



Public notice was given to *The Register-Guard*
for publication on February 25, 2016.

**LANE TRANSIT DISTRICT
BOARD HUMAN RELATIONS COMMITTEE MEETING
Monday, February 29, 2016
5:00 p.m.**

**Conference Room A
3500 E. 17th Avenue, Eugene
(Off Glenwood Boulevard in Glenwood)**

Public testimony will not be heard at this meeting.

A G E N D A

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I.	CALL TO ORDER	
II.	ROLL CALL	
	Gillespie (Chair) _____ Wildish _____ Grossman _____	
III.	APPROVAL OF MINUTES	
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MINUTES OF HUMAN RELATIONS COMMITTEE MEETING

LANE TRANSIT DISTRICT BOARD OF DIRECTORS

August 24, 2015

Pursuant to notice given to *The Register-Guard* for publication on August 22, 2015, and distributed to persons on the mailing list of the District, a meeting of the Lane Transit District Board of Directors Human Relations Committee was held at 3:00 p.m. on Monday, August 24, 2015, in the District's conference room at 3500 E 17th Avenue, Eugene.

Present: Gary Gillespie, Chair
Julie Grossman
Gary Wildish
Roland Hoskins, Director of Administrative Services
David Collier, Human Relations Manager
Jeanne Schapper, Clerk of the Board
Edward McGlone, Government Relations Manager
Mackenzie Cowan, Human Relations Secretary/Recording Secretary
Al Schlimm, KL2 Connects

CALL TO ORDER/ROLL CALL: Mr. Gillespie called the meeting to order at 3:20 p.m. and called the roll; Ms. Grossman also was present, with Mr. Wildish joining the meeting by conference telephone.

APPROVAL OF MINUTES: Ms. Grossman moved approval of the May 04, 2015, and May 18, 2015, minutes; Mr. Wildish provided the second.

VOTE The motion was approved as follows:

AYES: Gillespie, Wildish, Grossman (3)
NAYS: None

GENERAL MANAGER SELECTION PROCESS: NEXT STEPS: Mr. Hoskins stated that the objective of the meeting was to learn more about the interview panels for the general manager interviews. There will be three different panels from the community: community leaders, business leaders, and a special interest panel. The employee panels will consist of ATU and Employee Council representatives and a separate panel for staff who report directly to the general manager position. A meet and greet would take place after the panels have concluded their interviews. The next day would be reserved for interviews with the Board of Directors.

Mr. Schlimm presented the schedule of the final general manager interviews to the Committee. Interviews with the employee and community member panels would occur on Tuesday, September 29. As Mr. Hoskins had indicated, the interviews would be followed by a meet and greet with the general public; the meet and greet would be located in the LTD Board Room. Mr. Schlimm said that Ms. Kupersmith suggested that Mr. Wildish introduce the three finalists and ask each one to give a two- or three-minute self-introduction. After the introductions, the meet and greet would operate under an informal program where those in attendance could mingle and be able to speak to candidates. Light snacks and soft drinks would be available at the meet and greet. Mr. Gillespie asked if the Board Room would be large enough to accommodate everyone in attendance. Mr. Collier responded that if the weather permitted, people also would be able to use the courtyard.

Mr. Schlimm stated that interviews with the Board of Directors would occur on Wednesday, September 30, in executive session. KL2 Connects provided potential interview questions to the Board members, with a request for Board members to cull down to a practical number. Mr. Schlimm said that offering a short tour of Lane Transit District's facilities is another option to consider providing for candidates during the interview process.

Mr. Collier stated that it would be possible for the candidates to tour together on Wednesday, September 30, before beginning interviews with the Board of Directors. It would be possible for candidates to tour individually during the day; while one candidate is interviewing with the Board, the others could be on a tour.

Mr. Schlimm asked if the Board would pay for spouses to accompany candidates to Eugene for their interviews as well as an extra travel day. This would allow candidates to not only have an opportunity to explore the area with their spouses, but to be able to travel directly to the APTA Conference from the interviews. The Committee approved providing support for spouses to accompany candidates and an extra travel day.

Mr. Schlimm began a conversation regarding compensation. Mr. Collier said that the new general manager would be in a defined contribution retirement plan, while the current general manager is in a defined benefit plan.

Mr. Gillespie asked if Mr. Kilcoyne received a cost of living adjustment (COLA) within the last year. Mr. Wildish stated that Mr. Kilcoyne's last COLA took place in 2013 and increased his salary by 2 percent. Mr. Hoskins said that both administration and union employees received a 2.5 percent COLA in 2015.

Ms. Grossman asked what KL2 Connects had been saying to candidates regarding compensation. Mr. Schlimm responded that they had been telling candidates that the salary would be around \$150,000. KL2 tells each candidate during the screening process that compensation is tied to many factors, such as size of transit system, complexity of the system, cost of living, region, and attractiveness of the system. He said that some candidates are certainly willing to talk in this range, a couple were reluctant, and one or two weren't interested in talking about it at all. LTD is a great property in a gorgeous part of the country and a lot of people are interested in moving to this location. All of those factors weigh in to how people feel about the compensation range. Mr. Schlimm said that there are quality candidates interested, that he believes that the compensation is in the ballpark of where it needs to be, and that the candidates will most likely do their best to negotiate it.

He stated that it would be beneficial for the Committee to decide on the upper limit of the base salary. He said that although KL2 Connects has been discussing \$150,000 with candidates, the Committee should expect candidates to attempt to negotiate several thousand above that. He believes that the Board will most likely have to settle for a little above the base salary of \$150,000 and then discuss trade-offs with the chosen candidate. He said that typically people want to start high in negotiations and meet in the middle.

Mr. Gillespie noted that LTD's general manager salary is comparable to the salaries of other transit systems, but it is not comparable with other local jurisdictions, which tend to be higher.

The Committee agreed that \$150,000 was the starting point for the salary. Ms. Grossman said that she'd prefer to be conservative with a salary; with the increase in the payroll tax, she believes that hiring a general manager for more than the community expects would not be advantageous. She stated that she would hesitate to agree to much more than \$155,000. Mr. Schlimm said that setting an upper limit doesn't mean that the Board will offer that as the salary; the objective is to not hit that upper limit. If the upper limit were \$160,000, the Board would do everything they could to not get above \$155,000. If the negotiations are getting above \$155,000, the Board can start looking at negotiating other aspects of the compensation package besides salary.

