

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING

Monday, October 12, 2015

Pursuant to notice given to *The Register-Guard* for publication on October 8, 2015, 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, October 12, 2015, beginning at 5:30 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

Present: Gary Wildish, President
Carl Yeh, Vice President
Julie Grossman, Secretary
Ed Necker, Treasurer
Don Nordin

Ron Kilcoyne, General Manager
Jeanne Schapper, Clerk of the Board
Lynn Taylor, Minutes Recorder

Absent: Gary Gillespie
Angelynn Pierce

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

PRELIMINARY REMARKS BY BOARD PRESIDENT: Mr. Wildish thanked Board members for their efforts over the past two weeks.

COMMENTS FROM THE GENERAL MANAGER: None

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA: None.

BOARD CALENDARS: Mr. Kilcoyne reviewed the coming Board meetings and other scheduled events. He noted that there would likely be a Board meeting on November 9 rather than November 18. He added that LTD would be hosting the Oregon Public Transportation Conference to be held at the Eugene Hilton on October 18-21 in Eugene.

Mr. Necker announced that the Accessible Transportation Committee (ATC) meeting would be held on October 27.

EMPLOYEE OF THE MONTH — NOVEMBER 2015: The Board recognized Business Intelligence Analyst Shawna Bigelow as the November Employee of the Month. Mr. Wildish presented Ms. Bigelow with her award and thanked her for her outstanding service and dedication to LTD's mission. Ms. Bigelow thanked the Board for the award.

AUDIENCE PARTICIPATION: Mr. Wildish explained the procedures for offering comments to the Board.

Bob Macherione, Eugene, representing Our Money, Our Transit (OMOT), said that outgoing General Manager Ron Kilcoyne had presided over a contentious time in LTD's history, with low employee morale. He said that he hoped the new general manager would do better at interacting with the public and the business sector. He said that financial reports continued to show a loss of ridership and that there was something wrong with the District's planning and operations. He stated that maintenance costs were rising despite a newer fleet, and LTD had one of the most expensive operations costs per mile, which were due to the general manager's choices. He added that he did not feel that Mr. Wildish's apology before the meeting for the closure of a lane in front of his business was appropriate because his expectations regarding lane closures in the West Eugene EmX corridor had not been met. He concluded that LTD had promised things in writing that it did not deliver.

ITEMS FOR ACTION AT THIS MEETING:

MOTION **Consent Calendar:** Mr. Nordin moved adoption of the following resolution: LTD Resolution No. 2015-037: It is hereby resolved that the Consent Calendar for October 12, 2015, is approved as presented. Mr. Necker provided the second. The Consent Calendar consisted of the Minutes of the August 19, 2015, Regular Board Meeting.

VOTE The resolution was approved as follows:
AYES: Grossman, Necker, Nordin, Wildish, Yeh (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Gillespie, Pierce (2)

West Eugene EmX Extension Property Acquisition: Planning and Development Manager Tom Schwetz introduced attorney Don Churnside, who had been working with LTD on property acquisitions for the West Eugene EmX Extension. He said that the resolution before the Board related to an action it took two years ago adopting Resolution 2013-033, authorizing LTD to acquire property needed for the West Eugene EmX project. He said that the project was now at 100 percent design and property acquisitions were now precisely defined. He asked the Board to approve supplemental Resolution 2015-038 that further specified property related to the project.

Mr. Churnside clarified that the resolution related to an issue raised by counsel for one of the property owners about how specific property descriptions needed to be expressed in the resolution. The supplemental resolution was a precautionary action, now that all of the property descriptions were clearly defined, to eliminate that issue in the future. He said that there had not been significant changes since the 2013 resolution, which included a map with general property descriptions. Since that time, engineers had surveyed the properties and identified specific metes and bounds, which was a refinement of the original resolution. There were no changes to the routes or increases to acquisitions.

MOTION Mr. Necker moved approval of Supplemental Resolution No. 2015-038 that refines and further specifies the property and property interests to be acquired under LTD Resolution No. 2013-033, dated December 18, 2013. Ms. Grossman provided the second.

