

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

WEDNESDAY, JUNE 16, 2004

Pursuant to notice given to *The Register-Guard* for publication on June 10, 2004, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held its regular monthly meeting on Wednesday, June 16, 2004, beginning at 5:30 p.m., in the Lane Transit District Board Room, 3500 East 17<sup>th</sup> Avenue, Eugene.

Present: Pat Hocken, Secretary, presiding  
Susan Ban  
Virginia Lauritsen, Treasurer  
Dave Kleger  
Ken Hamm, General Manager  
Jo Sullivan, Clerk of the Board  
Lynn Taylor, Minutes Recorder

Absent: David Gant  
Gerry Gaydos, Vice President  
Hillary Wylie, President

**MOTION CALL TO ORDER** – Ms. Ban moved to appoint Ms. Hocken to chair the meeting in the absence of the President and Vice President. Mr. Kleger provided the second.

**VOTE** The motion to appoint Ms. Hocken to chair the meeting was approved as follows:  
AYES: Ban, Hocken, Kleger, Lauritsen  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: Gant, Gaydos, Wylie

Ms. Hocken called the meeting to order.

**ROLL CALL** – Mr. Hamm called the roll.

**PRELIMINARY REMARKS BY BOARD PRESIDENT** – Ms. Hocken noted that invitations had been received for the groundbreakings for the RideSource facility and the bus rapid transit (BRT), or EmX, Franklin Corridor.

**ANNOUNCEMENTS AND ADDITIONS TO AGENDA** – Ms. Lauritsen cordially invited everyone to the Light of Liberty 4<sup>th</sup> of July celebration at Island Park in Springfield sponsored by the Springfield Utility Board (SUB). She said that proceeds would be contributed to SUB's Project Care to assist low income families with utility bills during the winter months.

**BOARD CALENDARS** – Ms. Hocken reviewed the calendars and noted that the BRT groundbreak- ing was on July 1, 2004, and the joint meeting with the Springfield City Council was scheduled for July 12, 2004. Mr. Hamm pointed out that some of the one-on-one meetings with Eugene City

Councilors were not on the calendar. Mr. Kleger said he was meeting with Councilor Betty Taylor on June 21, 2004. Ms. Hocken said she was meeting with Councilor Nancy Nathanson on June 21, 2004.

Mr. Hamm said that if one-on-one meetings with Springfield City Council members were necessary following the joint meeting, those would be scheduled.

**WORK SESSION**

**A. Security Program** – Director of Transit Operations Mark Johnson provided an informational overview of the LTD security program. He said that the budget for the program was \$325,000 annually and growing. He said the mission of the program was to create a safe and secure environment that invited a feeling of well-being for employees, guests, and citizens of the community. He listed several goals of the security program:

- Reduce crime and fear of crime throughout the LTD system
- Increase community involvement and create ownership in the system by developing a sense of transit community
- Increase organizational awareness and responsibility for system security
- Develop planning and fiscal support for system security
- Train and empower employees to respond appropriately to security incidents

Mr. Johnson indicated that the system focused on prevention through a variety of strategies:

- Digital recording on all buses and in all stations
- Environmental design features
- Use of contracted security, Downtown Eugene, Inc. (DEI) guides, police officers, and LTD supervisors
- Denial program
- Ordinance 36
- Training of front-line employees
- Policies and procedures
- Co-locating a Eugene Police Department (EPD) substation in an LTD station
- Working with problem guests

In response to a question from Ms. Lauritsen, Mr. Johnson said that Ordinance 36 had been effective. He said that other elements of the security program were a policy committee composed of senior staff; a security committee composed of front-line employees, who met monthly; a system for incident reporting and tracking; critical incident debriefing; and use-of-force evaluation.

