



**LANE TRANSIT DISTRICT
BOARD OF DIRECTORS REGULAR MEETING**

Wednesday, May 18, 2016

4:00 p.m.

LTD Board Room

3500 E. 17th Avenue, Eugene (in Glenwood)

A G E N D A

Page No.

- I. CALL TO ORDER
- II. ROLL CALL
 - Yeh _____ Pierce _____ Gillespie _____
 - Wildish _____ Nordin _____ Grossman _____ Necker _____
- III. PRELIMINARY REMARKS BY BOARD PRESIDENT (2 minutes)
- IV. COMMENTS FROM THE GENERAL MANAGER (2 minutes) 4
- V. ANNOUNCEMENTS AND ADDITIONS TO AGENDA (2 minutes) 7
- VI. BOARD CALENDARS (3 minutes) 8
- VII. EMPLOYEES OF THE MONTH – JUNE 9
- VIII. AUDIENCE PARTICIPATION
 - ◆ *Public Comment Note: This part of the agenda is reserved for members of the public to address the Board on any issue. The person speaking is requested to sign-in on the Audience Participation form for submittal to the Clerk of the Board. When your name is called, please step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you may address the Board from your seat.*
 - ◆ *Citizens testifying are asked to limit testimony to three minutes.*
- IX. ITEMS FOR ACTION AT THIS MEETING
 - A. Consent Calendar (2 minutes) 11
 - 1. Minutes of the April 11, 2016, Special Board Meeting/Work Session (Page 12)
 - 2. Minutes of the April 20, 2016, Regular Board Meeting (Page 19)

		<u>Page No.</u>
B. General Manager Performance Evaluation [Gary Gillespie, Roland Hoskins]	(5 minutes)	28
C. Human Relations Committee Recommendation: General Manager 2016 Goals and Objectives [Gary Gillespie, Roland Hoskins]	(5 minutes)	29
D. Proclamation Honoring FTA’s Rick Krochalis [A. J. Jackson]	(5 minutes)	31
 X. ITEMS FOR INFORMATION AT THIS MEETING		
A. Board Member Reports	(10 minutes)	34
1. Meetings Held		
a. Accessible Transportation Committee (ATC) – April 19		
b. Lane Council of Governments (LCOG) Board of Directors – April 28		
c. Metropolitan Policy Committee (MPC) – May 5		
d. Lane Area Commission on Transportation (LaneACT) – May 11		
2. Other Activities		
a. APTA Board Members and Board Support Conference – April 30 – May 3		
3. No Meeting/No Reports		
a. Main Street Projects Governance Team		
b. EmX Steering Committee		
c. LTD Board Human Relations Committee		
d. MovingAhead Oversight Committee		
e. LTD Pension Trusts		
f. LTD Board Finance Committee		
g. LTD Board Service Committee		
h. Eugene Transportation Community Resource Group (TCRG) for the Eugene Transportation System Plan (TSP)		
B. Main Street-McVay Highway Transit Study Phase 2 Update [Sasha Luftig]	(10 minutes)	37
C. Trillium Update [Aurora Jackson]	(5 minutes)	51
D. Monthly Department Reports (respond if questions)		52
E. Monthly Grant Report (respond if questions)		60

Page No.

XI. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

61

- A. FY 2016-17 Budget Adoption (June)
- B. FY 2015-16 Supplemental Budget (June)
- C. FY 2016-17 Capital Improvements Program Adoption (June)
- D. Point2point Employer Outreach Program Update (June)
- E. Election of Board Officers (June)
- F. Board Member Committee Assignments (June)
- G. Budget Committee Appointment
- H. Emergency Preparedness – Planning, Response, and Communications
- I. Long-Range Transit Plan
- J. Trillium Updates
- K. Main-McVay Project Update
- L. MovingAhead Project Update

XII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING - REQUESTED BY THE BOARD

63

- A. Fareless System
- B. Contract/Signature Authority Approval Levels, Policies

XIII. ADJOURNMENT

The facility used for this meeting is wheelchair accessible. If you require any special physical or language accommodations, including alternative formats of printed materials, please contact LTD's Administration office as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please call 682-5555 (voice) or 7-1-1 (TTY, through Oregon Relay, for persons with hearing impairment.

AGENDA ITEM SUMMARY

DATE OF MEETING: May 18, 2016

ITEM TITLE: COMMENTS FROM THE GENERAL MANAGER

PREPARED BY: Aurora (A. J.) Jackson, General Manager

ACTION REQUESTED: None

BACKGROUND:

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. There are two announcements for this evening as follows:

1. In preparation for developing a short- and a long-range transportation plan, LTD staff has been evaluating its processes for external communication. A working group was established to evaluate staffing and procedures that support the Board of Directors and the advisory committees. The working group is tasked with developing recommendations that improve transparency to our community. Over the next few weeks, staff will contact the Board to obtain their input and recommendations on how to improve processes. The working group's recommendation will be provided to the general manager so that she can make appropriate staffing and procedural decisions that support an open process. The results of all decisions will be presented to the Board at a future meeting.
2. The Business Commute Challenge sign-up began in April. Businesses will compete during the week of May 14 - 20 to see who can get the most employees to walk, bike, carpool, telecommute, or ride LTD. The business with the highest participation wins. Please see the event calendar for further information about next week's events.

ATTACHMENT: Business Commute Challenge Event Calendar

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2016 Business Commute Challenge Calendar of Events - April/May

3.29.16

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
April 2016					1	2
3	4	5 April 5 Registration opens	6	7	8	9
10	11	12 Don't forget to <i>Sign-up</i> early! You win a chance to drive an LTD Bus!	13	14	15 Early team registration Deadline today! Must register by today to be qualified to win the "Drive the Big Rig" contest.	16
17	18	19	20 Start getting your team pumped and ready!	21	22	23
24	25	26	27	28 Kick-off Event 4:00 p.m.-6:30 p.m. Oakshire Brewing 207 Madison St. PU Team Captain Kits Pizza, and prizes \$1 off beverages Music by HipBilly	29	30

LTD REGULAR BOARD MEETING

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 May 2016	2	3	4	5	6	7
8	9	5	11 Last day of BCC Team Captain Kit Deliveries	12	13	14 ★ Let the 2016 BCC Fun Begin!
15 ★ Prize drawings for employees who work this weekend	16 ★ Eugene Walkabout BCC Eugene Walkabout 11:30 – 1:30 pm LTD Next Stop Center 1099 Olive St. Must pre-register Lunch provided Daily prize drawings	17 ★ Eugene Breakfast Breakfast for bicyclists and pedestrians DeFazio Bridge 7:00 a.m. - 9:30 a.m. Bike tune-ups Daily prize drawings	18 ★ Transit Breakfast Breakfast at the Next Stop Center 6:30 a.m. - 9:00 a.m. "Drive the Big Rig" early registration winner drive 12:00 p.m. - 1:00 p.m. LTD Glenwood Daily prize drawings	19 ★ Springfield Walkabout BCC Springfield Poker Walkabout 11:30 a.m. – 1:30 p.m. NEDCO/Sprout 418 "A" St., Springfield Must pre-register Lunch provided Daily prize drawing	20 ★ Springfield Bike Event Springfield Wheel's by the Willamette Afternoon treats for bicyclists and pedestrians Aspen & D River Path 4:00 p.m. – 6:00 p.m. City of Springfield Daily prize drawings	21
	23 5:00 p.m.  Reporting Deadline	24	25	26 Wrap-up Party! 4:00 p.m. – 6:30 p.m. Eugene Wine Cellars 255 Madison Ave. Awards presented, pick-up prizes, appetizers, \$1 off beverages, and live music.	27	28

AGENDA ITEM SUMMARY

DATE OF MEETING: May 18, 2016

ITEM TITLE: ANNOUNCEMENTS AND ADDITIONS TO AGENDA

PREPARED BY: Jeanne Schapper, Executive Office Manager/Clerk of the Board

ACTION REQUESTED: None

BACKGROUND:

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.

ATTACHMENT: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: May 18, 2016

ITEM TITLE: BOARD CALENDARS

PREPARED BY: Jeanne Schapper, Executive Office Manager/Clerk of the Board

ACTION REQUESTED: Board member communication regarding participation at LTD and community events and activities

BACKGROUND:

Board members are asked to coordinate the Board Activity Calendars with their personal calendars for discussion at each Board meeting. Updated Board Activity Calendars are sent separately for Board members.

Board members also are asked to contact Jeanne Schapper with any changes in availability for LTD-related meetings and events and to provide their spring and summer vacation dates.

ATTACHMENTS: The link to Board activity calendars is provided separately to Board members.

Q:\Reference\Board Packet\2016\May\May 18 Reg Mtg\BD Calendars AIS.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: May 18, 2016

ITEM TITLE: JUNE EMPLOYEES OF THE MONTH

PREPARED BY: Jeanne Schapper, Executive Office Manager/Clerk of the Board

BACKGROUND:

Facilities Generalist II Joe McFadden and Facilities System Specialist Jeff Sherman are co-Employees of the Month for June 2016.

Joe and Jeff were nominated for this award by a coworker who wished to recognize them for the teamwork and ingenuity they displayed recently when they came up with a solution to an issue that had not been encountered before at the District. RideSource experienced a recent power outage, resulting in loss of the control program for the vehicle wash system. The manufacturer was no longer in business, so locating replacement software was a daunting task. Capitalizing on each other's strengths, Joe was able to locate a previous employee of the vehicle wash company and secure a copy of the original control program, and Jeff was then able to upload the program and make sure it worked as needed. Working together to solve this problem, Jeff and Joe potentially saved the District a large amount of money.

Joe has been with the District since 2002. He is a prior recipient of a Monthly Value Award for (not surprisingly) taking initiative, and he is a former member of the Safety Committee. Jeff has been with the District since 2006, has received two Monthly Value awards (also for taking initiative), is a past Employee of the Month, and is a member of the Safety Committee.

When asked to comment on the selection of Jeff and Joe as co-Employees of the Month, Facilities Maintenance Supervisor Kelly Staines said:

Joe has had an interesting tenure here at LTD. He was first hired as a marketing technician; shortly after, he went to work part time in Facilities. In 2006 he was hired as a full-time maintenance generalist; and in 2012, he was promoted to generalist II. Jeff was hired as a maintenance specialist in 2006; and in March 2013, he was promoted to facilities systems specialist.

Typically, Jeff and Joe don't work together. Jeff spends a large portion of his day dealing with ticket vending machine issues and difficult utility locates, among other tasks. He is currently working to set up an inventory system and module in the maintenance manager software. Joe is tasked with maintaining the Springfield Station and the RideSource campus. He also is the District's 'go-to' person for various shelter removals and bus stop furniture installations.

I was pleased to hear that Jeff and Joe were chosen co-Employees of the Month for June. They both have unique approaches to problem solving, and it has served LTD very well. Working together on this problem, Jeff and Joe potentially saved LTD from the huge expense of replacing the vehicle wash.

Joe and Jeff are incredible assets for LTD. They both contribute to the smooth operation of District facilities and public infrastructure. They have great attitudes and are two of the reasons why I enjoy my days here at LTD. It is rewarding when our team is recognized for the work that we do!

AWARD:

Joe and Jeff will attend the May 18, 2016, meeting to be introduced to the Board and to receive their awards.

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AGENDA ITEM SUMMARY

DATE OF MEETING: May 18, 2016

ITEM TITLE: CONSENT CALENDAR

PREPARED BY: Jeanne Schapper, Executive Office Manager/Clerk of the Board

ACTION REQUESTED: Approval of Consent Calendar items

BACKGROUND:

Issues that can be explained clearly in the written materials for each meeting, and that are not expected to draw public testimony or controversy, are included in the Consent Calendar for approval as a group. Board members can remove any item from the Consent Calendar for discussion before the Consent Calendar is approved each month.

The Consent Calendar for May 18, 2016, consists of:

- Approval of the Minutes of the April 11, 2016, Special Board Meeting/Work Session
- Approval of the Minutes of the April 20, 2016, Regular Board Meeting

ATTACHMENTS: 1) Minutes of the April 11, 2016, Special Board Meeting/Work Session
2) Minutes of the April 20, 2016, Regular Board Meeting

PROPOSED MOTION: I move that the Board adopt the following resolution:

LTD Resolution No. 2016-016: It is hereby resolved that the Consent Calendar for May 18, 2016, is approved as presented.

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING/WORK SESSION

Monday, April 11, 2016

Pursuant to notice given to *The Register-Guard* for publication on April 7, 2016, 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, April 11, 2016, 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
Ed Necker, Treasurer
Gary Gillespie
Donald Nordin
Angelynn Pierce

A. J. Jackson, General Manager
Jeanne Schapper, Clerk of the Board
Lynn Taylor, Minutes Recorder

Absent: Julie Grossman, Secretary

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

PRELIMINARY REMARKS BY BOARD PRESIDENT: Mr. Wildish thanked everyone for attending the meeting.

COMMENTS FROM THE GENERAL MANAGER: Ms. Jackson said that typically the Board held a regular meeting on the third Wednesday and occasionally a second work session on the second Monday of the month. She asked the Board to consider using the work session to group topics of interest and allow for longer presentations with the opportunity for questions and discussions. She noted that a recent presentation by the American Bus Benchmarking Group (ABBG) had to be rushed because of limited time. She solicited feedback on whether the Board would like to return to scheduling a work session meeting each month.

Mr. Necker said that he agreed that it was a good idea to hold a monthly work session if there were items of interest to the Board.

Mr. Wildish said that he also felt it would be helpful to have opportunities to spend more time on topics such as the ABBG presentation. Mr. Yeh concurred.

Mr. Gillespie added that he supported the idea of having two meetings each month: one to address regular business and action items, and a work session to allow time for more in-depth discussions.

Ms. Pierce said that she also supported the idea.