Mr. Hoskins stated that the car allowance should be added in when calculating the general manager salary, since that is a monetary allowance that the general manager receives. The Board also would be able to negotiate the amount of Consolidated Annual Leave that the new general manager would have to use upon beginning the position. He advised against negotiating retirement as it is confusing and difficult. He stated that he believed that the compensation package was competitive.

Ms. Grossman said that she believed that the Board should begin at \$150,000 in negotiations, and try to hold \$155,000 and get creative with other portions of the compensation package. If the Board had to increase the salary a little that would be acceptable, though she would prefer to avoid \$160,000. Mr. Hoskins said also to consider that if the general manager position had received a COLA this year as the staff had, it would have raised the salary by approximately \$3,500.

The Committee discussed potential locations for the Meet and Greet that will be held on September 29, the first day of general manager interviews. The Committee discussed the Eugene Public Library, SPROUT!, and the downtown Lane Community College building as potential locations, but ultimately decided to hold the meet-and-greet in LTD's Board Room in Glenwood.

In response to a question regarding feedback at the Meet and Greet, Mr. Schlimm said that an information collecting method had not been discussed. The Meet and Greet is intended to be a casual, qualitative experience. With the possibility of a large number of people attending the Meet and Greet, it could be a challenge for a person to have a substantial amount of time to speak to the candidates. Mr. Wildish said that the Meet and Greet would allow the Board to observe candidates' conduct and demeanor in an unfamiliar atmosphere.

The Committee discussed options for advertising the Meet and Greet. Mr. Hoskins suggested that Ms. Cowan send an invitation directly to all the participants from the June 20 meeting, which sought to determine the desired traits and characteristics in the next general manager. He said that an invitation could be extended to all individuals who had been involved in the recruitment process. Ms. Grossman stated that an invitation should be extended to all individuals who participate on LTD committees as well.

Mr. Collier began a discussion regarding who would participate in the community member panels during the general manager interviews. He stated that each panel would be composed of six to eight people. Mr. McGlone said that the panels should have representation from Springfield, Cottage Grove, and Junction City, as well as Eugene. He also recommended asking Congressman DeFazio's office to sit in, and also including representation from the District's diverse rider population. He also suggested inviting representatives from both the Eugene and Springfield chambers of commerce. Mr. Collier stated that it might be beneficial to invite the

president of the Associated Students of the University of Oregon. In response to a question, Mr. Hoskins said that in addition to the three community member panels, there would be two employee panels.

Mr. Schlimm said that the panelists will receive instructions briefly describing the process and questions to ask the candidates. Space also will be provided for the panelists to take notes, with instructions to be as clear and concise as possible. He said that it may be possible that a small survey would be attached to the questions as well. After the interviews Ms. Kupersmith will synthesize the information and report back to the Board.

Mr. Hoskins asked if Ms. Kupersmith would debrief the panels after the interviews. Mr. Schlimm responded that Ms. Kupersmith might not have time to do a detailed debriefing but may attempt to connect with panels at the beginning and end of each interview session.

The Committee decided to send organizations invitations that ask city officials to either attend the interviews, or to send a person in their place if they are unable to attend. The Committee will divide the desired participants among themselves and call to inquire about their availability to attend the community invite panels.

GENERAL MANAGER VOLUNTARY RETIREMENT AGREEMENT: Mr. Hoskins suggested extending Mr. Kilcoyne's contract through October. He said that the Board would have more knowledge after the interviews are finished and that the Board Human Relations Committee could meet at that time and reexamine the departure date.

Ms. Grossman moved approval of the recommendation to the full Board of Directors that they ask Mr. Kilcoyne to extend his role as general manager through the end of October 2015. Mr. Wildish provided the second.

VOTE The motion was approved as follows:
AYES: Gillespie, Wildish, Grossman (3)
NAYS: None

NEXT MEETING: The Committee will meet either on September 14 or September 21 before the interview process begins. The regularly scheduled meeting also will move from the second Tuesday to the second Monday of each month.

ADJOURNMENT: The meeting was adjourned at 5:06 p.m.

Recording Secretary

MINUTES OF HUMAN RELATIONS COMMITTEE MEETING

LANE TRANSIT DISTRICT BOARD OF DIRECTORS

September 14, 2015

Pursuant to notice given to *The Register-Guard* for publication on September 11, 2015, and distributed to persons on the mailing list of the District, a meeting of the Lane Transit District Board of Directors Human Relations Committee was held at 2:30 p.m. on Monday, September 14, 2015, in the District's conference room at 3500 E 17th Avenue, Eugene.

Present: Gary Gillespie, Chair
Julie Grossman
Roland Hoskins, Director of Administrative Services
David Collier, Human Relations Manager
Jeanne Schapper, Clerk of the Board
Mackenzie Cowan, Human Relations Secretary/Recording Secretary
Celia Kupersmith, KL2 Connects

Absent: Gary Wildish

CALL TO ORDER/ROLL CALL: Mr. Gillespie called the meeting to order at 2:32 p.m. and called the roll.

APPROVAL OF MINUTES: Ms. Grossman moved approval of the July 27, 2015, minutes; Mr. Gillespie provided the second.

VOTE The motion was approved as follows:

AYES: Gillespie, Grossman (2)
NAYS: None

GENERAL MANAGER INTERVIEWS: ARRANGEMENTS: The Committee connected with Ms. Kupersmith remotely via Skype. She provided an update on the status of the three candidates. One candidate has withdrawn due to medical reasons. Ms. Kupersmith said that the remaining two candidates were very strong contenders.

Ms. Kupersmith said that as of that day, 16 community members had committed to participating in the interview process. She recommended combining the three community-based interview panels into two interview panels. The candidates would interview with two community panels in the morning and two employee panels in the afternoon. They also would receive a tour of the Glenwood facility in the afternoon. On the second day, the candidates would interview with the full Board. The Board would debrief the previous day's events during the 45 minutes prior to the interviews. Ms. Kupersmith will provide the Board with an overview of the community and staff panels.

In response to a question, Ms. Kupersmith said that adding a third candidate is a Board decision. She said that another candidate that had been heavily considered in the screening process has

moved on and is no longer interested in the position. In response to another question, Ms. Kupersmith stated that it would be beneficial to extend the time of each interview if there are going to be only two panels. She recommended planning a full hour for each interview to account for the larger panels.

