

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, June 20, 2018

Pursuant to notice given to *The Register-Guard* for publication on May 9, 2018, 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, June 20, 2018, beginning at 5:30 p.m., at the at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

Present: Gary Wildish, President
Carl Yeh, Vice President
Kate Reid, Secretary
Don Nordin, Treasurer
Ed Necker
April Wick
Steven Yett
A.J. Jackson, General Manager
Dwight Purdy, General Counsel
Camille Gandolfi, Clerk of the Board
Lynn Taylor, Minutes Recorder

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

PRELIMINARY REMARKS BY BOARD PRESIDENT — Mr. Wildish thanked those in attendance. He noted that it was close to the longest day of the year.

COMMENTS FROM THE GENERAL MANAGER — Ms. Jackson announced the application period for the two vacancies on the Budget Committee was open. She said the District was also seeking applicants for the Special Transportation Committee, as well as for the State Transportation Improvement Fund (STIF) Advisory Committee.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — At the request of Ms. Jackson, Mr. Wildish determined there were no objections taking up the Autzen Express Service Discussion agenda item following the public hearing on proposed service changes.

BOARD CALENDARS — Ms. Jackson reviewed upcoming events in July and highlighted events in subsequent months.

Ms. Wick stated she was not available from June 25 to July 5, 2018.

Ms. Reid stated she was not available from June 30 to July 15, 2018.

EMPLOYEE OF THE MONTH – JULY — The Board recognized Chris Thrasher as the July 2018 Employee of the Month. Mr. Wildish presented Ms. Thrasher with her award and thanked her for her outstanding service and dedication to LTD's mission. Ms. Thrasher, who began at LTD in

July 1995, thanked the Board for her award and said her time with the District had gone by quickly because of her dedicated, hardworking co-workers and LTD's mission in the community.

AUDIENCE PARTICIPATION — Mr. Wildish explained the procedures for providing public testimony.

Rob Zako, Eugene, representing Better Eugene-Springfield Transportation (BEST), expressed excitement about the Transit Tomorrow initiative and the stakeholders' forum scheduled for the coming week to kick off the public engagement process. He had previously participated in a workshop with Jarrett Walker & Associates and looked forward to their facilitation of the process to envision transit service for the community.

PUBLIC HEARING: 2018 PROPOSED SERVICE CHANGES — Director of Public Affairs, Edward McGlone, provided a brief summary of the proposed service changes described in detail in the agenda materials. He distributed a handout entitled *FY2019 Service Adjustment Summary* and a spreadsheet providing details of changes, route productivity, hours, and cost savings. He said the changes were consistent with LTD's service goals to provide high quality service, help people move around quickly and efficiently, protect highly utilized services, and assure service was provided where demand justified it. Over the past 3 years, LTD had invested over \$3 million to create a more complete transit network, but as those investments were made, there had been economic changes in the community that impacted ridership demands, particularly enrollments at Lane Community College (LCC) and the University of Oregon (UO).

Mr. McGlone said instead of an annual route review, which typically took about 3 months, a process was initiated that looked at day-to-day maintenance of the system while the Transit Tomorrow process, which was an ongoing assessment of the overall system and a community vision for transit in the future, moved forward. He said the adjustments staff had proposed were revised based on public feedback received to date, the intent to protect the span of service minimize impacts. Changes approved by the Board would be implemented on September 16. He reviewed the public outreach activities conducted during the development of proposed changes and noted that while revised timetables were not usually provided this early in the process, they were distributed during outreach activities so that customers could be fully informed. He said 102 comments had been received to date.

