



## LANE TRANSIT DISTRICT BOARD OF DIRECTORS WORK SESSION

Wednesday, May 04, 2022  
5:00 – 6:30 p.m.

### VIRTUAL MEETING

Zoom details provided on the web calendar at [www.LTD.org](http://www.LTD.org).

Watch live on channel 21 or via link: <https://metrotv.ompnetwork.org/>

*No public testimony will be heard at this meeting.*

## AGENDA

	ITEM	Time	Page
I.	CALL TO ORDER	5:00 p.m.	
II.	ROLL CALL		
	<input type="checkbox"/> Caitlin Vargas (President) <input type="checkbox"/> Pete Knox <input type="checkbox"/> Don Nordin (Vice President)		
	<input type="checkbox"/> Emily Secord (Secretary) <input type="checkbox"/> Michelle Webber (Treasurer) <input type="checkbox"/> Gino Grimaldi <input type="checkbox"/> Susan Cox		
III.	COMMENTS FROM BOARD PRESIDENT		
	<i>This agenda item provides an opportunity for the Board president to formally communicate with the Board on any current topics or items that may need consideration.</i>		
IV.	COMMENTS FROM THE GENERAL MANAGER		
	<i>This agenda item provides an opportunity for the general manager to formally communicate with the Board on any current topics or items that may need consideration.</i>		
V.	ANNOUNCEMENTS AND ADDITIONS TO AGENDA		
	<i>This agenda item provides a formal opportunity for the Board president to announce additions to the agenda, and also for Board members to make announcements.</i>		
A.	GENERAL MANAGER RECRUITMENT PROCESS: [Mark Johnson]	5:05 p.m.	2
	<b>Action Needed:</b> Information and Discussion		
B.	RIDESOURCE AND FIXED-ROUTE CONNECTIONS: [John Ahlen]	5:20 p.m.	4
	<b>Action Needed:</b> Information and Discussion		
C.	STATEWIDE TRANSPORTATION IMPROVEMENT FUND CONSOLIDATION: [Cosette Rees]	5:50 p.m.	6
	<b>Action Needed:</b> None. Information Only		
VI.	ADJOURNMENT	6:30 p.m.	
	<i>To request a reasonable accommodation or interpreter, including alternative formats of printed materials, please contact LTD's Administration office no later than 48 hours prior to the meeting at 541-682-5555 (voice) or 7-1-1 (TTY through Oregon Relay).</i>		



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 4, 2022

**ITEM TITLE:** GENERAL MANAGER RECRUITMENT PROCESS

**PREPARED BY:** Mark Johnson, Interim General Manager

**DIRECTOR:** N/A

**ACTION REQUESTED:** Information and Discussion

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**PURPOSE:** To update the Board on progress on the General Manager recruitment process, including a proposed plan for candidate interviews and finalist selection.

**ROLE OF THE BOARD:** The Board's role in this instance is to perform their statutory requirement of hiring a general manager.

**BOARD DIRECTIVE ALIGNMENT:** Pursuant to ORS 267.135(1) the board shall appoint a general manager on the basis of the qualifications of the general manager with special reference to the actual experience in or knowledge of accepted practices in respect to the duties of the office of the general manager. A general manager shall hold office for an indefinite term and may be removed by the board only by an affirmative vote of a majority of the members.

**COMMUNICATION:**

- At its August 4, 2021, Board meeting, the Board adopted resolution no. 2021-08-04-040 appointing Mark Johnson, the current Assistant General Manager, as the Interim General Manager beginning on September 7, 2021, and until a new general manager is hired. At this meeting, the Board directed staff to bring the matter of the recruitment process for a new general manager back for discussion at the September 15, 2021, regular Board meeting.
- At the September 15, 2021, regular Board meeting the Board directed staff to schedule a presentation from the potential General Manager recruitment consultant. The presentation was scheduled for a special Board meeting on October 6, 2021.
- At the October 6, 2021, special Board meeting, the consultant provided the requested presented to the Board and the Board agreed to move forward with utilizing the consultant to do a nationwide search for a new General Manager.
- At the November 3, 2021, Board work session, the Board received an overview of the recruitment process and proposed timeline.
- At the December 1, 2021, Board retreat, the consultant took the Board through an exercise to determine the expectations, competencies and values for the new general manager to inform the development of the updated job description.
- At the January 5, 2022, Board work session, the Board received a presentation on core competencies, understanding base compensation, the current (interim) general manager compensation structure, and next steps.
- At the January 18, 2022, Comprehensive & Accessible Services Transportation Committee meeting, the consultant provided an update on the recruitment process and accepted feedback from committee members.
- At the February 2, 2022, Board work session, the Board received a presentation providing a recap of the chosen core competencies; and reviewing the job description, recruitment strategy, and compensation analysis.