Mr. Nordin said that it would represent an additional investment of time to attend two meetings, particularly if one just addressed a single item. Ms. Jackson said that staff would attempt to group items of interest for work sessions, and the purpose was to provide an opportunity to explore those items in greater detail than could occur at a regular meeting.

Mr. Necker pointed out that there was no audience participation at work sessions.

ANNOUNCEMENTS: There were no announcements.

ITEM FOR ACTION AT THIS MEETING:

Approval of Revised Drug and Alcohol Policy: Risk Manager David Lindelien said that the Federal Transit Administration (FTA) had, during a recent audit, made suggestions on items in the current policy that needed to be changed/updated to be in compliance with FTA drug and alcohol regulations. He said that staff had made the changes, and the FTA indicated they were pleased with the updated policy. He said that the policy was not substantially changed; and he briefly reviewed changes, which were highlighted in the policy document provided in the agenda packet.

In response to a question from Mr. Necker, Mr. Lindelien said that the FTA's preferred term of "public transportation" was substituted for "mass transit" throughout the document.

Mr. Gillespie asked if the testing was contracted to another party. Mr. Lindelien replied that Cascade Health Solutions had been contracted to conduct sampling and collection; samples were then sent to Legacy Labs in Portland for testing and verification.

Mr. Gillespie observed that the changes appeared to be a standard adjustment to the policy.

MOTION Mr. Necker moved approval of Resolution No. 2016-008, adopting the revised Lane Transit District Drug and Alcohol Program Policy. Mr. Gillespie provided the second.

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

ITEMS FOR INFORMATION AT THIS MEETING:

Main Street-McVay Transit Study Update: Planning and Development Manager Tom Schwetz said that the Study's Governance Team was composed of representatives from the LTD Board, Springfield City Council, and Oregon Department of Transportation (ODOT). He said that the Governance Team had identified the following options for further consideration from a range of options initially examined:

Main Street segment: No-Change (existing service) and Bus Rapid Transit
McVay Highway segment: No-Change (existing service) and Enhanced Corridor

Mr. Schwetz explained that the federal environmental assessment process required the no-change option as a baseline. He said that the next step in the study would involve discussions with business and property owners along the corridors, lead by Springfield staff, to set up meetings. LTD staff would join City staff in face-to-face meetings to explain the project, options under consideration, and potential impacts. He said that feedback from those meetings would help staff to refine designs.

Ms. Pierce said that the Governance Team discussed at a recent meeting potentially decreasing acquisitions and incorporating a protected bike lane instead of a larger bike lane on the street.

Mr. Gillespie expressed that it would be interesting to see how LTD's experience with the 6th Avenue/7th Avenue and Pioneer Parkway corridors would translate to the Main Street project.

Mr. Schwetz said that LTD and its partners had collectively evolved how they viewed corridors from a multi-modal perspective, rather than just transit, with livability and safety being major objectives.

Bus Graphics: Marketing Manager Meg Kester said that the procurement of the District's first electric buses and additional hybrid buses was an opportune time to consider updating the look of LTD's fleet. She said that a more appealing, modern design could better fit the District's current brand and the image it wished to project to the community. She said that the current fixed-route, EmX, and RideSource vehicles looked distinctly different, and the public often failed to connect some of these services to LTD. She said that recent research determined that when people became aware of the range of services LTD provided to the community, their opinions of the District improved significantly. She said that the rolling stock was the most visible tool in defining LTD to the general public.

Ms. Kester said that changing the graphics on LTD's vehicles was a significant and important business decision. She said that staff envisioned no additional direct costs with a new vehicle graphic design as new vehicles would be painted with the new graphics once they arrived. A wholesale repainting of the entire fleet was unrealistic and cost prohibitive; the design changes would be integrated over a period of years as old vehicles were retired from service. She said that the new design would be a soft transition, retaining LTD bus colors and other brand elements, over a period of years when both old and new vehicles were part of the fleet.

Mr. Yeh said that he supported the direction of better LTD brand identification. He asked how long the current design had been in use. Ms. Kester said that it was about 12 years and the current fixed-route vehicles carried the outdated LTD logo. She said that staff was proposing the removal of the old vinyl decals and replacing them with the correct logo if the Board approved.

In response to a question from Mr. Yeh, Maintenance Manager Ernie Turner said that the cost to replace the logo decals was between \$700 and \$1,000 per vehicle. Repainting a 40-foot bus was about \$7,900, and the District currently owned 69 40-foot vehicles.

Mr. Gillespie said that he was pleased with the idea of clearly identifying LTD as the provider of all its services. He added that he did not like advertising decals on bus windows. He suggested a "10 New Reasons to Ride LTD" campaign in which the public was invited to name the ten new buses. He expressed that he was concerned that entirely rebranding the

fleet could create problems for people who were used to a certain vehicle appearance for the service they used.

Mr. Nordin asked if the electric buses would be highlighted so the public would know it was one of the new vehicles. Ms. Kester said that had been discussed, as there would be community interest in the all-electric vehicles, but staff were recommending not using a separate paint scheme; decals could be used to identify the electric buses. She said that the District could also consider a moratorium on exterior advertising for those buses as they were introduced to the community.

In response to a question from Mr. Necker, Ms. Kester said that the fiscal impact of no advertising on electric vehicles would depend on the length of the moratorium. When hybrid vehicles were introduced, no advertising was done for two years; she was not recommending that length of time. She said that a cost-benefit analysis could be conducted to determine the fiscal impact.

Mr. Necker asked if RideSource vehicles would have the LTD logo decal as RideSource was the one service that most people did not recognize as part of LTD. Ms. Kester said that staff were still considering options for enhancing that identification. She invited input from the Accessible Transportation Committee and Board members.

Ms. Kester distributed conceptual drawings of possible designs and asked if the Board wished to move forward with the idea of new bus graphics.

Mr. Wildish determined that there was a consensus from the Board to move forward.

Ms. Kester briefly reviewed the conceptual designs and answered questions from Board members.

Mr. Yeh expressed that he hoped that the “feel of the community” could be captured in the design. Mr. Gillespie made the suggestion that one bus could receive a tie-dye paint job.

Ms. Kester explained that next steps would include proceeding with designs and inviting input from employees and a future presentation to the Board.

WORK SESSION:

Lane Transit District Long-Range Transit Plan: Ms. Jackson explained that this agenda item was a follow-up to the Board strategic planning session and discussion of the District’s direction, performance standards, the goal of continuing to provide quality services and options for the future, and how to articulate those issues in a plan.

Mr. Schwetz described two different types of thinking and posed a problem to demonstrate the difference between fast and slow thinking. He said that while both styles were useful, slow thinking was best suited for long-range planning efforts. He used a diagram to illustrate how it might look to implement the Main Street and four MovingAhead corridors within a 10-year timeframe. While it represented an ideal scenario where everything went right, it was not realistic. He said that planning needed to consider all of the incremental changes that the District would go through over time, not just the EmX corridors. Those could include moving from a hub-and-spoke model, examining various services levels, how service was delivered

to outlying areas, accessible service functions, transportation options, technology, electric vehicles, skill sets for mechanics, fleet management, and many other structural changes. He said that service hours was a good basis for determining and meeting other needs such as personnel and the associated costs and revenue requirements. Those issues needed to be aligned within the District's planning documents and an implementation framework. Other factors that would affect how fast LTD developed its system were environmental, economic, and political.

Mr. Schwetz said that planning should anticipate the need to evolve and adapt as conditions changed and understand what was required to achieve the established goals. LTD needed to identify and work with community partners, needed to deliver the transit service that the community wanted, and identify generational differences in the demand for transit that could affect future service.

Mr. Schwetz said that all planning documents should be consistent with a ten-year implementation, and the ten-year plan should be divided into three-year, short-term plans that could be used to focus the District's efforts. He listed some steps that, at a minimum, should be taken in that process:

- Identify service changes needed
- Estimate the service hours required and miles operated to deliver that service
- Estimate the number of vehicles and operators required
- Estimate the number of mechanics and administrative staff required
- Estimate the materials and services required
- Estimate facility needs
- Update the Long-Range Financial Plan to reflect the ten-year implementation plan
- Update the Capital Improvements Plan to reflect the priorities in the ten-year plan

Mr. Nordin commented that the steps and assumptions outlined by Mr. Schwetz were based on operating a bus company; but within the ten-year timeframe, there were factors such as technology and autonomous vehicles that could change those assumptions. Mr. Schwetz agreed that current models would not work in all cases; the Accessible Services workgroup pointed out that the tools the service planners had to plan transit service would not help estimate the use of RideSource, which was a different market. He said that would require different strategies for projecting paratransit demands. He said that a benefit of planning in three-year segments was that it would allow for adjustments to accommodate emerging technology and other factors that could affect implementation of the ten-year plan.

Ms. Jackson said that the process would engage employees in determining how to do a good job today and in the future, and make decisions based on future goals and changing conditions. A ten-year plan might be optimistic, but it provided the District with a target. Staff would be working on topics such as urban growth boundaries and development predictions so that LTD would be prepared and proactive, rather than reactive.

Mr. Gillespie remarked that he did not see anything promoting or responding to the political climate on the list of steps, such as factors related to the payroll tax or legislative initiatives. He pointed out that LTD was a public body but also a political body affected by political change.

Mr. Schwetz said that LTD would need successful political relationships at the federal, state, and local levels to be able to implement the plan. He said that he agreed that the list addressed primarily operational questions; but other functions within the organization, such as government relations, were needed to make things happen and move forward with the plan.

Mr. Gillespie noted that the governor was working on a transportation plan that would impact the District, which prompted his comments about including the political environment in the planning process.

Mr. Schwetz said that a survey of internal and external stakeholders was conducted when the Long-Range Transit Plan was updated in 2010. He suggested that information might be a good way to begin the current planning process. He added that he would provide the results of that survey to interested Board members.

Mr. Wildish said that he was enthusiastic about the proposed process and the opportunity to find ways to better serve the community and provide more attractive options. He noted that LTD had ranked highly in most of the ABBG categories, with room for improvement in two or three areas. He said that incorporating some of those ideas in the planning process now could help the District provide better transportation options in the future for every resident.

Ms. Jackson asked for feedback from the Board on engagement. She said that she did not want to move too far internally without public input. She invited suggestions on how that public engagement should occur and what any key issues were for residents of the community.

Mr. Necker said that the engagement process should be well publicized, people should be given the opportunity to comment via telephone and e-mail, and feedback should be obtained from local groups such as neighborhood organizations. He said that he did not feel that people would respond to a ten-year plan, but rather be more focused on current services and those in the next year.

Mr. Yeh said that he liked the opportunity to respond to people at the subdistrict level.

Mr. Gillespie said that he felt that the southern/southwestern portion of his subdistrict had been overlooked in plans for future service. He said that was a key area to consider over the next year. He noted that another factor to consider was Lane Community College and the impact on service demand if the state enacted free junior college tuition.

Mr. Nordin said that there were two customer levels: one group of customers loved LTD because it served their needs, while the District was irrelevant to the others because it did not serve their purposes. He said that there was a great opportunity to incorporate much of Lane County in discussions of LTD. It was a direction in which the District should invest some resources.

Mr. Wildish said that many people, organizations, and jurisdictions were interested in transportation; and it would be beneficial to involve them in planning for the District's future.

Mr. Schwetz said the discussion had touched on a number of strategies that the Board and the organization should be deliberating in the near future and discussing with partners.

Ms. Jackson said that the public's perception was that it was feast or famine with LTD. The goal was to create a plan that would avoid compromising service, allow the District to be proactive, and build trust with the community.

Mr. Wildish emphasized the importance of keeping the Board engaged in the planning process.

Mr. Gillespie commended a recent LTD video that presented a positive and uplifting message.

ADJOURNMENT: Mr. Wildish adjourned the meeting at 7:27 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Julie Grossman
Board Secretary

Jeanne Schapper
Clerk of the Board

Date Approved: _____

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, April 20, 2016

Pursuant to notice given to *The Register-Guard* for publication on April 14, 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, April 20, 2016, 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
Ed Necker, Treasurer
Gary Gillespie
Donald Nordin
Angelynn Pierce

A.J. Jackson, General Manager
Jeanne Schapper, Clerk of the Board
Lynn Taylor, Minutes Recorder

Absent: Julie Grossman, Secretary

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

PRELIMINARY REMARKS BY BOARD PRESIDENT: Mr. Wildish thanked everyone for attending the meeting. He asked Board members to let him know of their committee preferences as assignments would be made in June.

COMMENTS FROM THE GENERAL MANAGER: Ms. Jackson announced that LTD was featured in *Metro Magazine* with an article on bus rapid transit projects. LTD's EmX project was cited as a national model.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA: There were no announcements.

BOARD CALENDARS: Ms. Jackson briefly reviewed coming events and activities. She noted that Governor Kate Brown would tour the EmX corridor during a visit to the area on April 25.

EMPLOYEE OF THE MONTH: The Board recognized Bus Operator Kiyo Clark as the May Employee of the Month. Mr. Wildish presented Mr. Clark with his award and thanked him for his outstanding service and dedication to LTD's mission. Mr. Clark thanked the Board for the award.

AUDIENCE PARTICIPATION: Mr. Wildish explained the procedure for providing comments to the Board.

Dan McGee, Eugene, expressed his appreciation for LTD, which he said was his main source of transportation other than walking. He addressed the proposed changes to the Route 12 Gateway bus and the Route 1 Campbell Center bus during the mornings and afternoons. He said that he understood the rationale for discontinuing the Route 12 turning onto 3rd Street and serving the Skinners Butte area. He said that there were many senior and disabled residents in the Parkview and Ya-Po-Ah Terrace apartment complexes who relied on the bus. He expressed that he was pleased with the addition of more 30-minute service during the afternoon. He asked that, with the elimination of the early morning Route 12 service, if there was a way to add early morning service from another bus such as routes 66 or 67 in order to pick up residents for early morning medical appointments and to make the transfer to the new Veterans Affairs (VA) Clinic on Chad Drive in order to connect with transportation to the Roseburg clinic.

