tokens.

Mr. Eyster asked for information on the potential impact on disabled riders of a switch from tokens to printed tickets. Ms. Parker said that maintaining the token usage for agencies would address the needs of the largest group of users.

VOTE The motion was approved as follows:
AYES: Dubick, Evans, Eyster, Gaydos, Kortge, Necker (6)

NAYS: None
ABSTENTIONS: None
EXCUSED: Davis (1)

Mr. Evans read the ordinance by title only: "Sixteenth Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services."

Approval of Supplemental Budget for Fiscal Year 2007-08 – Chief Accountant Carol James reviewed the supplemental budget, which included three items:

- The addition of \$600,000 for fuel to the Materials and Services budget in the General Fund
- The transfer of \$750,000 to the Accessible Services Fund from the General Fund for additional RideSource costs
- The transfer of \$150,000 to the Commuter Solutions Fund from the General Fund as an interfund loan to be paid back when grant proceeds were received.

Mr. Gaydos opened the public hearing. He determined that there was no one else wishing to testify and closed the public hearing.

MOTION Mr. Evans moved approval of Resolution No. 2008-023, which amended the LTD Fiscal Year 2007-2008 budget as represented in the resolution. Mr. Kortge provided the second.

VOTE The resolution was approved as follows:
AYES: Dubick, Evans, Eyster, Gaydos, Kortge, Necker (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Davis (1)

Adoption of Fiscal Year 2008-09 Budget – Ms. Hellekson stated that the Budget Committee had approved the budget on April 23, 2008, and in doing so the committee had unanimously recognized that there would need to be an adjustment to address the cost of fuel once there was better information on future fuel prices. She said that adjustment would be made in the fall.

Mr. Gaydos opened the public hearing.

A member of the audience commented that it appeared to him that the budget was being adopted too quickly with no discussion. He thought that the Board should be looking harder for a better solution from the community, such as more long-term investment in solar panels or buying fuel and storing it. He did not see LTD as being on the cutting edge of energy conservation.

Mr. Necker explained that while the only action at this meeting was official approval of the budget, it had been subjected to significant scrutiny by the Budget Committee over several meetings.

Mr. Eyster commented that staff were constantly looking at alternatives like those mentioned and it would be a mistake to think that the District did not consider many approaches to solving the problem. He noted that the Board was required to adopt a budget prior to the beginning of the fiscal year.

Mr. Gaydos noted that LTD had received national recognition for its energy conservation efforts.

Arthur McCombs, East 12th Avenue, Eugene, said that he was pleased that the three-month pass had been restored and token sales would continue to human services agencies. He urged LTD to continue token sales to the general public.

Mr. Gaydos determined there was no one else wishing to testify and closed the public hearing.

MOTION Mr. Evans moved approval of Resolution No. 2008-024, adopting the LTD Fiscal year 2008-2009 budget and appropriating \$116,516,400 as represented in the resolution. Mr. Eyster provided the second.

VOTE The resolution was approved as follows:
AYES: Dubick, Evans, Eyster, Gaydos, Kortge, Necker (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Davis (1)

Lane Coordinated Public Transit—Human Services Transportation Plan – 2009 Update – Ms. Parker noted that the update, which had been discussed previously by the Board, was the second iteration of the plan that addressed services for seniors, people with disabilities, and people with low income. She said the initial plan was developed before federal guidelines were published, and the update now met those guidelines and established eligibility for Federal Transit Administration funding.

Mr. Dubick commended the plan and the extent of coordination among agencies.

Mr. Gaydos opened the public hearing.

A member of the audience commented as a user of paratransit services that he felt the system that was in place was excellent and praised the plan.

Mr. Gaydos determined there was no one else wishing to testify and closed the public hearing.

MOTION Mr. Eyster moved LTD Resolution No. 2008-025: Be it resolved that the LTD Board of Directors hereby adopts the Lane Coordinated Public Transit—Human Services Transportation Plan – 2009 Update. Mr. Evans provided the second.

VOTE The resolution was approved as follows:
AYES: Dubick, Evans, Eyster, Gaydos, Kortge, Necker (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Davis (1)

Job Access Reverse Commute (JARC) Program Grants – Ms. Parker said JARC funding had not been available to the District before because it had been earmarked for specific areas since its inception in 1998. She said the funds were now distributed by formula to the Eugene/Springfield area, with LTD as the direct recipient of the funds. The formula was based on the population of people who were eligible for Medicaid or met federal poverty standards.

Ms. Parker explained that LTD was responsible for conducting a competitive solicitation for projects. She referred to the June 18, 2008, memorandum from the Accessible Transportation Committee recommending acceptance of the JARC funds, allocation of the full three-year amount of \$407,000, and collaboration with applicant agencies to incorporate JARC into a program that could be administered through the RideSource Call Center in order to ensure consistent recordkeeping and compliance with match fund requirements.

Ms. Parker noted that a significant issue with JARC was providing the required 50 percent local match. She said that could be accomplished through partnering with human services agencies, such as the Department of Human Services Self-Sufficiency Program. Those discussions were in progress.

Mr. Evans asked how many partners could be involved in the program. Ms. Parker said a number of agencies had stepped forward. The call center would conduct eligibility determinations and would allow access to everyone who met the eligibility criteria instead of limiting it to agencies that used the program.

Mr. Evans asked if JARC funds would be available to assist ex-offenders who had no resources and were indigent. Ms. Parker said that anyone who met the eligibility criteria could be assisted, but JARC funds could not be used to purchase bus passes, although it might be possible to create a voucher program for obtaining bus passes.

Mr. Gaydos opened the public hearing. He determined there was no one wishing to testify and closed the public hearing.

In response to a question from Mr. Dubick, Ms. Parker said the three applications as described in the memorandum were:

- Pearl Buck Center, Inc. – Transportation Support Program
- LTD Commuter Solutions – Employee Assistance Program
- LTD Accessible Services – Transportation Case Management and Self Sufficiency Operations

MOTION Mr. Eyster moved approval of LTD Resolution 2008-026: It is hereby resolved that the LTD Board of Directors approves the proposed Job Access Reverse Commute grant applications as presented on June 18, 2008, and authorizes the general manager to submit these applications to the Federal Transit Administration for approval. Mr. Kortge provided the second.

VOTE The resolution was approved as follows:
AYES: Dubick, Evans, Eyster, Gaydos, Kortge, Necker (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Davis (1)

Second Reading and Adoption, LTD Ordinance No. 24 (2008 Revision), Describing the Territorial Boundaries of Lane Transit District – Mr. Vobora reminded the Board that the boundaries were being adjusted in response to changes to routes 93 and 95, which removed some territory from the District.

In response to a question from Mr. Eyster, Mr. Vobora said that even with the changes, basic service was still being provided to Junction City. He said the comments from Ms. Lundeen during audience participation referred to specific needs of the senior center.

MOTION Mr. Eyster moved that Lane Transit District Ordinance 24 (2008 Revision), an ordinance describing the territorial boundaries of the District, be read by title only. Mr. Dubick provided the second.

VOTE The motion was approved as follows:
AYES: Dubick, Evans, Eyster, Gaydos, Kortge, Necker (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Davis (1)

Mr. Eyster read the ordinance by title only: "Lane Transit District Ordinance 24 (2008 Revision), Describing the Territorial Boundaries of Lane Transit District."

MOTION Mr. Eyster moved LTD Resolution No. 2008-027: It is hereby resolved that the LTD Board of Directors adopts Lane Transit District Ordinance 24 (2008 Revision), Describing the Territorial Boundaries of Lane Transit District. Mr. Dubick provided the second.

VOTE The motion was approved as follows:
AYES: Dubick, Evans, Eyster, Gaydos, Kortge, Necker (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Davis (1)

Election of Board Officers – Mr. Evans requested the Board's support of his candidacy for secretary of the APTA Transit Board Members Committee.

MOTION Mr. Eyster moved that the LTD Board endorse Greg Evans' candidacy for the office of secretary of the APTA Transit Board Members Committee. Mr. Kortge provided the second.

VOTE The motion was approved as follows:
AYES: Dubick, Evans, Eyster, Gaydos, Kortge, Necker (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Davis (1)

MOTION Mr. Dubick nominated Mike Eyster as the LTD Board President for a two-year term beginning July 1, 2008.

VOTE The nomination was approved as follows:
AYES: Dubick, Evans, Eyster, Gaydos, Kortge, Necker (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Davis (1)

MOTION Mr. Eyster nominated Greg Evans as the LTD Board Vice President for a two-year term beginning July 1, 2008.

VOTE The nomination was approved as follows:
AYES: Dubick, Evans, Eyster, Gaydos, Kortge, Necker (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Davis (1)

VOTE Dean Kortge was approved as LTD Board secretary for a two-year term beginning July 1, 2008, by acclamation as follows:
AYES: Dubick, Evans, Eyster, Gaydos, Kortge, Necker (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Davis (1)

MOTION Mr. Evans nominated Ed Necker as the LTD Board treasurer for a two-year term beginning July 1, 2008.

VOTE The nomination was approved as follows:
AYES: Dubick, Evans, Eyster, Gaydos, Kortge, Necker (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Davis (1)

Mr. Pangborn thanked Mr. Gaydos for his service as Board president.

ADJOURNMENT – The meeting adjourned at 8 p.m.

Board Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

PUBLIC HEARING/REGULAR BOARD MEETING/WORK SESSION

Wednesday, July 16, 2008

Pursuant to notice given to *The Register-Guard* for publication on July 10, 2008, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a public hearing and regular Board meeting on Wednesday, July 16, 2008, beginning at 5:30 p.m., in the LTD Board Room, 3500 East 17th Avenue, Eugene, Oregon.

Present: Mike Eyster, President
Debbie Davis
Ed Necker
Michael Dubick
Gerry Gaydos
Greg Evans
Dean Kortge
Mark Pangborn, General Manager
Jeanne Schapper, Clerk of the Board

CALL TO ORDER/ROLL CALL – Mr. Eyster called the regular meeting to order at 5:30 pm and then he called the roll.

PRELIMINARY REMARKS BY BOARD PRESIDENT – Mr. Eyster acknowledged and thanked Gerry Gaydos for his years of service as Board president. He said that Mr. Gaydos' leadership built the foundation for the District's future.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA – There were no announcements or additions.

BOARD CALENDARS – Mr. Pangborn noted that three Board members would be attending the American Public Transportation Association (APTA) conference in Seattle and Mr. Evans was involved in efforts to host the 2010 APTA conference in Eugene. Mr. Pangborn reminded Board members that the Lane County Fair would occur August 12-17.

WORK SESSION

Service Planning Outreach Plan – Director of Service Planning, Accessibility, and Marketing Andy Vobora said that LTD would be conducting outreach activities to inform the public and solicit input on potential service cuts at various events throughout the community. He requested Board members' participation and asked the Board to let staff know about their availability. He said that town hall meetings would be scheduled in subdistricts as well.

Revenue Options – Assistant General Manager Stefano Viggiano introduced consultants Linda Lynch and Chris Shultz, and Budget Committee Member Warren Wong, who would participate in the discussion of options for increasing District revenues.

Mr. Viggiano said several options would be presented to the Board, and that staff were looking for direction on which option should be researched further. He said most of the options would not affect the planned 2009 service reductions because revenue would be generated after that decision was made; however, a property tax could help to avoid service cuts. That would be discussed in greater depth at the end of the meeting. He briefly reviewed the following revenue options, which were described in detail in the agenda packet, and asked for feedback from the Board:

1. Increase fares
2. Additional State funding for elderly and disabled transportation
3. Federal funding for elderly and disabled transportation
4. Carbon cap and trade funds
5. Local income tax
6. Property tax
7. Increase payroll tax immediately to statutory maximum
8. Increase in the maximum payroll tax rate
9. Expand the payroll tax to local governments
10. Vehicle registration fees
11. Parking space fee
12. Congestion fee
13. Systems development charge (SDC) for transit
14. Mass transit utility fee
15. General Obligation bonds

Mr. Pangborn noted that if a local income tax was imposed, businesses now paying a payroll tax would be able to deduct their payroll tax; the income tax would be the difference, not additive to the payroll tax. Mr. Viggiano said the income tax would generate revenue primarily from individuals, not businesses.

