

MINUTES OF DIRECTORS MEETING  
LANE TRANSIT DISTRICT

SPECIAL MEETING

Monday, July 10, 2006  
7 p.m.

Springfield City Hall  
Library Meeting Room

Pursuant to notice given to *The Register-Guard* for publication on July 6, 2006, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special meeting on Monday, July 10, 2006, beginning at 7:00 p.m.

Present: Susan Ban, Vice President  
Debbie Davis, Treasurer  
Mike Eyster  
David Gant  
Gerry Gaydos, President, presiding  
Dean Kortge, Secretary  
Mark Pangborn, General Manager  
Susan Hekimoglu, Administrative Services Coordinator, Recording Secretary

Absent: (One Vacancy, Subdistrict 6)

**CALL TO ORDER:** The meeting was called to order at 7:05 p.m.

**WORK SESSION: COMMUNICATIONS AUDIT:** Marketing and Communications Manager Andy Vobora introduced Beverly Mayhew of the Ulum Group to review the Internal Communications Audit for the Lane Transit District. She mentioned that she and Ms. Amber Williamson had begun the audit in February 2006. The audit identified strengths and weaknesses in LTD's internal communication processes. Ms. Mayhew provided a brief overview highlighting the key findings in the audit.

Ms. Ban requested that follow-up interviews occur with Maintenance Department employees approximately six to nine months following the hiring of the new maintenance director. It was also mentioned that a follow-up survey of all employees should take place within a year after recommendations were implemented.

Ms. Mayhew reviewed the recommendations to improve internal communications, which included among others, developing a written communications philosophy; communication training for all management/supervisor staff; developing a template for a one-page version of the internal newsletter, *Inside Lane*, for high-priority communication; and better communicating the reasons behind decisions that are made. Miscellaneous recommendations also were reviewed.

Human Resources Director Mary Neidig mentioned that LTD was hiring a new training person who would assess employees' skills, and communication would be at the top of the list of issues for the new staff member to become involved in. Mr. Gant thought that was a good move.

Mr. Vobora noted that the new *Rider's Digest* would highlight employees and would include suggestions to riders to help make the operator's job easier.

Mr. Eyster suggested that the District compare its Employee of the Month program with other agencies and companies to ensure that it was comparable.

Mr. Pangborn said that an employee committee would be formed to review employee recognition issues.

Mr. Gaydos said that once the District had a work plan following the recommendations, the Board HR Committee would follow up on this issue. He added that the Board involvement recommendations needed more thought. Employees wanted to see who the Board members were, and the Board needed to develop a plan to make this happen.

Mr. Gaydos thanked staff and Ms. Mayhew for a very thorough study.

**WORK SESSION: MPO RESPONSIBILITY:** Mr. Pangborn reported that both Ms. Ban and Mr. Gaydos met recently with Matt Garrett, the executive director of the Oregon Department of Transportation (ODOT) to talk about the West Eugene Parkway (WEP) issue. Disagreement among the local jurisdictions on the WEP had caused the Metropolitan Policy Committee (MPC), which was the designated Metropolitan Planning Organization (MPO) to be unable to come to agreement on the Metropolitan Transportation Improvement Program (MTIP), which could affect federal funding. ODOT was planning to pull out of the WEP if the City of Eugene did not change its position. Lane Council of Governments (LCOG) had delegated its MPO responsibilities to the MPC, which was made up of representatives of all local jurisdictions, including Lane Transit District. The current bylaws of the MPC required that approved motions have a majority of the vote and at least one affirmative vote by a Eugene representative, a Springfield representative, and a Lane County representative. Under the current bylaws, one jurisdiction essentially could veto a motion by having both of its MPC representatives vote against it. As a result of this stalemate, LCOG could decide to take back the MPO responsibility or change the MPC bylaws to eliminate the possibility of this type of stalemate occurring in the future.

LCOG had issued a letter to the MPC requiring that the MTIP be approved in July 2006 and that the bylaws be amended by January 2007 to eliminate the possibility of this sort of stalemate occurring in the future. Mr. Gaydos said that if the WEP were removed from the MTIP, the MTIP would be approved. He stated that virtually every LTD capital project that uses federal funding must be listed in an approved MTIP. He added that there were many tough issues, but he believed that LTD needed to be recognized as the transportation leader in Lane County and as a voting jurisdiction in the bylaws.

MPC would meet again on Thursday, July 13, where it was hoped that many of these issues would be resolved.

**OTHER BUSINESS:** Mr. Pangborn said that for lack of agenda items, it was likely that the August regular meeting would be canceled. If necessary, a work session might be called. Regardless of whether the Board met or not, an informational packet would be mailed out in August. Interim Assistant General Manager Linda Lynch said that she had received a call from the Governor's Office regarding the award of a ConnectOregon Grant. The Governor was interested in holding a press conference at the Springfield Station on July 20. She said she would confirm the date and

time with the Board members. Mr. Pangborn announced that George Trauger, who had been a maintenance supervisor for many years, had been selected as the new director of maintenance.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 7:50 p.m.

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Board Secretary