Ms. Kupersmith said that a welcome packet will be provided for each candidate, consisting of an LTD shirt, a copy of the employee handbook, and some information about employee benefits. Mr. Collier will take the candidates out to lunch on the first interview day so that he can provide background on the history of LTD and what it is like to live in the Eugene-Springfield area. Ms. Kupersmith said that she will be arriving in Eugene on Monday, September 28, and will be available to answer questions or concerns.

In response to a question, Ms. Kupersmith confirmed that the media release containing candidates' names would be released on Friday, September 25. She said that a media release close to the interviews has two advantages: 1) it puts the candidates at less risk with their current employers; and 2) there is less time for current employers to provide candidates with a counteroffer.

The Committee thanked Ms. Kupersmith and disconnected the Skype call at 2:53 p.m.

The Committee discussed the possibility of adding a third, internal candidate into the interview process. Mr. Gillespie stated his concern that if the internal candidate were interviewed and not chosen, that staff morale could suffer. Mr. Hoskins replied that turmoil surrounding an executive recruitment is normal. The Committee decided to begin a discussion with the full Board about the possibility of adding a third candidate at the next Board meeting.

Mr. Collier asked if the Committee wanted community members to be able to provide feedback on the candidates at the Meet and Greet. The Committee responded that they would appreciate feedback from the Meet and Greet.

Ms. Grossman inquired about which community members had responded about participating in the interview panels. Ms. Cowan responded with the following names:

- Carol Knobbe, Lane ESD
- Brenda Wilson, LCOG
- Remie Calalang, Bethel School District
- Marsha Miller, Lane County Public Works
- Mary Adams, former LTD administrative services manager
- Mike Eyster, Springfield Chamber of Commerce
- Rob Zako, Better Eugene-Springfield Transit (BEST)
- Jozef Siekiel-Zdzienicki
- Linda Lynch, former LTD government relations manager
- Robert Bennett, Bennett Management Company
- Travis Palmer, Cottage Grove Chamber of Commerce
- JoAnn Grey, University of Oregon

- Juan Carlos Valle, League of United Latin American Citizens
- Trescott Ducker

There also will be participants from the Eugene Chamber of Commerce, the City of Eugene, and the City of Springfield.

NEXT MEETING: The Committee will be moving its regularly scheduled meetings to the third Monday of each month.

ADJOURNMENT: The meeting was adjourned at 3:28 p.m.

Recording Secretary

BOARD HUMAN RELATIONS COMMITTEE AGENDA ITEM SUMMARY

DATE OF MEETING: February 29, 2016

ITEM TITLE: GENERAL MANAGER EVALUATION PROCESS

PREPARED BY: Roland Hoskins, Director of Administrative Services, and Dwight G. Purdy, Thorp, Purdy, Jewett, Urness & Wilkinson P.C.

ACTION REQUESTED: Approval of Process for Six-month General Manager Evaluation

BACKGROUND:

One of the functions of the Board Human Relations Committee is to manage the annual performance evaluation of the general manager. With the hiring of a new general manager in November 2015, the Board of Directors began a new review process and will perform an evaluation of the general manager around six months after her start date.

At the February 29 Human Relations Committee meeting, Mr. Dwight Purdy will provide a general overview of LTD's general manager review process as well as examples of tools used in the past. Mr. Purdy will facilitate a discussion on how the Committee wishes to proceed with this year's evaluation.

ATTACHMENTS:

- 1) Assessment of the General Manager Tool, September 2009 Questionnaire
- 2) Superintendent Evaluation Process and Form
- 3) KL2 Connects, LLC Brochure for LTD General Manager
- 4) Aurora Jackson Memorandum E-mail to Dwight Purdy, Attorney at Law
- 5) Development of a Long-Range Transportation Plan

PROPOSED MOTION: None

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ASSESSMENT OF THE GENERAL MANAGER

September 2009

How to Complete the Questionnaire

This questionnaire is designed to help the LTD Board of Directors, your colleagues, and the general manager assess the general manager's performance. It should take 30 to 60 minutes to complete. *To encourage candor, the questionnaire does not ask for your name.* Your confidential responses, along with the responses of your colleagues, will be summarized and shared with the general manager at a meeting with a small committee of the Board. Each section begins with a brief description of an important area of responsibility. Please read it and then answer the questions that follow. The questions measure your level of satisfaction with how well the general manager is carrying out various aspects of each responsibility. Check off the number representing the degree to which you are satisfied or not satisfied with the general manager's performance in each responsibility mentioned. The answer you mark can range on a scale of 1 to 4, with 1 representing "Very Dissatisfied" and 4 representing "Very Satisfied."

1. Very Dissatisfied
2. Dissatisfied
3. Satisfied
4. Very Satisfied

You also have the option of answering "Not Sure" if you are not certain about a specific answer. If you think a particular question does not apply to LTD, please mark "Not App." (Not Applicable).

At the end of each section and at the conclusion of the assessment are a number of open-ended questions. Please take the time to answer these questions, since your responses will be especially helpful when the Board and general manager look for ways to strengthen the manager's performance and that of the transit system as a whole.

After the Board and the general manager have completed the assessments, a meeting will be scheduled to review the results of this assessment. During this meeting, the assessment results will be used to identify areas for personal growth and draft action plans for the general manager's professional development. This meeting will also be a good opportunity to discuss ways in which the Board can better support or complement the general manager's work and to discuss mutual hopes for the future of the transit system.

Sample Question

		Not Satisfied		Satisfied		Not Sure	Not App.
How satisfied are you that the general manager		1	2	3	4	NS	NA
2-1	has worked with the Board to develop a clear vision for the transit system and understands his or her own leadership role?						

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Section I. Vision, Mission, and Strategies

The general manager's role has both strategic and operational components. Working with the Board, the general manager must develop a shared vision for the future of the transit system, build understanding around the current mission, and develop appropriate goals and strategies to advance that mission.

		Not Satisfied		Satisfied		Not Sure	Not App.
How satisfied are you that the general manager		1	2	3	4	NS	NA
1-1	has worked with the Board to develop a clear vision for LTD and understands his or her own leadership role?						
1-2	has worked with the Board to translate LTD's mission into realistic goals and objectives?						
1-3	has worked with the Board and staff to create an effective process for long-range or strategic planning at LTD?						

What are the major strengths of the general manager in this area?

How can the general manager do better in this area?

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Section II. The General Manager/Board Partnership

The general manager and the Board must work together as partners. Each arm of leadership draws upon its own unique strengths and abilities. The general manager and the Board have joint responsibility for developing and maintaining a strong working relationship and a system for sharing information. The Board is responsible for creating a written job description for the general manager that is clear and agreed to by all parties.

