

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, April 20, 2005

Pursuant to notice given to *The Register-Guard* for publication on April 13, 2005, 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, April 20, 2005, beginning at 5:30 p.m., in the LTD Board Room at 3500 East 17<sup>th</sup> Avenue, Eugene.

Present:       Debbie Davis  
                  Mike Eyster  
                  Dave Kleger, Treasurer  
                  Dean Kortge  
                  Ken Hamm, General Manager  
                  Jo Sullivan, Clerk of the Board  
                  Lynn Taylor, Minutes Recorder

Absent:         Gerry Gaydos, President  
                  Susan Ban, Vice President  
                  David Gant, Secretary

**CALL TO ORDER** – Mr. Kleger called the meeting to order and announced that in the absence of the Board president and vice president, a president pro tem must be designated to conduct the meeting.

**ROLL CALL** – General Manager Ken Hamm called the roll.

**ANNOUNCEMENTS AND ADDITIONS TO AGENDA** – Mr. Kleger was designated president pro tem by consensus of the Board.

**BOARD CALENDAR** – Mr. Hamm called the Board's attention to the Budget Committee meetings on May 11 and 12, 2005, at 6:30 p.m. each day and the special Board meetings that would precede the committee meetings at 5:30 p.m. each day.

**WORK SESSION**

**Congestion Mitigation Program** – Commuter Solutions Program Manager Connie Bloom Williams provided an overview of the regional program, which was initiated in 1995 to encourage the use of alternative modes of transportation with a focus on commuters, but had now expanded to meet other transportation needs of the region. She said the program was managed by a subcommittee of the Transportation Planning Committee (TPC) and was part of the Central Lane Metropolitan Planning Organization (MPO) structure. She said the program was supported by funding partners LTD, Lane County, City of Springfield, and City of Eugene, and a variety of grants.

Ms. Williams commented that construction related to road improvement projects presented one of the best opportunities through outreach and education to get people to change their patterns and behaviors. She said the goals of the Construction Mitigation Program were in alignment with the long-term goals of Commuter Solutions.

Consultant Chris Watchie said the unprecedented number of construction projects in the region over the next five to eight years presented a prime opportunity to educate the community about Commuter Solutions. She used a slide presentation to illustrate outreach strategies of the Congestion Mitigation Program and use of technology to keep the public informed and encourage use of transportation options through the [www.keepusmoving.info](http://www.keepusmoving.info) Web site. She was especially pleased at the partnership with the Oregon Department of Transportation (ODOT). She listed the short-term goals of the program—increase awareness of transportation options and decrease congestion associated with construction projects—while the long-term goals were to increase daily use of transportation options and decrease vehicle miles traveled. She pointed out that use of transportation options could prolong the life of the public's investment in infrastructure. She outlined a number of the outreach strategies employed by the program and noted that the Smart Ways to School program also had been an effective way to reach families.

Ms. Williams explained that the Commuter Solutions program currently was funded through the Metropolitan Transportation Improvement Program (MTIP), local match contributions of \$5,000 per partner, the Business Energy Tax Credit (BETC) program, and grants.

Mr. Eyster asked if effectiveness of the program was being measured. Ms. Williams replied that site-specific research was being conducted on the Smart Ways to Schools project and she expected results to be available in mid-summer. She said that a methodology was being developed to measure effectiveness of the Congestion Mitigation Program by random telephone surveys of approximately 1,200 households. Ms. Watchie added that traffic counts on key corridors would be used to determine traffic volumes prior to and during closures.

Mr. Kleger asked what impact construction would have on the fixed-route system. Marketing and Communications Manager Andy Vobora responded that information on the time and location of some closures would be used to redirect buses, but the impact on several parts of the system was unknown and would be evaluated as closures occurred. Additional buses and drivers would be available to respond to buses that got behind schedule.

Mr. Kleger said he had heard about a closure on Clear Lake Road due to the rebuilding of Fern Ridge Dam. He suggested that the information should be included on the Commuter Solutions Web site.