Mr. McGlone reviewed the changes initially proposed, the modifications staff was recommending as a result of public input, and responded to questions from the Board on the following routes:

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|----------------------------|--------------------------|
| EmX | Route 11 - Thurston |
| Route 12 - Gateway | Route 27 - Fairmount |
| Route 28 - Hilyard | Route 33 - Jefferson |
| Route 41 - Barger/Commerce | Route 51 - Santa Clara |
| Route 55 - North Park | Route 73 - UO/Willamette |
| Route 78 - UO/Seneca | Route 79x - UO/Kinsrow |
| Route 81 - LCC/Harris | Route 82 - LCC/Pearl |
| Route 85 - LCC/Springfield | Route 95 - Junction City |

Mr. McGlone said based on direction from the Board, staff had discussed options for providing the Autzen Express Service during football games with the UO. The results of those discussions would be presented later in the meeting.

Mr. Wildish opened the public hearing.

Connie Bergland, Harris Street, Eugene, objected to elimination of the Harris Street bus. She had ridden that bus for 40 years and there were many benefits to keeping the route on Harris Street. She said that many elderly and retired people and college students lived in the neighborhood and rode the Harris Street bus. The advantage to keeping the bus on Harris Street was the 7-foot wide right-of-ways that allowed for easy access, low traffic that made catching the bus much less dangerous, and the shelter provided by buildings and trees. A bus within the neighborhood met the city's goal of livability and reduced parking issues for LCC and UO campuses. She said Hilyard Street was a major metro thoroughfare that people had to cross to catch the bus, with few safe crossings, more traffic, three-foot right-of-ways and little protection for those waiting for a bus.

Rob Zako, Eugene, representing BEST, distributed a memorandum to the Board regarding delaying changes to EmX, pending adequate public engagement. He also concurred with Ms. Bergland's comments. He said BEST supported transit and the EmX service, and read the contents of the memorandum. He urged the Board to delay a decision on changes to EmX until the Transit Tomorrow Choices Report was issued, additional options for dealing with lower ridership on portions of Gateway EmX were developed, Autzen Express Service costs were addressed, Gateway business were engaged, and the Strategic Planning Committee made recommendations on changing EmX service.

William Mueller, Eugene, said he was a retired LTD employee who had worked in a number of positions with the District for 27 years. He was opposed to the proposed changes to Route 81. He often used Harris Street and there appeared to be robust boardings in that neighborhood. He was aware that bus operators had safety concerns with the left turn from Harris Street on to 30th Avenue. He agreed it was a difficult turn, but could generally be made in two to three minutes as the traffic light cycles cleared traffic. He felt the main concern was connectivity between the neighborhood and Hilyard Street as there was only two, widely separated, protected crossings and some streets did not go through. He urged the Board to balance customer safety with potential cost savings.

Mr. Wildish determined no one else wished to speak. He closed the hearing and invited comments from the Board.

Mr. Yeh asked what the consequences would be if the Board delayed approval of some of the proposed changes, such as the Gateway EmX. Ms. Jackson replied that those could be considered in February during the winter bid. Mr. McGlone said staff considered the pros and cons of several ways to address Gateway EmX, including looping through the neighborhood. However, the City of Springfield had expressed concern about the impact of EmX buses on roadways not designed for vehicles of that size and LTD staff did not want to completely eliminate service to the other half of the Gateway loop. He described concerns with some of the other options considered.

Mr. Yeh asked if the Board should delay a decision on Gateway EmX so that other options could be identified. Mr. McGlone said that was a decision the Board could make, but staff made its recommendation based on assessment of available options and information. He was not certain what other routing changes could be considered.

Ms. Wick was concerned about splitting the EmX route at this time, in advance of the Transit Tomorrow public engagement process. She said the proposed changes seemed more complex than the other service adjustments being recommended and would prefer to have it discussed as part of the Transit Tomorrow initiative.

Mr. Necker asked for clarification of changes to Route 81. Mr. McGlone said the recommendations did include a route change on Route 81. He illustrated the change on a map, which was also included in the agenda packet, and cited statistics for Harris Street boardings.

In response to a question from Ms. Wick, Mr. McGlone said the only change to staff recommendations for Route 81 was the number of trips per day; the routing change was still being recommended and that was what raised concerns about the stop on Harris Street.

