

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, January 16, 2013

Pursuant to notice given to *The Register-Guard* for publication on January 10, 2013, 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 Monday, January 16, 2013, in the LTD Board Room at 3500 East 17th Avenue, Eugene.

Present: Greg Evans, President
Gary Gillespie, Secretary
Ed Necker, Treasurer
Dean Kortge
Michael Dubick
Ron Kilcoyne, General Manager
Jeanne Schapper, Clerk of the Board
Lynn Taylor, Minutes Recorder

Absent: Mike Eyster
Doris Towery, Vice President

CALL TO ORDER/ROLL CALL: Mr. Evans convened the meeting and called roll at 5:30 p.m.

PRELIMINARY REMARKS BY BOARD PRESIDENT: Mr. Evans called the Board's attention to the City of Eugene's recognition as number 6 of the 12 leading cities on sustainability. Mayor Piercy noted that the recognition was due in no small part to Lane Transit District's contribution. Additional information could be obtained at www.BillMoyers.com.

COMMENTS FROM THE GENERAL MANAGER: There were no comments from Mr. Kilcoyne.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA: Mr. Necker spoke to the proposed changes to route Nos. 51 and 52. He said that the current No. 52 ran from 8th Street to Railroad Boulevard and there were always customers who wanted to go to River Road. He said that if No. 40 replaced No. 52 and turned left at Chambers it would eliminate a close location for those customers to transfer. He stated that the consensus at the December 2012 Accessible Transportation Committee (ATC) meeting was to oppose the change.

Director of Customer Services and Planning Andy Vobora responded that the change was still a proposal, and staff were conducting extensive outreach to obtain input from riders on the routes and social service agencies in the area. That feedback would be considered when a proposal was developed for the Board's consideration.

Mr. Gillespie added that he also had heard feedback on the proposed route change; one concern was with the delays caused by freight trains. Mr. Vobora said that was one of the issues being researched as proposals were being developed.

Mr. Gillespie thanked the *Bus Talk* editors for the recent article on Alternative Work Concepts (AWC). He said that AWC staff and volunteers were now wearing clothing that identified them as affiliated with Lane Transit District (LTD), and that had increased requests for assistance.

BOARD CALENDARS: Mr. Evans reviewed the scheduled activities for the remainder of January and the month of February. He said that replacements for outgoing Board members Dean Kortge and Mike Eyster had not yet been appointed. He noted that the February 20 Board meeting would be held in a different location due to retrofitting of the current meeting space. He added that he would formally leave the Board on March 31, 2013, and the March Board meeting would be his last. He would pass the gavel to the elected vice president at the February Board meeting. He suggested postponing committee assignments and officer elections until new Board members were seated.

WORK SESSION

Governance Process for Main Street-McVay Improved Transit Feasibility Study: Senior Project Manager John Evans reported that LTD was working closely with the City of Springfield to maintain a collaborative partnership. He said that the City and LTD want an extensive public outreach process and would closely review the project's scope of work once it was developed. He said the proposed governance structure would jointly manage the project and consist of: the LTD Board president and a member; the Springfield mayor and a city councilor; the Springfield city manager; and the LTD general manager. Staff from LTD and the City would provide support to the governance body.

John Evans said that the Federal Transit Administration (FTA) had awarded about half of the funding for the project, although that had been provided for an alternatives analysis as required under the previous federal transportation legislation. New legislation did not require an alternatives analysis, but the FTA still wanted a project planning process that would identify a locally preferred alternative (LPA). He said that staff would design a process for review by the governance body. He indicated that the City had four concurrent projects underway along Main Street and wanted to coordinate those activities as much as possible to streamline for efficiencies and consistency, and to avoid duplicating efforts.

In response to a question from Mr. Necker, John Evans said that the Main Street-McVay project area extended from the Highway 126-Main Street connection in Thurston through downtown Springfield and over the bridge to the McVay Highway and Lane Community College.

Mr. Gillespie asked if input from bus riders would be solicited. John Evans said that LTD would seek input specifically from riders, along with input from the general public, on what improvements to the corridor were desired.

