

MINUTES OF HUMAN RESOURCES COMMITTEE MEETING  
LANE TRANSIT DISTRICT BOARD OF DIRECTORS

September 11, 2007

Pursuant to notice given to *The Register-Guard* for publication on September 10, 2007, and distributed to persons on the mailing list of the District, a meeting of the Lane Transit District Board of Directors Human Resources Committee was held at 4 p.m. on Tuesday, September 11, 2007, in the District's conference room at 3500 E. 17th Avenue, Eugene.

Present:

Susan Ban  
Gerry Gaydos, Chair  
Mary Adams, Director of Human Resources and Risk Management  
Mark Pangborn, General Manager  
Andy Vobora, Director of Service Planning, Accessibility, and Marketing  
Jo Sullivan, Clerk of the Board/Recording Secretary

Absent:

Mike Eyster

**CALL TO ORDER:** Mr. Gaydos called the meeting to order at 4:04 p.m.

MOTION **APPROVAL OF MINUTES:** Ms. Ban moved that the minutes of the August 28, 2007, HR Committee meeting be approved as amended. The motion was seconded by Mr. Gaydos and approved 2 to 0.

VOTE

**GENERAL MANAGER COST-OF-LIVING INCREASE:** Mr. Gaydos said he thought the Board should set a policy that the general manager would receive the same increases that administrative staff received.

MOTION Mrs. Ban made the following motion: "I move that the LTD Board Human Resources Committee recommend to the full Board of Directors that the general manager receive an annual cost-of-living increase equal to the increase granted all other LTD administrative employees, and that this provision become an amendment to the LTD General Manager Employment Agreement, as provided in this agenda summary. The amended language would be effective as of July 1, 2005." Mr. Gaydos seconded, and the motion carried 2 to 0.

VOTE

The amended language from the agenda summary follows:

**Section 3: Compensation and Evaluation.**

(a) As compensation for the services rendered to the District during the fiscal year 2007-08, and commencing as of July 1, 2007, Mr. Pangborn shall be paid a salary of \$\_\_\_\_\_, and a monthly automobile allowance of \$400, in accordance with the District's regular payroll procedures. Such compensation shall be subject to modification from year to year by Board action following its annual evaluation of Mr. Pangborn's performance as General Manager. Compensation modifications shall be made by addendum

to this Agreement. Any modification shall be exclusive of cost of living adjustments, ~~if any, as the Board determines is appropriate for Mr. Pangborn,~~ but include such other factors as the Board may deem pertinent, ~~including, but not limited to, industry peer analyses, employee performance evaluations, and changes in the Consumer Price Index.~~ In addition, Mr. Pangborn shall be entitled to the fringe benefits that are generally available to other administrative employees of the District, which presently include: cost-of-living adjustments, hospital; surgical, medical, dental, or other group health insurance; life insurance and disability benefits; holidays; sick leave; vacation; and participation in the Lane Transit District pension or retirement program.

**GENERAL MANAGER ANNUAL SALARY REVIEW:** The question before the committee was whether to consider a merit increase for the general manager. Ms. Adams explained that when the Board evaluated his performance a year ago, Mr. Pangborn had been in the position for only a few months, so the Board did not provide a salary increase. Ms. Adams discussed comparison salaries of local public CEOs and comparable transit system CEOs. She explained that administrative employees received cost-of-living adjustments and if they were not at the top of the scale for their positions, they could be eligible for up to a 5 percent merit increase, with 3 percent merit increases being the most common.

Mr. Gaydos and Ms. Ban stated that they were very pleased with the accomplishments of the general manager toward meeting his goals and objectives, but decided against recommending a salary increase at that time, believing that the retroactive cost-of-living adjustment was an appropriate increase for the current situation. The general manager's next performance evaluation process would begin in the next month, and the question of a merit increase could be raised again at that time.

**ADJOURNMENT:** There was no further discussion, and the meeting was adjourned at 4:25 p.m.

---

Recording Secretary