

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL MEETING

Monday, August 8, 2005

Pursuant to notice given to *The Register-Guard* for publication on August 5, 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 Monday, August 8, 2005, beginning at 5:30 p.m., in the LTD Board Room at 3500 East 17th Avenue, Eugene.

Present: Gerry Gaydos, President, presiding
Debbie Davis
Mike Eyster
David Gant, Secretary
Dave Kleger, Treasurer
Dean Kortge
Ken Hamm, General Manager
Jo Sullivan, Clerk of the Board
Lynn Taylor, Minutes Recorder

Absent: Susan Ban, Vice President

CALL TO ORDER – Mr. Gaydos called the meeting to order.

ROLL CALL – General Manager Ken Hamm called the roll.

PRELIMINARY REMARKS BY BOARD PRESIDENT – Mr. Gaydos thanked those present for attending the meeting.

ANNOUNCEMENTS AND ADDITIONS TO AGENDA – Mr. Gaydos announced that he and Ms. Ban would not be able to attend the Metropolitan Policy Committee (MPC) meeting on August 1, 2005, and Mr. Kleger would attend on their behalf.

LOOKING TO THE FUTURE—DRAFT IDEAS – Director of Human Resources and Risk Management Mary Neidig stated that following recent labor negotiations the Board had discussed with staff the need to adopt a more formalized plan for working with LTD's human resource similar to adopted plans for other LTD activities. She said that staff had devised a draft based upon the Board's interest in a plan that would accomplish the following:

- allow the Board a certain level of involvement with employees,
- provide a comprehensive healing process for LTD, and
- address building relationships for the long-term

Ms. Neidig referred to the draft document *Looking to the Future* dated August 8, 2005, and said it had been reviewed by the Board's Human Resources Committee and some initial input had been

received. She emphasized that the plan was a "work in progress" and hoped that it represented the Board's direction and provided the right strategic process for LTD.

Mr. Gaydos stated that the purpose of the meeting was for the Board to review the draft plan and provide feedback to staff regarding whether the document should be distributed for comments throughout the organization. He noted that the Human Resources Committee had met twice to discuss the plan. He noted that the plan presented concepts in a bulleted format instead of narrative and was subject to any revisions the Board wished to suggest. He asked for comments from Board members.

Mr. Hamm added that it was the sense of the Leadership Council during reviews of the draft and discussions with the Human Resources Committee that to create a collaborative environment that was an employee-involved learning environment, it was necessary to incorporate the employees' thoughts and suggestions; the draft was presented as a framework with details to be added through feedback from the Board and employees.

Mr. Gaydos pointed out that there would be budget impacts and the Board should bear that in mind as it reviewed the draft.

Mr. Kortge noted a reference in the plan to an "external environment" and commented that the plan would appear to be more internally focused. He said the plan should emphasize accountability and responsibility for all involved, including the Board and employees.

Mr. Gaydos commented that the reference to an external environment related to external components of recognizing and rewarding exceptional performance as a part of creating an atmosphere of inclusiveness. He said that bus operators were LTD's face to the community and it was important to support and strengthen that presence.

Mr. Kleger agreed with Mr. Kortge's comments regarding linkages with responsibility and accountability. He liked the plan in general terms and had no specific objections. He noted the plan's emphasis on education and observed that there was a need among line workers to understand better how LTD was funded, the limitations and restrictions on use of funds, and the necessity for maintaining a balance between current and future operations and operational and capital expenses. He cautioned against the tendency to try to manipulate the process to achieve specific outcomes at a later date.

Mr. Gaydos agreed that language regarding responsibility and accountability could be added either to the introduction or as another bulleted item under Goals for the Future.

Mr. Gant stated that the plan should acknowledge the need to balance the Board's desire to foster good employee relations with its responsibility to represent the public's interest and be good stewards of public funds.

Mr. Gaydos reminded the Board that the plan was not directed only toward relationships with union employees but toward all staff, including management. He said one of the goals was to raise issues during the organization-wide employee feedback process and cautioned against being too specific about particular issues at this time.

Mr. Gant commented that conducting training for all employees on topics such as budget and finance was an effective approach.

Mr. Hamm suggested that the plan could reference LTD's core values, of which accountability was one.

Mr. Gaydos asked Ms. Neidig to provide a revised draft based on the Board's comments. He said the Human Resources Committee had discussed how best to obtain feedback once the Board approved release of the draft plan. He said one option was to hold "drop-in" sessions where employees informally talk to Board members.

Mr. Kortge pointed out an apparent duplication of references to the Joint Insurance Committee in goals 2 and 3.

Mr. Gaydos determined that there was a consensus to review the revised draft and then distribute it to employees for comment. He reiterated his request for Board members to participate in discussions with employees.

FRANKLIN EMX PROGRESS REPORT – Facility Services Manager Charlie Simmons presented an update on progress in the areas of design work and permits, property acquisition, construction, vehicles, operations and budget. With respect to design work and permits, he said that the City of Eugene had requested two-way traffic on 10th Avenue and that redesign had been approved; plans were now approved for the entire Eugene segment. He used photographs to illustrate four existing street trees that would be removed to accommodate a wider street and said they would be replaced with new trees once the widening was completed. He indicated that final plans for the portion of Franklin Boulevard under Oregon Department of Transportation (ODOT) jurisdiction had been submitted and LTD was waiting to receive a construction permit within the next month.