Mr. Hamm asked if flexible work schedules had been discussed with employers as an option. Ms. Williams said that the option identified as "creative work weeks" related to flexible work hours and, while it did not reduce vehicle miles by removing a vehicle from the road, it did help with congestion. She said that interest in group passes had greatly increased since outreach efforts began.

**Fare Policy Update** – Mr. Vobora reviewed the Fare Policy housekeeping changes related to recently adopted program changes. He pointed out specific changes in the legislative format document.

Mr. Kleger noted that the RideSource fare had been increased to the maximum fare allowed after being below the maximum for several years. He said the Special Transportation Advisory Council (STAC) agreed that the fare should not slip below the legal allowed maximum price again.

Continuing, Mr. Vobora said the Social Security Insurance recipient discount program had been replaced with the EZ Access Half-Fare Program, which provided half-price discounted fares to people aged 62 through 69 and to guests with disabilities and allowed people 70 or older to ride free.

#### ITEMS FOR INFORMATION AT THIS MEETING

**Monthly Financial Report** – Director of Finance & Information Technology Diane Hellekson remarked that the Commuter Solutions program annual budget was \$604,400. She indicated that fuel costs remained a problem and LTD was spending \$2.00 per gallon while \$1.13 had been budgeted, which would result in a serious budget overrun in that line item. She said there would also be a budget overrun in personnel services due to lack of a contract during the first eight months of the year and a new contract that was higher than anticipated. She said a supplemental budget would be requested in May or June 2005 and the Federal Transit Administration (FTA) triennial review was scheduled in June 2005.

Mr. Kortge asked if the voluntary employee benefit accounts (VEBA) were prorated over a period of time or funded up front for each new employee who was hired. Ms. Hellekson replied that VEBAs, unlike other accounts that were funded as they were used, were funded up front and each Amalgamated Transit Union (ATU) employee received the full amount as of April 2005.

Director of Human Resources and Risk Management Mary Neidig explained that LTD had agreed to fund VEBAs during the year at the full amount regardless of when people were hired because the full deductible had to be satisfied each year by the employee regardless of the hire date. She said it was to LTD's advantage to fund the accounts up front and at the full amount because the stop-loss program could be used to pay for exceptional medical costs if there was not enough in the VEBA; in order for the system to work as a whole the accounts had to be funded up front.

**Legislative Update** – Government Relations Manager Linda Lynch drew the Board's attention to information in their agenda packets that provided an update on state and federal legislative activities. She said the federal surface transportation bill was still not scheduled for floor action, although the Senate Finance Committee had completed the financing portion of the legislation. She did not expect action on the bill for at least another two months. She indicated that she had also included information on state school funding because of issues surrounding the question of reserves.

Mr. Kortge remarked that he had sent a personal note to Lane County Commissioner Peter Sorenson objecting to comments about LTD that he had made in the *Eugene Weekly*.

**EMPLOYEE OF THE MONTH** – Mr. Kleger stated that the May 2005 Employee of the Month would be postponed to the next meeting.

**AUDIENCE PARTICIPATION** – No one present wished to speak.

**ITEMS FOR ACTION AT THIS MEETING**

**MOTION A. Consent Calendar** – Mr. Kleger moved adoption of LTD Board Resolution No. 2005-010: "It is hereby resolved that the Consent Calendar for April 20, 2005, is approved as presented." Ms. Davis provided the second. The Consent Calendar consisted of the minutes of the March 29, 2005, special Board meeting and Budget Committee nomination of Jon Hinds.

**VOTE** The Consent Calendar was approved as follows:

AYES: Davis, Eyster, Kleger, Kortge (4)

NAYS: None

ABSESIONS: None

EXCUSED: Ban, Gant, Gaydos

**B. Long-Range Financial Plan** – Mr. Kleger announced that this item was postponed until all Board members could be present.