- At the April 18, 2022, executive session the Board narrowed the candidate pool to three candidates and discussed the interview and public engagement process.

**DATES PRESENTED TO THE PUBLIC:**

- In December a survey was sent to nearly 400 community members and to employees.
- There have been nine zoom forums led by TransPro with community leaders and two meetings with employees (directors and staff).
- More than 80 community members were invited to participate in the forums and the forums were complete on January 18.

**STRATEGIC BUSINESS PLAN:** The District's FY22-24 Strategic Business Plan has five strategic areas of focus. These include 1) Customer Satisfaction 2) Employee Engagement 3) Community Value 4) Financial Health 5) Sustainability. Each of these priorities has tactics, milestones, and performance measures to ensure achievability and accountability. All District projects and matters brought before the Board align with one of these five strategic areas of focus.

This agenda item aligns with the strategic areas of: Customer Satisfaction, Employee Engagement, & Community Value.

**DESCRIPTION:** One of the primary roles of the Board of Directors is to hire and manage the District's general manager. This report will provide a project overview, updated recruiting activity, an interview process discussion and next steps.

**BACKGROUND:** Since its formation in 1970 LTD has employed 6 general managers. Most recently, the last general manager served for just under 6 years with a resignation effective September 7, 2021. To support the transition between the previous general manager and the next general manager, Mark Johnson, assistant general manager, was appointed as the District's interim general manager. Mark Johnson served as the assistant general manager beginning in 2016. A former bus operator, Johnson has served in various leadership and management capacities during a career spanning nearly 40 years. He has been at LTD for 23 years, where he has served as the District's Assistant General Manager, Director of Operations and Customer Service, and Director of Transit Operations. Prior to LTD, Mr. Johnson was the Assistant Manager of Operations at Pierce Transit in Tacoma, Washington. Interim General Manager Johnson will continue to serve in his current capacity until a new general manager is hired.

**CONSIDERATIONS:** N/A

**ALTERNATIVES:** N/A

**NEXT STEPS:** Candidate interviews will be held during the third week of May. The Board will continue to receive updates on the status of the recruitment process at future meetings.

**SUPPORTING DOCUMENTATION:**

**PROPOSED MOTION:** N/A



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 4, 2022

**ITEM TITLE:** RIDESOURCE AND FIXED-ROUTE CONNECTIONS

**PREPARED BY:** John Ahlen, Accessible Services Program Manager

**DIRECTOR:** Cosette Rees, Director of Customer and Specialized Services

**ACTION REQUESTED:** Information and Discussion

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**PURPOSE:** Staff will provide information to the Board demonstrating how LTD's fixed-route and paratransit services together form a comprehensive public transit system in the area. A presentation will show how changes to fixed-route and paratransit services impact one another, and how the changes effect the system as a whole. This is part of a series of presentations informing the Board in preparation for an operations analysis to critically evaluate opportunities in our transit systems.

**BOARD COMMUNICATION:** A RideSource services overview was presented to the LTD Board Work Session on March 2, 2022.

**PUBLIC COMMUNICATION:** Preliminary information on the RideSource Operations Analysis was presented to the LTD Strategic Planning Committee Meeting on March 29, 2022.

**STRATEGIC BUSINESS PLAN:** The District's FY22-24 Strategic Business Plan has five strategic areas of focus. These include 1) Customer Satisfaction 2) Employee Engagement 3) Community Value 4) Financial Health 5) Sustainability. Each of these priorities has tactics, milestones, and performance measures to ensure achievability and accountability. All District projects and matters brought before the Board align with one of these five strategic areas of focus.

This agenda item aligns with the strategic areas of: Customer Satisfaction, Community Value, Financial Health, and Sustainability

**DESCRIPTION:** Changes to fixed route service typically fall within LTD's fixed-route service policy. These in turn can trigger changes in paratransit requirements and needs. A RideSource Operations Analysis and Comprehensive Operations Analysis aim to look at how paratransit and fixed route services, respectively, can more efficiently work together as our community public transit system.

