

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, November 16, 2016

Pursuant to notice given to *The Register-Guard* for publication on November 10, 2016, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a regular board meeting on Wednesday, November 16, 2016, beginning at 5:30 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

Present: Gary Wildish, President  
Gary Gillespie, Vice President  
Ed Necker, Secretary  
Don Nordin, Treasurer  
Julie Grossman  
Carl Yeh  
A.J. Jackson, General Manager  
Jeanne Schapper, Clerk of the Board  
Lynn Taylor, Minutes Recorder

Absent: Angelynn Pierce

**CALL TO ORDER/ROLL CALL** — Mr. Wildish convened the meeting and called the roll.

**PRELIMINARY REMARKS BY BOARD PRESIDENT** — Mr. Wildish cited a letter from complimented LTD employees for their caring attitudes.

**COMMENTS FROM THE GENERAL MANAGER** — Ms. Jackson noted that LTD's general counsel, Dwight Purdy, was in attendance at the meeting. She noted that marketing materials had been distributed to Board members, and she thanked the Board for its support of the District's outreach efforts.

**ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA** — Mr. Wildish said Monthly Department Reports would follow Board Member Reports in order to facilitate a presentation on solar energy.

**BOARD CALENDARS** — Ms. Jackson briefly reviewed coming events and activities. She determined that Board members were willing to move the December monthly meeting from the 21<sup>st</sup> to the 12<sup>th</sup>.

**EMPLOYEE OF THE MONTH** — The Board recognized Engineering Technician Ana Hewitt as the December 2016 Employee of the Month. Mr. Wildish presented Ms. Hewitt with her award and thanked her for outstanding service and dedication to LTD's mission. Ms. Hewitt

thanked the Board for the honor and expressed her appreciation for her position with LTD and for her co-workers.

**AUDIENCE PARTICIPATION** — Mr. Wildish reviewed the procedures for providing testimony to the Board.

**Rob Zako**, Eugene, representing Better Eugene-Springfield Transit (BEST), invited Board members to attend a November 30, 2016, event sponsored by BEST and a number of community partners and featuring Jarrett Walker, an innovative, internationally recognized transit consultant. He said a report on community conversations would be released in December 2016 and a report on the travel time study BEST had conducted would be released in early 2017. Both reports would address ways to improve transit in the community.

**ITEM FOR ACTION AT THIS MEETING**

**MOTION Consent Calendar** — Ms. Grossman moved that the Board adopt the following resolution: LTD Resolution No. 2016-11-16-038: It is hereby resolved that the Consent Calendar for November 16, 2016, is approved as presented. Mr. Yeh provided the second. The Consent Calendar consisted of the Minutes of the October 10, 2016, Special Board Meeting/Work Session; Minutes of the October 19, 2016, Regular Board Meeting; support of the Go Oregon project; and the 2017 Oregon Ethics Law Best Practices Checklist.

**VOTE** The resolution was adopted as follows:  
AYES: Gillespie, Grossman, Necker, Nordin, Wildish, Yeh (6)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: Pierce (1)

**Proclamation Honoring Eugene Mayor Kitty Piercy's Contribution to Transit** — Mr. Wildish read the proclamation recognizing Mayor Piercy's 12 years of service and her steadfast support for public transit and the communities it serves.

**MOTION** Mr. Gillespie moved Resolution No. 2016-11-16-039: Be it resolved that the Lane Transit District Board of Directors expresses the gratitude of the District to Mayor Kitty Piercy for her years of service to the City of Eugene and LTD, as stated in further detail in the attach Proclamation. Ms. Grossman provided the second.

**VOTE** The resolution was adopted as follows:  
AYES: Gillespie, Grossman, Necker, Nordin, Wildish, Yeh (6)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: Pierce (1)

Ms. Piercy thanked the Board for the recognition. She commended LTD for its long-range thinking, high quality service to the community, and collaboration with community partners--particularly through the United Front initiative. She said the community would not be able to accomplish its goals without a good transportation system.

## ITEMS FOR INFORMATION AT THIS MEETING

**Board Member Reports** — Mr. Nordin reported that the LaneACT (Area Commission on Transportation) had received a report from the Oregon Department of Transportation (ODOT) Aviation Division and a presentation from the Confederated Tribes of the Coos, Lower Umpqua, and Siuslaw Indians on its transportation system. He said the Confederated Tribes wanted to coordinate more closely with other agencies and jurisdictions, particularly LTD, for better service in western Lane County.

Mr. Yeh reported that the EmX Steering Committee was in the process of redefining its role, and a proposal would be presented to the Board at its December meeting. He also noted that the Vision Zero Task Force had drafted a vision statement for adoption by the Eugene City Council.