		Not Satisfied		Satisfied		Not Sure	Not App.
How satisfied are you that the general manager		1	2	3	4	NS	NA
2-1	is clear about the differences between his or her role and that of the Board?						
2-2	is an effective partner with the Board in leading LTD?						
2-3	raises issues and questions and provides adequate information to inform Board discussions?						

What are the major strengths of the general manager in this area?

How can the general manager do better in this area?

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Section III. The Board/Staff Relationship

Because many transit system issues require a partnership of Board and staff to be addressed effectively, it is important that the Board, general manager, and staff members assigned to assist the Board in carrying out its work have a good and strong working relationship.

		Not Satisfied		Satisfied		Not Sure	Not App.
How satisfied are you that the general manager		1	2	3	4	NS	NA
3-1	has established appropriate systems for dialogue and communication between the Board and staff to ensure that the Board maintains a good knowledge of LTD?						
3-2	appropriate staff members have built effective working relationships with the members of the Board who are responsible for specific aspects of transit system governance?						
3-3	has a collegial working relationship with the staff and the Board?						

What are the major strengths of the general manager in this area?

How can the general manager do better in this area?

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Section IV. External Liaison and Public Image

The general manager and Board members are key players in establishing and maintaining positive relationships with the many groups that support the work of the transit system.

		Not Satisfied		Satisfied		Not Sure	Not App.
How satisfied are you that the general manager		1	2	3	4	NS	NA
4-1	maintains a positive, professional reputation in the local community and is an articulate and knowledgeable spokesperson and ambassador for LTD?						
4-2	cultivates effective relationships with						
	a. community and business leaders?						
	b. bus riders?						
	c. public officials?						
	d. relevant professional organizations?						
	e. members of the press?						
4-3	is knowledgeable about the public policy dimension of LTD's work?						
4-4	is well regarded by his or her professional peers in the public transportation field?						

What are the major strengths of the general manager in this area?

How can the general manager do better in this area?

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Section V. Effectiveness in Resource Development

The general manager, in partnership with the Board and appropriate staff, is responsible for developing and implementing appropriate financial development strategies. The general manager and Board use their combined strengths, knowledge, and relationships to help the transit system achieve its objectives.

		Not Satisfied		Satisfied		Not Sure	Not App.
How satisfied are you that the general manager		1	2	3	4	NS	NA
5-1	has a clear understanding of the current and future financial resources needed to realize LTD's mission?						
5-2	is innovative in the creation of partnerships with local government or other institutions that contribute to LTD's resources?						

What are the major strengths of the general manager in this area?

How can the general manager do better in this area?

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Section VI. Fiscal Management

Ensuring that income is managed wisely is especially important for a public transit system. It is the role of the general manager to see that solid planning and budgeting systems are in place and that the transit system's goals and strategic plan serve as the basis for sound financial planning. In addition, it is the general manager's responsibility to ensure that qualified staff are hired to accurately monitor, assess, and manage the financial health of the transit system.

		Not Satisfied		Satisfied		Not Sure	Not App.
How satisfied are you that the general manager		1	2	3	4	NS	NA
6-1	is knowledgeable regarding financial planning, budgeting and management of LTD's finances, and understands the place of each in the system's overall financial picture?						
6-2	has established a system linking strategic and operational planning with LTD's budgeting process?						

What are the major strengths of the general manager in this area?

How can the general manager do better in this area?

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Section VII. Operations Management

The general manager is responsible for day-to-day management. The general manager works with staff to develop, maintain, and use the systems and resources that facilitate the effective operation of the transit system.

		Not Satisfied		Satisfied		Not Sure	Not App.
How satisfied are you that the general manager		1	2	3	4	NS	NA
7-1	holds District staff accountable for effective management of LTD's resources as measured against the mission and strategic plan?						
7-2	acts as a role model and mentor for the professional development of LTD's leaders?						
7-3	ensures District compliance with all legal and regulatory requirements?						

What are the major strengths of the general manager in this area?

How can the general manager do better in this area?

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Open-Ended Questions

1. What are the three major strengths of the general manager?
2. What are some limitations in the general manager's performance?
3. What have been the most significant achievements of the general manager during the past year?
4. What external factors have influenced the general manager's performance?
5. In the past year, what difficult issues have faced the transit system, and how did the general manager bring them to resolution?

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6. Have any legal or ethical issues arisen with regard to the operations of the transit system? How were these brought to successful resolution?

7. What are areas in which the Board could provide better support to the general manager?

8. What should be the organizational goals for the general manager for the coming year?

9. What should be the personal development goals for the general manager for the coming year?

10. Additional comments:

Q:\Reference\Board Packet\2009\09\HR Comm 09-08-09\GM Eval Form Redraft 1 final - Bd Sept 2009.doc

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SUPERINTENDENT'S EVALUATION/COMPENSATION PROCESS

The process is in place to evaluate the superintendent and establish the superintendent's compensation.

1. SUPERINTENDENT'S EVALUATION AND COMPENSATION PROCESS:

- The evaluation process is initiated by the Board of Directors.
- The superintendent's annual evaluation and the related superintendent's compensation discussion will be held in June of each year.
- An informal, midyear progress report will be conducted in December.
- The vice chairman of the Board of Directors will coordinate the superintendent's annual evaluation/compensation process and conduct the midyear progress report.

2. SUPERINTENDENT'S EVALUATION: based on the accomplishment of Job Functions and Agency Goals.

- Board Members complete a Superintendent's Evaluation Form.
- A Superintendent's evaluation work session is scheduled and conducted by the Vice Chairman of the Board. The Board's evaluation of the superintendent is presented at that meeting. The work session may be held in Executive Session at the superintendent's request.
- At the work session, a Board consensus/composite is reached on the superintendent's evaluation.
- Levels of Overall Evaluation:
 - Superior** = Overall work performance consistently excels in meeting the expectations and requirements of this performance category.
 - Commendable** = Overall work performance frequently excels in meeting the expectations and requirements of this performance category.
 - Successful** = Overall work performance meets the expectations and requirements of this performance category most of the time.
 - Needs Improvement** = Overall work performance generally meets the expectations and requirements of this performance category but requires improvement in some specific areas.
 - Unsatisfactory** = Overall work performance fails to meet the expectations and requirements of this performance category resulting in unsatisfactory work.