In response to a question from Mr. Gillespie, Mr. McGee said that service at 6:30 a.m., 7:00 a.m., and 7:30 a.m. would meet residents' needs.

Tony Meyers, Eugene, said he was speaking for the same reason as Mr. McGee. He said there were many handicapped and senior residents in the Parkview Terrace, Ya-Po-Ah Terrace, and Campbell Senior Center area who use mobility devices, and decreasing the bus service in that neighborhood was very detrimental. He said it was already difficult to get mobility devices on the bus, and riders who used them were sometimes left behind. He encouraged the Board to not decrease service dramatically.

LaVerne Norman, Eugene, concurred with the first two speakers. She said that discontinuing the Route 12 bus morning services in the neighborhood created problems for residents who needed to take care of personal business in the morning. She expressed that she was pleased with the addition of 30-minute service and suggested it could start earlier since the Route 12 service was being discontinued. Residents could then return home sooner instead of waiting until 1:00 p.m. She said that she appreciated LTD's service and was a regular user.

Jackie King, Eugene, said that her neighbors on Mohawk Blvd. and in the Coburg area used the bus, so she understood the problem of on-time service with the Route 12, but had not seen that occur with routes 66, 67, and 13. She said that she was no longer able to transfer on the bridge between routes 12 and 67.

Trudy Rogers, Eugene, said that she had been an LTD rider for 26 years. She said that she admired the District and understood the reasons for the changes to Route 12, but that they created problems for people like her who had relied on catching that service at 8:00-8:15 a.m. She said that she hoped that the Route 1 service could occur every 30 minutes.

Patrick Conroy, Eugene, said that he wanted to see Route 1 bus service occur every half-hour all day long instead of afternoons only. He said that the 6:03 a.m. Route 12 service was needed to make connections with the bus at the Eugene VA Clinic that transported people to the Roseburg VA Clinic.

ITEMS FOR ACTION AT THIS MEETING:

MOTION Consent Calendar: Mr. Gillespie moved adoption of the following resolution: LTD Resolution No. 2016-009: It is hereby resolved that the Consent Calendar for April 20, 2016, is approved as presented. Ms. Pierce provided the second. The Consent Calendar consisted of the Minutes of the March 4, 2016, Special Board Meeting; Minutes of the March 11, 2016, Board Strategic Planning Work Session; Minutes of the March 16, 2016, Regular Board Meeting/Public Hearing; and the Nomination Form for Kathryn Bruebaker to the LTD Board Budget Committee.

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

Eugene Downtown Urban Renewal Plan: Director of Operations and Customer Satisfaction Mark Johnson introduced Dave Hauser, Eugene Chamber of Commerce President, to present the topic.

Mr. Hauser said that downtown was a reflection of the community's economic health, quality of life, and self-image. He said that downtown areas were becoming an increasingly important component of a community's economic development strategy. He said that an active, vibrant, safe downtown attracted new talent and drove the economy. There had been more than \$200 million in investment in downtown Eugene over the past five years, including housing, institutions, retail, and hospitality. He said that the journey to a great downtown was far from complete, and he briefly described four projects that were important to maintaining the momentum:

- Park Blocks improvements
- Renovation of the old Lane Community College downtown campus into an innovative arts and technology hub
- Construction of a permanent home for the Farmers' Market
- Installation of high-speed fiber internet in the downtown core

Mr. Hauser said that the Eugene City Council was considering an extension of the Downtown Urban Renewal District to provide a taxing and financing vehicle for the projects, and LTD was being asked to join other downtown organizations in supporting that extension.

Mr. Gillespie asked if the Downtown Urban Renewal District would have an impact on LTD's ability to collect payroll taxes from employers within the District. Mr. Hauser said that it would not and could enhance payroll tax revenue by encouraging new businesses.

In response to a question from Mr. Nordin, Mr. Hauser said that the resolution would not commit LTD to participate in projects; it was only to support the concept by allowing LTD to be listed as an advocate on promotional materials.

MOTION Ms. Pierce moved Resolution 2016-010: I move that the Lane Transit District Board of Directors supports the extension of the Eugene Downtown Urban Renewal District and

permits staff to engage in advocacy activity to achieve that purpose. Said advocacy activity includes, but is not limited to, providing written and oral testimony, using the LTD logo on promotional materials, and providing written commentary in local media publications. Mr. Nordin provided the second.

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

Annual Route Review: FY 2016-17 Service Recommendation: Service Planner Tim Simon provided a brief overview of the recommended service changes, the details of which were included in the agenda packet. He said that recommendations were based on system needs, operator input, feedback from a robust outreach process, and public testimony. He thanked those who spoke during the Audience Participation portion of the meeting and indicated that there was still time to take into consideration the concerns expressed. He said that he felt there were ways to accommodate those needs. He asked the Board to adopt the recommendations and said some amendments could be proposed for adoption at the June meeting, if necessary.

In response to a question from Mr. Necker, Mr. Simon explained why it was not logistically possible to send the Route 12 through the neighborhood in the early morning.

Mr. Wildish appreciated staffs' willingness to look at ways to address the issues raised during Audience Participation when implementing the service recommendations.

MOTION Mr. Gillespie moved the following resolution: Resolution No. 2016-011: It is hereby resolved that the LTD Board of Directors approves the Fiscal Year 2016-17 service recommendations as presented on April 20, 2016. Ms. Pierce provided the second.

In response to a comment from Mr. Necker, Mr. Simon said that approval of the resolution would allow staff to begin preparing for the fall bid, but amendments in response to comments received at tonight's meeting would be brought back to the Board.

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

Ms. Jackson invited a representative from those who spoke about the service changes to be a contact for staff so that residents could be briefed about amendments.

Revised Resolution Supporting Vision Zero: Planning and Development Manager Tom Schwetz said that the Board had discussed the issue several times, as had the EmX Steering Committee, which reviewed the resolution in detail and offered some suggestions for improving the language. He said that the resolution presented to the Board reflected the Steering Committee's input. He distributed an e-mail from Rob Zako, Better Eugene-

Springfield Transit, which made some additional suggestions about the language. He said that he did not feel the suggestions were critical to the intent of the resolution, but could be considered during implementation.

MOTION Mr. Yeh moved the following resolution: Resolution No. 2016-012: It is hereby resolved that the LTD Board of Directors adopts the attached resolution supporting the establishment of a safety-conscious environment focused on eliminating fatalities and serious injuries as presented to the Board on April 20, 2016. Mr. Nordin provided the second.

Mr. Gillespie commented on a recent presentation by Lane Council of Governments (LCOG), which collected and compiled extensive data on traffic-related accidents, including those involving bicycles and pedestrians. He suggested that LCOG make that presentation to the Board.

Ms. Pierce noted that Springfield had not adopted a Vision Zero policy but did have a similar safety initiative. She asked if Springfield information would be included in the report. Mr. Schwetz replied that data would be collected from all jurisdictions within the District's boundaries.

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

Pension Plans Trustee Appointments: Director of Administrative Services Roland Hoskins explained that trustee vacancies existed on both pension plans: one opening on the Salaried Employees' Retirement Plan and two openings on the Amalgamated Transit Union (ATU) Pension Trust. He recommended appointing himself and Ms. Jackson as trustees of the ATU Pension Trust and Ms. Jackson as a trustee on the Salaried Employees' Retirement Plan.

MOTION Mr. Gillespie moved approval of Resolution No. 2016-013, a Resolution appointing Roland Hoskins and Aurora Jackson as Trustees of the Lane Transit District and Amalgamated Transit Union (ATU), Local No. 757 Pension Trust, and Aurora Jackson to the Lane Transit District Salaried Employees' Retirement Plan, to succeed Todd Lipkin as Trustee, and reappointing the other Trustees appointed by LTD (Gary Gillespie for the Pension Trust; and Gary Gillespie and Roland Hoskins for the Salaried Retirement Plan), as stated in the attached Resolution. Mr. Necker provided the second.

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

Medicaid Brokerage – Trillium Contract: Ms. Jackson said that LTD's current contract with Trillium was for the six-month period from January 1, 2016, through June 30, 2016, and included a rate increase from \$7.00 per member per month (PMPM) to \$8.40 PMPM. She said that the next step was to negotiate another six-month contract at \$8.40 PMPM, with

additional provisions that could be included to provide LTD with some protection. She said that Trillium was concerned about entering into any contract with unknown costs, such as periodic adjustments; a flat rate for the duration of a contract was preferred. She said that initial discussions with the Board included the option of terminating the contract at the end of the current six-month period, but staff was recommending entering into another six-month agreement while continuously monitoring costs. A report on the results of the new payment schedule would be provided to the Board at its May meeting.

Ms. Pierce asked if Trillium would be cooperative in negotiating some protections for LTD. Ms. Jackson said that Trillium did not understand the risk LTD assumed under a flat rate contract but might be willing to discuss options. She that said LTD wanted to continue to provide the service because the brokerage provides an essential service to the community. She said that she would initiate a conversation with Trillium regarding a new agreement and voice LTD's sincere desire to continue the relationship.

Mr. Necker asked if the negotiations would be for reimbursement at the current payment rate. Ms. Jackson said that the \$8.40 PMPM would cover costs at present service levels, but LTD could not predict how the use of the service would increase given Trillium's increased marketing efforts. She said that negotiations could include a request to compensate LTD if the use exceeded a certain level. She said that Trillium had not been willing to consider periodic contract reviews and cost reconciliations, but LTD would explore cost containment measures, such as negotiating with providers on standard rates.

MOTION Ms. Pierce moved the following resolution: Resolution No. 2016-014: It is hereby resolved that the LTD Board of Directors authorizes the LTD general manager to negotiate another six-month agreement with Trillium for the period of July 1, 2016, through December 31, 2016, and provide monthly updates regarding costs in order to appropriately track expenditures. Mr. Gillespie provided the second.

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

ITEMS FOR INFORMATION AT THIS MEETING:

Board Member Reports: There were no questions or comments.

Moving Ahead – Prepare for Joint Work Session: Development Project Manager Sasha Luftig briefly reviewed the agenda for the Board's joint work session with the Eugene City Council scheduled to be held on April 25, 2016. She said that a summary of the public engagement process to date would be presented, along with a review of the refined alternatives to be considered for advancement to the next study phase. She distributed copies of the Eugene City Council Agenda Item Summary and maps of Corridor Overview and Design Alternatives. She said that the Eugene City Council had indicated a wish to take formal action on the recommendations, and the LTD Board would be asked to take formal action at a future meeting as well.

2015 Business Commute Challenge: Business Commute Challenge/Outreach and Special Events Coordinator Cammie Harris reported a record number of participants (2,584), including new participants, for the 2015 event. She shared the results of a survey that was conducted six months after the 2015 Challenge to determine if there were mode shifts among participants, details of which were included in the agenda packet.

Ms. Harris said that the 2016 Business Commute Challenge (BCC) goal was 2,700 participants. Marketing efforts would target owners, managers, and human resource managers of businesses within a half-mile of EmX lines, downtown Eugene, and downtown Springfield. Flyers, brochures, posters, and social media would all be used to publicize the event. She said that the events and activities would be similar to previous years, with a range of prizes based on days of participation in the week-long challenge.

Ms. Harris issued a challenge to Board members to bring in one new business to participate in the BCC.

Solar Technology Use Around District Facilities: Facilities Manager Joe McCormack reviewed the various strategies in place at LTD facilities to reduce energy consumption, including:

- Springfield Station – the building is heated and cooled with the aid of a ground-source heat pump.
- RideSource Operations Facility – utilizes daylighting and occupancy sensors.
- Eugene Station – fixtures retrofitted to LED lights.
- Glenwood Campus – conversion from pneumatic to digital HVAC control system; retrofitted most exterior fixtures to LED lights; retrofitted HVAC mechanical units; and modified temperature control and comfort practices.

Mr. McCormack said that the LTD solar experience to date consists of a solar-powered signal light on bus stops in rural or poorly lighted areas. The first solar lighting of a bus stop shelter occurred in 2006, and 25 shelters have received solar lighting in the last 12 months.

Mr. McCormack used charts and graphs to demonstrate the financial impact of installing various sizes of photovoltaic (PV) arrays at the Glenwood Campus, Eugene and Springfield stations, and the RideSource facility. The information is based on the size of system that could be accommodated at each location, the cost of installation, and the expected percentage of energy use reduction.

In response to a question from Mr. Necker, Mr. McCormack said that the installation costs were one-time expenditures, but there would be maintenance costs over time.

Mr. Gillespie asked the value of a 20-percent reduction in energy consumption at the Glenwood Campus. Facilities Management Project Coordinator Allie Camp said that it was the equivalent of about one month of electricity. She said that she would provide follow up information on how many months would be saved over the lifespan of the system.

Mr. Gillespie asked if there were any suggestions for addressing the issue during the coming budget discussions. Mr. McCormack said there were options available in a wide range of scales. He used a graph to illustrate current energy usage at facilities and the projected

impact of various energy savings solutions, including putting the first five all-electric buses into operation.

Mr. Nordin commented that space other than the buildings, such as parking lots, also could be used for PV array installations.

Mr. Necker asked what the typical life of a PV array installation was. Mr. McCormack replied that systems lasted at least 25 years.

Mr. McCormack said there were many other energy-saving strategies the District could consider, such as continuing to retrofit lighting at facilities and in some cases unplugging shelters by installing solar lighting. He said that vandalism was not a significant issue at stops and shelters and was typically limited to graffiti and chewing gum.

Mr. Yeh encouraged staff to continue to seek opportunities for solar installations, such as roof replacement at the River Road station. Mr. McCormack said that a new maintenance building was in the design phase, and the state required incorporation of PV array technology.