Mr. Necker emphasized the need for an aggressive public education campaign to explain the need for additional revenue to avoid service cuts in the face of increasing fuel prices.

Mr. Evans asked if the District could collaborate with TriMet on options 7 and 8, which required legislative action. Mr. Pangborn said collaboration would be essential as a proposal to increase the payroll tax and was not viable without TriMet's support.

Mr. Dubick observed that expanding the payroll tax to local governments was an equity issue as State agencies and the University of Oregon already paid the tax, and transit was a service that local governments should support.

Mr. Evans commented that there was no mechanism for Option 12, but that could be a part of Option 11. He said that other cities were considering some form of congestion fee to generate revenue for transit.

Mr. Dubick expressed interest in investigating Option 10 because of the direct connection between automobile use and transit. He felt the concept could be successfully presented to the legislature, particularly since TriMet already had the authority for such a fee. Mr. Pangborn said the difficulty with a vehicle registration fee was the constitutional restriction of revenue use to roads and highways, which meant the District would probably have to use those funds for capital

purposes such as EmX right-of-way. He said it could be used as local match for federal funds but would provide little help from an operational perspective.

Mr. Evans asked if SDCs would be easier to implement. Mr. Pangborn said those funds would likewise be restricted to capital purposes and would likely be a very controversial option to use. He said that a slowdown in development would also impact SDC revenue.

In response to a question from Mr. Necker, Ms. Lynch explained that a statutory amendment to allow a vehicle registration fee would likely have to include Salem Keizer Mass Transportation District, and it was unclear how much legislative support there was for assisting that District because of its lack of legislative activity. She said including Salem Keizer would complicate the initiative in several ways.

Mr. Viggiano directed the Board's attention to a handout titled *Overview of Possible LTD Property Tax Referral for November 2008*. He said there were a number of factors to consider and several unanswered questions and if this was an option the Board favored, staff would conduct further research and analysis. He said information could be presented to the Board in early August, with possible action scheduled for the August 20 meeting in order to meet the deadline for getting a measure on the November ballot. He reviewed the information in the handout and noted that he had just learned that the existing LTD boundary could not be used as it was GIS-based. He was not certain whether that would present a fatal flaw in terms of presenting the measure to the County by August 21.

Mr. Kortge remarked that the District's election cost share could be as much as \$20,000.

Mr. Necker said a major problem was the lack of perceivable connection between a property tax and transit.

Mr. Viggiano stated that a double majority would not be required in the November 2008 election. He said the District had an option for the tax to become part of the permanent tax rate as it had never levied a property tax before; the alternative was a local option tax with up to a five-year limit. He said there was a potential Measure 5 impact. He said a rate of \$0.30 per \$1,000 of assessed value would generate approximately \$5 million per year. He said there was a measure on the November ballot to eliminate the double majority, but if it did not pass, the next election to occur without a double majority requirement would be in 2010.

Ms. Lynch said there were several considerations for timing of an election, including projected turnout and when the revenue would be needed. She agreed that it would be important to explain the nexus between property tax and transit. She felt the business community might support a measure in order to share the burden of supporting the District and that representatives of elderly and disabled populations could advocate for the tax. The concern is the lack of an established campaign organization. She said that successful passage of a measure would depend heavily on Board involvement, and funds would have to be raised to support the campaign.

Mr. Necker asked if there were restrictions on the use of property tax revenue. Mr. Viggiano said there were no restrictions, but the District should specify for the voters the intended uses.

Mr. Shulz said a rate of \$0.30 would result in an increase of \$44 for the average Eugene house and \$33 for the average Springfield house. He felt the environment was right to go to the ballot, but noted that other jurisdictions were ahead in their campaigns. He said LTD would need the cooperation of other jurisdictions with future funding requests. He noted that LTD staff were restricted to providing impartial, factual information to voters, but Board members could advocate for a measure and encourage voters to support it. He pointed out that if LTD went to the legislature with a funding request, it would be asked if it had done everything in its power locally to increase revenues.

Mr. Wong said that, historically in Oregon, local governments had depended on property taxes and, therefore, voters understood that funding mechanism - although the District would in a sense be competing with cities and the County for potential revenue. He said the last statistics he had seen indicated there were few properties at compression. He felt it would be difficult to introduce a new funding mechanism at this late date; a property tax was familiar to voters. He agreed with Mr. Shulz that it was a good time to place a measure on the ballot.

Mr. Evans expressed concern with the compressed timeframe, competition with other revenue measures and the costs of a campaign and election. He said losing badly in November would place LTD in a difficult position with respect to future requests. He stressed the need for raising funds to support an effective campaign. Ms. Lynch observed that Mr. Evans' concerns were true for any election. She said the Board would not be making a decision until August 20 and recommended that members talk to people they felt had a good sense of the community to gain an understanding of the public's attitude.

Mr. Eyster indicated that it was the job of the Board to make an assessment of the political environment and decide whether to move forward with a measure for the November 2008 ballot. He said there would be an opportunity at the end of the meeting for further discussion.

EMPLOYEE OF THE MONTH – August 2008 – Director of Transit Operations Mark Johnson introduced bus operator Dirk Beaulieu, August 2008 Employee of the Month. He noted that Mr. Beaulieu had served as LTD's United Way Loaned Executive in 2006 and done an outstanding job. He was nominated by a fellow employee who appreciated his hard work as chair of the Health for Life Committee.

Mr. Beaulieu expressed his appreciation for the award and for LTD's supportive work environment that fostered success for all employees and offered opportunities to learn and grow.

MOBILITY INTERNATIONAL AWARD – Melissa Mitchell, on behalf of Mobility International USA, presented LTD with an award recognizing the District's promotion of accessible transportation.

ARCHITECTURAL AWARD – Mr. Pangborn announced that LTD had received a third place People's Choice award during the last Eugene Celebration for the design of EmX facilities.

AUDIENCE PARTICIPATION

Josef Siekiel-Zdzienicki, Eugene, commended LTD for the recent West Eugene EmX workshops he had attended. He said the workshops afforded neighborhoods with the

opportunity to provide input during the planning process. He said the only concerns were that notifications were, in some cases, received after the date of the workshops, or not at all, and there was no City staff present. Director of Planning and Development Tom Schwetz pointed out that Rob Inerfeld with the City of Eugene was present at the workshops.

ITEMS FOR ACTION

MOTION **Consent Calendar** – Mr. Kortge moved adoption of LTD Resolution 2008-28: It is hereby resolved that the Consent Calendar for July 16, 2008, is approved as presented. Ms. Davis provided the second. The Consent Calendar consisted of the minutes of the November 12, 2007, Special Board Meeting/Public Hearing on Service; minutes of the November 21, 2007, Canceled Board Meeting; minutes of the April 16, 2008, Canceled Board Meeting; minutes of the April 23, 2008, Special Board Meeting; minutes of the June 9, 2008, Special Board Meeting and appointment of Warren Wong to LTD's Budget Committee.

VOTE The Consent Calendar was approved as follows:
 AYES: Davis, Dubick, Evans, Eyster, Gaydos, Kortge, Necker (7)
 NAYS: None
 ABSTENTIONS: None
 EXCUSED: None

Public Hearing and Second Reading and Adoption, Sixteenth Amended LTD Ordinance No. 35, An Ordinance Setting Fares for Use of District Services – Mr. Vobora explained that it would be the first reading of a new amended ordinance. He said the amendment restored language related to tokens to assure that the public had an opportunity to comment on the change. He said there was adequate time for a first reading of the amended ordinance, a second reading, and an adoption of an emergency ordinance in order to meet the September implementation dates. He said the Board should proceed with a public hearing as that was advertised.

MOTION Mr. Gaydos moved that Sixteenth Amended Ordinance No. 35 be read by title only. Mr. Necker provided the second.

VOTE The motion was approved as follows:
 AYES: Davis, Dubick, Evans, Eyster, Gaydos, Kortge, Necker (7)
 NAYS: None
 ABSTENTIONS: None
 EXCUSED: None

Mr. Gaydos read the ordinance by title only: Sixteenth Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services.

Mr. Eyster opened the public hearing.

Mr. Vobora noted that the Board had been provided with a written summary of testimony collected to date via e-mail, telephone, and in writing.

Mr. Pangborn proposed a modified approach to public hearings to address the Board's concern that those testifying felt their issues had been addressed. He suggested having staff available to provide a response to a speaker when testimony warranted one.

Mr. Eyster determined there was no one wishing to speak and closed the public hearing. He agreed with Mr. Pangborn on the usefulness of having staff available to address misunderstandings or blatant misstatements.

Use of Biofuels – Director of Maintenance George Trauger provided an overview of the District's test of biodiesel on 10 fleet buses. He said the test was done on blends ranging from 5 percent to 20 percent. He said there were several drawbacks related to the use of biofuels, including higher cost for biodiesel. Based on test results, he recommended discontinuing the use of biofuels at the present time and noted that use could be resumed at any time.

Mr. Kortge asked why the Board was being asked to vote on the matter. Mr. Pangborn replied that use of biofuel had political and policy considerations and was related to sustainability and "green" operations. He was willing to make the decision, but was reluctant to do so without giving the Board an opportunity to express an opinion.

Mr. Eyster determined that Board members appreciated the information and were willing for the general manager to make the decision without formal Board action.

RECOGNITION OF CLERK OF THE BOARD JO SULLIVAN – Board members expressed their appreciation to Ms. Sullivan for her service to LTD, and particularly to the Board, on the occasion of her retirement after 27 years of employment with the District.

ITEMS FOR INFORMATION

LCOG Board of Directors – Mr. Dubick reported that he had informed the Lane Council of Governments (LCOG) Board of LTD's financial situation and invited suggestions from members for increasing revenue.

Metropolitan Policy Committee – Mr. Pangborn reported that the Metropolitan Policy Committee (MPC) had approved the grant amendment for continuation of the Commuter Solutions program. He said that Mr. Evans had proposed that LTD make a presentation to the MPC on the District's financial challenges and options for addressing them at the MPC's August meeting.

Triennial Review Final Report – Purchasing Manager Jeanette Bailor said the Federal Transit Administration's (FTA) triennial review included 23 areas and LTD was found to be in compliance in 19 of them. She said areas that required corrective action included:

1. Facilities Maintenance – corrective action will be taken to show how completed preventive maintenance will be documented
2. Disadvantaged Business Enterprise (DBE) – corrective action was taken prior to issuance of FTA's final report by changing monitoring procedures
3. School Bus Program – corrective action will be taken to show the three school tripper routes on the system map

4. Drug and Alcohol Program – corrective action will be taken to implement effective oversight programs for safety sensitive contractors and collection site contractor

Ms. Bailor said corrective action for Item 4 would be completed by July 23 and items 1 and 3 by September 23. She said that overall the report was very positive. A copy was provided in the agenda packet.

In response to a question from Mr. Necker, Ms. Bailor said that the report required LTD to periodically monitor the Drug and Alcohol Program at the collection site to ensure that random testing procedures were being followed.

At Mr. Eyster's request, Mr. Pangborn explained that the finding related to DBE arose when a contractor let its DBE certification lapse during the course of a contract without notifying the District. Corrective action would implement closer monitoring of contractor status. He commended staff for their efforts and the exemplary outcomes of the audit.

Mr. Vobora said the prohibition against Districts competing with school bus carriers was being more restrictively interpreted by FTA, and when new rules were issued, they could potentially affect LTD arrangements with the 4J School District in the fall of 2009.

EmX Interior Advertising – Mr. Vobora related that interior advertising opportunities on EmX vehicles were being considered as a revenue option. He said the advertising would not interfere with EmX branding or the clean look of vehicles, and staff were waiting for revenue estimates before pursuing the option further. He said the Board would be kept informed.