3. SUPERINTENDENT'S COMPENSATION: based on the Board's evaluation of the superintendent's performance.

- The superintendent's compensation is discussed at the same work session, following the evaluation of the superintendent.
- The superintendent's compensation part of the work session is scheduled and conducted by the Chairman of the Board.
- The superintendent's compensation is negotiated by the Board and superintendent.
- The superintendent's compensation is mutually agreed upon.

4. SUPERINTENDENT'S EVALUATION AND COMPENSATION - BOARD ACTION:

- At a public Board meeting, the superintendent's consensus/composite evaluation is announced and an appropriate motion is made.
- At the same public Board meeting, the superintendent's compensation is announced and the appropriate motion is made.

Revised 01/05/00

Superintendent's Evaluation Survey

Board Relationship

a. Written and oral communications are clear, timely, and appropriate.	Superior <input type="checkbox"/>	Commendable <input type="checkbox"/>	Successful <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
b. Adheres to and supports the Board and its policies both inside and outside the organization.	Superior <input type="checkbox"/>	Commendable <input type="checkbox"/>	Successful <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
c. Is accessible and available to Board members.	Superior <input type="checkbox"/>	Commendable <input type="checkbox"/>	Successful <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
d. Provides effective support to the Board on all issues. Provides recommendations on options available, and is able to effectively implement the direction of the Board.	Superior <input type="checkbox"/>	Commendable <input type="checkbox"/>	Successful <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
e. Assists the Board in evaluating and managing District issues.	Superior <input type="checkbox"/>	Commendable <input type="checkbox"/>	Successful <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>

Vision/Goals

a. Effectively translates the Board's goals into operational strategies and work plans. Uses periodic assessment to measure the success of these strategies in meeting Board goals.	Superior <input type="checkbox"/>	Commendable <input type="checkbox"/>	Successful <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
b. Ensures that District staff understands and support the District's goals.	Superior <input type="checkbox"/>	Commendable <input type="checkbox"/>	Successful <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
c. Maintains a system of long-term strategic planning, which reflects the current and future needs of the District.	Superior <input type="checkbox"/>	Commendable <input type="checkbox"/>	Successful <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>

Organizational Leadership

a. Encourages and recognizes creative work done by the staff.	Superior <input type="checkbox"/>	Commendable <input type="checkbox"/>	Successful <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
b. Sets forth expectations on continuing professional development.	Superior <input type="checkbox"/>	Commendable <input type="checkbox"/>	Successful <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
c. Utilizes appropriate technology and expertise to effectively reach constituent groups and improve organizational productivity.	Superior <input type="checkbox"/>	Commendable <input type="checkbox"/>	Successful <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
d. Ensures that the quality of work produced by the staff is consistent with the Board's expectations and reflects a positive District image.	Superior <input type="checkbox"/>	Commendable <input type="checkbox"/>	Successful <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
e. Manages and administers the day-to-day affairs of the District efficiently and effectively.	Superior <input type="checkbox"/>	Commendable <input type="checkbox"/>	Successful <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
f. Delegates work and effectively utilizes the expertise of core management staff. Works effectively with management team.	Superior <input type="checkbox"/>	Commendable <input type="checkbox"/>	Successful <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
g. Facilitates a positive and productive relationship between the Board and the staff, and between the staffs of the departments. Ensures that the staff works effectively and cooperatively.	Superior <input type="checkbox"/>	Commendable <input type="checkbox"/>	Successful <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>

h. Facilitates the recruitment of top quality staff.	Superior <input type="checkbox"/>	Commendable <input type="checkbox"/>	Successful <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
i. Sets a high standard for integrity in the District. Creates an environment which promotes the highest level of professional conduct.	Superior <input type="checkbox"/>	Commendable <input type="checkbox"/>	Successful <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
j. Obtains support for decisions through collaboration and open communication.	Superior <input type="checkbox"/>	Commendable <input type="checkbox"/>	Successful <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
k. Remains knowledgeable about current issues, technological advances, legal and statutory regulations, social and cultural characteristics, and programmatic needs.	Superior <input type="checkbox"/>	Commendable <input type="checkbox"/>	Successful <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>

Financial Stewardship

a. Prepares, presents, and manages an annual budget which is fiscally and strategically sound, and reflects the Board's priorities and goals.	Superior <input type="checkbox"/>	Commendable <input type="checkbox"/>	Successful <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
b. Provides the Board with sufficient financial information to allow the Board to make informed fiscal decisions.	Superior <input type="checkbox"/>	Commendable <input type="checkbox"/>	Successful <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
c. Meets the financial goals of the Board.	Superior <input type="checkbox"/>	Commendable <input type="checkbox"/>	Successful <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
d. Avoids redundancy and waste within the organization.	Superior <input type="checkbox"/>	Commendable <input type="checkbox"/>	Successful <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>

Community Relationships and Partnerships

a. Maintains relationships with other government organizations, business groups, and the public.	Superior <input type="checkbox"/>	Commendable <input type="checkbox"/>	Successful <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
b. Is approachable by community members. Maintains a good presence in the community.	Superior <input type="checkbox"/>	Commendable <input type="checkbox"/>	Successful <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
c. Clear and convincing speaker to large and small groups.	Superior <input type="checkbox"/>	Commendable <input type="checkbox"/>	Successful <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
d. Routinely solicits the views of stakeholders on District matters and communicates with stakeholders in a systematic way.	Superior <input type="checkbox"/>	Commendable <input type="checkbox"/>	Successful <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
e. Considers the impacts on stakeholders in analyzing policy issues and in making recommendations to the Board.	Superior <input type="checkbox"/>	Commendable <input type="checkbox"/>	Successful <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>

Overall Assessment

a. General assessment of the superintendent's overall performance.	Superior <input type="checkbox"/>	Commendable <input type="checkbox"/>	Successful <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
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Comments:

KL Executive Search, LLC



General Manager (CEO) Lane Transit District (Eugene, Oregon)

The recipient of APTA's *Best Mid-Sized System Award* for 2014 is looking for its next General Manager. Would you like to further advance the upward trajectory of this innovative and successful system? Would you like to manage an authority that offers a committed Board of Directors, a talented and invested staff, a vibrant and engaged community, a positive labor relationship, and a dedicated funding source? Would you like to live and work in the beautiful and temperate U.S. Northwest?