Mr. Nordin urged that a staff member be assigned the responsibility of incorporating solar technology. Ms. Jackson said that the ESMS (Environmental and Social Management System) Committee met regularly and that seeking ways to reduce energy consumption in all District projects, large and small, was an ongoing part of the Committee's mission.

Human Relations Committee Recommendation: General Manager Performance Measures: Mr. Gillespie said that a document listing the evaluation period and general manager's goals had been electronically delivered to Board members. The general manager identified six goals for the next six-month period, and the Human Relations (HR) Committee added a seventh goal, which was to seek other sources of revenue. He said that the HR Committee intended to provide, at a minimum, quarterly reports to the Board on the evaluation process, obtain feedback from Board members, and track progress as it relates to the Board's expectations and planning for the yearly evaluation. He said that the first six-month evaluation would be due at the end of May 2016, with the annual evaluation due in January 2017. The seven goals were:

1. Continue relationship-building with the Board, community, and LTD staff.
2. Recommend modifications to operational procedures that need adjustment.
3. Recommend revisions to the organization chart as may be appropriate.
4. Lead the Board in developing efficiencies related to the Board advisory committees, fiscal responsibility, service quality, and communication.
5. Lead the Board in developing a long-range transportation plan (10 years).
6. Lead the Board in developing a short-range transportation plan (three years).
7. Investigate additional revenue sources for transit.

Mr. Wildish asked Board members to provide comments and suggestions to the HR Committee. By July 1, the Board will be asked to approve goals and objectives for the next evaluation period.

The consensus of Board members was that these seven goals were reasonable.

Monthly Financial Report: Controller/Acting Finance Manager Tom Schamber reported that all financial indicators were positive. He said that fuel prices remained low, and fuel from the Coos Bay storage facility was now being used. He said that about \$80,000 had been added to the Medicaid deficit through the end of February. He said that the PMPM payment increase would help to reduce the total deficit of \$1.1 million by the end of June 2016, assuming that current trends held.

Monthly Department Reports: There were no questions or comments.

Monthly Grant Report: There were no questions or comments.

Monthly Performance Reports: Mr. Nordin asked if the number of boardings was still falling.

Mr. Wildish said that time constraints prevented the efficiency report from being included in the agenda packet, but would be provided at the next Board meeting.

Other Business: Mr. Gillespie asked that, subject to the consensus of the Board, staff present to the Board at its next regular meeting in June their recommendations for contract approval levels, checks and balances for District bank accounts, credit card policy and procedures, the travel policy, and the policy on donations (giving away LTD property and free fares). He expressed that he hoped those procedures could be adopted by the Board and in place for the next fiscal year by July 1, 2016.

Ms. Jackson said that staff would bring recommendations back to the Board and develop policies where none existed.

Mr. Wildish acknowledged to the Board members that staff should take into account what was reasonably achievable in that timeframe.

Mr. Wildish determined that there was Board consensus to proceed with Mr. Gillespie's request.

ADJOURNMENT: Mr. Wildish adjourned the meeting at 7:38 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Julie Grossman
Board Secretary

Jeanne Schapper
Clerk of the Board

Date Approved: _____

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AGENDA ITEM SUMMARY

DATE OF MEETING: May 18, 2016

ITEM TITLE: GENERAL MANAGER PERFORMANCE EVALUATION

PREPARED BY: Roland Hoskins, Director of Administrative Services

ACTION REQUESTED: Board agreement that General Manager Aurora Jackson receives a favorable review for her six-month performance evaluation

BACKGROUND:

One of the functions of the Board Human Relations (HR) Committee is to manage the annual performance evaluation of the general manager. With the hiring of a new general manager in November 2015, the Board of Directors began a review process that includes an evaluation of the general manager at six months after her start date.

The HR Committee has discussed aspects of the general manager's performance monthly since February. At the previous regular Board meeting in April, the Committee opened the floor for full Board input on the general manager's performance and goals. The Board is now asked to move approval of a favorable review of the general manager's performance over the recent six-month period ending May 30, 2016.

ATTACHMENTS: None

PROPOSED MOTION:

I move approval of Resolution No. 2016-017: Resolved, that Lane Transit District General Manager Aurora Jackson receives a favorable review for her first six-month performance evaluation.

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AGENDA ITEM SUMMARY

DATE OF MEETING: May 18, 2016

ITEM TITLE: HUMAN RELATIONS COMMITTEE RECOMMENDATION: GENERAL MANAGER 2016 GOALS AND OBJECTIVES

PREPARED BY: Roland Hoskins, Director of Administrative Services

ACTION REQUESTED: Board approval of Human Relations Committee Recommendation

BACKGROUND:

The general manager is the direct employee of the LTD Board of Directors. The Board has reviewed the performance of General Manager Aurora Jackson for her first six months of employment through the work of the Board's Human Relations Committee. Part of the evaluation process is to prepare Board-adopted goals and objectives for the general manager's next evaluation period. The Board's Human Relations Committee has met and reviewed the draft goals and objectives, and the attached document has been approved by the Committee and is being recommended for Board adoption.

ATTACHMENT: LTD General Manager's 2016 Goals and Objectives

PROPOSED MOTION: I move approval of the following resolution:

LTD Resolution No. 2016-018: It is hereby resolved that the LTD Board of Directors approves the LTD General Manager's 2016 Goals and Objectives as recommended by the LTD Board of Directors Human Relations Committee.

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LTD General Manager Performance Goals and Objectives

Period: June 1 – November 30, 2016

The Lane Transit District Board of Directors and the general manager understand that the general manager's role is to provide oversight and direction to staff for accomplishing many of the following goals. Ultimately, the Board holds the general manager responsible for the accomplishment of these goals and the overall performance of Lane Transit District.

Six-month Goals: June 1 – November 30, 2016

1. Continue relationship building with the Board, community, and LTD staff.
2. Recommend modifications to operational procedures that need adjustment.
3. Recommend revisions to the organization chart as may be appropriate.
4. Lead the Board of Directors in developing efficiencies related to the Board advisory committees, fiscal responsibility, service quality, and communication.
5. Lead the Board in developing a long-range transportation plan (10 years).
6. Lead the Board in developing a short-range transportation plan (three years).
7. Investigate additional revenue sources for transit.

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AGENDA ITEM SUMMARY

DATE OF MEETING: May 18, 2016

ITEM TITLE: PROCLAMATION HONORING FTA'S RICK KROCHALIS

PREPARED BY: Aurora Jackson, General Manager

ACTION REQUESTED: That the LTD Board of Directors approves a proclamation honoring FTA Region 10 Administrator Rick Krochalis' 14 years of service

BACKGROUND:

Richard (Rick) F. Krochalis has been the regional administrator of the Federal Transit Administration's (FTA) Region 10 office in Seattle, Washington, since May 2002. In this position, Mr. Krochalis has been responsible for the administration of FTA's capital, operating, and planning grant programs in the four-state Western region, which includes Oregon, Washington, Idaho and Alaska.

During his tenure, Mr. Krochalis has overseen the creation of 83 grants benefiting the District and this region, totaling more than \$238 million. The Gateway Corridor was the first Project Construction Grant Agreement executed by FTA for a Small Starts project.

On May 27, 2016, Mr. Krochalis will retire from the FTA after 14 years of service. At the May 18 meeting, the Board is asked to honor Mr. Krochalis by way of a Proclamation. Mr. Krochalis is unable to attend the Board meeting; but the framed Proclamation, signed by each of the LTD Board members, will be sent to him.

ATTACHMENTS:

- 1) Proclamation
- 2) Rick Krochalis' Biography

PROPOSED MOTION:

Resolution No. 2016-019: Be it resolved that the Lane Transit District Board of Directors expresses the gratitude of the District to Mr. Krochalis for his years of support of LTD's capital construction projects that will support our community long into the future, as stated in further detail in the attached Proclamation.

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**LANE TRANSIT DISTRICT
PROCLAMATION OF APPRECIATION
RICHARD F. KROCHALIS**

WHEREAS, transportation is a key economic driver for Oregon;

WHEREAS, investments in transit improve the economic vitality of the region;

WHEREAS, public transportation provides a critical service and is important to the quality of life and economic well-being of the citizens of Lane County;

WHEREAS, public transportation provides ladders of opportunity to people from all walks of life;

WHEREAS, the Federal Transit Administration (FTA) provides financial and technical assistance to local public transit systems and also oversees safety measures and helps develop next-generation technology research;

WHEREAS, FTA has partnered with state and local governments to create and enhance public transportation systems;

WHEREAS, Richard (Rick) F. Krochalis has been the Regional Administrator of the Federal Transit Administration's Region 10 office in Seattle, Washington, since May 2002;

WHEREAS, in this position, Mr. Krochalis has been responsible for the administration of FTA's capital, operating, and planning grant programs in the four-state Western region, which includes Oregon, Washington, Idaho, and Alaska;

WHEREAS, during Mr. Krochalis' tenure, LTD and FTA Region 10 have enjoyed a long partnership that has created **83 grants** totaling more than **\$238 million**;

WHEREAS, the Gateway Corridor was the first Project Construction Grant Agreement executed by FTA for a Small Starts project;

WHEREAS, EmX has facilitated more than \$250 million in private development, connecting more than 50,000 people to 80,000 jobs; and

WHEREAS, during his 14-year tenure as Region 10 Director, Mr. Krochalis has served the FTA and our region well as an advocate for public transportation and a myriad of transportation infrastructure needs of our region;

NOW, THEREFORE, BE IT RESOLVED that the **Lane Transit District Board of Directors express our gratitude to Mr. Krochalis** for your support of LTD's operations and capital construction projects that will support our community long into the future; and

FURTHERMORE, we express our thanks to you for your career in public transit, which helps create jobs and support the economy, enhance communities, and address concerns regarding climate change and reliance on foreign oil.

Dated this 18th day of May, 2016.

Gary Wildish, President

Carl Yeh, Vice President

Julie Grossman, Secretary

Ed Necker, Treasurer

Gary Gillespie, Member

Angelynn Pierce, Member

Don Nordin, Member

Richard F. Krochalis
Regional Administrator
Federal Transit Administration
Seattle, Washington

BIOGRAPHY

Richard (Rick) F. Krochalis has been the Regional Administrator of the Federal Transit Administration's (FTA) Region 10 office in Seattle, Washington, since May 2002. In this position, Mr. Krochalis is responsible for the administration of FTA's capital, operating and planning grant programs in the four-state Western region, which includes Oregon, Washington, Idaho and Alaska.

Prior to joining the FTA, Mr. Krochalis served as director of design, construction, and land use for the city of Seattle. In that position, he improved the performance of Seattle's primary regulatory agency, which is responsible for land use and construction permitting, and environmental review and enforcement activities. Under his direction, the agency implemented a program for neighborhood design review and provided improved customer service and quality oversight for Seattle's fast-growing urban environment.

From 1972 until 1992, Mr. Krochalis served as an officer in the U.S. Navy in a series of facilities construction and management positions, including program manager for the Navy homeport at Everett, Washington, and planning and real estate director for the Navy's West Coast operations.

Mr. Krochalis obtained a master's degree from Harvard University in city and regional planning and a bachelor's degree from Cornell University in environmental systems engineering.

He is past president of Sustainable Seattle and the Washington City Planning Directors' Association. He is a member of the Seattle Federal Executive Board, the University of Washington's College of the Built Environment Planning Professionals Council, and the Northwest Chapter of the Urban Land Institute's Advisory Board. He is a registered Professional Planner in the State of New Jersey.

AGENDA ITEM SUMMARY

DATE OF MEETING: May 18, 2016

ITEM TITLE: BOARD MEMBER REPORTS

PREPARED BY: Jeanne Schapper, Executive Office Manager/Clerk of the Board

ACTION REQUESTED: None

BACKGROUND:

Board members have been appointed to Board committees and to the Metropolitan Policy Committee (MPC), the Lane Council of Governments (LCOG) Board of Directors, and, on occasion, to other local, regional, or national committees. Board members also present testimony at public hearings on specific issues as the need arises. After meetings, public hearings, or other activities attended by individual Board members on behalf of LTD, time will be scheduled on the next Board meeting agenda for an oral report by the Board member. The following activities have occurred since the last Board meeting:

MEETINGS HELD:

Board members may take this opportunity to report briefly on any one-on-one meetings they have held with local officials or other meetings that they have attended on behalf of LTD.

1. **Accessible Transportation Committee (ATC):** The 16-member ATC is composed of both consumers and providers who are interested in transportation services for people with disabilities, people with low incomes, and older adults. The Committee meets six to seven times per year on the third Tuesday of the month. Board Member Ed Necker was appointed to the ex officio position representing the LTD Board on this committee. At the April 19 meeting, the Committee began a review of the LTD draft Reasonable Accommodation Policy that staff have been developing, and members were presented with information on the vehicle graphics proposal.
2. **Lane Council of Governments (LCOG) Board of Directors:** LTD Board Member Carl Yeh represents LTD on the LCOG Board of Directors as a non-voting member, with Board Member Don Nordin as alternate. The LCOG Board meets five times a year. At the April 28 meeting, the Board received reports from the Executive Committee, the Advisory Council, and the executive director. The Board also reviewed feedback regarding the Appreciation Dinner.
3. **Metropolitan Policy Committee (MPC):** Board Member Gary Wildish and Board Member Gary Gillespie are LTD's MPC representatives, with Board Member Julie Grossman serving as an alternate. MPC meetings are held on the first Thursday of each month. At the May 5 meeting, the Committee prioritized the *ConnectOregon* applications within the Metropolitan Planning Organization (MPO), ranking the LTD Santa Clara Community Transit Station application first. The Committee also reviewed the Draft Central Lane MPO Unified Planning Work Program FY 2017 Addendum and provided feedback to staff.
4. **Lane Area Commission on Transportation (LaneACT):** In 2009 the Oregon State Legislature directed Lane County to develop an Area Commission on Transportation (ACT). Commission membership includes representatives from Lane County, cities within the county, Lane Council of Governments, and LTD, and meets on the second Wednesday of the month. Board Member

Don Nordin serves as LTD's representative on this Commission. At the May 11 meeting, the Commission received a presentation from Oregon Department of Transportation Director Matt Garrett, established a process and timeline for selection of a new LaneACT vice chair, conducted a public hearing, and ranked the *ConnectOregon* applications within Lane County. The LTD Santa Clara Community Transit Station application was ranked first, followed by the City of Florence Siuslaw Estuary Trail application.