Mr. Dubick asked if the painting of buses to advertise the Olympic Trials was paid for or donated by LTD. Mr. Vobora said that Nike had paid a large premium for bus advertising for the Trials.

Gateway EmX Extension Project Budget – Mr. Viggiano reviewed details of the proposed budget included in the agenda packet. He said the proposed budget reflected a \$4.3 million increase over the 2006 version after a cost reduction exercise. He said the overall increase was a result of a change in scope and higher commodity costs. Cost reductions were achieved without impacting items that affect the operation of the system. He said there was a possibility that the FTA could make additional Small Starts funding available.

Mr. Eyster asked if the local match obligation would be increased if additional federal funds were provided. Mr. Viggiano said the match requirement would remain at 20 percent, which would impact the District's budget, but there were ways to offset some capital funds to make up the difference.

West Eugene EmX Extension Project Update – Mr. Schwetz referred the Board to the list of activities provided in the agenda packet. He would follow-up on Mr. Siekiel-Zdzienicki's concerns that notifications were not being mailed to all neighbors. He noted that other forms of notifications also were used.

Monthly Financial Report – Director of Finance & Information Technology Diane Hellekson said that the fiscal year books were being closed and a preliminary annual report would be provided to the Board on or before July 31 by mail. She said there would be no significant changes from previous financial reports.

Discussion of Revenue Options – Mr. Viggiano said the Board could direct staff to discontinue pursuing a property tax option and research some of the other revenue options. He said that if the Board did want to consider a property tax, it would be appropriate for staff and Board members to spend the next two weeks investigating issues and talking to community members. He said the Board was not being asked to make a decision on the tax itself, but whether to continue to pursue that option.

Mr. Pangborn reviewed the results of a telephone poll of 400 randomly selected registered voters regarding a tax to support public transportation. He said 23 percent strongly opposed; 16 percent somewhat opposed; 27 percent strongly supported, and 26 percent somewhat supported. A poll conducted on the District's website indicated that 75 percent of respondents, who were likely composed primarily of transit users, were in support of the tax, with 17 percent in opposition.

Mr. Kortge said he wanted to see more information on the property tax option. He said that the biggest concern was who would lead a campaign.

Mr. Dubick said his concern was a crowded ballot in November, with many competing measures. He said that people tended to vote with their pocketbooks in times of economic slowdown, and he was not certain that November was the right time to put a revenue measure on the ballot. He said there were also questions related to the cost of the election and the cost of a campaign. He said the Board would need to feel strongly about placing a measure on the ballot in order to risk that money.

Mr. Kortge said staff could provide some of that information for the Board to consider in its decision.

Mr. Gaydos agreed with Mr. Shulz's earlier remarks that LTD would need to demonstrate efforts to help itself if it was going to ask for help from jurisdictions and State and federal governments. He felt the District's political position was the best it had been for some time and people understood the impact of rising fuel costs. He said that if the District waited two years, the economic situation could be worse and a ballot measure would face even more competition. He encouraged LTD to demonstrate continuing leadership through its efforts to broaden its financial base.

Mr. Eyster was amazed that 53 percent of those polled would support a tax even before a campaign. He did not think the District would find a better time to put a measure on the ballot. He recognized that the limited time available to organize a campaign was a challenge, but other factors were very positive.

Mr. Kortge stated that he would not support any revenue measure other than a property tax.

Mr. Evans stressed the need for a unified Board, a strong campaign, and the involvement of community leaders and partners.

Mr. Eyster determined that there was Board consensus for staff to continue to research a property tax revenue option and for Board members to discuss that with community members.

He said a special meeting would be scheduled to discuss the issue prior to the Board's August 20 meeting.

Mr. Gaydos asked staff to provide Board members with talking points.

Mr. Evans disagreed with Mr. Kortge that all other options should be excluded. He recommended exploring options 7 and 8 in collaboration with TriMet.

Mr. Dubick asked that Option 9 be added to the list for further research. He wanted to have discussions with jurisdictions to determine if they were amenable to being included in the payroll tax.

Ms. Davis asked for ideas for a campaign chair and an estimate of campaign costs.

Mr. Viggiano clarified the Board's request for the following information prior to the next meeting:

- More accurate information on the costs of an election and a campaign
- Determination of whether the boundary issue was a fatal flaw
- Talking points for the Board to use during community discussions
- More information on the total assessed value in the District to more accurately estimate revenue, including properties affected by compression
- Suggestions for a campaign chair
- Ideas for how additional revenue would be used

Mr. Pangborn suggested a campaign co-chair from the business community or a community leader and asked for recommendations from Board members.

Ms. Lynch cautioned that initial poll results prior to any organized opposition tended to be high.

Mr. Evans asked for an analysis of potential organized opposition to a ballot measure.

Mr. Shultz noted that most respondents to the poll were unaware of how LTD was funded, but 53 percent were willing to support a revenue measure. He said that esteem for LTD was currently very high.

ADJOURNMENT – The meeting adjourned at 8 p.m.

Board Secretary

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 2008

ITEM TITLE: BOARD CALENDARS

PREPARED BY: Jeanne Schapper, 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 Jeanne Schapper 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

AGENDA ITEM SUMMARY

- DATE OF MEETING:** September 17, 2008
- ITEM TITLE:** CONSENT CALENDAR
- PREPARED BY:** Jeanne Schapper, 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 September 17, 2008:
1. Approval of the minutes of the May 21, 2008, Regular Board Meeting
 2. Approval of the minutes of the June 18, 2008, Regular Board Meeting/Public Hearing on Fares
 3. Approval of the minutes of the July 16, 2008, Regular Board Meeting/Public Hearing on Fares
- ATTACHMENTS:**
1. Minutes of the May 21, 2008, Regular Board Meeting
 2. Minutes of the June 18, 2008, Regular Board Meeting/Public Hearing on Fares
 3. Minutes of the July 16, 2008, Regular Board Meeting/Public Hearing on Fares
- PROPOSED MOTION:** I move that the Board adopt the following resolution:
- LTD Resolution No. 2008-032: It is hereby resolved that the Consent Calendar for September 17, 2008, is approved as presented.



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MONTHLY DEPARTMENT REPORTS

September 17, 2008

PLANNING AND DEVELOPMENT

Tom Schwetz, Director of Planning and Development

PROJECT DEVELOPMENT

West Eugene EmX:

During July, August, and September, staff focused efforts on public outreach and agency coordination. Five Community Design Workshops (CDWs) were conducted in July and August. A project update was provided to the Eugene City Council on Monday, September 8. LTD provided a project update and tour of the study area to the Participating Agencies (public stakeholder agencies specified in the WEEE project Coordination Plan), including the City of Eugene, the City of Veneta, ODOT, LCOG, BLM, and others, on Tuesday, September 9. LTD staff are participating with the West Eugene Collaborative (WEC) to coordinate efforts on specific designs for traffic flows in West Eugene. Staff will use public and agency feedback from the workshops and meetings to revise sketch-level design options before advancing to the Alternatives Analysis/Draft Environmental Impact Statement (AA/DEIS) phase.

In August staff provided the FTA with draft Analysis of Methods and Data Reports (AMDRs), which form the basis for analyzing the current alternatives in the AA/DEIS phase. Upon FTA's approval of the updated AMDRs, the reports will be circulated to the Participating Agencies.

COMMUTER SOLUTIONS

Connie B. Williams, Program Manager

Program Management:

- Work on the Oregon Transportation Conference was completed. There will be four sessions at the OTC in October at Seaside covering topics such as programs services and benefits for Transportation Options strategies.
- Logistics are being planned for the Eugene Celebration booth display.
- Commuter Solutions staff worked shifts at the Lane County Fair.

- Beginning the first quarter of FY 2008/09, staff are now required to file the Unified Planning Work Program (UPWP).
- Connie and Transit Development Planner Mary Archer are participating on the Campaign for Active Transportation projects.

Group Pass/ETC Programs:

- New Group Pass Organizations include Identity by Sew-On, NextStep Recycling, and Pacific Cascade Federal Credit Union.

CarPool/VanPool/Emergency Ride Home Program (ERH):

- Twenty-six commuters were added to the Rideshare database in August.
- Five new worksites, representing 94 employees, have enrolled in the Emergency Ride Home Program.
- Requests for updated information have been sent to 729 commuters registered in the Rideshare database and 232 responses have been received to date. Thirty-seven commuters were either inactivated or deleted from the database at their request.
- Connie and Tracy Smith have continued working with consultants to finalize the Rideshare Program Strategic plan and to develop the work plan for the next three years.
- Tracy and Connie attended a statewide vanpool meeting to discuss funding sources and the feasibility of a statewide vanpool program. Also attending were members of ODOT, Metro Rideshare (Portland), Cherriots Rideshare (Salem-Keizer), Western Oregon Cascades Council of Governments (Corvallis), and the City of Corvallis.
- Commuter Solutions sponsored free bicycle tune-ups to LTD employees in preparation for the Bicycle Commute Challenge being held during the month of September. Paul's Bicycle Way of Life performed routine maintenance and safety checks on 34 bicycles.

Park & Ride:

Park & Ride signs have been installed at the West Lane Shopping Center Park & Ride in Veneta.

Smart Ways to School:

- Staff completed the SchoolPool verification process so that the carpool match service will begin the 2008-09 school year with accurate data on families that wish to continue to receive the service.
- More than 50,000 brochures were delivered to schools for distribution to K-12 families in their back-to-school packets.

- Lisa Van Winkle attended planning meetings for the Communities and Schools Together research project in association with Oregon Research Institute and the Bethel School District.

Student Transit Pass Program:

- More than 25,000 LTD stickers were delivered to schools for distribution to grade 6-12 students who want to ride LTD for free during the 2008-09 school year.
- Tri-Met and Portland Public Schools are implementing a pilot program to provide free transit passes to students attending two selected high schools during the 2008-09 school year. Lisa provided them with information to guide their program. This represents the second program to begin under the new Business Energy Tax Credit category, Transportation Services for K-12 Students. LTD's program was the first.

Education and Outreach:

Group Pass Presentations were made to LCC Faculty and Staff, NextStep Recycling, Pacific Cascade Federal Credit Union, and Golden Temple.

CAPITAL PROJECTS

Charlie Simmons, Facilities Services Manager

Gateway EmX Extension (formerly Pioneer Parkway EmX):

A 90 percent level of design has been reached and was submitted to the City of Springfield on Monday, September 15, for review. The final 100 percent design should be completed in late October. A new cost estimate also will be compiled by the last week in September. Acquisition of property along International Way continues. Intergovernmental Government Agreements (IGAs) between LTD, City of Springfield, and ODOT are in various draft stages. These IGAs will address short-term construction and reimbursement agreements, and also long-term operation and maintenance of the completed EmX facility.

Gateway Station:

Construction of the new Gateway Station began on Friday, August 29. Trees were removed adjacent to Gateway Street and the excavation of the subgrade for the station platform and bus lane is underway. Demolition of the existing parking and landscaped islands has been completed to make way for the covered walkway between the station and Gateway Mall. LTD has received positive media coverage in print, on radio, and on television. It is hoped that the concrete work will be completed before November. Operations must be curtailed at that time in order to minimize the impact of construction during the holiday shopping season. Station completion is expected to occur in late Spring 2009.

SERVICE PLANNING, ACCESSIBILITY, AND MARKETING

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

Service:

Fall bid work is complete and focus is now on service reduction planning. Staff have worked very hard to put together the analysis of system changes that will accomplish a 15 percent reduction in service while maintaining good coverage and high peak hour frequency on the corridors.

Marketing staff are working hard to distribute the new *Rider's Digest*, and update bus stop signs, station signage, etc. Detailed information has been posted at stops that have changes this fall, and a direct mail piece was sent to Veneta and Junction City residents on the bus routes to ensure that they have the new routing and schedule information. Fall bid station signage and other materials will go on display September 21, which is the weekend of implementation.