The Organization

Lane Transit District (LTD) is an agency that provides public transportation to the citizens of Lane County, Oregon. It began service in 1970 with 20 vehicles — today it moves roughly 11.5 million customers annually with a fleet of 104 buses. LTD serves the Eugene and Springfield metropolitan areas, including the neighboring cities of Coburg, Junction City, Creswell, Cottage Grove, Veneta, and Lowell.



In 2014 Lane Transit District was the winner of APTA's *Best Mid-Sized System Award*. The agency has over 300 employees and ranks 30 out of 555 systems nationwide in rides per hour of systems serving populations between 200,000 and 1,000,000.

LTD is funded by a combination of passenger fares, payroll taxes, and state and federal monies and is governed by a Board of Directors whose members are appointed by the Governor of Oregon.

LTD's fleet, all of which is wheelchair accessible, includes low-floor buses in lengths of 30, 40, and 60 feet (articulated). Eleven of those buses are the 60-foot BRT vehicles used for LTD's EmX service. Forty-five (45) are hybrid-electric vehicles.

- Service types include bus service, bus rapid transit, and paratransit
- Routes include 35 Regular bus routes and one BRT line
- LTD has 10 stations
- Daily ridership is 30,000 to 45,000

- All buses are diesel/hybrid
- LTD can be found online at www.LTD.org

Many of LTD's riders are students. University of Oregon and Lane Community College students ride by simply showing their student I.D. Student fees subsidize both programs as well as limited late-night service until about 2 a.m.

EmX – Bus Rapid Transit in Eugene

In addition to its fixed bus routes LTD operates a bus rapid transit line from downtown Eugene to the Gateway area in north Springfield, via downtown Springfield. LTD chose bus rapid transit after a review process during which several transportation options, including light rail, were considered. It concluded that this was the best option for Eugene-Springfield's size and current needs.



The BRT line, named the Emerald Express (EmX), began operations in January 2007. The first corridor connects downtown Eugene to downtown Springfield and runs primarily along Franklin Boulevard. A second EmX corridor, the Gateway EmX extension, began service in January 2011. The Gateway EmX extension connects downtown Springfield and the Gateway area in north Springfield. LTD is currently in the process of expanding EmX to the West Eugene area. That addition will add 4.4 miles to EmX's current line, while also adding a new bike lane, two new bike and pedestrian bridges, and 4.7 miles of new and wider sidewalks along West 6th, 7th, and 11th Avenues.

LTD's *Why* Statement

LTD believes in providing people the independence to achieve their goals, creating a more vibrant, sustainable, and equitable community. The agency does it by:

- Serving the community with respect
- Continuously questioning if there's a better way
- Collaborating internally and externally
- Caring for its employees, customers, and business partners
- Planning for a sustainable future
- Providing reliable transit services that address the needs of the community
- Providing leadership in the development of the region's transportation system
- Practicing safety and maintaining safe and accessible vehicles, services, and facilities
- Practicing sound fiscal and sustainability management
- Providing a viable alternative to the automobile through high-quality transportation options, programs, and services.

The Position

Lane Transit District is seeking a new General Manager (CEO) due to the upcoming retirement of Ron Kilcoyne, LTD's current General Manager. As the Chief Executive Officer the GM is responsible for all aspects of LTD's business and governmental, public, and corporate activities. The winning candidate will report to a seven-person Board of Directors.

Leadership Profile

KL2 Connects LLC is pleased to present the following Board-approved Organizational Assets and GM Leadership Profile, which was derived from input received in numerous meetings with LTD Board members, LTD staff, and key community stakeholders. This Profile emphasizes LTD's key assets and further outlines the skill set, personal and professional attributes, and transit industry experience the incoming GM will need in order to be the best fit for this organization.



Organizational Assets

- Winner of APTA's *Best Mid-Sized System Award* for 2014
- Healthy transit organization with dedicated funding
- History of developing and providing progressive transit services
- Transit services integral to long-term community vision
- Talented, committed staff that are highly invested in LTD's mission
- Positive labor/management relationship providing strong base to build upon
- Committed Board of Directors wanting to work in partnership with General Manager
- Vibrant and highly engaged communities
- Strong education system (University of Oregon and Lane Community College)
- Temperate climate, beautiful setting with easy access to rivers, ocean, and mountains.

LTD's Ideal General Manager *must...*

- Be passionate about public transportation and its value to the community
- View the LTD General Manager position as "the best job in town!"
- Bring positive energy and a palpable and infectious enthusiasm to the role
- Work to further develop, achieve, and sustain LTD's mission and core activities
- Build upon LTD staff's existing commitment to that mission
- Be a dynamic leader with the ability to inspire and motivate
- Be humble, yet confident, decisive, and effective
- Be a strong communicator in all forms
- Foster a culture that supports internal and external communication and engagement
- Value honesty and openness with the Board, staff, communities, and LTD's working partners
- Be a good listener who approaches conversations with a collaborative and open attitude
- Ask the right questions in order to achieve greater understanding
- Understand the people, situations, and political realities that comprise LTD's environment
- Value LTD's constituent communities at a personal as well as a professional level
- Develop strong collaborative relationships within LTD and with those communities
- Actively engage the community, the Board, and staff in supporting LTD's vision and work
- Be comfortable and effective working amidst complex, politicized community dynamics
- Understand and value that the region is "process-addicted "
- Be patient with those processes and strive to achieve their greatest value
- Be flexible, open to alternative approaches, and willing to partner on decisions
- Improve the perception of LTD as a collaborative partner

- Be willing to share credit for LTD's successes with staff and working partners
- Recognize that LTD is a valuable asset that needs to be shared and promoted
- Consistently and successfully promote the agency's message across all audiences
- Be aware, mindful, and respectful of LTD's history
- Embrace LTD's vision for the future and commit to fulfilling it
- Assist the Board of Directors in developing that vision
- Partner with the Board to develop and achieve the agency's goals
- Support the development of a cohesive Board that employs the strengths of each member
- Keep Board members well informed
- Passionately support staff growth and development and value their contributions
- Effectively build a team comprised of both long-tenured employees and newly-hired staff
- Develop and build upon the good relationship between labor and management
- Bring to LTD strong negotiation, facilitation, and problem-solving skills
- Be a strong manager of budgets and financial resources
- Be able to work successfully with federal, state, and local agencies.

