

LANE TRANSIT DISTRICT BOARD OF DIRECTORS
Board Luncheon

Monday, February 23, 2009
12:00 p.m. to 2:00 p.m.
LTD BOARD ROOM
3500 E. 17th Avenue, Eugene

Agenda

| | | | <u>Page No.</u> |
|-------|--|---------------------------------|-----------------|
| 12:00 | Lunch Served | | |
| 12:10 | Introductions and Welcome | David Collier | |
| | <ul style="list-style-type: none">▪ Introduce Diversity Council Members▪ Key Achievements▪ Summary of Activities | | |
| 12:15 | Diversity Training Program | Fred Pearson Hannah Bradford | 2 |
| | <ul style="list-style-type: none">▪ Introduce “Ouch!” Video▪ Provide Number of Employees Trained | | |
| 12:30 | Feedback from “Ouch!” Trainings | Fred Pearson Hannah Bradford | |
| | <ul style="list-style-type: none">▪ Diversity Council Shares Classroom Evaluations | | |
| 12:45 | LTD Intercept Interviews | Jason Nowlin | |
| | <ul style="list-style-type: none">▪ Interview Goals▪ Interview Methodology▪ Interview Results | | |
| 1:00 | Implications for LTD | Diversity Council Members | |
| | <ul style="list-style-type: none">▪ Board Member Impressions | | |
| 1:30 | Disadvantaged Business Enterprise Program | Jeanette Bailor | 3 |
| | <ul style="list-style-type: none">▪ Program Overview | | |
| 2:00 | Adjourn | | |

Public notice was given to *The Register-Guard* for publication on February 19, 2009.

AGENDA ITEM SUMMARY

DATE OF MEETING: February 23, 2009

ITEM TITLE: A PICTURE OF DIVERISTY AT LTD

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

ACTION REQUESTED: None. Information only.

BACKGROUND: Members of LTD's Diversity Council will present an overview of LTD's diversity training program. Included will be the video tape "Ouch!" and information regarding employee workshops on diversity. Jason Nowlin of Funk/Levis and Associates will present a summary of the LTD Intercept Interviews. Sponsored by the Diversity Council, the interviews provide LTD with important information regarding public perception of LTD concerning diversity.

ATTACHMENT: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: February 23, 2009

ITEM TITLE: DISADVANTAGED BUSINESS ENTERPRISE (DBE) UPDATE

PREPARED BY: Jeanette Bailor, Purchasing Manager

ACTION REQUESTED: None. Information only.

BACKGROUND: Staff will provide an overview of the DBE Program, including the current regulations and how the Program has been applied at LTD. We will also discuss with the Board the proposed plan to attract and use DBE contractors on the Gateway EmX project.

ATTACHMENT: LTD Disadvantaged Business Enterprise Policy and Program

PROPOSED MOTION: None

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**LANE TRANSIT DISTRICT
DISADVANTAGED BUSINESS ENTERPRISE POLICY & PROGRAM
FEDERAL FISCAL YEAR 2009**

Overall DBE Goal: Lane Transit District's (LTD's) overall goal for Federal FY 2009 is 3.63 percent (3.63%) of Federal Transit Administration (FTA) funded contracting activities, exclusive of FTA funds to be used for the purchase of transit vehicles.

The estimated total of FTA-funded contracting activities is:

| | |
|-----------------------|---------------------|
| Construction | \$19,296,000 |
| Professional Services | \$ 7,254,300 |
| Materials, Equipment | <u>\$ 2,043,651</u> |
| Total | \$28,593,951 |

LTD has used a two-step process to establish the overall aspirational goal for DBE participation:

Step 1. Base figures for DBE availability were developed using the Census Bureau's County Business Pattern database and the Oregon Office of Minority, Women, and Emerging Small Business Directory, with DBEs for Lane County selected.

As of December 2005 (the most current census figures available), the number of businesses in Lane County on the attached list of NAICS (North American Industry Classification System) codes is 522. There are 19 DBE businesses in the same NAICS code categories, as shown in the attached listing of DBE businesses.

The percentage based on the above figures is 3.63 percent. External data has been used to develop this goal. The State of Oregon Department of Transportation has conducted a statewide disparity study. That information is being analyzed at this time and may be used for future goal setting.

Step 2. The next step is to determine if an adjustment to the base figure generated by Step 1 is warranted. To make this determination a list of DBE firms for the identified NAICS is reviewed and any DBE firms who are not ready, willing, or able to accomplish the work set out should be removed from the list and the figure recalculated. After review of the list, no adjustments are warranted.

From the above data, a goal has been set at 3.63 percent. The District will meet the maximum feasible portion of its overall aspirational goal by using race-neutral means of facilitating DBE participation. It is estimated that, in meeting the stated overall aspirational goal, 3.63 percent will be obtained from race-neutral participation. The District uses the following race-neutral measures to increase DBE participation:

- Review of types and numbers of contracts projected that will use FTA funds, configuring large contracts into smaller contracts when feasible. Identify components of work that represent subcontracting opportunities and identify the availability of DBE subcontractors. Work with contractors to provide outreach to DBE contractors.
- Provide technical assistance in orienting small-business-to-public-contract procedures.
- Make available for use by prime contractors a directory of DBEs that has been compiled by the Oregon Office of Minority, Women, and Emerging Small Business.
- Notify community organizations, general contractors groups, and those agencies knowledgeable about dispersing contract availability to DBEs.

APPENDIX A

**North American Industry Classification System (NAICS CODE LIST)
Lane County Business Patterns Census Report 2005 (most current)**

| Service | All Firms | DBE Firms |
|--|------------------|------------------|
| 233 Heavy Construction | 25 | 1 |
| 238 Specialty Trades (including Landscape) | 232 | 9 |
| 5413 Engineering & Architectural Services | 265 | 8 |
| Research/Testing Services (professional service) | 1 | |
| Misc. Professional Services (professional service) | <u> </u> | <u> 1</u> |
| Total | 522 | 19 |

Total percentage of available DBE firms = 3.63%