Staff have noticed that the number of cars using the Lane County Fairgrounds Park & Ride has gone from averaging nearly 200 cars per day to about 6 cars per day. The opening of RiverBend and the new parking availability and pricing has had a major ridership impact. Staff will evaluate the need to maintain the lease at Lane County Fairgrounds. It may be possible to lease this space for event shuttles and find a free location nearby for daily use.

Fare Increases:

Customer Service staff report that the fare changes have produced few complaints. The majority of comments heard from customers reflected their understanding of the needs of the District.

Event Planning:

The Lane County Fair service went very well. The hot weather produced lower attendance than usual at the Fair.

Ruth Linoz, Heather Lindsay, and a host of staff from other departments coordinated football service. The plans went well as the first game produced a record ridership of more than 13,000.

The basketball service package has been sent to the private providers. No responses at the time of this report.

Media:

It was a very busy month for media coverage. Articles included stories about Lane County Fair service, Accessible Services, Gateway Station and EmX projects, and fare increases.

There also was an article about a knife-wielding customer on one of the buses, and a feature on LTD's most senior driver, John Perry, in a "Salute to Labor" section of *The Register-Guard*.

LTD purchased media for the Lane County Fair and football. LTD also has bought ads promoting the Board outreach meetings and highlighting LTD's presence at the Eugene Celebration and the Fiesta Latina.

Outreach:

Direct mail postcards are being mailed to thousands of households in an effort to notify customers of service reduction proposals. Nine community Board meetings are scheduled, and booths at the Celebration and Fiesta were staffed. In addition, a general open house will occur on October 1. Many forms of correspondence have gone out to community organizations, partner agencies, and others notifying them of the outreach meetings. Signage on the buses and at stations advertises the meetings, and media releases are going out regularly throughout the month.

ACCESSIBLE SERVICES

Terry Parker, Accessible Services Manager

Accessible Services staff spent July and August preparing an 80-minute training module for fall operator training that began in late August. With the assistance of bus operators Carl Faddis and Richard Shrope, three videos were produced to help make the connection between who we are as individuals, who our riders are, and what we do as a District to foster a culture of accessibility for people who experience disabilities. The training module also included a behind-the-scenes look at how Alternative Work Concepts staff provide travel training to riders who experience developmental disabilities. Staff look forward to presenting the videos to the Board later this fall. In addition, the operations of the RideSource Call Center are continually being adjusted and improved.

TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

Duck Football Service:

UO football service began on August 30. The service went well and a record number (13,000) of fans were transported to and from Autzen Stadium.

Fall Training:

Transit Operation's annual fall training for all bus operators began the week of August 25. This eight-hour training is provided once each year and topics this year included diversity, accessibility, incident reporting, the LTD Road Map, the Accident and Route Review Committee, health and wellness, self defense, and other important information.

MAINTENANCE

George Trauger, Director of Maintenance

Algae Problem Update:

The algae problem in the underground diesel tanks has been resolved; however, problems still persist in the bus fuel tanks. Two additional algaecide treatments (one just completed and the other to be completed in the spring) should resolve the bus tank problem and minimize future issues with plugged fuel filters on the buses.

Unleaded Gasoline:

Unleaded gasoline is currently on site. Instead of being fueled at local Pacific Pride facilities, the majority of non-revenue vehicles are being fueled at the Glenwood facility. This will not only improve productivity by fueling onsite versus offsite, but also will provide a safer environment for the general service workers.

General Service Worker Position Opening:

The resignation of a general service worker effective September 6 will result in a job opening in Maintenance. The hiring process has begun.

Fall Training:

All maintenance employees are being scheduled to attend three fall training classes: Diversity's Ouch!, Independent Living, and The LTD Road Map.

New Bus Purchase:

Currently the group is discussing last-minute updates and specifications.

FINANCE AND INFORMATION TECHNOLOGY

Diane Hellekson, Director of Finance and Information Technology

FINANCE

Todd Lipkin, Financial Services Manager

Grants Management:

Federal Transit Administration (FTA) grants were executed for a total of \$7,302,629 in federal funds during July and August. The projects funded with these grants include:

- River Road Station land purchase
- West Eugene EmX Extension Alternatives Analysis

- Job Access/Reverse Commute (JARC)
- Commuter Solutions
- 2006 Gillig Bus Purchase (pay off short-term note)
- Other miscellaneous capital purchases

Payroll Processing:

- New fiscal year pay changes and contractual payments (such as shoe allowance) were processed in July 2008.
- Seventy-four (74) payroll checks and 606 payroll direct deposits totaling \$814,386 were made in July 2008 (two pay dates).
- One hundred two (102) payroll checks and 905 payroll direct deposits totaling \$1,203,032 were made in August 2008 (three pay dates).

Accounts Payable:

- FY 2007-2008 year-end processing continued in July and August in preparation for the auditors' field work, which began on September 8, 2008.
- Three hundred forty-two (342) vendor paper and electronic checks totaling \$3,801,224 were processed during the month of July 2008.
- Two hundred sixty (260) vendor paper and electronic checks totaling \$2,400,687 were processed during the month of August 2008.

Accounts Receivable:

- Thirteen (13) cash fare deposits totaling \$185,691 were processed in July 2008.
- Eleven (11) cash fare deposits totaling \$138,263 were processed in August 2008.

PURCHASING

Jeanette Bailor, Purchasing Manager

Requests for proposals are being prepared for fuel and lubricant requirements. Proposals have been received for various technology and administration projects and are being reviewed at this time, with award to occur within the next month.

Training is scheduled to occur during this month with the Oregon Public Purchasing Association to update staff on state contracting processes.

HUMAN RESOURCES AND RISK MANAGEMENT

Mary Adams, Director of Human Resources and Risk Management

Workplace Safety:

Safety Manager David Lindelien began his new role on July 21. Since his arrival, David has focused on safety committee work, safety training, and the Emergency Response Program. Workplace accidents remain lower than in prior years.

Selection and Hiring:

Hiring has slowed significantly due to the anticipated service reductions slated for Fall 2009. Renee Jones was hired in July as the administrative secretary, filling the vacancy created when Jo Sullivan retired and Jeanne Schapper moved into the administrative services manager position.

Other:

Significant work has been done towards designing a health improvement program for LTD employees and dependents that are diabetic. This new program will become available with the renewal of the health care plan on January 1, 2009.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 2008

ITEM TITLE: SEPTEMBER AND OCTOBER 2008 EMPLOYEES OF THE MONTHS

PREPARED BY: Jeanne Schapper, Administrative Services Manager/Clerk of the Board

BACKGROUND: **September 2008 Employee of the Month:** Lead Journeyman Mechanic Instructor Perry Crawford was selected as the September 2008 Employee of the Month. He was hired in 1979 as a mechanic II and was promoted to journeyman mechanic in 1994. Perry was actively involved in the formation of the Joint Maintenance Committee and was appointed lead instructor of the Maintenance Training Program in 2007. Perry was nominated for this award by a fellow employee who wanted to recognize Perry's desire for maintaining good communication between management and lead mechanics, which is a key ingredient in keeping the training program moving in an efficient and productive manner.

When asked to comment on Perry's selection as Employee of the Month, Director of Maintenance George Trauger said:

I have worked with Perry through many of his 29 years in LTD's Maintenance Department. Early on, Perry discovered the importance of quality training. Bus repairs have changed considerably over the years, but Perry has always had the ability to learn quickly in order to keep up with changing technologies. Perry has an excellent work ethic and a good sense of humor; and he is always willing to help out his coworkers in order to get the job done.

Perry was active in the organization of the Joint Maintenance Committee, which provides a conduit for floor mechanics to bring issues, new ideas, and new methods to the table for discussion. Perry also was instrumental in the formation, implementation, and continuation of the in-house instructor training program. Perry is adept at keeping all instructors and training groups informed on current activities.

Congratulations, Perry, on being selected as the September Employee of the Month!

October 2008 Employee of the Month: Service Planning Manager Will Mueller was selected as the October 2008 Employee of the Month. Will began his career with LTD in 1986 as a bus operator. He became a service planner in 1991, and was promoted to service planning manager in 2006. Will was nominated for this award by a fellow employee who witnesses on a daily basis Will's sense of teamwork and commitment, stating that he "should be recognized for his continual excellence in contributing to LTD's vision and goals."

When asked to comment on Will's selection as Employee of the Month, Director of Service Planning, Accessibility, and Marketing Andy Vobora said:

When Will began as a part-time bus operator for LTD, part-time in those days meant no guarantee in hours and there were no benefits. Will worked hard advocating for changes for himself and his fellow operators, and through his efforts, change happened.

In 1991 Will joined the service planning staff. Today he serves as the service planning manager, bringing the same passion and commitment to his work that he had when he began his career at LTD more than twenty years ago. Will brings a human element to his work in that he never loses sight of the impacts on others that result from decisions being made. Will works tirelessly, yet he never hesitates to assist his co-workers when the need arises.

Long-time coach of LTD's men's softball team, the Fumes, Will guided the team to a second place finish in 2008. Thank you, Will, for your great coaching skills—both on the field and in the office. Congratulations!

Congratulations to Perry and Will on being selected as the September and October 2008 Employees of the Months, respectively!

AWARD:

Both Perry and Will will attend the September 17, 2008, meeting to be introduced to the Board and receive their awards.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** September 17, 2008
- ITEM TITLE:** ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING
- PREPARED BY:** Jeanne Schapper, 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 2009-10 Service Recommendation:** Public hearings on proposed changes to routes and schedules will be held on October 13 and November 10, 2008, at the Eugene Public Library. The Board will be asked to approve the final recommended service package at either the November 19, or December 17, regular meeting. Implementation of this service package will occur in September 2009.
 - B. **SAFETEA-LU Reauthorization Requests:** At the October 15 regular meeting, the Board will be asked to review and approve recommended policy changes and regional priorities for the reauthorization of the federal surface transportation bill.
 - C. **West Eugene EmX Extension Project Update:** An informational update on the WEEE project will be included on the agenda for the October 15 Board meeting
 - D. **Technology Update:** A staff presentation on technology being implemented at LTD is scheduled for the November 19 Board meeting.
 - E. **Independent Audit Report and Comprehensive Annual Financial Report (CAFR):** The annual audit findings and the CAFR will be presented to the Board at the November 19 meeting.
 - F. **Gateway EmX Extension Updates:** Periodic updates on the progress of the design and construction of the Gateway EmX Extension (formerly the Pioneer Parkway Extension) project will be provided at Board meetings throughout the project. The next update is scheduled to be provided to the Board at the November 19 meeting.
 - G. **General Manager Performance Evaluation:** The Board Human Resources Committee met in August to begin the general manager's annual performance evaluation process. An executive session for the full Board to evaluate the performance of the general manager

will be scheduled for either the November 19 or December 17, Board meeting.

- H. **Board Strategic Planning Work Session**: The Board's quarterly half-day session is in the process of being scheduled for December.
- I. **Legislative Agenda**: The Board will be provided an overview of the key issues and funding requests for the 2009 Legislative session at the December 17 meeting
- J. **Gateway Station Construction Update**: Periodic updates on the progress of the design and construction of the Gateway Station will be provided to the Board throughout the project.
- K. **LTD Sustainability Plan**: The LTD Board has adopted a sustainability policy. The Board will review a plan outlining LTD's role in advancing the social, economic, and environmental sustainability of the Eugene-Springfield metropolitan area at a future meeting.
- L. **Park & Ride Program**: Issues regarding LTD's Park & Ride facilities will be discussed with the Board's Service Committee and then brought to the full Board for discussion at a future meeting.

LTD Rewards & Recognition Program

Fiscal year July 1, 2007 – June 30, 2008



Building a Recognition Culture

LTD Rewards & Recognition Committee

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Purpose of the Program

To create an effective, sustainable, positive rewards and recognition culture based on the vision, mission, The 10 LTD Valued Competencies, and goals of LTD, and built on fairness, consistency, and ease of use.

From the LTD Looking to the Future Plan 2005 (March 2006 revision)

“Reward, recognize, and reinforce both improved and exceptional performance.”

“Design a recognition system that encourages high performance or improved performance on key measures.”

“Give significant recognition to improved performance and best performers.”