Mr. Kortge asked how the unique governance structure was developed. John Evans responded that the model had been used successfully by the City on other projects. Mr. Kilcoyne added that the structure also was an attempt to coordinate the four projects along the corridor and to avoid creating four separate processes. He thought that the governance structure would provide the necessary coordination and foster a true partnership between LTD and the City.

Special Transportation Discretionary Grant Update: Accessible and Customer Services Manager Cosette Rees introduced Accessible Transportation Committee (ATC) Chair Mary Otten, Member

Misty Brazell, and LTD Accessible Services Program Coordinator Susan Hekimoglu. Ms. Rees said that the 2014-15 biennial discretionary grant process allocated the following federal funds:

5310 Enhanced Mobility	\$2,078,656
5316 Job Access and Reverse Commute (JARC)	171,819
5317 New Freedom	156,145

Ms. Rees said that the ATC established a grant review committee and priorities for funding. The priorities were: 1) maintain existing programs; 2) expand existing programs; and 3) fund new programs. She distributed and reviewed a spreadsheet entitled *Lane Transit District - Discretionary Grant Application 2014-15*, which reflected the applications received and the grant review committee's funding recommendations. She described the review process and use of priorities to allocate funds and said the programs to be funded would help to relieve demand on paratransit services and funds required to support those services.

Ms. Rees noted that the total of funding recommendations exceeded what was available under the three federal funding sources. She said that the new process took a holistic approach to program funding by projecting overall revenues, of which the 5310, 5316, and 5317 funds were a part.

Mr. Kortge asked for further clarification of the funding recommendations. Finance Manager Todd Lipkin explained that the approach allowed the committee to consider not only how to allocate the 5310, 5316, and 5317 funds, but the amount of General Fund dollars that would have to be allocated to pay for services to older adults and people with disabilities, and the impact that would have on the fixed-route service. Instead of making specific recommendations for the use of the three federal funding sources, the committee made recommendations for overall funding of Americans with Disabilities Act (ADA) paratransit programs, and staff would determine how best to distribute federal and General Fund resources among them. He said that the State had taken a similar approach to funding transportation projects under the State Transportation Improvement Program (STIP); the State would decide which projects would be funded, then determine how funds would be allocated to each project from a variety of sources.

Mr. Dubick asked what action would be taken if additional revenue was not sufficient to meet the overall funding recommendations. Ms. Rees said that the matter would be referred back to the committee.

Ms. Brazell added that the new process gave the committee an opportunity to establish priorities and take a holistic look at ADA paratransit programs. She felt it was a valuable use of the ATC.

Ms. Rees said the process also allowed for dialogues with applicant agencies, and staff planned to conduct follow-up site visits to become familiar with the range of services provided. She said that she hoped the review process could become an annual one. She said that the ATC had taken action to authorize LTD to apply for the federal funds, and an application would be submitted on January 18, 2013.

Mr. Necker commented that the federal funds were one of several funding sources, with the General Fund backfilling urban services through *RideSource*. Any federal or state funding for ADA paratransit reduced the burden on the General Fund.

Board Room Modernization Update: Facilities Manager Joe McCormack and Information Technology Manager Steve Parrott used computer rendered drawings and a slide presentation to illustrate how the Board Room would be redesigned based on the Board's earlier direction.

Mr. McCormack described the flexibility and functions of the new design to accommodate public meetings and a variety of other activities, including furnishings that could be easily rearranged to meet different needs. He said construction would begin shortly and continue through February. The Board's February meeting (and possibly March) would be held at another location to accommodate the construction schedule.

Mr. Parrott reviewed the current audio/visual technology and the new technology that would be installed during modernization. He said that the technology improvements would provide better ways to communicate at meetings and provide better access for participants and members of the public with hearing, visual, and mobility disabilities.

EMPLOYEE OF THE MONTH: The Board recognized Bus Operator Charles Sales as the February 2013 Employee of the Month.

