



LANE TRANSIT DISTRICT BOARD OF DIRECTORS SPECIAL MEETING

Wednesday, April 08, 2020
5:30 – 6:30 p.m.

VIRTUAL MEETING

Register in advance for this webinar:

https://ltd.zoom.us/webinar/register/WN_DTH-O2IYRJmExj2umP3OZw

After registering, you will receive a confirmation email containing information about joining the webinar.

No public testimony will be heard at this meeting.

AGENDA

Time	ITEM	Page
5:30 p.m.	I. CALL TO ORDER II. ROLL CALL <input type="checkbox"/> Carl Yeh (President) <input type="checkbox"/> Kate Reid (Vice President) <input type="checkbox"/> Joshua Skov (Secretary) <input type="checkbox"/> Don Nordin (Treasurer) <input type="checkbox"/> Caitlin Vargas <input type="checkbox"/> Steven Yett <input type="checkbox"/> Emily Secord III. COMMENTS FROM BOARD PRESIDENT <i>This agenda item provides an opportunity for the Board president to formally communicate with the Board on any current topics or items that may need consideration.</i> IV. COMMENTS FROM THE GENERAL MANAGER <i>This agenda item provides an opportunity for the general manager to formally communicate with the Board on any current topics or items that may need consideration.</i> V. ANNOUNCEMENTS AND ADDITIONS TO AGENDA <i>This agenda item provides a formal opportunity for the Board president to announce additions to the agenda, and also for Board members to make announcements.</i>	
5:35 p.m.	A. MARCH 30 BOARD MEETING – BOARD ACTION: <i>Materials Included</i> [Aurora Jackson] Action Needed: Adoption <i>Staff will request the Board adopt a resolution establishing LTD’s minimum service levels during the COVID-19 pandemic period; which was moved at the March 30, 2020, special Board meeting.</i>	3
5:40 p.m.	B. RIDERSHIP UPDATE: <i>Materials Included</i> [Tom Schwetz] Action Needed: None. Information Only <i>Staff will provide the Board with an update on current ridership trends.</i>	5
6:00 p.m.	C. PUBLIC MEETING SCHEDULE: <i>Materials Included</i> [Aurora Jackson] Action Needed: Adoption <i>Staff will request that the Board establish a public meeting schedule during the COVID-19 pandemic period.</i>	10

<u>Time</u>	<u>ITEM</u>	<u>Page</u>
6:15 p.m.	D. FUTURE SERVICE MODEL DECISION: <i>Materials Included</i> [Aurora Jackson] Action Needed: Adoption <i>Staff will request that the Board defer making a decision on LTD's future service model as described in Transit Tomorrow until after the COVID-19 pandemic restrictions have been lifted.</i>	12
6:30 p.m.	VI. ADJOURNMENT	



AGENDA ITEM SUMMARY

DATE OF MEETING: April 8, 2020
ITEM TITLE: MARCH 30 SPECIAL BOARD MEETING: BOARD ACTION
PREPARED BY: Aurora Jackson, General Manager
DIRECTOR: N/A
ACTION REQUESTED: Adoption

PURPOSE: To request that the Board adopt the attached resolution establishing LTD's minimum service levels during the coronavirus (COVID-19) pandemic period.

ROLE OF THE BOARD: The Board's role in this instance is to adopt a resolution.

HISTORY: On March 30, 2020, a special LTD Board meeting was held via video and audio technology (Zoom) to address the need for the Board of Directors to take action in the event of a significant threat to employees and public health and discuss the level of service that LTD will provide during the Covid-19 virus pandemic. The Board passed the following motion:

To maintain at least a minimal level of service to provide vital community transportation for essential trips during COVID-19 public health concerns, unless state or appropriate authority orders us to cease operations; and if further developments occur, the Board of Directors will be reconvened to address the elevated issues.

CONSIDERATIONS: Prior to the meeting, the Board's decision was unknown; therefore a resolution was not provided ahead of time. The attached resolution reflects the Board's directives at the March 30 meeting.

ALTERNATIVES: N/A

NEXT STEPS: N/A

SUPPORTING DOCUMENTATION:

- 1) Resolution No. 2020-04-08-018

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-04-08-018:

It is hereby resolved that the LTD Board of Directors approves maintaining at least a minimal level of service to provide vital community transportation for essential trips during COVID-19 public health concerns, unless state or appropriate authority orders us to cease operations; and if further developments occur, the Board of Directors will be reconvened to address the elevated issues.