VOTE The resolution was approved as follows:
AYES: Grossman, Necker, Nordin, Wildish, Yeh (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Gillespie, Pierce (2)

MovingAhead - Level 1 Decision: Development Planner Sasha Luftig introduced co-project manager Chris Henry, City of Eugene. She said that details of the Level 1 screening process were presented to the LTD Board and the Eugene City Council at a joint work session on September 28, 2015. She asked the Board to approve the Oversight Committee's recommendations for the following corridors to advance to the Level 2 alternatives analysis:

- Highway 99 - EmX, enhanced corridor, no-build
- River Road - EmX, enhanced corridor, no-build
- Coburg Road - EmX, enhanced corridor, no-build
- 30th Avenue/Lane Community College - EmX, enhanced corridor, no-build
- Martin Luther King, Jr. Boulevard - enhanced corridor, no-build

Ms. Luftig noted that the Board would be taking action prior to the Eugene City Council; and if for any reason the council took a different action, the matter would be presented again to the Board.

A letter from Better Eugene-Springfield Transit (BEST) supporting the recommendation was distributed to Board members.

Mr. Wildish commended the Moving Ahead process.

MOTION Mr. Yeh moved approval of LTD Resolution No. 2015-039: Be it resolved that the LTD Board of Directors directs advancement of the following MovingAhead corridors for further study in order to evaluate an EmX alternative, an Enhanced Corridor alternative, and a no-build alternative during the Level 2 Alternatives Analysis:

- Highway 99 Corridor
- River Road Corridor
- Coburg Road Corridor
- 30th Avenue-Lane Community College Corridor

and advancement of the Martin Luther King, Jr. Boulevard Corridor for further study in order to evaluate an Enhanced Corridor alternative during the Level 2 Alternatives Analysis. Mr. Nordin provided the second.

VOTE The resolution was approved as follows:
AYES: Grossman, Necker, Nordin, Wildish, Yeh (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Gillespie, Pierce (2)

Amalgamated Transit Union (ATU) Pension Trustee Agreement: Director of Administrative Services Roland Hoskins stated that the Board needed to address three issues. The first was to approve changes to the First Amendment of the Trust Agreement, and explanation of that action from attorney Jeff Kirtner was included in the agenda packet. The second issue related to Mr. Kilcoyne's retirement as general manager, which would require his resignation as a plan trustee. He said that the resignation would be postponed until the Board's November meeting. He said that the third action would add Finance Manager Todd Lipkin as a trustee on both the ATU and Administrative pension plans.

MOTION Ms. Grossman moved approval of LTD Resolution No. 2015-040: Be it resolved that the LTD Board of Directors hereby approves the addition of two trustees to the Lane Transit District and Amalgamated Transit Union, Local No. 757 Pension Trust: one trustee to be appointed by the ATU and one trustee to be appointed by the LTD Board of Directors. For a motion to pass, it will require two affirmative votes from the ATU-appointed trustees and two affirmative votes from the LTD Board-appointed trustees. Mr. Nordin provided the second.

VOTE The resolution was approved as follows:
AYES: Grossman, Necker, Nordin, Wildish, Yeh (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Gillespie, Pierce (2)

MOTION **Pension Trustee Appointments:** Mr. Nordin moved approval of Resolution No. 2015-041, a Resolution Appointing Todd Lipkin as Trustee of the Lane Transit District and Amalgamated Transit Union (ATU), Local No. 757 Pension Trust, and Todd Lipkin to the Lane Transit District Salaried Employees' Retirement Plan, and reappointing the other Trustees appointed by LTD (Ron Kilcoyne and Gary Gillespie for the Pension Trust; Ron Kilcoyne, Gary Gillespie and Roland Hoskins for the Salaried Retirement Plan), as stated in the attached resolution. Ms. Grossman provided the second.

VOTE The resolution was approved as follows:
AYES: Grossman, Necker, Nordin, Wildish, Yeh (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Gillespie, Pierce (2)

New General Manager Hire: Attorney Dwight Purdy distributed copies of the proposed General Manager Employment Agreement. He congratulated the Board on its selection of a new general manager. He said that the contract was based on the current general manager contract, with some changes. He said that the Board was being asked to approve the contract and grant the Board chair and general counsel authority to further negotiate the

contract terms. He added that he did not expect any changes to the financial provisions, but there could be some changes to language.

Mr. Purdy said that the general manager duties were essentially the same, with updated language regarding the timeline for fiscal year reporting to reflect current practices. He explained that the new general manager, Aurora Jackson, was expected to begin a three-year term on November 30, 2015, and would be an at-will employee at an annual salary of \$153,000. He reviewed the intervals for performance review and salary increases if reviews were satisfactory. He briefly reviewed other provisions of the contract regarding termination/suspension and expenses. He said that fringe benefits would be the same as it is for other newly hired employees, and other provisions were unchanged from the current general manager contract.