Mr. Wildish agreed that it was difficult for people to cross Hilyard Street and hoped the City of Eugene would consider protected crosswalks similar to those recently installed on River Road. Mr. McGlone pointed out that the Route 81 bus had been on a prolonged detour of about one year during which it did not serve Harris Street and only recently had returned to Harris Street. During the detour period there had not been significant issues.

Ms. Reid said she had participated in many past discussions of the Gateway EmX loop and removing Gateway EmX changes from the list of recommendations would be a disservice to those individuals and businesses that had expressed their concerns and looked at options for adjustments. She said the route could be revisited in the future if the Transit Tomorrow process identified further adjustments that could be made.

Mr. Wildish agreed that Gateway EmX had been the subject of community conversations for more than two years and changes were not made earlier because better decisions could be made once the EmX West line was operational.

Ms. Reid said as a member of the Main Street-McVay Governance Team, she was somewhat concerned about changes to Route 11 based on the discussion of transportation options to the Thurston area that occurred during the transit study and would continue during the Main Street safety study.

Mr. Yeh said the Board could approve all of the recommended changes as presented and revisit those changes if new information became available. He agreed that EmX was different from other service lines and required more attention.

Mr. Necker said he understood Ms. Wick's interest in delaying Gateway EmX decisions until Transit Tomorrow was completed, but also recognized that there had already been some years of discussion, as pointed out by Mr. Wildish and Ms. Reid, and people were anxious to see Gateway issues addressed.

Ms. Wick said she remained concerned about what the day-to-day impact of changing the frequency would be on the average rider. She reiterated her interest in delaying a decision on the Gateway EmX route and discussing it separate from the other proposed changes.

Mr. Nordin commented that LTD had marketed EmX as a one-seat straight through service and would need to change that if the proposed Gateway EmX changes were approved, although he understood the need to cut service that was not functioning well.

Mr. Wildish said Route 11 was LTD's busiest fixed route line and asked what the potential impact of changes would be on ridership. Mr. McGlone said staff had looked at the schedule and adjusted the timetable so there were fewer trips in the middle of the day where there was low ridership, although roughly 15 minute service was maintained throughout the day. Staff did not feel there would be a loss of ridership and service demand could still be met with fewer trips.

In response to a question from Ms. Reid, Ms. Jackson said the changes would not have an impact on the work already done on the Main Street-McVay transit study and transportation options presented to the Governance Team. She said additionally the changes would improve the alignment of Gateway EmX and Route 11.

Mr. McGlone said changes to Route 11 had received 12 public comments, although that route had been heavily targeted for public outreach. Some of the comments related to the routing to Thurston Station, one related to frequency, and the rest spoke to the service in general.

Ms. Reid pointed out that the proposed changes had been presented to the Strategic Planning Committee at its June meeting and no concerns were expressed or alternative solutions proposed. She said the discussion had been very robust.

ITEMS FOR INFORMATION AT THIS MEETING

Autzen Express Service Discussion – Assistant General Manager Service Delivery, Mark Johnson, said LTD had enjoyed a good working relationship with the UO for many years. He said there had been revisions to the football service over the years as federal requirements were modified and LTD changed how the service was provided and financed. He said the Board had directed staff to seek full cost recovery for the football service and following discussions with the University, a proposal had been developed. He distributed a handout entitled *Proposal for the Autzen Express service for University of Oregon Football games*. He said the proposal was for discussion purposes and a public comment period was open. The Board would be asked to hold a public hearing and take action on the proposal at its July meeting.

Mr. Johnson said Autzen Express was the most expensive service LTD provided and reviewed the service cost summary spreadsheet included in the handout. The proposal would significantly decrease costs, provide more revenue by increasing the fare and reduce LTD's shortfall to \$85,000, which the University would offset with a payment in that amount. He said LTD and the University would work together to identify efficiencies for the service and to market the shuttle service to increase transit ridership.

In response to questions from Mr. Yett, Mr. Johnson said the spreadsheet costs were fully loaded and confirmed that the payment of \$85,000 from the University would bring LTD's costs to zero.