RESOLUTION NO. 2020-04-08-018

ADOPTION OF LTD'S SERVICE LEVEL DURING THE COVID-19 VIRUS PANDEMIC

WHEREAS, on March 8, 2020, Governor Kate Brown declared an emergency due to the public health threat posed by the novel infectious virus COVID-19 pandemic;

WHEREAS, On March 12, 2020, Governor Brown prohibited gatherings of 250 or more people;

WHEREAS, on March 17, 2020, Governor Brown prohibited gatherings of 25 or more people requiring LTD's Board President to cancel the March meeting of the LTD Board of Directors;

WHEREAS, On March 30, 2020, a special LTD Board meeting was held via video and audio technology (Zoom) to address the need for the Board of Directors to take action in the event of a significant threat to employees and public health; and

WHEREAS, On March 30, 2020, a special LTD Board meeting was held via video and audio technology (Zoom) to discuss the level of service that LTD will provide during the Covid-19 virus pandemic.

NOW, THEREFORE, BE IT RESOLVED that the LTD Board of Directors adopts a resolution:

- To maintain at least a minimal level of service to provide vital community transportation for essential trips during COVID-19 public health concerns, unless state or appropriate authority orders us to cease operations; and
- If further developments occur, the Board of Directors will be reconvened to address the elevated issues.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 8TH DAY OF APRIL, 2020.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: April 8, 2020

ITEM TITLE: RIDERSHIP UPDATE

PREPARED BY: Tom Schwetz, Director of Planning and Development

DIRECTOR: Aurora Jackson, General Manager

ACTION REQUESTED: None. Information Only

PURPOSE: To provide the Board with an update on current ridership trends.

ROLE OF THE BOARD: The Board's role in this instance is to obtain information.

HISTORY: Beginning with the closure of the UO during the week of March 16, LTD's ridership experienced a decline until the week of March 23 when data indicates that ridership leveled out.

Trends in Fixed-Route Service

Figure 1 provides an overall view of LTD's ridership trends between March 2 and April 4, 2020. Overall, all routes have experienced ridership reductions. In particular, EmX and LTD's Core routes have seen heavy reductions, though EmX continues to carry the majority of overall ridership. LTD's ridership has gone from an average of about 35,000 boardings per day on an average weekday in 'normal' times to about 10,000 boardings on an average weekday. This represents about a 70% reduction in our ridership – similar to what is being seen across the country. During this period of time, evening service (after 8:30 PM) - has been fairly stable at about 800 average weeknight boardings.

Anecdotally, we've also seen hiring advertisements for people to stock shelves at places like Costco, Fred Meyer's, other grocery stores, and similar types of outlets (work that usually takes place in the evening and early morning). It is with that reality in mind, that it was decided to move to a modified Sunday service, which is operating from 7:30 AM to 10:30 PM (starting today), rather than the 8:30 AM to 8:30 PM span that would normally be operated on Sundays.

Another finding is in how we see people using the system as a whole. Interestingly, it appears that over the course of the day we're seeing some level of ridership on all routes (where EmX continues to be generating the majority of boardings: ~ 45%). In addition, we have seen that most of the decline in our ridership has been in the level of our midday ridership (10 AM - 5 PM). This is understandable given that students make most of their trips in the midday. Figure 2 illustrates the change in LTD's ridership by time of day.

In the context of who might be using LTD's services during this period of time, it is useful to consider which community residents are most transit dependent. Though there are likely many factors that would cause someone to be dependent on transit, income, access to a vehicle, and possession of a driver's license are important factors. In LTD's recent Origin-Destination Survey, 61% of riders indicated that they do not have a driver's license. Many riders (46%) live in households that do not own a car. While many students do not have access to a vehicle, nearly as many non-students lack driver's licenses or vehicles. Transit dependence is much more highly tied to income. A high percentage of LTD's ridership is comprised of lower-income individuals who tend to ride transit more days per week than those who have higher incomes.

Trends in RideSource Operations

Data has been gathered on LTD's RideSource operations during this time period. Figure 3 provides an overview of the RideSource Call Center Activity between March 17 and March 26. This data shows a significant reduction on RideSource call activity in that period. Figure 4 provides 2020 RideSource Trips by Date and Program. Again, this data illustrates the significant drop in the use of RideSource over the last two weeks.