**MOTION C. Fare Policy Update** – Mr. Kortge moved adoption of LTD Board Resolution 2005-012: "It is hereby resolved that the LTD Board of Directors approves the updated LTD Fare Policy as discussed and presented on April 20, 2005." Ms. Davis provided the second.

Mr. Kleger noted that he had been present during the STAC's discussions of special transportation needs of seniors and those with disabilities and the STAC was very supportive of the new EZ Access Program. He thanked Mr. Vobora and his staff for their efforts to create a program that was streamlined, was easy to use, and eliminated confusion.

**VOTE** The motion was approved as follows:

AYES: Davis, Eyster, Kleger, Kortge (4)

NAYS: None

ABSESIONS: None

EXCUSED: Ban, Gant, Gaydos

**D. Contract Review Board/Purchasing Regulations Update** – Mr. Kleger called the Board into session as the Contract Review Board.

Purchasing Manager Jeanette Bailor explained that the role of the Contract Review Board was to update the Purchasing Policy, adopt exemptions to the rules contained in the policy, and change the delegations of authority or spending limits in the policy.

Public Hearing: Mr. Kleger opened the public hearing on the purchasing regulations update. There being no one wishing to speak, Mr. Kleger closed the public hearing.

Board Discussion and Decision: Ms. Bailor reviewed changes to the Purchasing Policy that resulted from reorganization of public purchasing policy rules during the last legislative session. She said the changes did not affect how projects were bid and awarded or contractors were selected, but it was necessary to reorganize LTD's Purchasing Policy to be consistent with the State's rules. She said there were no substantive changes to the rules, which related primarily to

classification of procurements. She referred to Section 5 relating to Class Special Procurements and reviewed the listed exemptions. She noted that all of the exemptions had been in the existing policy, which also included federal requirements.

**MOTION** Mr. Kortge moved that the LTD Board of Directors Contract Review Board adopt LTD Resolution 2005-013, A Resolution Adopting the Lane Transit District's Purchasing Policy and Rules as revised April 20, 2005. Ms. Davis provided the second.

**VOTE** The motion was approved as follows:  
 AYES: Davis, Eyster, Kleger, Kortge (4)  
 NAYS: None  
 ABSENTIONS: None  
 EXCUSED: Ban, Gant, Gaydos

Mr. Kleger closed the session of the Contract Review Board and returned to the regular Board meeting.

#### **ITEMS FOR INFORMATION AT THIS MEETING (continued)**

**Meetings Held or Attended** - Director of Development Services Stefano Viggiano reported that the Metropolitan Policy Committee (MPC) met on April 14, 2005, and approved the Unified Planning Work Program and amendments to the MTIP, including use of Surface Transportation Program (STP) funds for planning activities. He said that LTD received \$143,500 for Pioneer Parkway EmX corridor project development.

**General Manager's Report** - Mr. Hamm reminded Board members to indicate their interest in attending the annual American Public Transportation Association (APTA) meeting and exposition in Dallas, Texas. He reported that he was meeting with Springfield City Manager Mike Kelly and assistant City Manager Cynthia Pappas to discuss future EmX activities and continuation of a collaborative relationship with the City. He also reported a meeting of the Health and Welfare Committee that included local and Portland-area union representatives. He said the discussion included improving communication and cooperation in order to establish a foundation for the next contract negotiations. He noted that the committee would continue to meet on a regular basis.

In response to a question from Mr. Kortge, Ms. Neidig explained that the membership of the committee was established under the contract and union representatives were knowledgeable about insurance issues and provided constructive input. Mr. Hamm added that the regional and local union governance structure provided for participation by state-level union representatives in discussions.

Transit Operation Manager Mark Johnson announced the promotion of Sue Quick to the position of Transit Services Manager. He said that an extensive recruitment was conducted and Ms. Quick was the outstanding candidate. He was pleased to be able to promote from within the LTD organization.

Mr. Hamm announced that the new Director of Maintenance Sam Marra would begin his employment on April 25, 2005.

**ADJOURNMENT:** The meeting adjourned at 6:58 p.m.

  
Board Secretary

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