Mr. Evans thanked Mr. Sales for his service and dedication to LTD's mission and presented him with a certificate of appreciation, a check, and a pin commemorating his award. Mr. Sales thanked the Board for the recognition and expressed appreciation for his position with LTD.

AUDIENCE PARTICIPATION: Mr. Evans explained the procedures for providing public testimony.

Josef Siekiel-Zdzienicki, Eugene, said he was pleased to hear about the extensive public outreach planned for the Main Street-McVay project. He felt it would be beneficial for the public to know that the Oregon Department of Transportation and the railroad were involved in the process. He said that he felt that the West Eugene EmX project was a mistake, but the Thurston project was not.

ITEMS FOR ACTION AT THIS MEETING

Ordinance Administrative Review and First Reading Ordinance No. 42, An Ordinance Pertaining to the Territorial Boundaries of Lane Transit District: Mr. Vobora introduced Kristen Denmark, an attorney with the law firm of Thorp, Purdy, Jewett, Urness & Wilkinson, PC representing LTD.

Ms. Denmark explained the ordinance revision project. She said that the process involved a reorganization of ordinances, and no substantive changes were made or proposed to the three ordinances being presented that evening. She said that the project began six months ago with a review of the 41 ordinances listed on LTD's website. The ordinances were listed in numerical order, and it was confusing and difficult for the public to find specific information, as the ordinances were not searchable or listed by topic. Also, it was not easy to tell which ordinances were still in effect and which had been repealed or replaced by another ordinance. She said that the goal of the project was to make ordinances more streamlined and accessible to the public, while avoiding any substantive changes. Ordinances would be organized into eight categories on the LTD website, with one all-encompassing ordinance in each category. All ordinances also would continue to be available at LTD's administration offices.

Ms. Denmark reviewed new Ordinance No. 42, establishing the district's territorial boundaries and criteria for changing those boundaries and combining old Ordinance Nos. 21 and 24. She described the changes that were highlighted in the copies of the old ordinances included in the agenda packet. She said that the map containing all addresses located within the territorial boundaries would be maintained at LTD's administration offices and would be made available to the public. Mr. Vobora added that the map also would be provided to Lane Council of Governments for inclusion in the regional information system database.

MOTION Mr. Dubick moved that Lane Transit District Ordinance No. 42 be read by title only. Mr. Kortge provided the second.

VOTE The motion was approved as follows:
AYES: Dubick, Evans, Gillespie, Kortge, Necker (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Eyster, Towery (2)

Mr. Evans read the ordinance by title only: "ORDINANCE NO. 42, AN ORDINANCE SETTING FORTH THE CRITERIA TO BE USED IN DETERMINING THE TERRITORY IN WHICH THE TRANSIT SYSTEM OF THE DISTRICT WILL OPERATE AND IN ESTABLISHING THE TERRITORIAL BOUNDARIES OF THE DISTRICT, AND AMENDING AND RESTATING ORDINANCE NO. 21 AND ORDINANCE NO. 24."

Ordinance Administrative Review and First Reading Ordinance No. 43, An Ordinance Adopting Procedures Relating to Route, Schedule, and Fare Changes: Ms. Denmark said that Ordinance No. 43 established procedures for making route, schedule, and fare changes. It did not combine ordinances, but only revised and restated Ordinance No. 33 by removing a reference to obsolete federal law.

MOTION Mr. Kortge moved that Lane Transit District Ordinance No. 43 be read by title only. Mr. Gillespie provided the second.

VOTE The motion was approved as follows:
AYES: Dubick, Evans, Gillespie, Kortge, Necker (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Eyster, Towery (2)

Mr. Evans read the ordinance by title only: "ORDINANCE NO. 43, AN ORDINANCE ADOPTING PROCEDURES RELATING TO ROUTE, SCHEDULE, AND FARE CHANGES, AND AMENDING AND RESTATING ORDINANCE NO. 33."