Ridership productivity is not the goal at this time. This is true for a couple of reasons; first, we need to make sure that we are providing a 'useful' level of service - one that meets the demands we are observing during this period; and second, we need to run enough frequency to avoid too many people on a bus at one time (almost an 'anti-productivity'

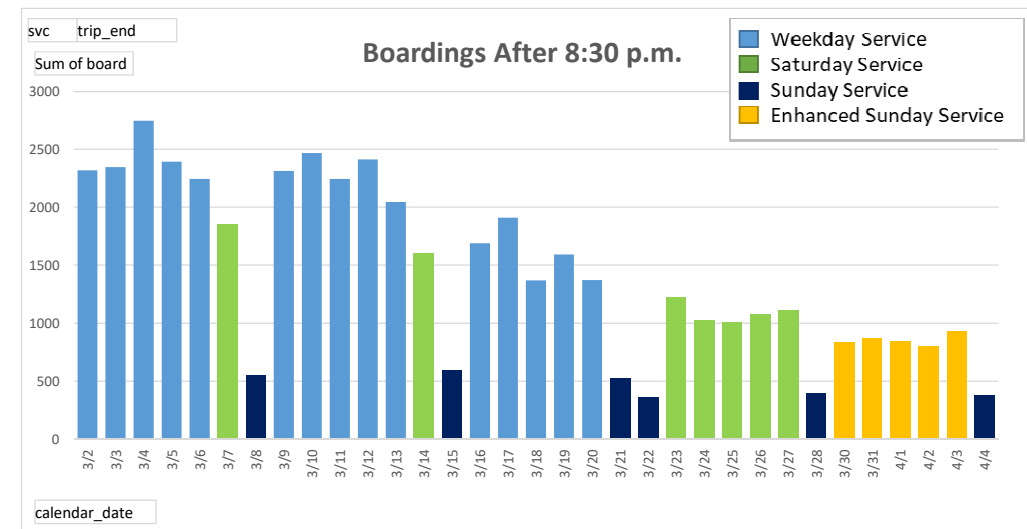
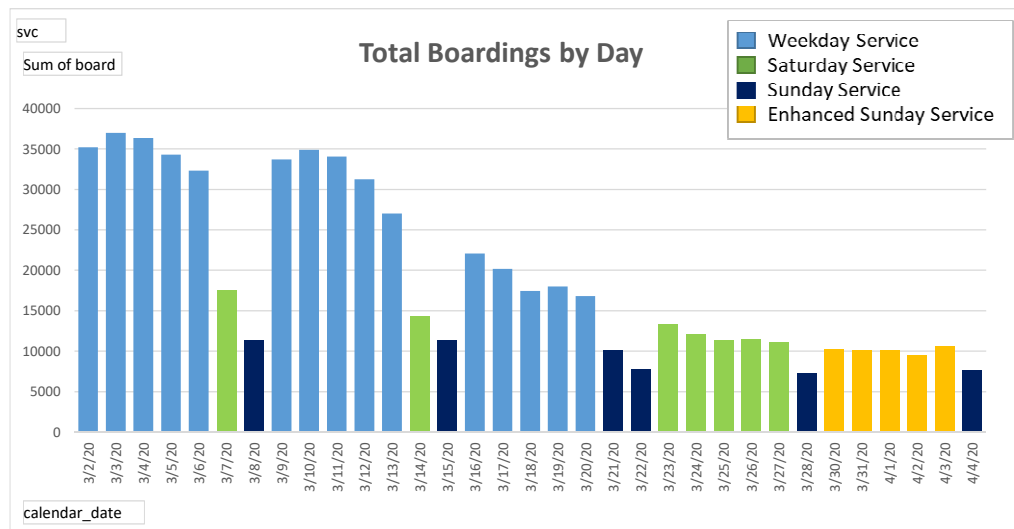
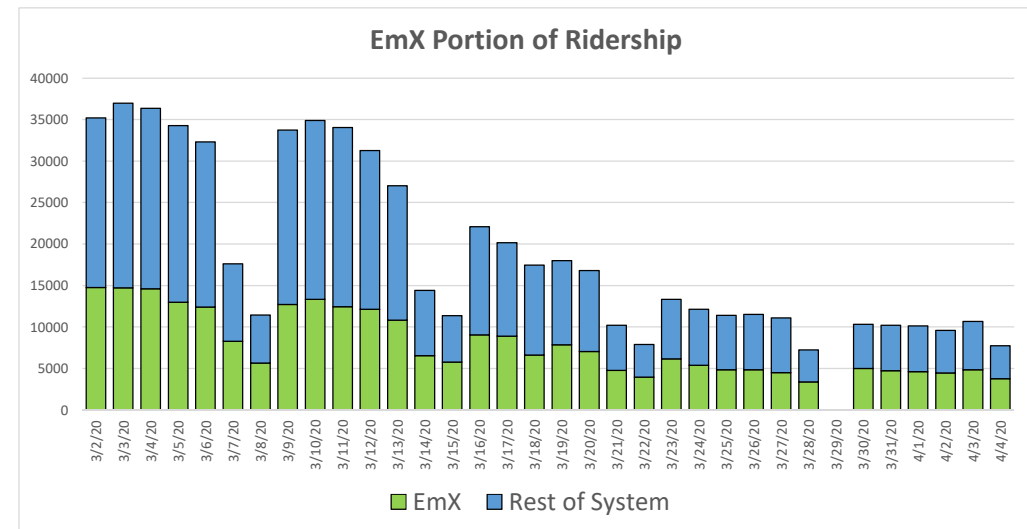
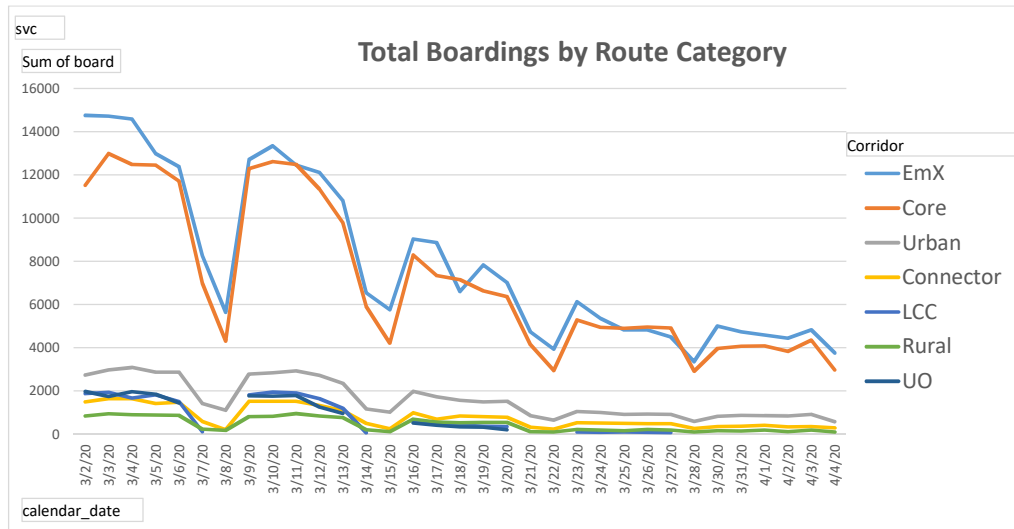
requirement). This can be characterized as a “Public Health First” approach to service deployment - safely operate the minimum level of service that can be provided for essential trip making in the region.