The Rewards & Recognition Committee

The Current Members of the Rewards & Recognition Committee:

Mary Adams
Zach Fish
Terry Parker
Charlett Sessions
Tracy Smith
Pat Rather

Others who participated in 2007 as a member of the committee or have helped provide information in creating the revised Rewards & Recognition program:

Margaret Lead
Hannah Bradford
Ruth Brister
Dianne Presley
Jill Howard
John Dahl

Semi-Annual Reviews of All LTD Recognition

The Rewards & Recognition Committee will conduct semi-annual reviews of all recognition referred to in this document. These semi-annual reviews will take place in the months of November and May. The continuance, modification, or elimination of any recognition program or event will be based on:

1. Consideration of input from others regarding the recognition program
2. The administration considerations of the recognition
3. The value and effectiveness of the recognition
4. The availability of funds in the new fiscal budget to continue the recognition

In addition, during the annual review process, the Rewards & Recognition Committee will entertain the possibility of new recognition processes, programs or events that could be added to The LTD Rewards & Recognition Program.

The Rewards & Recognition Committee will continue to serve as administrators of the program as well as make recommendations for changes. The committee does not have the authority to make any major modifications, deletions, or additions to the program without the approval of the Leadership Council.

Overview of Recognition at LTD

Individual Recognition

Monthly Value Awards
Employee of the Month
Employee of the Year

Department Recognition

Vision Award
Discretionary Fund
Operations Specific

- ✓ Safe Driving Pins
- ✓ General Manager's Award
- ✓ Safety Jackpot

Organization Recognition

Currently the following events take place during the year. However, all events are subject to change.

- ✓ Employee Celebration Dinner
- ✓ Employee Picnic
- ✓ Employee Extra Events - BBQ, breakfast, holiday events, other (one or more per year)

Individual Recognition – Monthly Value Award (MVA)

Monthly Value Award – Description

The Monthly Value Award is a method of recognizing outstanding performance of an LTD employee. Although not all situations or actions of outstanding performance may be of Employee of the Month status, it nonetheless should be recognized. The Monthly Value Award is closely tied with The LTD 10 Valued Competencies, and there are ten different award categories based on these 10 competencies.

Although there is no set number of employees who can receive this award in any given month, a maximum of 20 has been established.

Monthly Value Award Nomination Process

Any LTD employee who wishes to nominate a fellow employee for a Monthly Value Award needs to complete an **LTD Employee Internal Recognition Form**. This form is designed to be used exclusively by LTD employees to recognize outstanding performance of other employees. Each month, newly submitted recognition forms are reviewed by the proper selection committee. The members of this committee will determine which of the recognized individuals will receive the Monthly Value Award based on established criteria.

Note that the committee will also review forms submitted by the public. However, members of the public use the *LTD Employee Recognition Form*, rather than the one stated above. LTD employees should not use this form.



LTD Employee Recognition Form

The **LTD Employee Recognition Form** (for public use) will be available at the Customer Service Center.

The **LTD Internal Employee Recognition Form** will be available at CSC, OPS dispatch, and the Human Resources department. This form can also be found on the LTD network:

<Q:\HR\Rewards & Recognition\FORMS\Internal LTD Forms\LTD Employee Internal Recognition Online Form.doc>

Monthly Value Award Selection Criteria

The **Selection Committee** should use the following guidelines and criteria when selecting an employee to receive a Monthly Value Award.

Guidelines

- ✓ Each award must be the result of a recognition form that was submitted for an employee during the current month.
- ✓ Up to 20 individuals can receive this award in a month.

Criteria

All Employees

- ✓ Employee has shown outstanding performance in at least one of The LTD 10 Valued Competencies through a demonstrable incident or action, and/or by repeated actions that taken together make this person deserving of the award.
- ✓ Approval/verification has been given by the employee's Department Director.
- ✓ Final check has been completed by HR.

Monthly Value Awards Selection Committee

During the first fiscal year of the program, the Monthly Value Awards Selection Committee will be the current members of the Rewards & Recognition Committee (Tracy Smith, Terry Parker, Charlett Sessions, Zach Fish, Mary Adams, and Pat Rather). At the end of the first program year (end of the fiscal year), the Rewards & Recognition Committee will evaluate the Monthly Value Awards program and the membership of the Selection Committee.

Individual Recognition - Employee of the Month (EOM)

Employee of the Month – Description

The Employee of the Month award is given to one employee per month. In general, the employee who is selected exemplifies the vision, mission, The 10 LTD Valued Competencies, and goals of LTD.

Employee of the Month Nomination Process

To be considered for as an Employee of the Month, another individual must have completed and submitted a recognition form for the employee, whether this recognition comes from a fellow employee or a member of the general public.

There is no form specifically for Employee of the Month nominations. The **LTD Employee Internal Recognition Form** (to be used by LTD employees) or a *LTD Employee Recognition Form* (to be used by members of the public) are now the forms to be used for recognizing employees. However, any individual completing a form can specify that they believe this employee should be considered for the Employee of the Month. This will let the Employee of the Month Selection Committee know of your desire to have the employee considered for such recognition.

The members of the Employee of the Month Selection Committee will use the recognition forms as well as the established criteria described in this document to determine who will received the Employee of the Month award.



LTD Employee Recognition Forms

The **LTD Employee Recognition Form** (for public use) will be available at the Customer Service Center. A pdf version will also be available on the LTD website www.ltd.org

The **LTD Internal Employee Recognition Form** will be available at CSC, OPS dispatch, and the Human Resources department. This form can also be found on the LTD network:

<Q:\HR\Rewards & Recognition\Forms\Internal LTD Forms\LTD Employee Internal Recognition Online Form.doc>

Employee of the Month Selection Criteria

The **Selection Committee** should use the following guidelines and criteria when selecting the Employee of the Month.

Guidelines

- ✓ Keep an active awareness regarding all departments of the District to ensure all employees receive equal consideration for this award.
- ✓ An individual does not have to have a current nomination form on file for them to be considered for the EOM award. However, if reviewing **LTD Employee Recognition Forms** for possible nominees, only use forms that were submitted during the past month.
- ✓ Use the **Employee of the Month Selection Committee Golden List** to keep an ongoing list of potential candidates for the Employee of the Month.

Criteria

All Employees

- ✓ Employee has met the expectations and spirit of The LTD 10 Valued Competencies within the last 6 months.
- ✓ Employee has been employed with the District at least 1 year.
- ✓ Employee has had no preventable accidents in an LTD vehicle or bus in the last 6 months.
- ✓ Employee has had no more than 3 occurrences of absenteeism in the last 6 months (does not include bereavement, planned CAL time, or excused absences).
- ✓ Employee has had no more than 4 valid, external complaints in the last 6 months.
- ✓ Employee has had no letters of warning or suspensions in the last 6 months.
- ✓ Employee is not in a “needs improvement” status as a result of an employee evaluation.
- ✓ Approval/verification has been given by the employee’s Department Director.
- ✓ Final check has been completed by HR.

Operator Specific

- ✓ Employee has had no more than 1 late in the last 6 months (a late is classified as being up to 60 minutes late for a shift).
- ✓ Employee has had no AWOLs in the last 6 months (an AWOL is being late more than an hour for a shift).

Employee of the Month Selection Committee

The Employee of the Month Selection Committee consists five members including the Transit Services Manager (Sue Quick), the ATU representative for operators, an HR representative (David Collier), an Employee Council representative, and a Leadership Council rotating representative. The committee meets on the last Wednesday of each month.

The Leadership Council rotating position is filled by the Leadership Council member who is the Leadership Council meeting organizer for the month. As part of the responsibility they are being asked to verbally remind all Leadership Council members at the 1st Tuesday Leadership Council meeting to submit Recognition Form(s) before the 2nd Friday of the current month if they have someone in mind as a possible recipient for a Monthly Value Award or an Employee of the Month award. Specifically addressing the Employee of the Month, the Leadership Council representative is also encouraged

to conduct an open, five minute conversation, where members can verbally discuss possible names of Employee of the Month candidates, and the reasons behind the person being brought up as a possible candidate. However, a Recognition Form will still have to be submitted by one of the Leadership Council members to formally recognize any individual and to have them considered for Employee of the Month.

Individual Recognition - Employee of the Year (EOY)

Employee of the Year – Description

The Employee of the Year award is given to one employee per year. To be considered for the Employee of the Year award, the employee must have been an Employee of the Month during the past year, still qualify under the Employee of the Month selection criteria, and be an active employee.

Employee of the Year Selection Process

Unlike the Employee of the Month selection process, an employee is not nominated but rather selected by a vote. Each employee, who meets the criteria, will be considered in the vote involving both the Selection Committee and the Leadership Council using the following process:

1. Dianne Presley will check the eligibility status of all employees who qualify to be considered as Employee of the Year.
2. A paper vote will be taken at the next available Leadership Council meeting. The results will not be discussed or divulged to any member of the Leadership Council.
3. The results will be given to David Collier of the HR department (the current HR representative for the EOM Selection Committee), who is asked not to look at the ballots at this point in time.
4. A paper vote of the non-rotating members of the Employee of the Month Selection Committee (Transit Services Manager, the ATU representative for operators, and the HR representative for EOM selection) will be taken. Immediately after the vote, David Collier is to tally all the votes of the Leadership Council and Selection Committee and identify the top three candidates.
5. The Selection Committee will then make their final decision within the week based on conversation and discussion among themselves. During this time they may ask questions of some members of management in order to ensure the best candidate is selected.

Employee of the Year Selection Criteria

All employees who meet the following criteria will be a candidate for Employee of the Year.

Criteria

- ✓ Employee was an Employee of the Month during the past year.
- ✓ Employee still meets the selection criteria for Employee of the Month.
- ✓ Employee is an active employee.

Employee of the Year Voting Members

All Leadership Council members and the three non-rotating members of the Employee of the Month Selection Committee will be voting members.

Department Recognition – Vision Award

Vision Award – Description

The Vision Award is an award that a Department Director can request for special recognition to be given to an individual (or a team of individuals) within the Director's department. This is an award for unique, one-of-a-kind, visionary and/or innovative action(s), ideas, etc., where the employee, or team of employees, went well above and beyond the normal duties of their job. It is titled the Vision Award, as the person receiving the award looked to the future with a positive vision of LTD's success.

Although there is no set number of Vision Awards that must be distributed, 15 is the current maximum in a fiscal year.

Vision Award Nomination Process

Department directors can nominate an individual (or a team of individuals) within their department using the **Vision Award Online Nomination Form**. Each month, submitted nomination forms are reviewed by the proper selection committee. The members of this committee will determine which of the nominated individuals will receive the Monthly Value Award based on established criteria.



Vision Award Online Nomination Form

The **online** version of the **Vision Award Online Nomination Form** is available on the LTD network:

<Q:\HR\Rewards & Recognition\Forms\Internal LTD Forms\Vision Award Nomination Online Form.doc>

Not a Department Director?

If you are not a Department Director but you see someone who you believe deserves this award, go to the Department Director of the noted employee and let the Director know why you think this employee deserves this award. The Director can then make the choice to submit a nomination.

Want to Nominate a Department Director?

If you believe a Department Director deserves the Vision Award simply go to another Director of your choice and let them know why you think the noted Director deserves the Vision Award. The Director can then make the choice to submit a nomination.

Vision Award Selection Criteria

The **Selection Committee** will use the following guidelines and criteria when selecting an employee to receive a Vision Award.

1. The nomination must be based on at least one of The LTD 10 Valued Competencies.
2. The employee must have contributed something to LTD that would be considered exceptional and results in a positive change for the District.
3. In a general sense, it could truly be stated that the employee went “above and beyond.”
4. The action, idea, innovation, etc., must result in one of the following:
 - a) Saves the District more than \$10,000 per year, over a five-year period.
 - b) Results in an innovative procedural change that significantly reduces the amount of time required for employees to do a job or process.
 - c) Results in an innovative change that significantly increases the quality of a service or product we provide.
 - d) Creates a positive mindset and motivates a large number of employees to put into action the application of the vision, mission, values, and goals of the District.
 - e) Involves unforeseen, intense, long hours that resulted in the completion of a special project, important grant, and so forth. (This would not include long hours made necessary due to procrastination.)