Mr. Johnson provided the following statistical information on security contract hours and security statistics:

|   |                |
|---|----------------|
| <u>Contract hours (including new Springfield Station)</u> |                |
| Wackenhut officers  | 160 hours/week |
| DEI guides  | 48 hours/week  |

|                               |               |
|-------------------------------|---------------|
| EPD foot patrol               | 40 hours/week |
| EPD community service officer | 40 hours/week |

Security Statistics (May 2003 – May 2004)

|                             |       |
|-----------------------------|-------|
| Police assists              | 670   |
| Exclusions                  | 275   |
| Ordinance 36 violations     | 4,123 |
| Arrests                     | 200   |
| Intoxicated persons         | 412   |
| Medical and First Aid       | 86    |
| Customer service assistance | 5,236 |

In response to comments from Mr. Kleger, Mr. Johnson said that some targeting enforcement of youth and reduced fare identifications was done to determine the extent of the problem and educate the public about use of ID cards. He indicated that a Threat and Vulnerability Analysis had been conducted by a consultant to evaluate the system and assure that it was optimized. Included in the analysis were training materials, policies and procedures, physical and technological operations, and operator interviews. He said that LTD was reviewing the consultant's recommendations to determine the fiscal impact and feasibility of implementing some of them.

Ms. Lauritsen asked if LTD was subject to Homeland Security requirements. Mr. Johnson replied that LTD was covered by Homeland Security and he was exploring the possibility of obtaining Homeland Security funding for some of the system improvements.

**B. Continued Benefits Presentation** – Ms. Hocken requested that this item be moved to Item G under Items For Action. There were no objections. Director of Human Resources and Risk Management Mary Neidig introduced Linda Woods and David Collier, members of the Human Resources staff.

**EMPLOYEE OF THE MONTH** – Facilities Services Manager Charlie Simmons introduced Construction Development Specialist Jim Ball, the July 2004 Employee of the Month. He said that Mr. Ball was nominated by five co-workers, and cited his many accomplishments in support of LTD facilities development.

Mr. Ball thanked LTD staff and the Board for his recognition and expressed his appreciation for being a part of the unique LTD team.

**AUDIENCE PARTICIPATION** – There was no one wishing to speak.

**ITEMS FOR ACTION AT THIS MEETING**

**A. Consent Calendar** – Ms. Ban asked that the word “hospital” be struck from the term “basic hospital services” where it appeared twice in the second full paragraph on page 4 of the May 10, 2004, meeting minutes.

MOTION Mr. Kleger moved adoption of LTD Board Resolution No. 2004-021: It is hereby resolved that the Consent Calendar for June 16, 2004, is approved as corrected. Ms. Lauritsen provided the second.

VOTE The Consent Calendar was approved as follows:  
AYES: Ban, Hocken, Kleger, Lauritsen  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: Gant, Gaydos, Wylie

**B. Surface Transportation Program (STP) Fund Federal Grant Application** – Director of Finance & Information Technology Diane Hellekson explained that the grant request in the amount of \$1,049,840 would provide funds for the EmX Pioneer Parkway Corridor preliminary engineering efforts and the Transportation Demand Management (TDM) program. She requested that the Board conduct a public hearing and approve the grant application.

Public Hearing: Ms. Hocken opened the public hearing. There being no one wishing to testify, Ms. Hocken closed the hearing.

MOTION Ms. Lauritsen moved approval of LTD Resolution No. 2004-023: It is hereby resolved that the LTD Board of Directors approves the proposed STP funds federal grant application for \$1,049,840 in federal funds and authorizes the general manager to submit this application to the Federal Transit Administration for approval. Mr. Kleger provided the second.

VOTE The motion was approved as follows:  
AYES: Ban, Hocken, Kleger, Lauritsen  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: Gant, Gaydos, Wylie

**C. Accessible Services Fund Budget Adjustment** – Ms. Hellekson explained that the adjustment was required because a pass-through contract was not included in the FY 2003-04 appropriation request. She said the \$228,800 for the contract was less than the 10 percent of fund limit imposed on boards for purposes of approving budget changes without calling the Budget Committee back into session, and the adjustment represented no net gain or loss.

MOTION Ms. Ban moved approval of LTD Resolution No. 2004-024, increasing the FY 2003-04 Accessible Services Fund budget by \$228,800 as represented in the Resolution. Mr. Kleger provided the second.

VOTE The motion was approved as follows:  
AYES: Ban, Hocken, Kleger, Lauritsen  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: Gant, Gaydos, Wylie

**D. Fiscal Year 2004-05 Budget Adoption** – Ms. Hellekson reminded the Board of some major budget assumptions: on the revenue side it was assumed that LTD would win the payroll tax court case and a gradual improvement in the local economy would occur, and, on the expense side, it

was assumed that LTD would be able to control personal services growth effectively and the fuel cost trend would improve. She said there was no debt in the budget.