Ridership levels will continue to be monitored closely as conditions change.

SUPPORTING DOCUMENTATION:

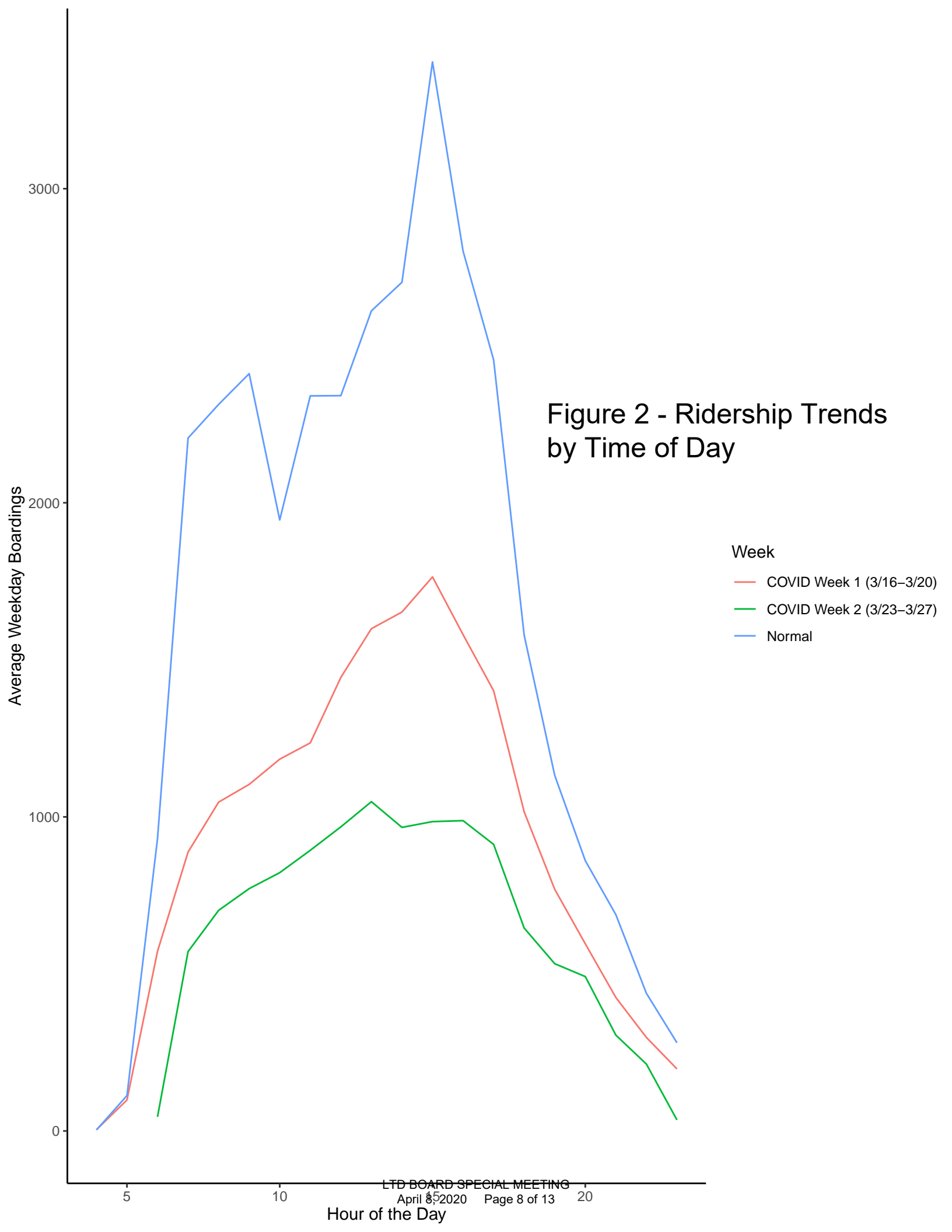
- 1) Figure 1 – LTD’s ridership trends between March 2 and April 4, 2020
- 2) Figure 2 – LTD Ridership by Time of Day
- 3) Figure 3 – RideSource Call Center Activity
- 4) Figure 4 – 2020 RideSource Trips by Date and Program

Figure 1 - Fixed-Route Ridership Trends March 2, 2020 - April 3, 2020



Note: The UO ended on-campus classes starting March 16th. This also coincided with the start of Finals Week when we see a general drop in ridership as well.

Figure 2 - Ridership Trends by Time of Day



Week

COVID Week 1 (3/16-3/20)

COVID Week 2 (3/23-3/27)

Normal

Figure 3 – RideSource Call Center Activity

2020 Calls By Hour - RideSource Call Center			COVID Period Calls							
Interval	March 2019 Average Calls	2020 Average - Pre COVID	17-Mar-20	18-Mar-20	19-Mar-20	20-Mar-20	23-Mar-20	24-Mar-20	25-Mar-20	26-Mar-20
8:00 - 9:00	129	125	102	68	60	64	39	39	39	33
09:00-10:00	136	128	122	92	84	58	68	65	40	29
10:00 - 11:00	123	131	120	82	49	82	65	57	46	33
11:00 - 12:00	122	136	130	69	69	68	55	55	43	47
12:00 - 13:00	110	121	94	84	62	41	50	48	39	47
13:00 1 14:00	112	134	100	85	67	48	45	48	40	37
14:00 - 15:00	119	133	95	70	49	43	58	50	45	49
15:00 - 16:00	126	136	103	58	75	36	57	47	43	43
16:00 - 17:00	118	131	77	72	60	27	43	52	52	29
Total Calls	1095	1175	943	680	575	467	480	461	387	347