Mr. Yett supported the proposal as long as the University covered any of LTD's costs associated with the service. Mr. Johnson said staff would meet with the University at the end of the year to review costs and discuss recovery.

Mr. Yeh asked if raising the fare from \$3.50 to \$5.00 would impact ridership. He observed that LTD strove to keep costs low for the public and the football service was an opportunity to introduce people to transit while providing a benefit to the community by reducing traffic congestion. Mr. Johnson said that Autzen Express was a premium service and the \$5.00 fare was reasonable. He did not expect ridership would be affected and pointed out that the fare had at one time been \$6.00.

Mr. Johnson said the District would not be using the Peace Health Laboratory parking lot for the service instead of the Symantec parking lot and there would be no charge for using Symantec's parking lot.

Ms. Reid was pleased that staff had moved forward with the Board's direction and the University was willing to contribute to full cost recovery as the football service was a necessary community benefit. She said moving forward with the proposed changes, including Gateway EmX, would result in achieving the goal of \$2.3 million in savings.

Mr. Yeh and Ms. Wick thanked LTD staff and the University for their work on the proposal and the satisfactory outcome. Mr. Wildish also thanked the University for its willingness to contribute to full cost recovery. Mr. Nordin thanked Mr. Yett for raising the issue at the Board's last meeting.

ITEMS FOR ACTION AT THIS MEETING

MOTION **Consent Calendar** — Ms. Wick moved that the Board approve the Consent Calendar for June 20, 2018, as presented. Mr. Necker provided the second. The Consent Calendar consisted of the Minutes of the April 18, 2018, Regular Board Meeting; Delegated Authority Report-May; Contract: CAT 9 Rebuild Inframe Kits; Contract: EnerDel Energy Storage Systems; Contract: Amendment: Partnered Solutions IT; Contract: Rhody Express; Contract: Diamond Express; and Contract: Thorp, Purdy, Jewett, Urness & Wilkinson, P.C.

VOTE The motion was approved as follows:
 AYES: Necker, Nordin, Reid, Wick, Wildish, Yeh, Yett (7)
 NAYS: None
 ABSTENTIONS: None
 EXCUSED: None

Approval: Contract Amendment - 2017-23 Chambers Construction Bus Lot/Fleet Maintenance Building — Mr. Wildish announced a conflict of interest and recused himself.

MOTION Mr. Yeh moved Resolution No. 2018-06-20-19: Be it resolved that the Lane Transit District Board of Directors, acting as the LTD Contract Review Board, passes a Resolution as follows:

1. The change order shall be in compliance with all applicable laws and regulations.

2. The General Manager, or her designee, is hereby authorized to execute this change order in the amount of \$57,024.00.

Ms. Wick provided the second.

VOTE The Resolution was approved as follows:
 AYES: Necker, Nordin, Reid, Wick, Yeh, Yett (6)
 NAYS: None
 ABSTENTIONS: None
 EXCUSED: Wildish (1)

Adoption: 2018 Proposed Services Changes — Mr. McGlone said this was the Board's opportunity to adopt in whole, or in part, the recommended services changes discussed earlier in the meeting.

MOTION Mr. Yeh moved Resolution No. 2018-06-20-20: Be it resolved that the Lane Transit District Board of Directors approves the 2018 Fall Service Changes as presented on June 20, 2018. Mr. Necker provided the second.

MOTION Ms. Wick moved to amend the motion to approve the 2018 Fall Service Changes with the exception of the Gateway EmX changes, which would be forwarded to the next round of changes in February 2019. Mr. Nordin provided the second.

Ms. Wick felt Gateway EmX was a layered discussion and it was premature to make a decision on splitting the route in advance of the Transit Tomorrow discussions.

Mr. Nordin said it was difficult to please everyone with decisions on service changes. He appreciated work by staff.

Mr. Yeh was not in favor of delaying a decision. He said further adjustments could be made in the future as new information became available and felt there was merit in splitting the route.