In response to a question from Mr. Yeh, Mr. Purdy said that further negotiations with Ms. Jackson could include language related to termination clauses or other non-financial matters. He said that Ms. Jackson could also accept the contract as proposed.

MOTION Mr. Yeh moved approval of LTD Resolution No. 2015-042: Be it resolved that the LTD Board of Directors approves the contract as presented as well as authorization for the Board chair and general counsel of LTD to continue negotiating with Ms. Jackson to be the next general manager of Lane Transit District. Ms. Grossman provided the second.

VOTE The resolution was approved as follows:
AYES: Grossman, Necker, Nordin, Wildish, Yeh (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Gillespie, Pierce (2)

Revised General Manager Retirement Agreement: Mr. Hoskins asked the Board to extend Mr. Kilcoyne's date of retirement to November 29, 2015, to assure a smooth transition of leadership during the period prior to the arrival of the new general manager.

Mr. Wildish determined that Mr. Kilcoyne was willing to extend his retirement date. He added that he expected that Ms. Jackson would visit the District during the interim period prior to Mr. Kilcoyne's departure and would be ready to assume her duties on November 30, 2015.

Ms. Grossman spoke in favor of extending Mr. Kilcoyne's retirement date in the interest of a seamless transition and thanked Mr. Kilcoyne for his willingness to continue his employment until the new general manager arrived. Mr. Nordin concurred.

In response to a question from Mr. Yeh, Mr. Hoskins said that Ms. Jackson felt comfortable taking on leadership of the District and that no overlap with Mr. Kilcoyne was necessary. Mr. Kilcoyne said that he expected to spend some time with Ms. Jackson during her trips to Eugene in November.

MOTION Mr. Necker moved approval of the following resolution: LTD Resolution No. 2015-043: It is hereby resolved that the LTD Board of Directors extend Ron Kilcoyne's term of employment to November 29, 2015. Mr. Nordin provided the second.

VOTE The resolution was approved as follows:

AYES: Grossman, Necker, Nordin, Wildish, Yeh (5)

NAYS: None

ABSTENTIONS: None

EXCUSED: Gillespie, Pierce (2)

LTD Registered Agent: Clerk of the Board Jeanne Schapper explained that all special districts were required to register with the Secretary of State's Office. With the extension of Mr. Kilcoyne's employment to November 29, 2015, she suggested postponing action until the Board's November meeting. There were no objections.

ITEMS FOR INFORMATION AT THIS MEETING:

Board Member Reports: There were no additional comments or questions.

Ms. Grossman suggested scheduling a work session at the next Board meeting to allow Board members to share their experiences at the recent American Public Transportation Association (APTA) conference.

Point2point 2015-2020 Strategic Work Plan: Point2point Program Manager Theresa Brand said that a copy of the draft Point2point 2015-2020 Strategic Work Plan was included in the agenda packet. She said that the planning process considered strategies and outcomes included in various local and regional transportation option plans. An advisory committee of partner representatives from Eugene, Springfield, Coburg, Lane County, and Lane Council of Governments (LCOG) helped to establish a collective vision for the Point2point program. She said that the planning process refined the program, developed a series of strategies, and produced the five-year work plan. She said that an important aspect of the process was establishing metrics to measure program effectiveness. Four key focus areas emerged from the plan:

- Transportation options outreach expansion
- Strengthen employer programs
- Strengthen metrics
- Develop and enhance partnerships, both current and new

Ms. Brand asked for comments and suggestions from the Board. She said that the draft plan would be presented to program partners before it was finalized at the Board's November 2015 meeting.

Mr. Yeh commended inclusion of the 8 to 80 community concept.

Mr. Wildish asked about Point2point staffing. Ms. Brand replied that the program was staffed with three full-time positions, an additional grant-funded position for the Smart*Trips* program, and a .25 part-time position to assist with school programs.

Mr. Wildish commended the program for the amount of work it performed in the community with such a small staff.

Mr. Nordin asked about the interface between Point2point and University of Oregon bike share programs. Transit Development Planner Sasha Luftig explained said the City of

Eugene and LTD partnered on a bike share study; and from that study, the City successfully applied for a *ConnectOregon* grant to complete feasibility studies of four bike share stations on the University of Oregon campus as well as stations between the University, downtown, and the Whiteaker neighborhoods. A team of project partners consisting of LTD, the City of Eugene, and the University provided planning and oversight for the system.