OTHER ACTIVITIES:

1. **APTA Board Members and Board Support Conference:** Board Member Gary Gillespie attended this annual conference, which was held in San Antonio on April 30 – May 3. Some of the seminar topics included a roundtable discussion regarding effective orientation practices for new Board members, diversity and inclusion, funding federal public transportation programs, creative transit financing methods, and member collaboration. The biggest topic of the conference was the resignation of APTA President & CEO Michael Melaniphy and the selection of Richard White as acting president & CEO. Mr. White is a former APTA chair, and most recently, joined APTA in 2005 as its vice president-Member Services.

NO MEETINGS HELD:

1. **Main Street Projects Governance Team:** This committee was formed to provide informed direction and collaborative decision making to support the Main Street-McVay Transit Study and four other concurrent projects along Main Street in Springfield. Board Members Don Nordin and Angelynn Pierce serve as LTD's representatives on this committee. The next meeting is scheduled to be held on May 26.
2. **EmX Steering Committee:** The EmX Steering Committee generally meets every two months and is composed of Chair Carl Yeh, Board Members Julie Grossman and Gary Gillespie, members of local units of government, and community representatives. The next meeting is scheduled to be held on June 7.
3. **LTD Board Human Relations Committee:** The Board Human Relations Committee is composed of Chair Gary Gillespie and Board members Julie Grossman and Gary Wildish, and generally meets on the third Monday of the month. The April 25 and May 16 meetings were canceled; the next meeting is tentatively scheduled to be held on June 20.
4. **MovingAhead Oversight Committee:** This committee is composed of representatives from the City of Eugene, LTD, and regional partners with the goal of a system-level approach to corridor improvements. LTD Board members Gary Gillespie and Angelynn Pierce serve as LTD's representatives on this committee. The next meeting has not been scheduled.
5. **LTD Pension Trusts:** LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. The pension trustees generally meet three times a year, and Board Member Gary Gillespie serves as one of the trustees. The next Trust meeting has not been scheduled.
6. **LTD Board Finance Committee:** The Board Finance Committee is composed of Chair Gary Wildish and Board Members Carl Yeh and Ed Necker. Meetings are scheduled on an as-needed basis. The next Committee meeting has not been scheduled.

7. **LTD Board Service Committee:** The Board Service Committee is composed of Chair Ed Necker and Board Members Gary Gillespie and Angelynn Pierce. Meetings are scheduled on an as-needed basis. The next meeting has not been scheduled.
8. **Eugene Transportation Community Resource Group (TCRG) for the Eugene Transportation System Plan (TSP):** The TCRG includes community members who have an interest in transportation issues in the City of Eugene. Board Member Ed Necker represents LTD on the TCRG. Meetings are held as needed. The next meeting has not been scheduled.

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AGENDA ITEM SUMMARY

DATE OF MEETING: May 18, 2016

ITEM TITLE: MAIN STREET-MCVAY HIGHWAY TRANSIT STUDY PHASE 2 UPDATE

PREPARED BY: Sasha Luftig, Development Project Manager

ACTION REQUESTED: None. Information only.

BACKGROUND:

At the May 18 Board Meeting, staff will provide a project update focused on a review of the design concepts put forward for discussion with the community, and the initial feedback from business and property owners.

Phase 2 of the Main–McVay Transit Study seeks to identify a locally preferred solution to implement EmX bus rapid transit on Main Street and South A Street between the Lane Transit District Springfield Station and the Thurston Station at Bob Straub Parkway; and enhanced bus treatments on McVay Highway south through Glenwood to Lane Community College. The project is a joint effort between the City of Springfield and LTD to evaluate and select the most promising transit and associated roadway improvements to address growing concerns about roadway safety, congestion, and quality of life in the corridor.

In March staff provided the LTD Board with information about intensive efforts, led by City of Springfield staff, to reach out to Main Street business and property owners to share the narrowed range of solutions proposed by the Main Street-McVay Governance Team. Since that time, Springfield staff have worked hard to associate every address along the Main Street/South A corridor with a business name and phone number.

In April Springfield staff began contacting all the businesses by phone to explain the project and offer to visit with each business and/or property owner. As of early May, Springfield staff had identified 325 businesses along Main and South A streets. More than 450 phone calls have been made, and contact was established with 253 businesses. So far in the process, this has led to more than 35 sit-down meetings with owners or managers and staff from Springfield and LTD. In several cases, multiple discussions have occurred with the same business owners, as they have had a chance to absorb and think about the information and bring more detailed questions to the discussion. Staff are continuing to identify correct business names and phone numbers for businesses not yet reached.

During the week of May 2, LTD staff began mailing letters to each identified business and property owner on Main Street east of 21st Street; and the following week, similar mail went out to the Main Street/South A Street business and property owners between 21st and 5th streets. Each outreach letter contains an invitation to meet with project staff, a summary of the study, a description of the narrowed options being considered, cross-section diagrams, and an aerial image of the address range of the recipient that shows the approximate location of widening as proposed. The letter for the two-way segment of Main Street also includes sketches of the concepts for that area (See Attachment 2).

The attached City of Springfield Council Briefing Memo provides information about project design concepts forwarded by the Governance Team for public consideration and an initial summary of input and feedback received to date. Staff expect to continue to schedule one-on-one meetings with businesses and property owners once they receive the outreach letter inviting them to meet. These meetings will continue throughout spring and will start focusing on more design solutions oriented discussions throughout the summer.

ATTACHMENTS:

- 1) Springfield City Council Briefing Memo Prepared by City Staff
- 2) Sample Letter to Business and Property Owners (East of 21st Street)
- 3) Alignment and Cross-section Options

PROPOSED MOTION:

None. Staff will present this information and answer questions as an update to Springfield City Council on this project.

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MEMORANDUM

City of Springfield

Date: 5/6/2016
To: Gino Grimaldi **COUNCIL**
From: Anette Spickard, DPW **BRIEFING**
Tom Boyatt, DPW
Emma Newman, DPW
Subject: MAIN ST./MCVAY HWY. TRANSIT STUDY **MEMORANDUM**
PHASE 2 UPDATE

ISSUE:

Phase 2 of the Main – McVay Transit Study seeks to identify a Locally Preferred Solution to implement EmX bus rapid transit on Main Street and South A St between the Lane Transit District Springfield Station and the Thurston Station at Bob Straub Parkway; and Enhanced Bus treatments on McVay Highway south through Glenwood to Lane Community College. The Project is a joint effort between the City of Springfield and LTD to evaluate and select the most promising transit and associated roadway improvements to address growing concerns about safety, congestion, and quality of life in the corridor.

COUNCIL GOALS/

MANDATE:

Maintain and Improve Infrastructure and Facilities

BACKGROUND:

For the past several years the Main Street Corridor has been studied by the City, ODOT and Lane Transit District to address significant safety challenges, opportunities to make transit system improvements, and a vision for the overall future land use and development of the corridor looking into the future. The Corridor Vision approved by the Council last year identified strong community values for improving the look and feel of Main Street to make it a safer and more attractive place for the community. ODOT’s 2013 Safety Study has resulted in the construction of enhanced pedestrian crossings in the corridor. The City partnered with LTD to complete Phase 1 of the Main-McVay Transit Study in 2014-2015, which resulted in a Council and LTD Board decision to go forward and assess EmX in the corridor and Enhanced Corridor treatments along McVay Hwy. The goal of Phase 2 of the Transit Study is to reach a Locally Preferred Solution for transit improvements that could be carried into project development under the Federal Transit Administration process.

In early 2016, staff from both agencies and a consultant team kicked off Phase 2 with the development of a number of cross sections for each of the Project segments: the two-way portion of Main St; the one-way couplet pair of Main and S. A St; and the McVay Hwy from the Springfield Station to Lane Community College. City staff provided cross section detail for urban sidewalk widths, separated bike lane standards, setback sidewalk, planter strips, landscaped median treatments and roundabout intersection concepts.

In February a suite of potential design options for the Project Corridor was presented to the Governance Team (Mayor Lundberg, Councilor Woodrow, LTD Board Members Pierce and Nordin, and ODOT Area 5 Manager Brindle). Each of these design concepts was evaluated at a high level, and a recommendation made to the Governance Team on which options to advance for discussion with the community and further analysis. The high level evaluation criteria are:

- Capital Cost
- Operating Cost
- Transit travel Time
- Car Travel Time
- Property Impacts
- Safety Impacts

In March the Governance Team advanced a subset of the design options for dialogue with business and property owners and presentation to the larger community. After the Governance Team decision on which potential solutions to advance, staff provided Council with information in the Communications Packet about the initial and narrowed range of solutions and the intensive efforts to reach out to Main St business and property owners to share the narrowed range of solutions. Since that time, staff has worked hard to associate every address along the Main St/S. A corridor with a business name and phone number. In April staff began contacting all the businesses by phone to explain the project and offer to visit with each business and/or property owner. As of early May, staff had identified 325 businesses along Main St and S. A St. Over 450 phone calls have been made, and contact was established with 253 businesses leading to over 35 sit down meetings with owners or managers so far in the process.

The week of May 2nd the Project partners began mailing letters to each identified business and property owner on Main Street east of 21st St, and next week similar mail will go out to the Main St/S. A St business and property owners between 21st and 5th Streets. Each outreach letter contains an invitation to meet with project staff, a summary of the study, a description of the narrowed options being considered, cross section diagrams, and an aerial image of the address range of the recipient business/property that shows the approximate location of widening as proposed. The letter for the two-way segment of Main St. also includes sketches of the concepts for that area (See Attachment 2).

At the May 16 work session staff will provide a Project update focused on a review the design concepts put forward for discussion with the community, and the initial feedback from business and property owners.

Design Concepts

Attachment 3 shows the set of design options proposed by the Project team, the results of the high level evaluation of those options, and the Governance Team's direction on which options to bring forward for community engagement. There are three distinct segments in the Project corridor: LCC to Springfield Station through Glenwood, Downtown one way couplet of Main St and S. A Street, and the two-way section of Main St from about 21st St to Bob Straub Parkway. Concepts for these three segments are further described below. Each category of concept also includes a no-change or no-build option. At this stage of concept development none of these concepts currently include station locations, and further widening would be necessary at varying widths depending on how the stations are designed into each particular concept.

LCC to Downtown Station

The first thing to be aware of is that much of this segment falls outside of the Springfield urban growth boundary, and for that reason the City's focus is along McVay Hwy in Glenwood. In this section the Project is considering non-EmX type of improvements known as Enhanced Corridor treatments. These are the types of changes that can help improve transit service without major capital investment. Enhancements are typically intended to reduce transit travel times, improve the convenience and reliability of the service, and increase passenger comfort.

For the McVay Hwy. corridor, possible enhancements include things like queue-jump and bus signal priority at traffic signals, bus shelters, bicycle and pedestrian improvements, re-thinking station locations, improved frequency of service and increasing the span of service (nights, weekends). EmX is not presently being considered for this segment at this time, but may be considered in the future when the southern portion of Glenwood redevelops or there is opportunity to route EmX serving LCC from Eugene back through Glenwood to make a system connection.

Downtown Station to 21st St. (one-way couplet pair)

There are two different considerations in this section which work together to form options: route alignment and the cross section detail of each alignment. In each of the two route alignments the eastbound EmX would travel in a traffic lane on S. A with other vehicles. In one of the options the westbound EmX would run in a dedicated lane in the opposite direction of traffic, or 'counter-flow', from 21st St. to Springfield Station. In the other alignment the westbound EmX travels west on Main St. to 14th St., turns left on 14th and then right onto S. A where it would then enter a dedicated counter-flow lane to Springfield Station.

The Main St to 14th to S. A option considers widening Main Street between 21st and 14th by up to 20 feet, from 60' to either 77' or 80'. In one concept parking is removed from one side of the street in this segment and EmX would travel in a BAT lane (business access and transit lane). In the other concept for this segment parking would be maintained and the bus would travel in mixed traffic with the other vehicles. The South A counter-flow options considers widening S. A St by 7 feet, most likely on the south side of the roadway where space is generally more available.

Each of these options considers a landscaped planter strip adjacent to the sidewalk and a wider separated bike facility to help control traffic speed and improve both safety and comfort for people riding and walking in the corridor.

21st St. to Bob Straub Parkway (two-way)

There are three build concepts put forward for this section of Main St. Two of the concepts are 'mixed traffic' options where the EmX would share a travel lane with regular traffic. Each of these concepts proposes to widen the right of way by 16 feet, from 80' to 96'. The difference with the two mixed traffic options is the lane that the bus would travel in. In the 'outside' or curbside lane, the route will be evaluated with stations to the property side of the corridor. EmX in mixed traffic in the 'inside' lane will evaluate center or median stations. The third concept lays out EmX in dedicated bus-only center running lanes, and would widen the right of way by 36 feet, from 80' to 116'.

All three concepts include a center landscaped median to help control traffic speeds and improve vehicle safety and that of pedestrians crossing Main St. The median design would include left turn pockets with left and U-turns for most vehicles. In each of the concepts, roundabouts are being analyzed at the locations of the signalized intersections (21st, 28th, 32nd, 42nd, 54th). These concepts also include a landscaped planter strip adjacent to the sidewalk and a wider separated bike lane to help control traffic speed and improve both safety and comfort for people riding and walking in the corridor.