Ordinance Administrative Review and First Reading Ordinance No. 44, An Ordinance Setting Fares for the Use of District Services: Ms. Denmark said that this ordinance revised and restated old Ordinance No. 35 and did not combine ordinances. She highlighted the changes relating to references to a prior ordinance and proposed monthly group pass rates, which had already been adopted and were current rates as of 2013.

MOTION Mr. Kortge moved that Lane Transit District Ordinance No. 44 be read by title only. Mr. Gillespie provided the second.

VOTE The motion was approved as follows:
AYES: Dubick, Evans, Gillespie, Kortge, Necker (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Eyster, Towery (2)

Mr. Evans read the ordinance by title only: "ORDINANCE NO. 44, AN ORDINANCE SETTING FARES FOR THE USE OF DISTRICT SERVICES, AND AMENDING AND RESTATING ORDINANCE NO. 35."

Governance Committee Appointments for Main Street-McVay Project: Mr. Kilcoyne said that the governance committee would consist of two Springfield city councilors or a councilor and the mayor, two LTD Board members, and the Springfield city manager and LTD general manager as ex officio members. The resolution would appoint LTD Board members to the committee. He said there would need to be a reappointment when Mr. Eyster's term on the Board expired.

MOTION Mr. Gillespie moved LTD Resolution No. 2013-001: The LTD Board of Directors hereby approves the appointment of Doris Towery and Michael Eyster to the Main Street-McVay Governance Committee. Mr. Kortge provided the second.

VOTE The resolution was approved as follows:
AYES: Dubick, Evans, Gillespie, Kortge, Necker (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Eyster, Towery (2)

ITEMS FOR INFORMATION AT THIS MEETING

Board Member Reports: Mr. Evans reported that the Metropolitan Policy Committee (MPC) had elected new officers, and there had been changes in representatives as jurisdictions appointed new representatives to the MPC following the November 2012 election. Mr. Kilcoyne added that the MPC had made recommendations on projects for STIP funding. LTD's Northwest Eugene-Lane Community College Study was in Tier One and its River Road Station project was in Tier Two.

Mr. Dubick reported that the Lane Area Commission on Transportation (ACT) held a public hearing on project applications for STIP funding, and ACT members were to submit their recommendations for high, medium, and low funding priorities by January 16, 2013. He said the ACT's and MPC's recommendations would be discussed and finalized at the ACT's February meeting and forwarded to the State for consideration.

Mr. Dubick added that Brenda Wilson, LCOG executive director, was working hard to fill that agency's budget gap.

Mr. Gillespie reported that the MPC had limited the Metropolitan Planning Organization Citizen Advisory Committee (CAC) to no more than six meetings during 2013 because of budget constraints. He said that at its December meeting, the CAC had developed recommendations for prioritizing

STIP project applications using the tiered approach. He regretted that the new direction for the CAC would limit its ability to provide advice to citizens.

Monthly Financial Report - December 2012: Director of Finance and Information Technology Diane Hellekson reported that the District's financial status was good at mid-point in the fiscal year, with ridership stable and the gradual increase in revenue sustained. She said that the state-in-lieu payment was normal, with positive growth, and the question of the low disbursement in October 2012 was still being pursued. She said that fuel costs were very good news; \$3.75 per gallon was budgeted, and the average for the year to date was \$3.28 per gallon.


Mr. Kortge asked if the fuel storage tanks were full. Director of Maintenance George Trauger replied that the tanks were approximately half full with about 550,000 gallons. He said that the tanks would be filled when prices were lower and reached LTD's target price.

Mr. Gillespie asked about the status of the bus docking system. Mr. Trauger said that there had been a conference call with all parties to discuss the anomaly that occurred with the automated guidance system. He said that LTD would move forward cautiously. It appeared that one of the computers had failed. Testing would resume with drivers only when equipment had been replaced and additional protections installed.

ADJOURNMENT: Mr. Evans adjourned the meeting at 7:15 p.m.

LANE TRANSIT DISTRICT

ATTEST:



Gary Gillespie
Board Secretary



Jeanne Schapper
Clerk of the Board

Date Approved: February 20, 2013

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