Figure 4 2020 RideSource Trips by Date/Program

2020 RideSource Trips by Date/Program				
Day	Date	Total ADA Trips	Total NEMT Trips	Total Trips
Sat	29-Feb-20	133	356	489
Sun	1-Mar-20	140	136	276
Mon	2-Mar-20	516	993	1509
Tue	3-Mar-20	583	1212	1795
Wed	4-Mar-20	606	1275	1881
Thur	5-Mar-20	571	1164	1735
Fri	6-Mar-20	510	1202	1712
Sat	7-Mar-20	128	405	533
Sun	8-Mar-20	119	178	297
Mon	9-Mar-20	504	1071	1575
Tue	10-Mar-20	562	1274	1836
Wed	11-Mar-20	562	1293	1855
Thurs	12-Mar-20	525	1257	1782
Fri	13-Mar-20	394	1014	1408
Sat	14-Mar-20	88	349	437
Sun	15-Mar-20	39	99	138
Mon	16-Mar-20	259	899	1158
Tue	17-Mar-20	122	895	1017
Wed	18-Mar-20	105	744	849
Thurs	19-Mar-20	92	670	762
Fri	20-Mar-20	85	575	660
Sat	21-Mar-20	33	247	280
Sun	22-Mar-20	4	53	57
Mon	23-Mar-20	84	572	656
Tue	24-Mar-20	64	533	597
Wed	25-Mar-20	85	472	557
Thurs	26-Mar-20	64	399	463
Fri				



AGENDA ITEM SUMMARY

DATE OF MEETING: April 8, 2020
ITEM TITLE: PUBLIC MEETING SCHEDULE
PREPARED BY: Aurora Jackson, General Manager
DIRECTOR: N/A
ACTION REQUESTED: Adoption

PURPOSE: To request that the Board establish a public meeting schedule during the coronavirus (COVID-19) pandemic period.

ROLE OF THE BOARD: The Board's role in this instance is to adopt a public meeting schedule.

HISTORY: On March 8, Governor Kate Brown declared an emergency due to the public health threat posed by the novel infectious COVID-19. On March 12, Governor Brown prohibited gatherings of 250 or more people. Then on March 17, Governor Brown prohibited gatherings of 25 or more people requiring LTD's Board President to cancel the March meeting of the LTD Board of Directors.

On March 30, a special LTD Board meeting was held via video and audio technology (Zoom) to address the need for the Board of Directors to take action in the event of a significant threat to employees and public health.

During this agenda item, the Board president will engage the Board of Directors in a discussion regarding a schedule for future public meetings to continue throughout the COVID-19 pandemic period.

CONSIDERATIONS: Based on the discussion, the Board will be asked to adopt a schedule for future public meetings during the COVID-19 pandemic period.

ALTERNATIVES: The Board may choose to defer a decision for another day,

NEXT STEPS: Based on the Board's decision, public meetings will be scheduled via Zoom.

SUPPORTING DOCUMENTATION:

- 1) Resolution No. 2020-04-08-019

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-04-08-019:

It is hereby resolved that the LTD Board of Directors approves the following:

- Special Board of Directors' meeting be held weekly on weeks when there is not a regular Board of Directors' meeting;
- Committee meetings be held only to conduct urgent matters; and
- All LTD public meetings must be held via audio or video technology.



RESOLUTION NO. 2020-04-08-019

ADOPTION OF A PUBLIC MEETING SCHEDULE TO LAST THE DURATION OF THE CORONAVIRUS (COVID-19) PANDEMIC

WHEREAS, The Lane Transit District (LTD) Board of Directors (Board) holds public meetings in accordance with ORS 192.630;

WHEREAS, on March 8, 2020, Governor Kate Brown declared an emergency due to the public health threat posed by the novel infectious COVID-19 virus pandemic;

WHEREAS, On March 12, 2020, Governor Brown prohibited gatherings of 250 or more people;

WHEREAS, on March 17, 2020, Governor Brown prohibited gatherings of 25 or more people requiring LTD's Board President to cancel the March meeting of the LTD Board of Directors;

WHEREAS, On March 30, 2020, a special LTD Board meeting was held via video and audio technology (Zoom) to address the need for the Board of Directors to take action in the event of a significant threat to employees and public health; and

WHEREAS, the Board held a special Board meeting on April 8, 2020, to discuss a schedule for future public meetings to continue throughout the COVID-19 pandemic period.