The Eugene/Springfield Area

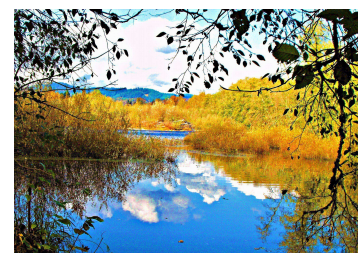
Eugene, home to the University of Oregon, is the state's second largest city (after Portland) and the seat of Lane County. It is located at the south end of the Willamette Valley near the confluence of the McKenzie and Willamette rivers, about 50 miles east of the Oregon Coast. As of the 2010 census Eugene's population was 156,185 and Springfield's was 59,403. Lane County (co-located with the Eugene-Springfield MSA) had a population of 351,715.



Eugene, often referred to as the "Emerald City," is noted for its natural beauty and recreational opportunities, as well as its focus on the arts. Eugene's slogan is *A Great City for the Arts and Outdoors!* The majestic Cascade Mountain range lies 50 miles to the east — equally attractive is the nearby Pacific Coast. Together they offer abundant opportunities for hiking, running, exploring, fishing, boating, kayaking, rafting, bicycling, mountain biking, and skiing.

Eugene is noted for its "community inventiveness," and many U.S. trends in community development originated there. The University of Oregon's participatory planning process, known as The Oregon Experiment, was the result of student protests in the early 1970s. The book of the same name is a major document in modern enlightenment thinking in planning and architectural circles. Author Ken Kesey was a vibrant member of the Springfield community until his passing in 2001 and the "Electric Kool Aid" energy he brought to the region remains a part of the local culture.

Eugene's equally dynamic and attractive partner community of Springfield has a strong timber resource history, but has recently diversified its economy. Today it boasts historic districts, boutique shopping, a vibrant performing arts scene, and numerous beautiful parks. Springfield is proud of its heritage as a city founded by early pioneers who crossed westward via the Southern Route which took them by Klamath Lake, over the Cascades, down the Rogue River Valley, and north to the Willamette Valley.



Springfield takes pride in its beauty, its down-to-earth attitude, and its reputation as city “that gets things done.”

Cultural Assets and Events

Among others, Eugene/Springfield’s cultural assets and events include:

- The Asian Celebration
- The KLCC Microbrew Festival
- Mount Pisgah Arboretum’s Wildflower Festival
- Mount Pisgah Arboretum’s Mushroom Festival
- The Oregon Festival of American Music
- The Art and Vineyard Festival
- The Oregon Bach Festival
- The Oregon Country Fair
- The Lane County Fair
- The Eugene/Springfield Pride Festival
- The Eugene Celebration
- Wildish Theatre (Springfield)
- Willamalane Parks & Recreation District (Springfield)

Area museums include the University of Oregon's Jordan Schnitzer Museum of Art and Museum of Natural and Cultural History, the Oregon Air and Space Museum, the Conger Street Clock Museum, the Lane County Historical Museum, the Maude Kerns Art Center, the Shelton McMurphey Johnson House, and the Science Factory Children's Museum & Planetarium.

The region is home to numerous cultural organizations, including the Eugene Symphony, the Eugene Ballet, the Eugene Opera, the Eugene Concert Choir, the Northwest Christian University Community Choir, the Oregon Mozart Players, the Oregon Bach Festival, the Oregon Children's Choir, the Eugene Youth Symphony, Ballet Fantastique and Oregon Festival of American Music.



Performing arts venues include the Hult Center for the Performing Arts, The John G. Shedd Institute for the Arts ("The Shedd"), Matthew Knight Arena, Beall Concert Hall and the Erb Memorial Union ballroom on the University of Oregon campus, the McDonald Theatre, and W.O.W. Hall. A number of live theater groups are based here, including Free Shakespeare in the Park, Oregon Contemporary Theatre, The Very Little Theatre, Actors Cabaret, LCC Theatre, and University Theatre.

Sports

The University of Oregon’s Ducks are part of the Pacific-12 Conference. American football is especially popular, with intense rivalries between the Ducks and both the Oregon State University Beavers and the University of Washington Huskies. Autzen Stadium is home to Duck football, with a seating capacity of 54,000 but has had over 60,000 with standing room only.



The basketball arena, McArthur Court, was built in 1926 and replaced by the Matthew Knight Arena in late 2010.

Eugene is also home to the Eugene Emeralds, a short-season Class A minor-league baseball team. The "Ems" play their home games in PK Park, also the home of the University of Oregon baseball team. Lane United Football Club

For nearly 40 years Eugene/Springfield has been the "Track and Field Capital of the World." Jogging trails include Pre's Trail in Alton Baker Park, Rexius Trail, the Adidas Oregon Trail, and the Ridgeline Trail. Jogging was introduced to the U.S. through Eugene, brought from New Zealand by Bill Bowerman, who wrote the best-selling book "Jogging" and coached the champion University of Oregon track and cross country teams.

The Nationwide Tour's golfing event Oregon Classic takes place at Shadow Hills Country Club, just north of Eugene. The event has been played nearly every year since 1998. The top 20 players from the Nationwide Tour are promoted to the PGA Tour for the following year.

The Eugene Jr. Generals, a Tier III Junior "A" hockey team belonging to the Northern Pacific Hockey League (NPHL) consisting of eight teams throughout Oregon and Washington, plays at the Lane County Ice Center.

Employers

Eugene's top employers include the University of Oregon (4,847 employees), PeaceHealth Medical Group (4,212), Lane County (2,000), Eugene School District (1,900), the U.S. Government (1,625), Springfield School District (1,500), the City of Eugene (1,347), Lane Community College (1,151), the State of Oregon (1,100), and Walmart (1,050).

Climate

Like the rest of the Willamette Valley, Eugene/Springfield lies in the Marine West Coast climate zone, an area with Mediterranean characteristics. The region enjoys a subtropical dry summer climate. Temperatures can vary from cool to warm, with warm, dry summers and cool, wet winters. Spring and fall are also moist seasons, with light rain falling for long periods. Winter snowfall does occur, but it is sporadic and rarely accumulates in large amounts. The warmest months are July and August, with average highs of around 82°F, with an average of 15 days per year above 90°F. The coolest month is December, with the average daytime high in the mid-40s°F and nights averaging just above freezing.



Travel

Air travel is served by the Eugene Airport, also known as Mahlon Sweet Field, which is the fifth largest airport in the Northwest and second largest airport in Oregon. Amtrak's Coastal route serves the region as well.

To Apply

This is an excellent executive career opportunity with a progressive and innovative transit organization that offers an attractive starting salary, a relocation allowance, an excellent benefit package, and equal opportunity. Lane Transit values diversity at all levels of its workforce – women and minority candidates are encouraged to apply.