Vision Award Selection Committee

If a director believes the employee, or team of employees, deserves the Vision Award, he or she will petition the Vision Award Approval Committee. The committee will either approve or reject the request. During the first fiscal year of the program, the Approval Committee will be the current members of the Rewards & Recognition Committee. During each fiscal year thereafter, the award and award process will be evaluated.

Department Recognition – Discretionary Fund

Discretionary Fund – Description

During each fiscal year, each department will have a discretionary fund. The discretionary fund dollars are to be used for department-wide recognition and appreciation. The focus is on maintaining positive staff relations and morale, encouraging group activities within departments, and acknowledging special group efforts.

Funds Available During Fiscal Year

Each department will receive an amount based on the following formula:

$$\text{Number of employees in department} \times \$10 = \text{Discretionary Fund Amount}$$

The amount will be available to the individual departments at the beginning of each fiscal year, as long as it is renewed through the budget process and determined by the Rewards & Recognition Committee to be a program that should continue based on its value to the District. Any money remaining in a department fund will not be carried over to the next fiscal year. Each department is responsible for tracking its own expenses.

Criteria for Use of Funds

The funds are to be used only for activities or items that include as many employees as reasonable. The money should be spent as equitably as possible among employees.

The discretionary funds can be used for:

1. Food and/or beverage events such as lunch, popsicles on a hot day, coffee, snacks, etc., and includes as many employees as possible. In the case of departments with various shifts, the department should attempt to plan the event to include as many people as feasible. It is not expected that the event be planned around vacations, days off, etc., as these are part of a normal course of business (sometimes you just can't get everybody every year).
2. Distribution of items that include the LTD logo (e.g., key chains, mini lights, hats, etc.); as long as all employees get the same item of same value.

Discretionary funds may be spent all in one day, or on more than one occasion, up to the total limit of the fund.

The discretionary funds cannot be use for:

1. Gift cards for all employees in the department
2. Cash distribution

Department Recognition – Bus Operators Only

Description

The following three forms of recognition are available only to bus operators:

- ✓ Safe Driving Pins
- ✓ General Manager's Award
- ✓ Safety Jackpot

Special Note:

The current details and qualifications for these awards are described in the Lane Transit District Operator's Manual, Performance Management section, beginning on page 15.

At this point, the details, qualifications, or processes of these awards have not been evaluated by the Rewards & Recognition Committee. For now, it is the committee's recommendation to keep these awards with the intent of working with operations to evaluate the effectiveness and desirability of these awards. After the evaluation process, the Rewards & Recognition Committee will present any recommended changes.

Organization Recognition

Description

Currently the following events take place during the year. However, all events are subject to change.

Employee Celebration Dinner

Employee Picnic

Employee Extra Events - BBQ, breakfast, holiday events, other (1 or more per year)

Criteria for Inclusion

LTD operates on multiple shift schedules. Any committee, or individuals, planning organization events should attempt to include as many people as feasible, realizing that you can't get everybody every year. It is not expected that the event be planned around any individuals' vacations, days off, etc., as these are part of a normal course of business.

In addition, any committee, or individuals, planning events are asked to refer to the following two sections of this document to ensure consistency in the LTD Rewards & Recognition Program:

- 1. Presentation Guidelines for Department and Organization Recognition Events**
- 2. Department and Organization Recognition Presentation Checklist**

Special Note:

At this point, the effectiveness, value, or process of these awards has not been investigated or evaluated by the Rewards & Recognition Committee. For now, it is the committee's recommendation to keep these awards, with the intent of evaluating these events along with members of the Events Committee sometime within the 2008 calendar year.

Presentation Guidelines

When giving recognition, Sincere Presentation Practices (or Sincere Presentation Practices for Groups) should always be followed. The following are the guidelines for the appropriate types of recognition.

Presentation Guidelines for EOM, MVA, and Vision Awards

Any person responsible for giving recognition and acknowledgement to another for the Employee of the Month, the Monthly Value Award, or Vision Award should always follow **Sincere Presentation Practices**.

Sincere Presentation Practices are a key component to the success of a Rewards & Recognition program, as it brings meaning and validation to the process. Sincere Presentation Practices are a method of giving genuine value to recognition and/or rewards. It consists of following a few simple steps.

Sincere Presentation Practices

1. **Be timely in your presentation of the award.** In other words, give the recognition as close to the event that triggered the recognition as possible.
2. **Make the presentation in person.** No e-mail, no phone calls, no memos, etc.
3. **Allow appropriate time.** Give the recognition when you have adequate time to give the recognition properly. Don't give the recognition if you are in a hurry to get somewhere else, or do something else. Also, don't give the recognition to another if it is a bad time for them.
4. **Be sincere and serious.** No sarcasm, no jokes, no jabs.
5. **Incorporate S.A.I.L.** This gives true meaning of the recognition to the recipient. By incorporating S.A.I.L., the individual will know exactly what they did to deserve the recognition and understand how it is important in meeting the District's goals.

Situation *(What was the specific situation, or combination of situations, that lead to the recognition?)*

Action *(What specific action, or repeated actions, made them deserving of this recognition?)*

Impact *(What is the result of the action? What impact did it have on the District, for a customer, etc?)*

Link *(Which of The LTD 10 Valued Competencies best represents the reason for receiving this recognition?)*

Presentation Guidelines for Department and Organization Recognition Events

Department recognition (from the department discretionary fund) and organization recognition events involve multiple individuals and “presentation” takes on a bit of a different twist. Employees may receive token items, food, and so forth, but the important piece to include with these types of recognition is making the employees aware of why they are getting the recognition.

For department or organization recognition (whether it involves the employees gathering together, or the distribution of treats or treasures), the employees should know why they are receiving the recognition through some form of presentation. The presentation could be a printed note, e-mail, poster, or verbal speech from a department director.

Any manager responsible for initiating department or organization recognition and acknowledgement to a group of employees should always follow **Sincere Presentation Practices for Groups**, even if the recognition is in the form of an e-mail.

Sincere Presentation Practices for Groups are a key component to the success of a rewards and recognition program as it brings meaning and validation to the process. Sincere Presentation Practices for Groups are not a tangible item but rather a method of giving genuine value to recognition. It is not complicated, just a practice of following a few simple steps.

Sincere Presentation Practices for Groups

1. **Be timely in your presentation of the award.** Keep the recognition related to events or actions performed as a group that occurred recently. For example, if having a yearly department recognition lunch, use events or actions that have occurred over the past year that have made a positive impact to the department and/or the District.
2. **Allow appropriate time.** Only give recognition when you have adequate time to give the recognition properly. Don't give the recognition if you are in a hurry to get somewhere else. This applies to rushed e-mails and notes too.
3. **Be sincere and serious.** No sarcasm, no jokes, no jabs.
4. **Incorporate S.A.I.L.** S.A.I.L. gives true meaning to the group who is receiving the recognition. The group should always know exactly what they did to deserve the recognition and understand how it is important in meeting the District's goals.

Situation *(What was the specific situation, or combination of situations, that lead to the recognition?)*

Action *(What specific action, or repeated actions, made them deserving of this recognition?)*

Impact *(What is the result of the action? What impact did it have on the District, for a customer, etc?)*

Link *(Which of The LTD 10 Valued Competencies best represents the reason for receiving this recognition?)*

Presentation Checklists

To give validation to the program, and maintain consistency, the following checklists were created for each type of recognition

Presentation Checklist for Monthly Value Awards (MVA)

Employee Contact by Supervisor or Department Director

- Within one week of supervisor or department director notification of the award, the employee should be congratulated via personal contact from the supervisor or department director using Sincere Presentation Practices. The employee is to be given the card and pin at this time.

Monthly Value Awards Items to Receive

During the congratulations, the employee is to receive:

- The appropriate Monthly Value Award **Card and Pin** (related to one of The LTD 10 Valued Competencies)

Publication

Besides the Board presentation, the employee is publicly recognized in the following ways:

- Name and MVA received, as part of the **recognition e-mail** sent to **All*, which also includes the recipients of the Employee of the Month and the Vision Award (completed by Graphics)
- Name and MVA received, as part of the recognition section in the **Inside Lane**, which also includes the recipients of the Employee of the Month and the Vision Award (completed by Graphics)

Presentation Checklist for Employee of the Month (EOM)

Initial Employee Contact by Supervisor

- Within one week of receiving notification from the EOM selection committee, the supervisor, using Sincere Presentation Practices, is to congratulate the employee for his or her nomination. If the employee chooses to accept the EOM, the process should continue as below. If not, the next employee alternative should be contacted.

Mailbox Memorandum

- The employee is to receive in his or her mailbox a **Memorandum**, which includes a note of congratulations as well as the procedural instructions regarding the receipt of the Employee of the Month. Copies of the memorandum are given to those involved in the process, including an HR representative for a brief interview, a Graphics department representative who will take a picture, and to Dianne Presley who is currently the coordinator for the EOM process. A copy is made for the employee's personnel file.

Choice Wear Item

- Included in the memorandum received by employee will be a note to contact Dianne Presley to order and receive his or her choice wear of a sweater, a vest, a baseball cap, or a polo shirt. The item will bear the LTD logo and the inscription "Employee of the Month."

Official Board Meeting Recognition

The employee's supervisor or department director introduces the employee at the LTD Board Meeting using Sincere Presentation Practices. During this presentation, the employee is to receive from the Board Chair the following:

- \$100** check
- Employee of the Month **Pin**
- Certificate** of Achievement for receiving the Employee of the Month award (this is completed in-house by Dianne Presley, signed by President of the Board and GM)
- Letter of Recognition and Congratulations** (a.k.a. Committee letter). The letter is completed in-house by Dianne Presley, signed by Selection Committee members, with a copy placed in the employee's file

Publication

In addition to the Board presentation, the employee is publicly recognized in the following ways:

- Poster** with employee's picture is posted on the bulletin boards throughout the building (completed by Graphics)
- Website** review (completed by Graphics)
- Picture and text included as part of the **recognition e-mail** sent to **All*, which also includes (if any) the recipients of the Monthly Value Award and the Vision Award (completed by Graphics)
- Picture and text included as part of the recognition section in the **Inside Lane** that also includes (if any) the recipients of the Monthly Value Award and the Vision Award (completed by the Graphics)
- Recognition at the annual **banquet**

Presentation Checklist for Vision Award

Presentation by Department Director

- Within two weeks of department director notification of the award, the employee should receive recognition of this award from the department director and the general manager (or assistant general manager), in a department setting, using Sincere Presentation Practices.

Vision Award Items to Receive

During the presentation, the employee is to receive:

- Certificate
- Engraved acrylic piece

Vision Award Choice Item

- Within 7 days of Vision Award presentation, the employee is to receive a **gift choice** from a selection of items or the option of \$50 cash. If the employee chooses an item, it will be engraved and presented to them. A member of the Reward & Recognition Committee will be in charge of this process.

Publication

Besides the Board presentation, the employee is publicly recognized in the following ways:

- Name and reason for Vision Award as part of the **recognition e-mail** sent to **All*, which also includes the recipients of the Employee of the Month and the MVAs (completed by Graphics)
- Name and reason for Vision Award, as part of the recognition section in the **Inside Lane** sent to **All*, which also includes the recipients of the Employee of the Month and the MVAs (completed by Graphics)
- Employee is to be instructed to go to Graphics to have his or her picture taken, which will be part of the yearly **banquet slide show**

Presentation Checklist for Employee Recognition Form Recipients

Mailbox Note

- Within two weeks following the process of selecting the EOM, all employees who received recognition via an LTD Employee Recognition Form should have a note placed in their mailbox regarding the reason for their recognition, but it will not state the name of the individual giving the recognition. The notices will be put in the employees' mailboxes. This process will be completed by Dianne Presley.