Mr. Simmons stated that a majority of the 25 properties to be acquired had been purchased and he did not anticipate any problems in purchasing the remaining 7 properties. He said that one of the properties was owned by Conner-Wooley, who planned to donate the property to the project and provide a construction easement.

Mr. Kleger asked that LTD publicly acknowledge the donation.

Mr. Simmons used a map of the EmX route to indicate construction progress. He said that construction was on schedule. Agreement had been reached with Eugene Water & Electric Board (EWEB), Qwest, and Eugene on the cost of undergrounding utilities and joint trenching.

Mr. Hamm reminded the Board that the cost of undergrounding was split three ways among EWEB, LTD, and the City of Eugene.

Mr. Simmons described the work to be completed in Glenwood and noted that a cost reduction exercise had scaled back the project to curbside stations because of the potential for redevelopment in that area. He used photographs to illustrate various aspects of the project, including the use of concrete to delineate the bus lane.

In response to a question from Mr. Kleger, Mr. Simmons said that he did not anticipate any conflicts with bus traffic leaving the Greyhound station. Continuing, he described the station design and installation of stations and shelters on the route. He noted that maintaining access to properties along the construction route was challenging.

Mr. Gant asked if the City would make it illegal for vehicles to drive in the dedicate bus lanes. Assistant General Manager Mark Pangborn replied that current ordinances would allow enforcement of exclusive use of lanes by buses. Mr. Simmons said that lanes were designed with "domes" to help delineate the lane and channel traffic. Mr. Pangborn added that LTD's experience in Springfield with "bus only" lanes had been positive with very few problems with vehicles using the lanes.

Mr. Simmons reported that most of the vehicle exterior design work had been completed and staff would travel to New Flyer's facility in late August to give final approval. He said that prototype production would then commence with Altoona testing scheduled to begin in January 2006. He expected production of LTD's vehicles to occur from June to September 2006, with testing and training during September and October 2006.

Mr. Gant asked if there had been any consideration given to a unique sound for the EmX vehicles as they arrived and departed stations. Mr. Pangborn said that staff would discuss that possibility.

Mr. Simmons explained that there were many components of the operational plan, which would be headed by Transit Operations Director Mark Johnson. He said the operational plan would address training for operators and mechanics, block signaling, and procedures for emergencies, bad weather, breakdowns, and other unexpected situations. He explained that block signaling controlled bidirectional traffic at EmX stations.

Mr. Gant asked if there would be any difference in pay scale or uniforms for EmX operators. Mr. Johnson replied that discussions with the union had been initiated.

Discussing future enhancements, Mr. Simmons said that real-time passenger information was not planned for the opening of the EmX service but was budgeted in the capital plan. He said that "lane keeping" was a new term used by the Federal Transit Administration (FTA) for what had been called "vehicle guidance" and "precision docking."

Mr. Hamm related that an FTA official had encouraged LTD to submit a white paper on being a demonstration project for the lane-keeping concept. He said that LTD possibly could be a demonstration site for several different types, with the potential benefit for some of the cost paid for by the federal government.

Mr. Simmons reviewed the budget and pointed out that \$5,211,177 of the \$23,864,487 budget had been expended to date.

~~Mr. Gaydos emphasized the importance of the Board being conversant with all aspects of the EmX project in order to be able to respond to questions.~~

LOOKING TO THE FUTURE (continued) AND OTHER ITEMS – Mr. Gaydos remarked that following the labor strike there was some dissention and the Human Resources Committee had

discussed hiring a consultant to conduct an organizational assessment. He said the assessment could include interviews with represented and administrative staff and possibly community leaders. He indicated that there were funds in the budget for such an assessment and asked for consensus from the Board for the committee to move forward with the project.

Mr. Kleger urged that the subject be discussed with Ms. Allred before any action was taken. Mr. Gaydos agreed with the suggestion.

Mr. Gaydos mentioned a recent community event to thank Congressman Peter DeFazio for his work on the federal transportation bill and asked Mr. Hamm to provide an update on the legislation.

Mr. Hamm stated that LTD would receive \$2,985,714 for regular fleet bus replacement, \$2.5 million, less the federal share, for progressive corridor enhancements and forgiveness of over \$1 million in debt for the AVS hybrid-electric buses. He said that LTD also would receive \$1 million for the Pioneer Parkway alternatives analysis. He listed other awards for jurisdictions in Lane County. He noted that having an LTD project authorized in the legislation was an advantage for obtaining funds from the New Starts Program. He said the legislature had passed Senate Bill 71, Connect Oregon, which included \$100 million for non-highway transportation projects, including transit. He noted that the state funds could be used as match for federal funds.

SCHEDULE ANNUAL STRATEGIC PLANNING WORK SESSION – It was the consensus of the Board that the strategic planning work session would be scheduled for Friday and Saturday, December 2-3, 2005.

ADJOURNMENT – The meeting was adjourned at 6:50 p.m.



Board Secretary

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