If you would like to be considered and you have a Bachelor's in a related field plus ten years of progressively responsible executive level public transportation experience, please email a cover letter and resume to Celia Kupersmith, a Principal with KL2 Connects LLC, at your earliest opportunity. Thank you for your interest and consideration.

Celia Kupersmith
Principal
KL2 Connects LLC
(775) 870-6076
celia@kl2connects.com



February 17, 2016

Sent Via E-mail

MEMORANDUM

TO: Dwight Purdy, Attorney at Law
FROM: A. J. Jackson, LTD General Manager
SUBJECT: General Manager Six-month Evaluation

Hello, Dwight:

In preparation for discussion regarding my six-month evaluation, here is some information for you to review and discuss with the Lane Transit District Board of Directors at your discretion.

I attached the general manager (GM) brochure used during the recent recruitment process, which contains the GM “must” list on pages 3 and 4. I also included a very rough draft of a Long-range Transportation (LRTP) outline. LTD has a non-implemented LRTP that only exists as a document on the District’s website. According to the author of the document, Service Planning Manager Tom Schwetz, neither Ron nor the Board really understood it. As I see it, the existing document is very abstract with some very good elements, but definitely difficult to implement.

A Short-range Transportation Plan (SRTP) would also be necessary because, despite the best intentions, there are factors that we cannot control such as changes in the Board, changes in the economy, or the community’s expectations. An SRTP allows for those changes and provides me with the opportunity to lead LTD in a structured environment while allowing for flexibility to adjust direction as needed. Having a stable and well-managed organization allows me to spend more time in the community instead of putting out fires inside the organization.

Despite a few of the challenges that we have discussed, LTD is a stable organization with so much potential. I have listed a few areas that I am working on as business continues during the planning process.

- Reorganizing: The departure of a director and other key staff members has provided me with an opportunity to reorganize. I anticipate a minor re-organization at the Directors’ level with a recommendation for additional re-organizational changes six months later.
- Working with General Counsel to establish the GM authority levels, contract procedures and financial accountability.
- Establishing a recovery plan for the West Eugene EmX construction project.
- Streamlining our public engagement and public communication in order to reflect the Board’s direction. This includes LTD’s role at public events and media relations, such as setting up a process to include our Board in positive media stories in order to make our Board more accessible.
- Establishing a role for me in the community. I have already met with a long list of community and business leaders. I look forward to meeting with more people and then transitioning to an active member of the Eugene and Springfield chambers of commerce. This will provide me with a good network to build upon. I plan on playing an active role in either Rotary or other service-oriented activities.

Memorandum to Dwight Purdy
February 17, 2016
Page Two

- Transitioning LTD's communication style towards a receptive organization that responds to the needs of the community without having any agenda of our own except to serve.

This information is intended to provide a glimpse into my work activities. It is likely that, as we get closer to the six-month evaluation period, the planning process and current activities will have progressed. We can discuss this further.

A.J.

Development of a Draft Long-Range Transportation Plan

The Long-range Transportation Plan (LRTP) will include a ten-year vision for Lane Transit District that is based on the Board of Directors' direction and our region's transportation needs. The LRTP should be updated as necessary, but at a minimum, once every three years.

In order to achieve LTD's long-term vision, it is important to also develop a Short-range Transportation Plan (SRTP) consisting of a three-year working plan that includes a funding plan with clear and implementable service improvements. The SRTP provides greater details and will be updated annually. The SRTP is a measuring tool that allows LTD to track progress and revise the LRTP as necessary to reflect the organization's vision.

WHY STATEMENT

- Establish a culture that lives by LTD's *Why* Statement, including the *How* and *What* elements.

TRANSIT SERVICES

- Establish a plan for maintaining LTD's high standards of customer-focused service delivery while continuously looking for ways to improve.
- Improve mobility along key corridors:
 - Main-McVay, and
 - Moving Ahead (River Road, Hwy 99, Coburg, LCC, MLK Boulevard).
- Develop a model for a community transit network in the urban areas (Springfield and Eugene).
- Develop effective commuter and midday transit services for rural areas (Veneta, Junction City, Coburg, Lowell, Creswell, Cottage Grove).
- Develop an effective and efficient paratransit (*RideSource*) structure that adheres to regulation while providing high-quality services for the disabled community.
- Establish a transportation options program (*Point2Point*) that is business friendly, enabling businesses of all sizes to promote car sharing, carpooling, etc.

ORGANIZATIONAL STRUCTURE

- Develop an organizational structure that supports LTD's vision for service improvements.
- Develop a forecasting model for the organizational structure that lines up with significant service improvements.

FINANCIAL

- Develop a financial forecast that lines up with LTD's vision for service improvements.
- Develop a plan for seeking funding opportunities from federal, state, and local sources.
- Establish a standard for fiscal responsibility at all levels of the District.

COMMUNICATION

- Build a plan for establishing and maintaining effective relationships with our municipal partners, businesses, community associations, non-profits, school districts, University of Oregon, Lane Community College, and other stakeholders.

TECHNOLOGY

- Establish a plan for using technology to achieve the District's goals in an effective and efficient manner.

FACILITIES AND EQUIPMENT

- Establish a plan for maintaining the District's assets in a state of good repair.
- Establish a facilities and equipment plan that evolves with LTD's service improvements.

ENVIRONMENTAL COMMITMENT

- Foster a culture of environmental responsibility.

SAFETY AND SECURITY

- Enhance existing plan for maintaining safety and security of the public and District employees as the District's top priority.

BOARD HUMAN RELATIONS COMMITTEE AGENDA ITEM SUMMARY

DATE OF MEETING: February 29, 2016

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

PREPARED BY: Roland Hoskins, Director of Administrative Services, and Dwight G. Purdy, Thorp, Purdy, Jewett, Urness & Wilkinson P.C.

ACTION REQUESTED: That the Board meet in Executive Session pursuant to ORS 192.660 (2)(i), to review and evaluate the employment-related performance of the LTD general manager.

ATTACHMENT: None

PROPOSED MOTION: I move that the Board meet in Executive Session pursuant to ORS 192.660 (2)(i), to review and evaluate the employment-related performance of the LTD general manager.

Q:\Reference\Board Packet\2016\February\Feb 29 Board HR Committee Mtg\EXECSUM ExecSession GM Eval 02-29-16.doc