- A copy of the LTD Employee Recognition Form has been placed in the employee's permanent file.

Presentation Checklist for Department and Organization Recognition

Presentation by Department Director

- Use Sincere Presentation Practices for Groups, whether the recognition is done in a department setting, e-mail, or note.

Examples

- ✓ If granola bars are going to be distributed, Sincere Presentation Practices for Groups could be incorporated into a small note attached to the item, or put on a poster in a highly visible area.
- ✓ If all the employees are to go out to lunch with the discretionary money, the department director (or someone designated in the department) would use Sincere Presentation Practices in a verbal presentation.
- ✓ At an employee quarterly organization event where people come and go throughout the day, a note incorporating Sincere Presentation Practices should be delivered to each employee (or posted in strategic locations so all employees can view the note) prior to the event stating why the recognition is being received. In addition, a poster could be posted at the event itself stating the same.

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Appendixes

Appendix – The LTD 10 Valued Competencies (Version 1.8)

Integrity

Consistently demonstrates the qualities of honesty, sincerity, and truthfulness with all employees and customers, and in all business-related operations. Maintains the highest standard of business and financial ethics consistent with the values of LTD policy and tradition.

Accountability

Accepts responsibility for own actions, decisions, and results, and is willing and able to clearly explain them to others. Shows a high degree of reliability in performing one's work. Demonstrates an attitude of accountability, responsibility, and ownership regarding LTD resources and property.

Personal Growth

Open, willing, and able to learn new things. Promotes personal learning and shows initiative to update individual skills and industry knowledge. Strives to achieve one's potential. Accepts assistance and constructive criticism when appropriate. Promotes organizational learning by sharing productivity and/or industry-related information with others, which helps LTD provide progressive leadership for the District in meeting the community's transportation needs.

Commitment

Knows and demonstrates support for the LTD Vision and Mission. Keeps a "safety awareness" mentality as part of a team effort to help LTD have safe employees, practices, services, vehicles, equipment, and facilities.

Respect

Treats all people with whom they come in contact, including customers and fellow employees, with respect, courtesy, politeness, generosity, compassion, fairness, and dignity. Understands and responds to the diversity of our community.

Appearance & Image

Exhibits professional and personal pride in appearance, demeanor, and attitude; all of which represent LTD's quality of service to our community. Contributes to the professional atmosphere and appearance of our facilities and services, which makes riding the bus an attractive option.

Teamwork

Willingness and ability to work harmoniously, cooperatively, and effectively with others within each department and throughout the District. Builds and creates an environment of trust among all employees. Is approachable and offers to help others. Able to positively, resourcefully, and light-heartedly adapt to changing or new situations with ease, speed, and efficiency, and conveys this attitude to others.

Initiative

Work demonstrates in word and performance the characteristics of reliability, dependability, quality, and independence. Ability to recognize potential problems and to think creatively by offering new and constructive suggestions when dealing with a

problem or situation; to recommend corrective action; and to carry out a plan of action. Personal actions and drive are consistent with the Vision, Mission, The LTD 10 Valued Competencies, and the Strategic Goals of LTD.

Innovation

Demonstrates willingness and capability to look creatively and positively to the future. Thinks and acts in terms of contributing to the organization as a whole by offering and creating value out of new ideas, new products, new services, or new ways of doing things. Ability to move effectively from innovation to implementation, whether acting as an individual or part of a team.

Communication

Ability to receive, process, and deliver verbal and written information in a logical and concise manner. Actively listens to others. Understands and respects the importance of confidentiality where appropriate. Strives to keep communication positive and informative, and does not spread rumors or gossip. Applies these qualities to internal communications (within LTD) as well as to external communications (interactions with individuals or groups outside of LTD).

Appendix – Flowchart of Committee Process for Recognition

As Recognition Forms are received by Dianne, she enters the data into the CITS system and notifies the employee via e-mail or note of the recognition. Forms collected and entered during the past 30 days are given to a Rewards & Recognition Committee member on the third Monday of each month.

When the Rewards & Recognition Committee meets...

The Rewards & Recognition Committee meets on the third Wednesday¹ of each month to complete the following:

1. Using the Recognition Forms, select the Monthly Value Award recipients for the Month².
2. Prepares and processes the Monthly Value Award recognitions.
3. If there was any Value Award Nominations received during the past 30 days from Department Directors, select Vision Award winners for the month².
4. If there is a Vision Award winner(s) for the month, the committee prepares and processes the Vision Award recognition(s).

Within five days after the meeting...

The Recognition forms are given to a member of the Employee of the Month Selection Committee.

When the EOM Committee meets...

The Employee of the Month Selection Committee meets on the last Wednesday¹ of each month to select the next Employee of the Month². An employee will be considered for the Employee of the Month based on one of two factors:

1. A new Recognition Form for the employee was turned in sometime between the second Friday of the previous month, and the second Friday of the current month.
2. Employee's name is on the Golden List from one or two months prior.

Within five days after the meeting...

The Employee of the Month Selection Committee will:

1. Give Employee of the Month recipient's name to Dianne for processing.
2. Return all the Nomination Forms to Dianne who will keep them for a period of 12 months.

Within three weeks after the meeting...

The Rewards & Recognition Committee

1. Gives the appropriate Monthly Value Award cards and pins to the recipients' supervisors, who in turn will give the award to the employee for the appropriate month².
2. If there is a Vision Award winner(s) for the month, gives the Vision Award recognition(s) to the appropriate Department Directors, who in turn will give the award to the employee for the appropriate month².
3. Submits to Graphics the names of all recognition winners to be included in the Inside Lane and e-mail for the appropriate month².

¹ These are the regularly scheduled meeting for these committees. The dates may change if needed.

² Selected winners chosen approximately five to six weeks in advance. For example, the May winners are selected during the March committee meetings.

Appendix – Example LTD Employee Internal Recognition Form



LTD Employee Internal Recognition Form (Version 2.1)

An online version of this form is available: Q:\HR\Rewards & Recognition\Forms\Internal LTD Forms

This form is to be used by LTD employees to recognize outstanding performance of fellow LTD employees. Please provide all the information requested.

Today's date:

Name of employee:

Your contact information *(please provide your name and one or more contact methods)*

Name:

Phone number:

E-mail address:

Below are ten values important to LTD along with a shortened description of each. Please check one or more boxes that best state why you are giving this specific recognition.

<input type="checkbox"/> Integrity - honest and sincere	<input type="checkbox"/> Respect - respectful and courteous
<input type="checkbox"/> Personal Growth - open, willing, and able to learn new things	<input type="checkbox"/> Teamwork - effective in promoting and demonstrating teamwork
<input type="checkbox"/> Accountability - responsible, accountable, and reliable	<input type="checkbox"/> Communication - positively communicates and actively listens
<input type="checkbox"/> Appearance & Image - takes pride in their appearance, attitude, and LTD property	<input type="checkbox"/> Initiative - effectively deals with problems and takes action in a manner that positively represents LTD
<input type="checkbox"/> Innovation - contributes to LTD by creating new ideas and processes	<input type="checkbox"/> Commitment - dedicated to the vision, mission, values, and goals of LTD.

Why do you want to recognize this employee? If possible, describe the situation, the action the employee took, how the employee positively affected you or LTD, etc.

Other comments?

Appendix – Example LTD Employee Recognition Form for Public Use



LTD Employee Recognition Form (Version 1.2)

Please complete this application and submit to:

Lane Transit District
Rewards & Recognition Committee
P.O. Box 7070
Eugene, OR 97401

I would like to recognize the following employee whom I believe should be recognized for excellence in service and job accomplishments:

Name of employee *(if known)*:

Date of Occurrence:

Comments:

When writing your comments below, if you have any specific information related to the recognition of the employee, please include them. For example, the situation, the action taken by the employee, the bus number or route (if applicable), etc.

Use additional sheets, if necessary, and attach letters of support (if applicable) to this recognition

Your contact information: Please provide your name and one or more contact methods

Name:

Phone number:

E-mail address:

Mailing address:

Appendix – Example EOM Selection Committee Golden List (version 1.3)



Employee of the Month Selection Committee Golden List

Report Date:

Below is a list of employees who may deserve a closer look when considering the Employee of the Month Award. If the “Date Added to List” is more than three months beyond the current date, the employee should be removed from the list, OR the date and reason updated. Please send any update requests to Diane Pressley as she is in charge of the master list.

Name of Employee	Date Added to List	Reason for being included on List	Eligibility Verification Date <small>(completed by Diane)</small>

Appendix – Example Vision Award Online Nomination Form (version 1.2)



Vision Award Online Nomination Form (Version 1.3)

Use this online nomination form to nominate an employee (or group of employees whom you wish to nominate for the same reason) via your computer.

Use the **Tab** key or the **mouse** to move back and forth between fields on this form.

When done:

1. Save a copy of this nomination
2. E-mail your nomination form as an attachment to Dianne Presley (dianne.presley@ltd.org) with **Vision Award Nomination** in the subject line of the e-mail. Dianne will forward the nomination to the current selection committee.

 DO NOT use the **File | Send to | Mail Recipient** method of sending this information as all the form content will not be properly sent.

Today's date:

Name of employee (or employees):

Your name:

Complete the following Items:

1. **The nomination must be based on at least one of The LTD 10 Valued Competencies.** Using your mouse, check one or more boxes that best represent your nomination, and provide a short reason why the competency(s) were chosen.

<input type="checkbox"/> Integrity - honest and sincere	<input type="checkbox"/> Respect - respectful and courteous
<input type="checkbox"/> Personal Growth - open, willing, and able to learn new things	<input type="checkbox"/> Teamwork - effective in promoting and demonstrating teamwork
<input type="checkbox"/> Accountability - responsible, accountable, and reliable	<input type="checkbox"/> Communication - positively communicates and actively listens
<input type="checkbox"/> Appearance & Image - takes pride in their appearance, attitude, and LTD property	<input type="checkbox"/> Initiative - effectively deals with problems and takes action in a manner that positively represents LTD
<input type="checkbox"/> Innovation - contributes to LTD by creating new ideas and processes	<input type="checkbox"/> Commitment - dedicated to the vision, mission, values, and goals of LTD.

Please state reason(s) for selecting above competency(s):

2. **The employee must have contributed something to LTD that would be considered exceptional and will result in a positive change for the District.**
Please explain:

3. **In a general sense, it could truly be stated that the employee went “above and beyond.”**

Please explain:

4. The action, idea, innovation, etc., must result in one of the following (Please check one box that best represents the spirit of your nomination), and provide a short explanation.

- Saves the District more than \$10,000 per year over a five-year period of time.
- Results in an innovative procedural change that significantly reduces the amount of time required for employees to do a job or process.
- Results in an innovative change that significantly increases the quality of a service or product we provide.
- Creates a positive mindset and motivates a large number of employees to put into action the application of the vision, mission, values, and goals of the District.
- Involves unforeseen, intense, long hours of unpaid time that resulted in the completion of a project, important grant, and so forth. (This would not include long hours made necessary due to procrastination.)

Please explain:

Appendix – Vision Award Recognition Items

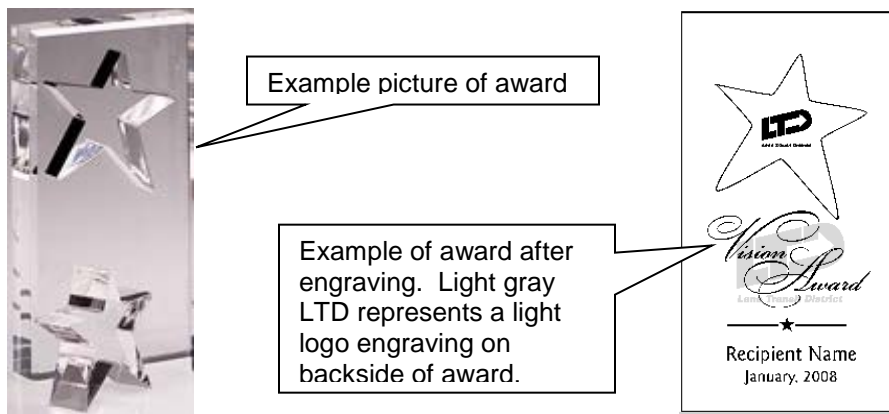
Royal Awards

All items are purchased and engraved by Royal Awards, a local Eugene company.