Property and Business Owner Feedback

Staff from the City and LTD are currently in-process meeting with business and property owners. As the letter with 'lines on a map' just went out last week, the project team expects to have more one on one meetings to take input, answer questions and gain site access and circulation information from businesses. So far the majority of engagement with business owners and operators has been along the two-way segment of Main St., and staff has also met with several important businesses along S. A St. City and Springfield Utility Board staff have

also met several times and plan to continue to meet as concepts are narrowed and refined. The following summarizes feedback to date. Later in the summer or early fall, staff will bring back to Council a complete set of input and feedback, both summarized and a copy of each log sheet capturing notes from each meeting.

Overall, people have expressed appreciation for the early and open communication from the project team staff and the concerted effort being made to sit down with business and property owners to share project information, get their feedback, and understand their questions and concerns. Responses from people have been across the spectrum from very concerned with any change and/or additional investments in transit service, to excited about the safety improvements and the benefits a project could bring to the community.

The majority of businesses staff has met with so far have strong concerns about their ability to continue to operate their particular business with impacts to parking, circulation and access that may result from a decision to move a transit project forward. There has been a consistent message about maintaining the business' current operating conditions. While most agree that there is a safety problem along Main St, and many have provided eye witness accounts of crashes and near misses, there is mixed thinking on how to address the issue. A majority of business owners have expressed concerns about access to their businesses if there is a raised median in the corridor; most believe that this would hurt their business. Others see the safety benefit and could adjust to new circulation patterns.

In many cases, any widening of the corridor impacts on-site parking, with that impact being more dramatic in limited cases and workable in other cases depending on site layout and how each site is used. The ability for large freight to access sites on both sides of the street is a significant need, and varies along the entire corridor. Examples of this include Knecht's Auto Parts, Rosboro, and Square Deal Lumber.

There are mixed feelings about implementing roundabouts in the corridor in place of the signalized intersections. Some people are comfortable driving roundabouts while others question the safety of roundabouts and how they work or are supposed to work. Some see roundabouts benefitting the corridor from a safety and travel time perspective; others question how well they would work for large freight and at constrained intersections like 28th and 42nd. With near unanimity, people that staff spoke with do not believe that the corridor is ready for the 116' wide street with center running dedicated EmX lanes as the impact to parking and buildings would be significant all along the corridor.

Staff will continue to meet with business and property owners, and continue to identify concerns and ways to mitigate for impacts. As this first series of in depth conversations wraps up this summer and fall, staff will return to Council for a discussion of the values to carry forward in design refinement which can balance the larger public concerns of roadway safety, transit improvements, and the evolution of the built environment along the Main St corridor with impacts to existing properties and businesses. At that point staff will have examples from along the corridor of how potential widening, median treatments, and roundabouts could look, and how impacts to businesses might be addressed. Ultimately, the Governance Team will make a recommendation to Council and the LTD Board of Directors for a Locally Preferred Solution. Should this be a Build option, then LTD will apply to Federal Transit to officially enter project development, work to complete NEPA requirements and further refine design to minimize impacts to the extent possible, and begin seeking funding from Federal Transit Administration and matching funding through the State of Oregon.

RECOMMENDED ACTION: None. Staff will present this information and answer questions as an update to Council on this Project.



225 Fifth Street
Springfield, Oregon 97477



P.O. Box 7070
Springfield, Oregon 97475

May 3, 2016

Dear Property Owner:

We are reaching out to you to let you know that the City of Springfield and Lane Transit District would like to hear your thoughts on the potential transportation solutions for the Main-McVay Corridor that are currently being considered to address growing concerns about safety, congestion, and quality of life. As an owner of property adjacent to a design option, your input is critical to both the analysis and to the ultimate design of the project as your property may be affected by one or more of the potential options being considered, including No-Change, Enhanced Corridor, and EmX.

Please contact us if you would like to schedule a meeting to discuss the details of the design options under consideration, provide feedback, and receive answers to questions you might have. We are interested in scheduling a face-to-face meeting with you in May. If you are unavailable to meet face-to-face, we welcome the opportunity to talk with you over the telephone.

To schedule a meeting, please contact Kelly Perron at 541-682-6106 or via e-mail kelly.perron@ltd.org.

Included in this letter you will find a summary about the Main-McVay Transit Study with a list of key project dates. Additionally, included with this letter is a map that shows your property adjacent to the Main-McVay Corridor that is part of the study area, a table that lists the options being considered and a cross-section of each option with a rendering showing how it would look if implemented.

If you have questions or comments before scheduling a time to meet, you can contact either project manager at the City of Springfield or LTD. We look forward to hearing from you.

Sincerely,

Emma Newman
Springfield Project Manager
enewman@springfield-or.gov,
541-726-4585

Sasha Luftig
LTD Project Manager
sasha.luftig@ltd.org,
541-682-6135

This letter is available in alternative formats. If you require any special language accommodations, including alternative formats of this letter, please contact LTD's Administration office at 541-682-6100 (voice) or 7-1-1 (TTY, through Oregon Relay, for persons with hearing impairments).

Arreglos de accesibilidad, servicios de interpretación y producción se pueden hacer para todos los eventos del Estudio de Tránsito Main-McVay. Para más información llamar al 541-682-6100 (voz) ó 7-1-1 (TTY).

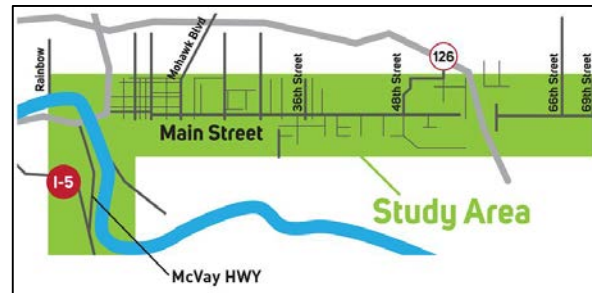
LTD REGULAR BOARD MEETING

May 18, 2016 - Page 43 of 63



Main–McVay Transit Study Summary

The purpose of the Main-McVay Transit Study is to identify and evaluate the most appropriate and promising transportation solutions for the Main Street - McVay Highway Corridor to address growing concerns about safety, congestion, and quality of life. The Study includes Main Street from Thurston to Glenwood and McVay Highway to Lane Community College.



The safety and transportation improvements being considered as part of this Study have been coordinated with other Main Street projects. Further, the Study supports the goals and objectives of the Main Street Vision process and are consistent with the community's vision for the seven-mile Main Street Corridor. These improvements are aimed at improving safety, leveraging Springfield's local economy, fostering long-term quality of life for the community, and balancing mobility for people driving, walking, biking, and taking transit.



The Study began in April 2013. In Phase 1, residents, business and property owners, education representatives, community organizations, agency staff, and elected and appointed officials met to learn and understand the growing concerns about safety, congestion, and quality of life that could be addressed by transportation improvements. Further, Phase 1 considered technical analyses, reviewed a range of promising transit options and identified the most promising transit options. In Spring 2015, Springfield City Council and the LTD Board of Directors recommended a variety of most promising transit options for more design development, analysis, and community review to identify a locally preferred solution. EmX options will be compared to a No-Change option along Main Street. The Enhanced Corridor option will be compared to a No-Change option along McVay. Safety improvements for pedestrians and bicyclists are also being considered. The Study now moves forward with Phase 2 to evaluate the most promising transportation options.

Phase 2 is focused on design elements including safety improvements, types of service, lane configuration and street designs, impacts to properties, and transit benefits that will inform the decision-making process and determine the community's choice for a locally preferred solution. Over the course of Phase 2, the project design team will work directly with business and property owners to address the needs of the site and/or reduce potential impacts as practical along the Corridor.

Key Project Dates:

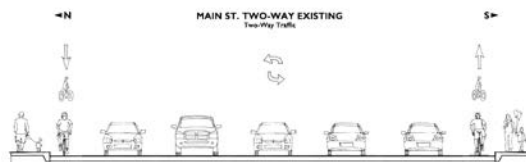
- May 16, 2016 – City Council Work Session; update regarding work completed to date.
- May 18, 2016 – LTD Board meeting; update regarding work completed to date.
- May 2016 – Governance Team meeting; if needed based on City Council and LTD Board meetings.
- Summer 2016 – Governance Team meeting; present technical analysis and public feedback with recommendation of a preliminary locally preferred solution.
- Fall 2016 – City Council meeting; public hearing.
- Fall 2016 – City Council meeting; decision on locally preferred solution.

***For more information, specific meeting times/dates, to provide feedback,
and to sign up for e-mail updates, please visit www.ourmainstreetspringfield.org***

Options Being Considered		
Transit Solution Options	Main Street Segment	McVay Highway Segment
<p>The option to continue existing bus service, called the No-Change option, will be carried forward to compare all options to a future scenario without making any major changes in existing transit service. Under this option, there is no change to existing service connections, lane configurations, routing, termini, or station locations.</p>	✓	✓
<p>Enhanced Corridor options typically include features to improve reliability, reduce transit travel times, and increase passenger comfort. These features include queue jumps, which are lanes for buses that allow the bus to “jump” ahead of other traffic at intersections using a separate signal phase. Enhanced Corridors include frequent service, and stop amenities like shelters. Buses generally share lanes with other vehicles.</p>		✓
<p>Bus Rapid Transit (BRT) options under consideration include extension of LTD’s EmX system from Springfield Station to Thurston Station (Main Street). A range of different street configuration options are being considered that include shared bus and automobile travel lanes as well as transit-only, dedicated transit lanes.</p>	✓	

Main Street Design Configurations under Consideration

No Change (Existing) – 80 ft. Right-of-Way



Mixed Traffic EmX – 96 ft. Right-of-Way



Median Transit Lanes – 116 ft. Right-of-Way



Potential Right-of-Way (ROW) Expansion Concepts Under Consideration

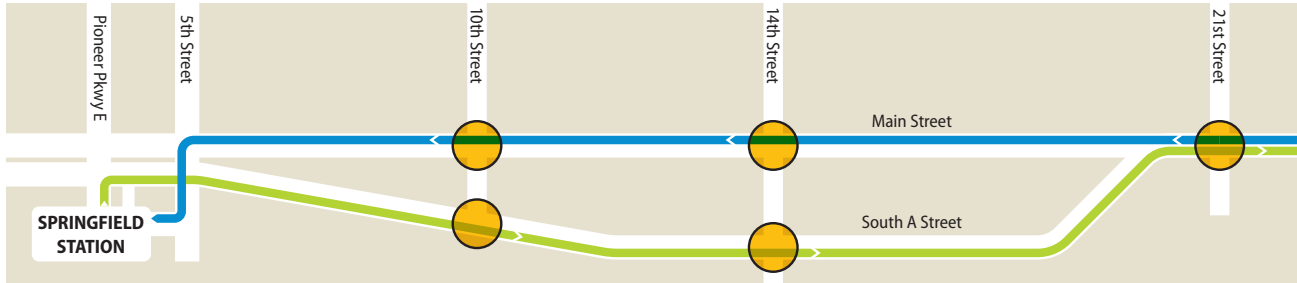
These lines depict potential expansion of the right-of-way based on preliminary concepts. Options to avoid impacts to buildings and parking will be carefully considered as design options are developed further.



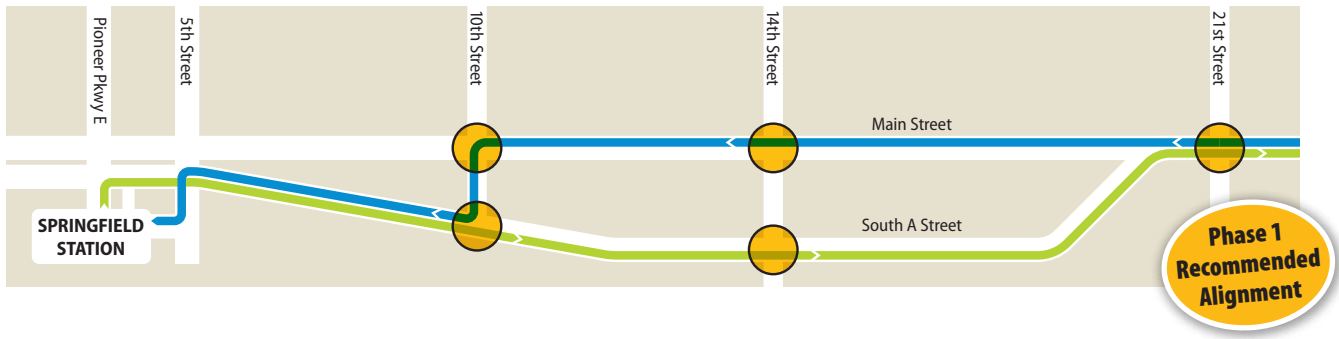
Main Street/South A Street Segment

Route Alignment Options

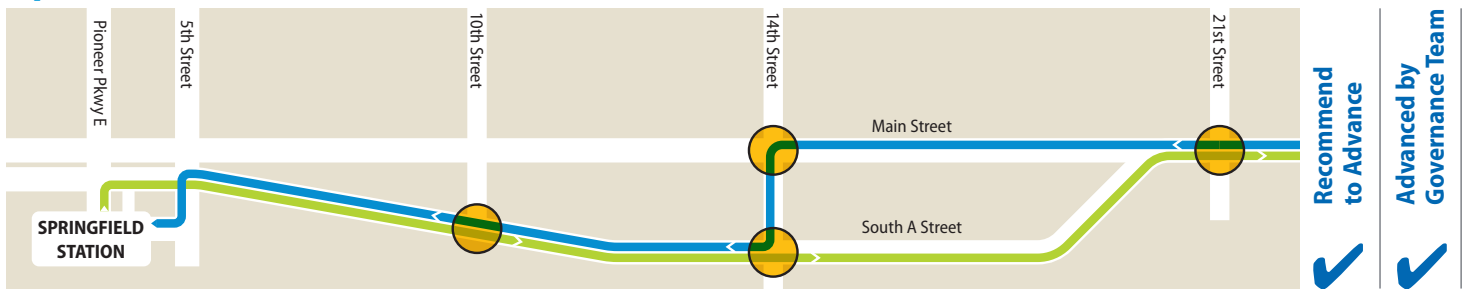
Option A: 5th Street Crossover Westbound travel time: Baseline