Public Hearing: Ms. Hocken opened the public hearing. There being no one wishing to testify, Ms. Hocken closed the hearing.

MOTION Mr. Kleger moved approval of LTD Resolution No. 2004-025, adopting the LTD Fiscal Year 2004-05 budget and appropriating \$66,266,570 as represented in the Resolution. Ms. Ban provided the second.

VOTE The motion was approved as follows:  
AYES: Ban, Hocken, Kleger, Lauritsen  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: Gant, Gaydos, Wylie

**E. Board Officer Elections** – Ms. Hocken stated that Board President Hillary Wylie had asked her to participate with Ms. Wylie as the Board’s Nominating Committee. Ms. Hocken proposed the following slate of candidates for LTD Board officers, for a two-year term beginning July 1, 2004:

|            |                |              |
|------------|----------------|--------------|
| NOMINATION | President      | Gerry Gaydos |
|            | Vice President | Susan Ban    |
|            | Secretary      | David Gant   |
|            | Treasurer      | Dave Kleger  |

Mr. Kleger noted that his term on the Board would expire in 18 months.

VOTE The nominations were approved as follows:  
AYES: Ban, Hocken, Kleger, Lauritsen  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: Gant, Gaydos, Wylie

**F. Public Hearings at LTD Board Meetings** – Assistant General Manager Mark Pangborn said the purpose was to establish a procedure for designating a location other than LTD administrative offices for public hearings where a large number of people were anticipated to attend. He said that staff were proposing Harris Hall at Lane County and the Eugene City Council Chambers as preferred alternate sites.

Ms. Ban commented that if the Eugene City Council Chambers were used as a public hearing site, hearing locations should be alternated with the Springfield City Council Chambers. Mr. Pangborn said that staff would identify available facilities.

**G. Employee Benefits** – Ms. Neidig explained that the briefing was a continuation of a briefing on LTD employee benefits from the May 19, 2004, meeting. She said the earlier briefing addressed health care and retirement benefits and her presentation would explain all other benefits in the package. She distributed materials that compared LTD employee benefits to those of other employers in the categories of leave and voluntary benefits. She reviewed the comparisons of LTD

holidays and vacation, sick, and bereavement leave with other transit districts for represented employees and the City of Eugene for unrepresented employees.

Ms. Ban asked if LTD compensated employees for accrued sick leave at termination. Ms. Neidig replied that some amount of sick leave could be cashed out and some could be moved into a medical savings account upon retirement. She noted that for unrepresented employees, vacation and sick leave were combined into consolidated annual leave (CAL).

Ms. Ban asked if employees could carry leave forward into the next year. Ms. Neidig said that for represented employees a maximum of 40 hours could be carried forward; employees were encouraged to take vacation leave in blocks of at least a week.

Ms. Hocken encouraged staff to gather data on benefits for unrepresented employees from other transit districts for comparison purposes.

Ms. Neidig described the voluntary benefits available to employees, including flexible savings accounts, voluntary life insurance, voluntary short-term disability, deferred compensation, pre-paid legal services, and the Oregon College Savings Plan. In response to a question from Ms. Hocken, she said that Manley Services administered the flexible savings account program.

Ms. Ban asked if holidays and leave were included in labor negotiations. Ms. Neidig said that both typically are included in labor negotiations.

## ITEMS FOR INFORMATION AT THIS MEETING

### A. Current Activities

#### 1. Board Member Reports

##### a. Meetings Held or attended

- (1) **Metropolitan Policy Committee** – There were no questions.
- (2) **Region 2050 Policy Advisory Board** – There were no questions.
- (3) **MPO Summit** – Ms. Ban announced that it was likely that another Metropolitan Planning Organization (MPO) summit would be held in the fall and hosted in the Eugene/Springfield area.
- (4) **BRT Steering Committee** – There were no questions.
- (5) **Joint Meeting with County Commissioners** – There were no questions.

**2. General Manager's Report** – Mr. Hamm asked Purchasing Manager Jeanette Bailor, who played a large role in negotiations with New Flyer, to report on the status of the BRT vehicle purchase.

Ms. Bailor announced that LTD had signed a memorandum of understanding with New Flyer for the purchase of BRT vehicles. She said that Cleveland Transit also was in agreement with New Flyer. She said that the LTD consultant and a team from Cleveland would visit New Flyer the following week to conduct the cost analysis, upon which the memorandum of understanding was contingent. She said a final report from the consultant was due on July 1, 2004. She commended LTD staff, Cleveland Transit, and New Flyer for a successful team effort.