NOW, THEREFORE, BE IT RESOLVED that the LTD Board of Directors, adopts a resolution establishing the following:

- Special Board of Directors' meeting be held weekly on weeks when there is not a Regular Board of Directors' meeting;
- Committee meetings be held only to conduct urgent matters; and
- All LTD public meetings must be held via audio or video technology.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 8TH DAY OF APRIL, 2020.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: April 8, 2020
ITEM TITLE: FUTURE SERVICE MODEL DECISION
PREPARED BY: Aurora Jackson, General Manager
DIRECTOR: N/A
ACTION REQUESTED: Adoption

PURPOSE: To request that the Board of Directors defer making a decision on LTD's future service model as described in Transit Tomorrow until after the coronavirus (COVID-19) pandemic restrictions have been lifted.

ROLE OF THE BOARD: The Board's role in this instance is to adopt a decision making process for LTD's future service model.

HISTORY: On March 8, Governor Kate Brown declared an emergency due to the public health threat posed by the novel infectious COVID-19. On March 12, Governor Brown prohibited gatherings of 250 or more people. Then on March 17, Governor Brown prohibited gatherings of 25 or more people requiring LTD's Board President to cancel the March meeting of the LTD Board of Directors.

On March 30, a Special Board Meeting was held via video and audio technology (Zoom) to address the need for the Board of Directors to take action in the event of a significant threat to employees and public health. Given the need for LTD to focus on the health of its employees and the public, there is limited capacity to continue with a public engagement process for a future service model that was part of Transit Tomorrow. Additionally, the current COVID-19 restrictions are not appropriate for effective communication of such an important decision.

Staff will engage the Board in a discussion to gather input and to request deferring a decision until the COVID-19 pandemic restrictions have been lifted.

CONSIDERATIONS: The Board can direct staff to pause the Transit Tomorrow process until COVID-19 restrictions are lifted. COVID-19 restrictions are anticipated to last through the end of April but could continue through May. June or July may be the first opportunity to have a discussion at an in-person Board meeting.

ALTERNATIVES: The Board could choose to expedite the decision-making process or slow it down more than is being recommended.

NEXT STEPS: Based on the Board of Directors decision, staff will develop a timeline and communication plan.

SUPPORTING DOCUMENTATION:

- 1) Resolution No. 2020-04-08-020:

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-04-08-020:

It is hereby resolved that the LTD Board of Directors approves pausing the Transit Tomorrow process until COVID-19 restrictions are lifted.



RESOLUTION NO. 2020-04-08-020

ADOPTION OF THE DEFERMENT OF PUBLIC ENGAGEMENT AND DECISION OF LANE TRANSIT DISTRICTS FUTURE SERVICE MODEL FOR THE DURATION OF THE CORONAVIRUS (COVID-19) PANDEMIC

WHEREAS, The Lane Transit District (LTD) Board of Directors (Board) has been engaged in a future service model change referred to as Transit Tomorrow;

WHEREAS, on March 8, 2020, Governor Kate Brown declared an emergency due to the public health threat posed by the novel infectious virus COVID-19 pandemic;

WHEREAS, On March 12, 2020, Governor Brown prohibited gatherings of 250 or more people;

WHEREAS, on March 17, 2020, Governor Brown prohibited gatherings of 25 or more people requiring LTD's Board president to cancel the March meeting of the LTD Board of Directors;

WHEREAS, On March 30, 2020, a special LTD Board meeting was held via video and audio technology (Zoom) to address the need for the Board of Directors to take action in the event of a significant threat to employees and public health;

WHEREAS, LTD's focus has been on the health of its employees and the public;

WHEREAS, there is limited capacity to continue with a public engagement process for a future service model that was part of Transit Tomorrow;

WHEREAS, the current COVID-19 restrictions are not appropriate for effective communication of such an important decision;

WHEREAS, the Board held a special Board meeting on April 8, 2020, to discuss LTD's future service model;

WHEREAS, COVID-19 restrictions are anticipated to last through the end of April but could continue through May; and

WHEREAS, June or July may be the first opportunity to have a discussion at an in-person Board meeting.

NOW, THEREFORE, BE IT RESOLVED that the LTD Board of Directors adopts a resolution pausing the Transit Tomorrow process until COVID-19 restrictions are lifted.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 8TH DAY OF APRIL, 2020.

Board President, Carl Yeh