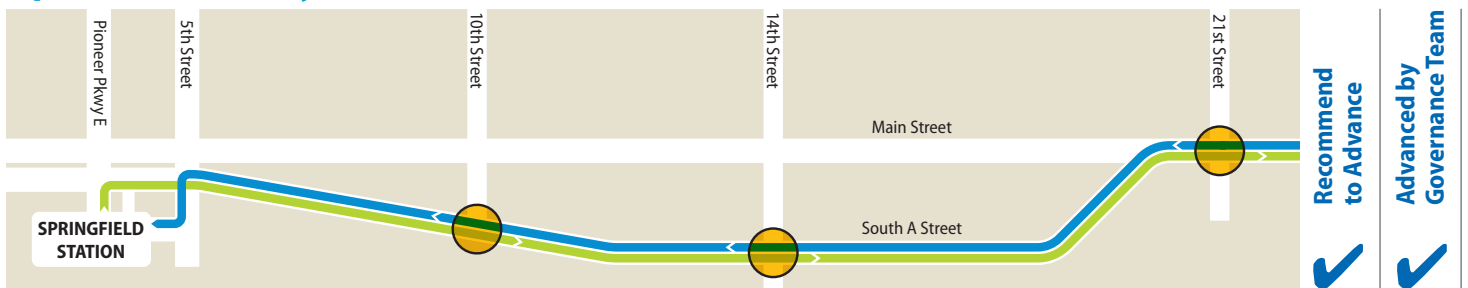
Option B: 10th Street Crossover Westbound travel time: 15–20 seconds faster than baseline



Option C: 14th Street Crossover Westbound travel time: 20–25 seconds faster than baseline



Option D: Two-way South A Street Westbound travel time: 75–85 seconds faster than baseline



BRT Station Area

Main Street/South A Street Segment

Lane Configuration Options

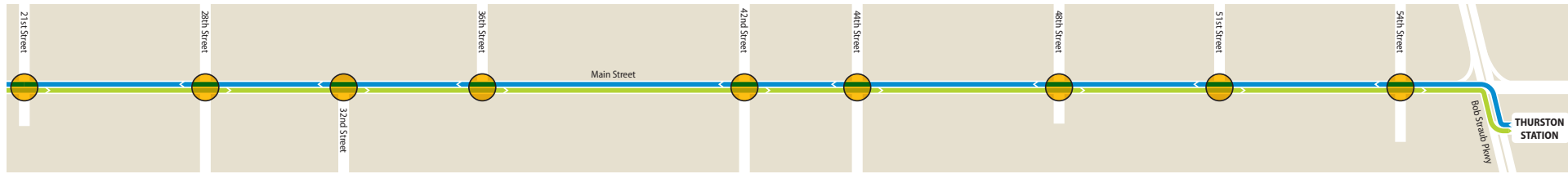
Main Street: West of 20th Street

Option	Right-of-Way	Cross-Section	High-Level Assessment						Recommend to Advance	Advanced by Governance Team
			Capital Cost	Operating Cost	Transit Travel Time	Car Travel Time	Property Impacts	Safety Impacts		
Figure 8: No Change (existing)	60 feet		▲	●	▼	●	▲	▼	✓	✓
Figure 8: Enhanced Corridor	60 feet		▲	●	▼	●	▲	▼	✓	
Figure 9: BRT Mixed Traffic	77 feet		●	▲	●	●	●	▲	✓	✓
Figure 10: BAT Lane: Parking Removed	80 feet		●	▲	▲	▲	●	▲	✓	✓
Figure 11: BAT Lane: Parking Retained	88 feet		▼	▲	▲	▲	▼	●		
Figure 12: BAT Lane: Angle Parking	90 feet		▼	▲	▲	▲	▼	●		

South A Street

Figure 13: No Change (existing)	60 feet		▲	●	▼	▲	▲	▼	✓	✓
Figure 13: Enhanced Corridor	60 feet		▲	●	▼	▲	▲	▼	✓	
Figure 14: Transit Only Contraflow Lane	67 feet		●	▲	▲	●	●	●	✓	✓
Figure 15: BAT Lane: Eastbound	67 feet		●	▲	▲	●	●	▲	✓	✓

Main Street: East of 20th Street



BRT Station Area

Lane Configuration Options

Main Street: East of 20th Street

Option	Sidewalk Width	Median Width	Total Right-of-Way	Intersection Type	Cross-Section	High-Level Assessment						Recommend to Advance	Advanced by Governance Team
						Capital Cost	Operating Cost	Transit Travel Time	Car Travel Time	Property Impacts	Safety Impacts		
Figure 16: No Change (existing)	6 feet	None	80 feet	Signalized		▲	●	▼	●	▲	▼	✓	✓
Figure 16: Enhanced Corridor	6 feet	None	80 feet	Signalized		▲	●	▼	●	▲	▼	✓	
Figure 17: BRT Mixed Traffic: Right Lane	10 feet	12 feet	106 feet	Signalized		●	▲	◻	●	●	●	✓	
Figure 18: BRT Mixed Traffic: Right Lane	7 feet	12 feet	100 feet	Signalized		●	▲	◻	●	●	●	✓	
Figure 19: BRT Mixed Traffic: Right Lane	7 feet	8 feet	96 feet	Roundabout		●	▲	▲	▲	●	▲	✓	✓
Figure 20: BRT Mixed Traffic: Left Lane	10 feet	12 feet	106 feet	Signalized		●	▲	◻	●	●	●	✓	
Figure 21: BRT Mixed Traffic: Left Lane	7 feet	12 feet	100 feet	Signalized		●	▲	◻	●	●	●	✓	
Figure 22: BRT Mixed Traffic: Left Lane	7 feet	8 feet	96 feet	Roundabout		●	▲	▲	▲	●	▲	✓	✓
Figure 23: BAT Lanes	10 feet	12 feet	128 feet	Signalized		▼	▲	◻	◻	▼	●		
Figure 24: BAT Lanes	7 feet	12 feet	122 feet	Signalized		▼	▲	◻	◻	▼	●		
Figure 25: BAT Lanes	7 feet	8 feet	118 feet	Roundabout		▼	▲	▲	▲	▼	▲		
Figure 26: Median Transit Lanes	10 feet	12 feet	126 feet	Signalized		▼	▲	◻	●	▼	●		
Figure 27: Median Transit Lanes	7 feet	12 feet	120 feet	Signalized		▼	▲	◻	●	▼	●		
Figure 28: Median Transit Lanes	7 feet	8 feet	116 feet	Roundabout		▼	▲	▲	▲	▼	▲		✓
Figure 29: Median Transit Lanes	6 feet	None	92 feet	Signalized		●	▲	◻	●	●	▼		

McVay Highway: Enhanced Corridor

Enhanced Corridors are designed to improve the quality of transit service without major capital investment. The enhancements are intended to reduce transit travel times, improve the convenience and reliability of the service, and increase passenger comfort. For the McVay Highway corridor, possible Enhanced Corridor elements include:

- Transit signal priority at signalized intersections.
- Queue-jumps, most likely to be considered approaching the 30th Avenue and McVay Highway intersection from the north and/or west.
- Evaluation of station spacing to optimize access and travel time. Stations on McVay Highway are already spaced fairly far apart, so there may not be a significant reduction in the number of stops.
- Improved service frequency and span. Currently, the service schedule is oriented to Lane Community College, and operates every 30 minutes on weekdays with no evening or weekend service. Improvements in the frequency and span for service will be largely determined by new development along the corridor that generates additional ridership potential and the need for evening and/or weekend service.
- Enhanced stations, including shelters at key stops.

As part of the earlier study, there was consideration of using Old Franklin on the east side of Interstate 5 instead of McVay Highway, the current bus route on the west side of Interstate 5. The analysis at that time did not point strongly to one option over the other. The current McVay Highway Enhanced Corridor option assumes continued use of McVay Highway. The possible realignment to Old Franklin should be reconsidered if and when there is new development in that area.



AGENDA ITEM SUMMARY

DATE OF MEETING: May 18, 2016

ITEM TITLE: TRILLIUM UPDATE

PREPARED BY: Aurora (A. J.) Jackson, General Manager

ACTION REQUESTED: None. Information only.

BACKGROUND:

A proposal was submitted to Trillium requesting a continuation of the \$8.40 per member per month (PMPM) rate, provided that actual trips per member would not exceed an agreed-upon utilization level. Trips above the agreed upon utilization level would require reimbursement at a set per trip cost. LTD's proposal to Trillium would provide both parties with the opportunity to establish a model for managing costs.

In the event that Trillium's proposal requires funding by LTD, the proposal will be presented to the Board for final evaluation and authorization at the June 15 Board meeting.

ATTACHMENTS: None.

PROPOSED MOTION: None.

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AGENDA ITEM SUMMARY

DATE OF MEETING: May 18, 2016

ITEM TITLE: MONTHLY DEPARTMENT REPORTS

PREPARED BY: Aurora Jackson, General Manager

ACTION REQUESTED: None

BACKGROUND:

Monthly reports on activities within departments and throughout the District are provided for the Board's information.

ATTACHMENT: Monthly Department Reports - May 2016

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MONTHLY DEPARTMENT REPORTS

May 18, 2016

Government Relations

Edward McGlone, Government Relations Manager

State/Federal

- April was a busy month in Government Relations. On April 25 LTD hosted Governor Kate Brown for an EmX system tour along with elected officials from the cities of Eugene and Springfield and University of Oregon President Michael Schill. Governor Brown used the tour as an opportunity to kick off her efforts pressing for a statewide transportation package.
- In early May, Speaker of the House Tina Kotek and Senate President Peter Courtney announced the formation of a joint transportation package committee that will work over the coming months to develop a comprehensive transportation package. Lane County is well represented on the committee with Rep. Caddy McKeown (Coos Bay, Florence) and Sen. Lee Beyer (Springfield) as co-chairs of the committee, and Rep. John Lively (Springfield) and Sen. Chris Edwards (Eugene) as committee members. The committee is expected to host a series of listening sessions across the state as a first step in developing their proposals.
- On May 4, Governor Brown convened a meeting of transportation industry leaders, including LTD General Manager A.J. Jackson, to discuss a transportation package. At the meeting, Governor Brown affirmed her commitment to passing a package, called upon leaders to help work with their communities to get buy-in for a package, and stated that transit access is a leading component of the report from the Governor's Transportation Vision Panel.
- The United States Senate is entering the appropriations process from transportation, housing and urban development (T-HUD). The bill appropriates a total of \$12.3 billion for Federal Transit Administration (FTA) programs, which is an increase of \$575 million over FY 2016 levels. The total includes \$150 million for the Washington Metropolitan Area Transit Authority, which is authorized under legislation separately from the Fixing America's Surface Transportation (FAST) Act. The FAST Act authorized \$12.175 billion in FY 2017 for FTA programs. While funding details are not available for all programs, it appears that federal transit programs are funded at levels very close to those in the FAST Act.

See below for details on the T-HUD bill:

- FAST Act authorized levels included for both Highway (\$43.266 billion) and Mass Transit (\$9.734 billion) formula dollars are obligated.
- The TIGER program is funded at \$525 million.
- The Capital Investment Grant Program (New Starts/Small Starts/Core Capacity) is funded at \$2.338 billion (New Starts - \$1.744 billion, Core Capacity - \$333 million, Small Starts - \$241 million, and Expedited Delivery Pilot Program receives \$20 million) (Program received \$2.177 billion in FY 2016)
- Amtrak is allocated \$1.420 billion (FY 2016 - \$1.390 billion)

Media Coverage

LTD received a substantial amount of media coverage over the past month including extensive reporting on the governor's visit and action on the MovingAhead project. Board members have received press clippings as they are reported.

Customer Services and Planning

MARKETING AND COMMUNICATIONS

Meg Kester, Marketing Manager

Community Engagement & Outreach

LTD was honored to host **Governor Kate Brown** by providing an **EmX system tour** that included brief programs at each end of the tour (Springfield and Dads' Gates stations). Approximately 50 people, mostly dignitaries, elected officials, and community leaders, attended the April 25 event. Board President Gary Wildish welcomed the governor and guests, and General Manager A. J. Jackson acted as the event emcee. Springfield Mayor Christine Lundberg, Eugene Mayor Kitty Piercy, and Board Member Gary Gillespie provided remarks during the EmX tour of the Franklin Boulevard corridor. University of Oregon President Michael Schill also spoke and joined others in emphasizing the importance of a multi-modal transportation system to the region's economic health. The event culminated in remarks by the governor, who encouraged support for a state transportation package. <https://www.ltd.org/latest-news/governor-brown-tours-eugene/>.

Media coverage was positive and included news stories on several television station broadcasts, multiple radio stations, articles in *The Register-Guard*, and several other publications. APTA's *Passenger Transport* also picked up the story.

Marketing

The popular **1Pass Summer Youth Pass Program** returns. Sales began this month, and the program will run Memorial Day through Labor Day. The 1Pass serves as a three-month transit pass and allows pass holders (age 18 and younger) free admission to area swimming pools, the Science Factory Children's Museum, Cascades Raptor Center, and discounts on tickets to Lane United and the Eugene Emeralds games. The program is coordinated by Willamalane in partnership with LTD.