Royal Awards
364 W. 7th Avenue
Eugene, OR 97401
(541) 686-8484

Engraved Acrylic Star

All employees who are selected for the Vision Award will receive an engraved acrylic star recognition as shown below:



This is called a “knockout” and is manufactured by a company called Stillwater Awards (www.stillwaterawards.com). The award is purchased through Royal Awards.

Employee Choice

All employees who are selected for the Vision Award will be able to select one of the five items shown below or the \$50 cash option. For all choices, the employee’s paycheck will be grossed-up by Finance so he or she actually receives the true value of the award (i.e. the employee will not have to pay the cost of the payroll tax):



Desk Clock (BC18)

Arched acrylic clock on a gold-plated solid brass base with columns

Manufacturer: Airflyte (<http://www.airflytecatalog.com>)

Engraved by: Royal Awards

Engraving inscription to include: LTD Logo

Vision Award text,

Recipient’s name

Month/Year.



Desk Clock (BC12 or BC46)

Available in black lacquer finish (BC12) or rosewood finish (BC46)

Manufacturer: Airflyte (<http://www.airflytecatalog.com>)

Engraved by: Royal Awards

Engraving inscription to include: LTD Logo

Vision Award text,

Recipient's name

Month/Year.



Desk Clock (BC891)

Arched glass table top clock on a gold aluminum base

Manufacturer: Airflyte (<http://www.airflytecatalog.com>)

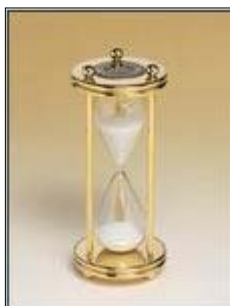
Engraved by: Royal Awards

Engraving inscription to include: LTD Logo

Vision Award text,

Recipient's name

Month/Year.



GlassCrystal Timer (555)

Polished brass finish case

Manufacturer: Airflyte (<http://www.airflytecatalog.com>)

Engraved by: Royal Awards

Engraving inscription to include: LTD Logo

Vision Award text,

Recipient's name

Month/Year.



Jade Glass Three-Sided Vase (G0645)

Manufacturer: Dynamic Design (<http://www.dynamicawards.biz>)

Engraved by: Royal Awards

Engraving inscription to include: LTD Logo

Vision Award text,

Recipient's name

Month/Year.



\$50 Cash

Obviously no engraving needed.

Appendix – Example Rewards & Recognition Monthly E-mail Notice

Example of Rewards & Recognition monthly e-mail notice:

TO: [REDACTED]
Cc:
Subject: September 2007 Rewards & Recognition

1 2 3 4 5 6

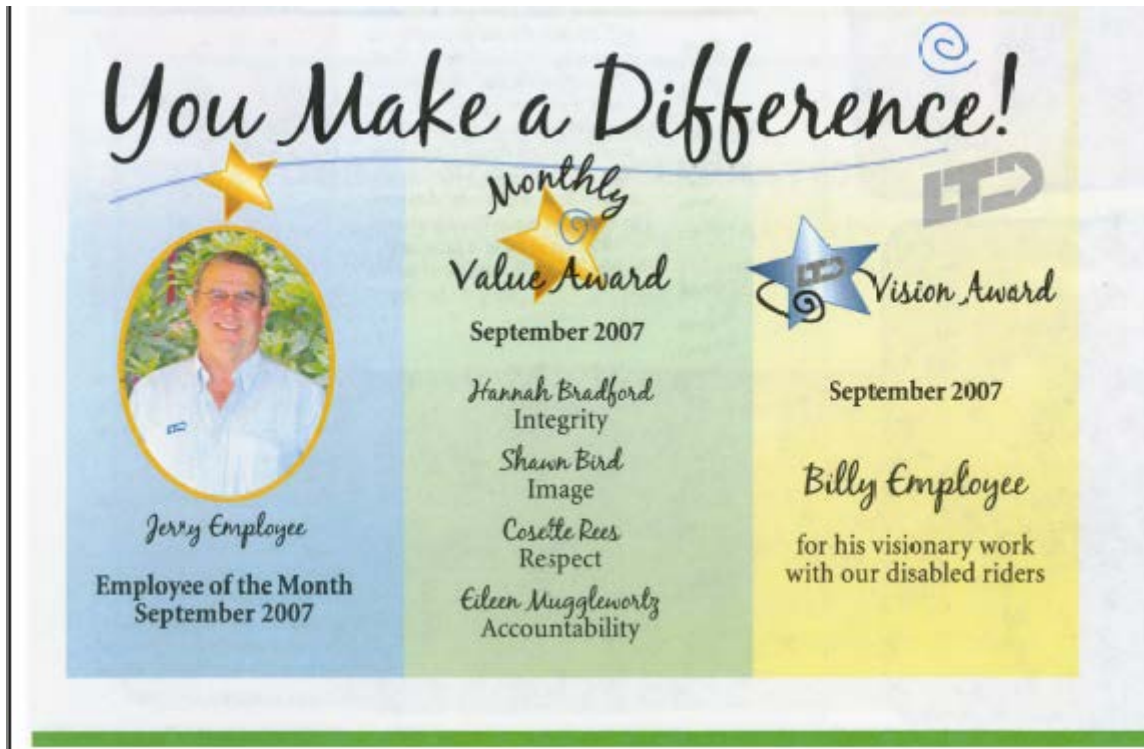
You Make a Difference!

Employees of the Month
September 2007
Jerry Employee

Monthly Value Award
September 07 Reciepients

- Joe Employee- Integrity
- Frank Ferter- Image
- Ivonna Job- Respect
- Jane Doe- Accountability

Vision Award
September 07 Reciepients
Billy Employee
for his visionary work
with our disabled riders



ORDINANCE NO. 40

AN ORDINANCE OF THE LANE TRANSIT DISTRICT REGARDING THE EXCISE TAX ON EMPLOYERS AND SELF-EMPLOYED PERSONS; AMENDING ORDINANCE 39, SECTIONS 2 AND 3.

FINDINGS

A. Lane Transit District adopted Ordinance No. 39 on November 16, 2005. Section 2 of Ordinance No. 39 specified that every employer subject to tax should pay an amount equal to the rate shown opposite the corresponding calendar year in the rate table below. Section 3 of Ordinance No. 39 specified that the rate of Net Earnings from Self-Employment in excess of \$400 from activities within the District should increase to the rate specified opposite each tax year in the rate table below. The rate tables in both Section 2 and 3 of Ordinance 39 read as follows:

Tax Period	Rate
Calendar Year 2007	0.0062
Calendar Year 2008	0.0064
Calendar Year 2009	0.0066
Calendar Year 2010	0.0067
Calendar Year 2011	0.0068
Calendar Year 2012	0.0069
Calendar Year 2013	0.0070
Calendar Year 2014 and Thereafter	0.0070

THE BOARD OF DIRECTORS OF LANE TRANSIT DISTRICT PURSUANT TO ORS 267.380 AND 267.385 DOES ORDAIN AS FOLLOWS:

Section 1: The above findings are hereby adopted.

Section 2: The rate tables in Section 2 and Section 3 of Ordinance No. 39 are hereby amended to read as follows:

Tax Period	Rate
Calendar Year 2007	0.0062
Calendar Year 2008	0.0064
Calendar Year 2009	0.0065
Calendar Year 2010	0.0066
Calendar Year 2011	0.0067
Calendar Year 2012	0.0068
Calendar Year 2013	0.0069
Calendar Year 2014 and Thereafter	0.0070

Section 3: With respect to tax periods before the Effective Date of this ordinance, the payroll tax and employment tax shall remain as established by the ordinances in effect during such periods.

Section 4. Except for the amendments specifically set forth in Section 2 of this Ordinance No. 40, all other provisions of Ordinance No. 39 shall continue in full force and effect and unchanged.

Section 5. Effective Date. The effective date of this Ordinance No. 40 is November 15, 2008.

ADOPTED: _____, 2008

Presiding Officer

ATTEST:

Recording Secretary

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 2008

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.

ATTACHMENT: July and August 2008 Performance Reports (*to be handouts at Board meeting*)
June and July 2008 RideSource Activity and Productivity Reports

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 2008

ITEM TITLE: NEW LTD REWARDS AND RECOGNITION PROGRAM

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

ACTION REQUESTED: None. This is informational only.

BACKGROUND: In LTD's *Looking to the Future Plan*, one of the seven focus areas identified by employees was the way in which employees are recognized for their contributions to the District. At the Board's Human Resources Committee's April 8, 2008, meeting, as part of staff's update on the *Looking to the Future Plan* progress, a brief report was given on LTD's new rewards and recognition program. The Committee members requested that a more detailed presentation be made to the full Board.

Task force member Zach Fish, an LTD customer service representative, will present the work of the Rewards and Recognition Task Force, as well as an overview of the new program and key results to date. Other members of the task force will be in the audience to address any questions that may arise.

ATTACHMENTS: LTD Rewards and Recognition Program document (distributed as a separate document to Board members only)

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: September 17, 2008

ITEM TITLE: 2009 SERVICE REDUCTION ANALYSIS

PREPARED BY: Andy Vobora, Director of Service Planning, Accessibility, and Marketing

ACTION REQUESTED: Discuss service reduction scenarios and provide direction for further analysis.

BACKGROUND: Service Planning, Accessibility, and Marketing staff met with the Board Service Committee on September 2 and have conducted numerous outreach meetings as part of the process to evaluate the service reduction plan. These meetings continue throughout the month of September and into early October. The Board Service Committee will schedule another meeting to discuss the findings from these outreach meetings prior to the proposal being presented to the Board at the October 13 public hearing.

In order to achieve a 15 percent reduction in service, a number of service design elements will combine to create the proposal. These design elements include the following:

- Consolidate routes along major corridors
- Create neighborhood connector routes in lower productivity areas in order to maintain coverage
- Shorten routes to reduce coverage and travel time
- Eliminate low productivity routes
- Eliminate routes where alternative service is available

At this point in the process, service elements such as span of service, days of operation, and rural service have been maintained. If the need to further reduce service is necessary, then these elements will be revisited.

The goals in developing these scenarios are:

- Maintain strong corridor service where ridership is the strongest and the majority of destinations exist
- Maintain minimum headways of 60 minutes on urban routes
- Ensure that changes in service are not disproportionate to low income and minority groups
- Maintain current span of service and days of operation
- Create no changes that result in higher costs due to ridership shifts to paratransit service
- Minimize the creation of additional transfers
- Achieve the budget goal

Within the current service reduction package there are aspects that can be changed in order to lessen the impact on service hours. At tonight's meeting staff will discuss these options with the Board. The Board will have an opportunity to select a staged approach to the reductions. This would involve a Fall 2009 implementation and a Winter or Fall 2010 implementation. A staged approach provides the opportunity to evaluate the economy, fuel prices, and whether the District's requests for state funding are successful.

Preliminary run-cuts have shown that approximately 27 fewer operator positions are needed to provide this new service package. Adding the reduction in fuel consumption and reduced maintenance of vehicles no longer in daily service reduces the budget by an additional amount; however, final totals are still being evaluated. It is possible that additional budget reductions may be necessary to reach a \$3.5 million budget reduction, and staff are working on these proposals for review by the Board. These additional changes may include the use of formula funds for operating expenses, reductions in administrative staff, or additional reductions in bus service.

At its September 2 meeting, the Board Service Committee also discussed impacts on other services provided by the District. For example, early estimates show that peak bus use will drop from approximately 95 buses to 76 buses. This affects the number of spare buses available and requires many of the currently active buses to be moved into contingency. The downstream affect of this change will be that special services, such as University of Oregon football shuttles, may be more difficult to provide.

ATTACHMENTS: None

PROPOSED MOTION: None