Mr. Gillespie reported that the Metropolitan Policy Committee (MPC) discussed support for the Oregon Metropolitan Planning Organization Consortium's priorities for a legislative transportation package, including the amount of an increase in the state gas tax, allocation of additional revenue, and use of the term "climate change." He said there was agreement to request a tax increase of 25-30 cents per gallon.

**Monthly Department Reports** — Ms. Jackson pointed out an error on page 91 of the agenda packet: the estimated cost of solar energy infrastructure per bus was \$164,400, not \$1,644,000. She said Development Planner Kelly Hoell would discuss the technical information in the report and questions the District should be asking about investing in solar infrastructure for charging LTD's electric vehicles.

Ms. Hoell said that BYD was the bus manufacturer for LTD's new all-electric vehicles, and BYD had provided worst case and likely case estimates for charging those vehicles. Factors included batteries and battery storage to hold energy, regardless of source, and solar panels to power the storage. She reviewed the calculations that were used to determine how much energy would need to be produced, based on two operational scenarios.

In response to a question from Mr. Nordin, Ms. Jackson clarified that the likely case assumptions were based on BYD's experience with users, and its knowledge of the industry and LTD's operations.

In response to a question from Mr. Yeh, Ms. Hoell said she was not certain if the Springfield Utility Board (SUB) had net metering policies similar to Eugene Water & Electric Board's (EWEB).

Mr. Yeh asked if it was useful to have battery backup in the event of an outage. Assistant General Manager - Service Delivery Mark Johnson said that might be desirable to have, but a cost analysis would need to be performed. Ms. Hoell said questions to explore in further research could include:

- The risk of having battery packs without investing in the solar panels to power them
- Use of just the battery packs for power storage
- Determining SUB's peak charges and options for mitigating peak load charges
- Determining the minimum battery backup system necessary for LTD's operations

- The size the electric vehicle fleet would be in the future (BYD estimates are based on 10 buses)
- The size and location of batteries and ease of expanding number of batteries as fleet expanded

Mr. Gillespie asked if there would be a separate charging stations for each bus and if the McKenzie Bridge bus would need to charge at some point on its route. Mr. Johnson said there would be five charging stations for the initial delivery of five buses. Ms. Hoell said the range for the 40-foot buses ordered from BYD was 130-180 miles, which would allow the McKenzie Bridge bus to complete its route without charging outside of the LTD facility.

**Point2point Program Summary and Measurements** — Transportation Options Manager Theresa Brand used a slide presentation to provide an overview of the Point2point program, which developed and promoted all of the available transportation options services in Central Lane County. Transportation options supported state, regional, and local goals around transportation, including health, air quality, mobility options, and maximizing the efficiency of the transportation system. She described the wide range of activities and initiatives employed by Point2point to achieve those goals.

Ms. Brand said the program's success was evaluated through measurements conducted throughout the year, and those were reported on a monthly and annual basis to local jurisdictions and agencies as well as the state. She said a variety of tools were used to conduct measurements, including pre- and post-participation surveys, participation numbers, social media touches and classroom tallies. She added that data was available online and updated annually.

Ms. Brand highlighted future action items in the Point2point 2015-2020 Strategic Work Plan and said that the program's efforts also would be guided by state and local plans, as well as state direction on new performance measures. She said staff would continue to seek new funding to expand program components such as Safe Routes to Schools' bike and pedestrian education efforts.

Several Board members commended the program and offered anecdotes about their experiences with Point2point activities. Ms. Brand thanked the Board for its support.

**American Bus Benchmarking Group (ABBG) Update** — Mr. Johnson presented the results of the fourth annual customer satisfaction survey conducted through the ABBG. He said the survey was conducted online and participation was voluntary; approximately 300 responses were received. The survey provided a snapshot of customer opinions at a specific point in time. He described the ABBG and said that increased interest by transit agencies in participating could prompt the membership to be split into two groups, probably organized around property size.

Mr. Johnson said LTD's performance in many the ABBG measures had improved each year since LTD joined the group. He reviewed the scores and rankings in a selection of the measures and responded to questions from Board members. He said that the next report to the Board would show a year-to-year comparison of LTD's performance. Current ABBG membership included a range of transit agencies from large to small, with several of a similar size to LTD. The purpose of benchmarking was learning and peer-to-peer information share, as well as tracking incremental improvement.

**Trillium Update** — Mr. Johnson said it had been challenging to implement a process for paying the new amount that had been negotiated. He said all paperwork had been completed, the system tested, and the first checks were received the prior week. At this point, Trillium owed LTD \$1.2 million, and he anticipated that payments would now be received on a regular basis. He emphasized that payments would cover LTD's actual per-ride costs.