Ms. Hocken asked what would happen if the cost analysis determined that the vehicle price was not appropriate. Ms. Bailor replied that if those questions arose, that likely would occur during the onsite review at New Flyer's facility and any differences would be resolved at that time. She said she was confident that the price of the vehicle would be confirmed, based on the invoices and quotations from suppliers that she had seen; however, any differences would need to be resolved before the contract was signed.

Mr. Hamm called the Board's attention to a number of functions listed in his report and encouraged the Board to participate in them. He indicated that the July 21, 2004, Board meeting might be canceled unless business developed that required the Board's attention.

Mr. Hamm referred to a discussion at the last work session about the postponement of some construction on the Franklin Corridor until the summer of 2005 construction season. He said that if LTD proceeded with a lane in each direction, it would require a portion of University of Oregon property and discussion of the acquisition also had been postponed. He suggested that those discussions should resume because it had become clear that right-of-way should be acquired as soon as possible and not delayed. He asked for direction from the Board.

It was the consensus of the Board that staff should proceed with negotiations to acquire the right-of-way.

**3. Follow-up on EmX Work Session** – Director of Development Services Stefano Viggiano provided information on the impact of traffic congestion on transit travel time and the cost for the Franklin EmX Corridor when both capital and operating costs were considered, in response to the Board's requests during April and May, 2004, work sessions.

**4. Monthly Financial Report** – Ms. Hellekson noted that eleven-twelfths of the budget year had been completed and she expected to complete the fiscal year on budget. She said that the assumption that LTD would prevail in the payroll tax court case had proved valid and fuel costs were starting to decrease. She announced that LTD had received its eighth consecutive Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.

**5. BRT (EmX) Update** – Mr. Pangborn indicated that the bulk of the update had been covered earlier in the agenda. He reminded the board that the groundbreaking was at 9:30 a.m. on July 1, 2004. Ms. Hocken asked if there was parking available in the area or if shuttles would be provided. Mr. Pangborn replied that there was ample parking at Oregon Hall, along 13<sup>th</sup> Avenue, and at Williams Bakery.

**B. Monthly Department Reports** – Government Relations Manager Linda Lynch reported that \$750,000 had been added to the transportation authorization bill after it had been conferenced. She said that LTD had \$6 million in the completed bill after it had been to conference committee and then the bill was rolled into an omnibus bill. She said at the conference committee for the omnibus bill \$750,000 was added for LTD, but was in a section of the bill that was not funded. She said that final action was still pending, but she did not expect to see the \$750,000 appropriated. She said that the projects to be supported by those funds likely would be funded from LTD's local allocation of transportation funds.

Mr. Hamm asked if the \$750,000 was for the RideSource facility. Ms. Lynch replied that the funds were generic and could have been used for any bus or bus facility program and were targeted for the RideSource facility.

Ms. Hellekson said that construction of the RideSource facility would be addressed by trimming the project costs through deferring some features until a later date and reprogramming other capital funds to avoid delaying the project.

Continuing, Ms. Lynch reminded the Board that in its last session, the Legislature mandated the expenditure of some federal funds controlled by the State for urban bus fleets. She said LTD expected to receive \$240,000 upon approval by the Oregon Transportation Commission.

Mr. Hamm said that the argument had been made successfully that transit was part of the transportation system and should be eligible for road and highway funds to address aging fleets.

**C. Monthly Performance Reports** – There were no questions or comments.


**D. Monthly Labor Trends Reports** – There were no questions or comments.

#### **ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING**

- Joint Meeting with Springfield City Council
- Executive Sessions on Labor Negotiations
- Origin and Destination Study Report
- Work Session on Reduced Fare Program and Non-Profit Agency Program
- Information on LTD Purchasing Policy
- Annual Strategic Planning Work Session
- BRT and Springfield Station Updates

Ms. Ban asked if the annual strategic planning retreat would be scheduled in September or after the first of the year when new members had joined the Board. Mr. Hamm said that a retreat after the first of the year would be preferable in order to include the new members.

**ADJOURNMENT** – The meeting adjourned at 7:45 p.m.

  
Board Secretary