Communications

Staff have begun a monthly **E-newsletter**. It is similar to LTD's on-bus rider newsletter but geared for a broader audience. This electronic *Bus Talk* newsletter features three to four stories and is sent out to a distribution list of more than 500 people. The first issue (April) had a strong viewer rate (37 percent "open" rate and 17 percent "click-through" rate). To view, click here: <http://conta.cc/203Ywm0>

Web Site and Social Media

Staff continue to see a heavy use of mobile users versus regular website users. In the last 30 days, LTD's website had 96,110 sessions; 71,000 of these sessions were mobile users. A presentation on LTD's website, mobile, and social media applications will be shared at a future Board meeting.

Sponsorships

- UO Earth Day Event, April 22
- St. Vincent de Paul's Metamorphose Fashion Show, April 23
- BRING Earth Day Event, April 23
- DisOrient Film Festival, April 29 – May 1
- Oregon Supported Living Program Pedal for People Bike Ride, May 7

ACCESSIBLE AND CUSTOMER SERVICES

Cosette Rees, Accessible and Customer Services Manager

- The Oregon Department of Transportation put out a solicitation for an out-of-cycle Special Transportation Fund (STF) grant opportunity. This money was accumulated from previous STF projects that underspent. The grant application is competitive, and funds are limited. The initial recommendation of the STF Review Panel is complete, with LTD receiving a recommendation for full funding for the Florence-Yachats Intercity Public Transit Pilot, and for the LTD Half-Fare/Service Animal Pilot project. The third grant that LTD submitted for coordination of volunteer transportation is being forwarded at a scaled back amount. The process will now go out for comment and review by the Public Transportation Advisory Committee and the Oregon Transportation Commission (OTC). Final decisions will be made by late June.
- LTD also applied for 5310 funds to purchase a vehicle for the Yachats-Florence Intercity Public Transit Pilot, which is being recommended for full funding. Other metro vehicles and replacement vehicles for Diamond Express and Rhody Express are not being recommended for funding.
- Staff created a strategic work team to look at opportunities to reduce costs associated with the delivery of Non-Emergency Medical Transportation provided in a contract with Trillium. Participants include LTD staff, RideSource staff, Trillium staff, and private transportation providers. There is a shared commitment to find ways to reduce costs to operate within budget while maintaining quality service for customers. LTD staff are gathering data and trends for a follow-up meeting in late May.
- Ms. Rees is participating on the update of the Oregon Public Transportation Plan (OPTP). The committee will provide a recommendation to the OTC on adoption of the OPTP. The plan provides a statewide vision for the public transportation system and articulates the role of public transit in contributing to the transportation system overall. It also creates priorities for future funding decisions. The plan is expected to be complete in early 2018.

FACILITIES

Joe McCormack, Facilities Manager

West Eugene EmX Construction

- The new lane has been poured on West 11th Avenue between Bertlesen Road and East Commerce Street. The west and east ends of Commerce Street and the east driveway at Target are complete and have been reopened to traffic. Work also has begun on the new sidewalks in this work segment.

- Road excavation will begin mid-month on the south side of West 11th Avenue moving east from Bertlesen Road to the 76 Station/Buy 2 stores. The construction will create a right-turn lane for motorists that also will be used as a through-lane for EmX.
- Utility relocation is continuing between Obie and Acorn Park streets.
- Crews have excavated the west side of Garfield Street between West Broadway and West 11th Avenue; Broadway has now been reopened to traffic. The next step includes plans to build the new curb and gutter and pour the lane. Further north, crews have been working on sidewalks and corner curb ramps.
- Traffic signal activation and testing have progressed on 6th and 7th avenues.

POINT2POINT

Theresa Brand, Transportation Options Manager

General:

- Staff have been very busy preparing for the coming Business Commute Challenge and SmartTrips Thurston programs.
- Staff are fine tuning the Employer Phased Plan, and parts of the Plan are beginning to roll out. The next part of that effort will include an employer-based focus group that will seek to learn more about what can work best for local employers, along with what ideally should be in the design on an enhanced Employer Transportation Coordinator program. The focus group will be scheduled as soon as is feasible.
- A Transportation Demand Management master checklist has been developed and will be vetted with regional partners. It outlines what existing and new employers in the area can choose to offer at their agency/site related to transportation demand management/transportation options.
- Point2point staff are working with the City of Coburg and Lane Council of Governments staff to develop a bicycle hub project in Coburg that can be used as a prototype for Lane County. City staff are preparing a grant request to Travel Oregon as a first effort to receive funding to initiate the project over the next year or two.
- Staff continue to enhance promotions and awareness of the regional vanpool program. Increased efforts include an enhanced web social media presence and increased marketing and outreach efforts. It is anticipated that at the end of the 18-month campaign, which concludes June 2017, there will be increased ridership.

SmartTrips Thurston:

Staff are preparing for the June 1 launch of the program. The pre-program travel survey will be mailed out to all 3,014 households in the target area in early May, and it must be completed by May 27. Staff are finalizing the summer event schedule; and when it is completed, will send the event calendar to the LTD Board of Directors and regional partner agency staff.

Schools Program:

- May is Walk + Bike to School Month. Point2point (through funding from the Lane Metropolitan Planning Organization) is offering a \$200 stipend to schools in the 4J, Bethel, and Springfield school districts to support Walk + Bike to School Month events. To date, there are 21 schools that have enrolled and requested a stipend. Staff also will be assisting with Walk + Bike to School events at other various schools in the region during the month of May.
- Staff continue to work on updating the Regional Safe Routes to School Strategic Plan and anticipate completion in late May.

Business Commute Challenge

Planning and preparation continue for the 2016 Business Commute Challenge (BCC). As of May 2, there are 221 teams and more than 1,500 participants registered. The team captain kits have been delivered to participating businesses via bicycling, walking, or trip chaining to set the example for choosing daily travel options in the region.

Staff arranged radio and TV spots in April to encourage awareness and participation in the BCC. A kick-off event was held on April 28 at Oakshire Brewing that included prize drawings. Guests received \$1 off a beverage and a slice of pizza, and were treated to live music and free bike tune-ups. It is estimated (based on tickets redeemed) that 180 people attended.

Staff are prepping for events that are being held during the BCC event week (May 14-20). Marketing efforts continue to add more teams and participants to this year's event. Social media is a primary focus with ads running on Facebook and LinkedIn.

Sponsorships/Partnerships:

Point2point has secured a sponsorship from Cosmos Creations along with prize donations from more than 55 local businesses for the coming Business Commute Challenge week.

Drive Less Connect

Planning is underway for the Fourth Annual Oregon Drive Less Challenge scheduled for October 1 – 15, 2016. The Planning Committee has set a collective statewide goal of one million miles of non-drive-alone travel.

Lane County Drive Less Connect (DLC) statistics for April

- 10 new users enrolled in DLC
- 2,673 non-drive-alone trips reported
- 40,609 non-drive-alone miles reported
- 18 Ridematch trips created to find a carpool match, with a 55-percent success rate
- 7 Ridematch requests were sent through the DLC database

Vanpool Program

March statistics: *(vanpool reporting experiences a 30-day lag)*

- 17 Vanpools Traveling to/from Eugene-Springfield
- 4,152 Passenger Boardings
- 241,806 Passenger Miles
- 147,018 Pounds CO₂ Reduced

CarShare Program

March statistics for the regional Carshare program operated by Enterprise CarShare:
(CarShare reporting experiences a 30-day lag)

- 9 new members
- 148 reservations
- 879 hours used

Employer Programs/Employer Outreach

- Point2point staff met with Springfield Public Schools staff to discuss the development of an employee commute program for their worksite once they move to downtown Springfield.
- Staff presented information on the Business Commute Challenge at the Lane County Human Resource Association meeting.
- Staff conducted outreach at the Thermofisher Earth Day event.

General Outreach

- Point2point staff attended the employer benefit fair at International Paper in Springfield.
- Staff assisted LTD marketing with outreach at the UO Earth Day event.
- Point2point staffed an information table at the second annual Coburg Conversations held in the City of Coburg.

Transit Operations and Customer Satisfaction

Mark Johnson, Director of Transit Operations and Customer Satisfaction

OPERATIONS

There is no Operations Department report this month.

FLEET MAINTENANCE

Ernie Turner, Fleet Maintenance Manager

There is no Fleet Maintenance Division report this month.

Administrative Services

Roland Hoskins, Director of Administrative Services

HUMAN RESOURCES

David Collier, Human Relations Manager

- LTD has contracted with former LTD Director of Administrative Services Mary Adams to help with the reorganization. Through this process, three focus groups are being formed. The three topic areas will be internal communication, external communication, and staff support for the Board of Directors.
- The Internal Communication Group met May 2, 3, and 10. This group was a cross-section of the organization, with representatives from most of the function areas in the agency. The group has been quite engaged with this process. When complete, the group will have a report that will list approximately 10 areas of concern and will provide ideas and recommendations for addressing many of them.

Recruitment

- The Maintenance Division completed interviews for the open inventory technician position on April 26. References are currently being conducted.
- The Planning and Development Division conducted phone/Skype interviews for the open transit development planner position on April 28 and April 29. Two candidates were invited to participate in a second interview on-site. The interviews occurred on May 6.
- The Service Planning Division is recruiting for a transit planner. The posting closed on May 13.
- The Finance Division completed in-person interviews on April 8 for the vacant procurement manager position. References were completed the week of April 11. Collina Washington has been selected to fill the position. She will start on June 6.
- The Operations Department conducted video testing the week of May 2 for bus operators. Interviews are scheduled the week of May 16 and the week of May 23.

FINANCE

A detailed Financial Report is included separately in the Board meeting packet.

AGENDA ITEM SUMMARY

DATE: May 18, 2016

ITEM TITLE: MONTHLY GRANT REPORT

PREPARED BY: Aurora (A. J.) Jackson, General Manager

ACTION REQUESTED: None. Information Only.

BACKGROUND:

Federal Transit Administration TrAMS Grant Reporting:

As previously communicated, the FTA finally activated the new grants management system, Transit Award Management System (TrAMS). In order to meet reporting requirements in the new grant system, a grant consultant was hired to perform grant reporting requirements for the period of September 2015, 2016, through March 30, 2016. LTD submitted all reports in a timely manner -- and with no technical issues as was experienced by other transit agencies. The consultant also is performing grant expenditure reconciliation and establishing a more expedient process for reporting and reconciling grants.

ATTACHMENT: None.

PROPOSED MOTION: None.

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AGENDA ITEM SUMMARY

DATE OF MEETING: May 18, 2016

ITEM TITLE: ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

PREPARED BY: Jeanne Schapper, Executive Office Manager/Clerk of the Board

ACTION REQUESTED: None

BACKGROUND:

Listed below are Action or Information items that will be included on the agenda for future Board meetings.

- A. **FY 2016-17 Budget Adoption:** On May 18, and on May 19, if needed, the LTD Board Budget Committee will discuss the proposed Fiscal Year 2016-17 budget. The budget approved by the Budget Committee will be on the agenda for adoption by the LTD Board of Directors at the June 15 regular meeting. The budget must be adopted before the end of the fiscal year on June 30.
- B. **FY 2015-16 Supplemental Budget:** If needed, the Board will be asked to approve a supplemental budget for the current fiscal year at the June 15 Board meeting.
- C. **FY 2016-17 Capital Improvements Program Adoption:** Board adoption of the Fiscal Year 2016-17 Capital Improvements Program will be requested at the June 15 meeting.
- D. **Point2point Employer Outreach Program Update:** At the June 15 meeting, a Brief update will be shared with the Board on the enhanced employer program effort that is underway and will expand over the next few years.
- E. **Election of Board Officers:** At the June 15 Board meeting, the Board will elect from its members a president, vice president, secretary, and treasurer to fill two-year terms beginning July 1, 2016.
- F. **Board Member Committee Assignments:** A list of current LTD Board committee assignments will be sent to Board members for review and the opportunity to request reassignment to the same or different committees. Committee assignments will be finalized at a future meeting.
- G. **Budget Committee Appointment:** Recruitment is ongoing to fill the Budget Committee citizen member position representing Subdistrict 1 whose term expired on January 1, 2016. The LTD Board will be asked to approve the Budget Committee appointment at a future meeting.
- H. **Emergency Preparedness – Planning, Response, and Communications:** The District continually refines its emergency plans. At a future meeting, staff will review with the Board lessons learned from a recent event and will include how the plan, initial response, and communications efforts were implemented.

- I. **Long-Range Transit Plan**: The Board has discussed the concept of revising the Long-Range Transit Plan to include an implementation plan that would provide a blueprint for LTD over the next ten years. The Board will be asked to engage in periodic discussions at future meetings as the District works through the process.
- J. **Trillium Updates**: The Board will be provided periodic updates regarding costs on the new contract in order to appropriately track expenditures.
- K. **Main-McVay Project Update**: Staff will provide periodic updates to the Board on the progress of the Main-McVay project.
- L. **MovingAhead Project Update**: Staff will provide periodic updates to the Board on the progress of the MovingAhead project.

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AGENDA ITEM SUMMARY

DATE OF MEETING: May 18, 2016

ITEM TITLE: ITEMS FOR ACTION OR INFORMATION AT A FUTURE MEETING - REQUESTED BY THE BOARD

PREPARED BY: Jeanne Schapper, Executive Office Manager/Clerk of the Board

ACTION REQUESTED: None

BACKGROUND:

Listed below are Action or Information items that the Board has requested be included on the agendas for future Board meetings.

- A. **Fareless System**: The Board has expressed interest in reviewing LTD's fare structure and exploring a fareless system. This topic will be examined in detail at a future Board work session.
- B. **Contract/Signature Authority Approval Levels, Policies**: The Board has requested that staff present at a future meeting recommendations for contract approval levels, checks and balances for District bank accounts, credit card policy and procedures, and policies on travel and donations.

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