**Rural Service Issues and Opportunities** — Director of Planning and Development Tom Schwetz showed a comparison of costs, service hours, service miles, and boardings between metro and rural areas. He said that rural costs represented 8 percent of the total; service hours were 13 percent and boardings were 3 percent. He said that data had driven rural service decisions for the past 40 years, but many changes were occurring in outlying areas that required a different approach due to increased need for access to jobs, services, education, and social connections in the metro area.

Mr. Schwetz said the District faced some constraints in taking a different approach such as policy structure at the federal, state, and local levels; cost structures of alternatives; and funding limitations. He said that numerous requests for transit options that went beyond LTD's current operations, such as service to Florence, would need to be prioritized. The cities of Veneta, Cottage Grove, Creswell, Oakridge, and Junction City also were interested in expanded service.

Mr. Schwetz reviewed Goal 1 of the Long-Range Transit Plan, the specific policy for coordinating with cities outside the metro area and strategies for considering the plans of outlying communities and anticipating changes. He proposed shifting the approach to rural service and looking at how other districts were addressing the issue. Mr. Schwetz and Accessible and Customer Services Manager Cosette Rees described innovative arrangements that other districts used to provide access and connectivity.

Mr. Nordin commented that if Florence joined the transit district, it would be subject to the payroll tax and the additional revenue could help support service to and from the metro area. Ms. Rees said that could be part of a future conversation, as could LTD's role in providing that service. Mr. Schwetz suggested that the Board and staff could consider if adding communities such as Florence to the payroll taxing district would allow for greater or lesser flexibility in serving that area.

Mr. Gillespie and Mr. Nordin commented on the request from Oakridge to provide more service to facilitate trail bike tourism in the area. Mr. Gillespie added that he was discussing funding options with trail bike groups. Ms. Rees stated that LTD had been in discussions with Oakridge and recently added a mid-day trip between Eugene and Oakridge. Staff also were in discussions with Amtrak about making Oakridge an Amtrak destination.

Mr. Schwetz said there would be a follow-up session with the Board in January to further discuss rural service options.

**Monthly Financial Reports** — Ms. Jackson announced that the hiring of a permanent finance director and evolution of a variety of financial reports would now provide the Board with timely and accurate information to assist its decision-making.

Finance Director/CFO Christina Shew said she would facilitate meetings of the Board's Finance Committee to assure that staff were meeting the Board's need for financial information. She reviewed the structure of a handout titled *Revenue and Expenditures by Fund*. She noted that in addition to comparisons of year-to-date figures with budget, the report also included comments on key drivers for each fund.

In response to a question from Ms. Grossman regarding payroll tax revenues, Ms. Shew said that revenues were currently trending higher than anticipated and timing could be a factor. She said the budget did not adjust for seasonality, but that could be incorporated in future budgets and reports as trends became clear.

Ms. Jackson said that staff would continue to refine financial reports based on feedback from the Board. The explanatory information about key drivers was added to provide background on the analysis of all information that was used to compile reports.

**Monthly Cash Disbursements** - Mr. Nordin said there were payments to a number of consultants, but the information did not specify what services they provided. Ms. Jackson said that those questions could be asked of staff and explanatory information would be provided. As the process for controls and approval levels continued to develop, the Board would become more familiar with larger contracts.

**Monthly Performance Reports** — Ms. Jackson pointed out the positive ridership trend on fixed-route passenger boardings. She said RideSource ridership, which was a more expensive service to provide, had begun trending downward because the fixed-route system was helping to fill the gap.

Mr. Necker commented that the Transit Host program was a major factor in those trends.

**Monthly Report of Executed Contracts** — Mr. Wildish noted that an Executed Contracts report also had been distributed to the Board.

**Monthly Grant Report** — Ms. Jackson briefly reviewed the new report format, which she felt provided much better information than in previous reports. Board members agreed that the new report was very informative.

**Board Member Requests for Future Information/Action Items** — Mr. Gillespie asked that December financial reports include the percentage of Disadvantaged Business Enterprises (DBE) with which the District was doing business and how that had changed over the past year. Assistant General Manager - Administrative Services Roland Hoskins said it would be difficult to provide that report using the current system, but staff were reviewing the procurement system and developing more robust reporting capabilities. He said that a DBE report would be provided after the point that the Finance Department was fully staffed and the current project, Procurement System Review, was completed.

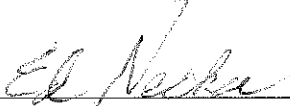
**ADJOURNMENT** - Mr. Wildish adjourned the meeting at 7:50 p.m.

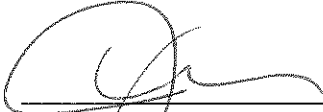
LANE TRANSIT DISTRICT:

ATTEST:

MINUTES OF LTD REGULAR BOARD MEETING  
NOVEMBER 16, 2016

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Ed Necker  
Board Secretary

  
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Jeanne Schapper  
Clerk of the Board

Date Approved: 12-12-16

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