RideSource services are both a federal requirement and a critical transportation service for many older adults and people with disabilities. Customer Satisfaction is a direct performance metric measured in RideSource services.

RideSource serves our community of older adults and people with disabilities, meeting an expectation that everyone should have an opportunity to travel to work, to medical appointments, to the grocery store, and to contribute towards independence and satisfaction. In this way we meet an important community value which brings to our area a wide network of governments, non-profits, and social services and a larger than national average proportion of older adults and people with disabilities that have chosen to call Lane County home.

Fixed-route and RideSource operations are the core of what LTD provides for our community. Ensuring LTD meets its responsibilities to provide high quality transportation services to older adults and people with disabilities while remaining a responsible steward of available resources is an exercise in both Financial Health and Sustainability.

**BACKGROUND:** LTD plans to partner with consultants to critically evaluate both fixed-route and RideSource services to help us better answer questions of where we should go and who we should serve. While LTD plans separate analyses of paratransit and fixed-route services, it is important to remain mindful that these services are interdependent and that changes to one necessarily effect the other.

**CONSIDERATIONS:** N/A

**ALTERNATIVES:** N/A

**NEXT STEPS:** Additional information will continue to be presented to the Board as available leading to the Comprehensive and RideSource Operations Analyses.

**SUPPORTING DOCUMENTATION:**

- RideSource & Fixed Route Connections Presentation

**PROPOSED MOTION:** N/A



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 4, 2022

**ITEM TITLE:** STATEWIDE TRANSPORTATION IMPROVEMENT FUND CONSOLIDATION

**PREPARED BY:** Cosette Rees, Director of Customer and Specialized Services

**DIRECTOR:** Mark Johnson, Interim General Manager

**ACTION REQUESTED:** None. Information Only

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**PURPOSE:** To provide a summary of the consolidation of the state Special Transportation Fund (STF) into the Statewide Transportation Improvement Fund (STIF).

**COMMITTEE COMMUNICATION:** This is the first committee communication on this item.

**PUBLIC COMMUNICATION:** This is the first committee communication on this item.

**STRATEGIC BUSINESS PLAN:** The District's FY22-24 Strategic Business Plan has five strategic areas of focus. These include 1) Customer Satisfaction 2) Employee Engagement 3) Community Value 4) Financial Health 5) Sustainability. Each of these priorities has tactics, milestones, and performance measures to ensure achievability and accountability. All District projects and matters brought before the Board align with one of these five strategic areas of focus.

This agenda item aligns with the strategic area of Community Value.

**DESCRIPTION:** LTD utilizes STF to fund projects serving older adults and people with disabilities in the metro and rural areas to live independently and continue to participate in their community. LTD utilizes STIF to fund the improvement, maintenance, or expansion of public transportation of all users. In recent years, legislation has been in the process of consolidating the funds from both programs.

A summary of this process and the changes that will ensue will be provided in a staff presentation.

**BACKGROUND:** The STF funding program was created in 1985 to provide transportation services needed to access health, education, work, social, and recreational opportunities for older adults and people with disabilities. LTD is the STF Agency responsible for development of the plan and oversight of the distribution and reporting of the funding within Lane County.

The STIF program was established in 2017 to provide a dedicated source of funding for improving, maintaining, or expanding public transportation for all users. LTD is the Qualified Entity (QE), responsible for developing the STIF formula plan to allocate, oversee distribution, and report on the performance of STIF funding for Lane County.

These two state funding programs share many of the same goals and processes making consolidation a natural action. For example, both are based on a biennium distribution, often to the same agency (such as LTD); both bring together Advisory Groups to develop recommendations; and the process for LTD to secure and distribute funding is very similar. However, there are distinct differences. STF, for example, is distributed to areas based on their population, while STIF is distributed based on employee payroll tax generated within an area. Another difference is that STF is dedicated to serving older adults and people with disabilities, while the STIF has much broader goals. The intent was to consolidate the processes and distribution, while ensuring the original intent of the populations served remained in-tact.

**CONSIDERATIONS:** N/A

**ALTERNATIVES:** N/A

**NEXT STEPS:** Updates will be provided at future meetings as the process develops.

**SUPPORTING DOCUMENTATION:**

- 1) STIF Consolidation PowerPoint

**PROPOSED MOTION:** N/A