Ms. Brand added that the partners worked together to roll out options for the region and market the bike share program. She said that some rural outreach was also being conducted in Florence, Oakridge, and Cottage Grove to make them aware of transportation options such as bike share.

Mr. Yeh asked if social media was utilized in Point2point outreach. Ms. Brand replied that during the past year, there had been a significant increase in returns from Facebook and Twitter posts.

Ms. Grossman asked what staff was most excited about and what the biggest challenge was. Ms. Brand said that work around employer programs was especially important.

Mr. Wildish said that he appreciated the outreach to rural areas, which were also a part of LTD's service area.

Environmental and Sustainability Management System (ESMS): Director of Customer Services and Planning Andy Vobora said ABS Consulting had performed an audit of the District's ESMS over six days and that LTD had been recommended for certification. He commended Facilities Management Project Coordinator Allie Camp and the core team for their efforts over the past two years. He said that the auditors were very pleased with the level of awareness among employees. He said that the audit contained two minor non-conformance issues, and LTD had 60 days in which to rectify those issues and obtain its certificate. He said that new procedures had already been drafted to address those issues.

Mr. Wildish asked what percentage of transit districts had achieved certification. Mr. Kilcoyne said of the 635 districts reporting to the National Transit Database less than 5 percent had achieved certification. Mr. Vobora said that LTD would be the first district in Oregon to be certified.

Monthly Financial Report: Mr. Lipkin said that the current report only contained data on the first two months of the fiscal year and revealed little about financial trends. He said that he expected to end the year above budget for payroll tax receipts due to the receipt of tax payments from a delinquent taxpayer and the decision to increase the payroll tax rate. He added that he also expected to be well under budget for expenses. He said that the District was fully staffed administratively; however, new bus operators were being hired.

West Eugene EmX Project Update: Mr. Wildish said that he had recently toured the corridor and viewed the level of project completion. He said that barricades were still in place because signalization took much longer than anticipated. He was assured that equipment was now arriving. He said that paving activity was continuing, and the paving cutoff date had been extended by Oregon Department of Transportation. Work would continue during the

winter on relocation of utilities and other activities. He said that it had been very informative to tour the project and encouraged other Board members to do so.

Monthly Engagement Reports: There were no questions or comments.

Monthly Performance Reports: Mr. Kilcoyne said that ridership was still dropping and extensive analysis of data did not reveal a specific cause. He said that there was a slight under-count of riders, but that did not change the overall picture of decreasing ridership. He said there were some factors impacting ridership on certain routes, such as Gateway Mall construction activity, and a drop in LCC enrollments over the past three years, with future declines predicted. Construction of new student housing also changed ridership patterns, and University enrollment was flat. He said that staff continued to investigate reasons for the drop in ridership.

Mr. Vobora added that recent data also showed a drop in University enrollments.

In response to questions from Mr. Yeh, Mr. Kilcoyne said that lower gas prices did not appear to be a major factor in ridership decline because most of LTD's ridership was in town, and the price of gas tended to be a bigger concern for distance commuters. He said that weather could be a factor as good weather during the past year encouraged more people to walk and bike. A recent onboard survey could provide some insight through comparison with previous survey results.

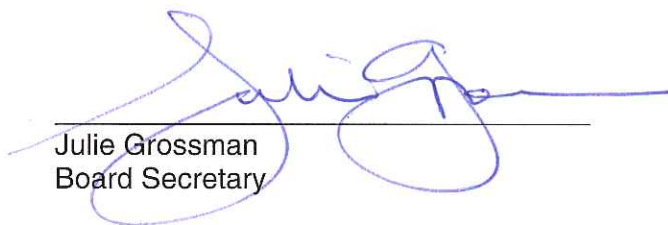
Mr. Kilcoyne said that drops in ridership were not uniform across routes in the District. He said that even with the decline in ridership, LTD's productivity remained high compared to other districts. He noted that there were some factors over which LTD had no control, but the current marketing budget was robust and efforts to make people aware of services would be enhanced.

Monthly Grants Report: There were no questions or comments.

Monthly Department Reports: There were no questions or comments.

ADJOURNMENT: Mr. Wildish adjourned the meeting at 6:55 p.m.

LANE TRANSIT DISTRICT:


Julie Grossman
Board Secretary

ATTEST:


Jeanne Schapper
Clerk of the Board

Date Approved: 12/16/15