VOTE The motion to amend failed as follows:
 AYES: Wick (1)
 NAYS: Necker, Nordin, Reid, Wildish, Yeh, Yett (6)
 ABSTENTIONS: None
 EXCUSED: None

VOTE The resolution was approved as follows:
 AYES: Necker, Nordin, Reid, Wick, Wildish, Yeh, Yett (7)
 NAYS: None
 ABSTENTIONS: None
 EXCUSED: None

Board Officer Extensions — Mr. Wildish explained that under the Board's previous rules, officers would be elected annually at its June meeting. He asked officers if they would be willing to serve until the December meeting. Mr. Yeh, Ms. Reid, and Mr. Nordin agreed to continue as officers until December 2018. Mr. Wildish said he would also continue to serve.

Budget Committee Nomination — Mr. Wildish reviewed the Budget Committee nomination form for Brandon Rogers, who would replace Scott Diehl.

MOTION Mr. Yeh moved to approve the nomination of Brandon Rogers to the Budget Committee. Ms. Reid provided the second.

VOTE The motion was approved as follows:
AYES: Necker, Nordin, Reid, Wick, Wildish, Yeh, Yett (7)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

ITEMS FOR INFORMATION AT THIS MEETING (continued)

Main Street Projects discussion — Ms. Reid said both the Strategic Planning Committee and the Main-McVay Governance Team held discussions about LTD's role on the Governance Team. A suggestion from some community members was that LTD not participate during the Main Street safety study and resume its membership when transit was once again a topic. She said the Governance Team had decided that the transit study should move forward while the safety study was under way and LTD should continue its membership. She said the Governance Team would meet quarterly and the transit study and safety study would remain separate projects. Community engagement for the projects would occur at the same time and be facilitated by the same people and coordinated.

Mr. Nordin asked if the previous work on the transit study would be used or would the study have to start over. Ms. Reid said the study was only put on hold and would resume at the point it was paused, with consideration of alternatives for the corridor. She said the previous work was still valid and no decisions had been made on design options.

Mr. Wildish was pleased to have clarity on LTD's role on the Governance team.

Legislative Update: Board Appointments — Mr. McGlone stated that Mr. Nordin and Mr. Wildish's terms would expire at the end of the calendar year and both were eligible for reappointment. Mr. Necker's term expired on December 31, 2017, and he had agreed to stay on the Board until a replacement was appointed. He said the Governor's Office was requesting that applications for those vacancies be submitted by the end of July 2018, with Senate confirmation hearings scheduled for September 24 and Senate votes on appointments on September 25 or 26. He described the application review and candidate interview processes, with the announcement of appointments by the Governor's Office occurring by August 31. He encouraged Board members who were eligible for reappointment to apply if they were interested or announce if they were not going to reapply. He also asked all Board members to reach out through their networks to potential candidates.

Board Member Reports — Mr. Nordin reported that Ms. Jackson made a presentation to the LaneACT (Area Commission on Transportation) on the STIF and the ACT also received a presentation on the Coos Bay Rail Link.

Mr. Wildish said the Oregon Department of Transportation had announced at the last Metropolitan Policy Committee meeting that a significant number of highway construction projects would occur throughout the Metropolitan Planning Organization area.

Ms. Reid reported that the Strategic Planning Committee had discussed formation of the STIF Advisory Committee and the proposed 2018 Fall Service Changes. Ms. Jackson added that the Board would be asked to appoint STIF Advisory Committee members at its July meeting.

Monthly Financial Reports - April — Ms. Shew reviewed the April 2018 Year-to-Date financial report provided in the agenda packet, noting key drivers for revenues and expenditures in the General Fund, Medicaid Fund, Accessible Services Fund, and Capital Projects Fund.

Mr. Necker left the meeting at 7:30 p.m.

Monthly Cash Disbursements - May — Ms. Wick asked about the \$12.00 for Ms. Shew. Ms. Shew said it was reimbursement of parking costs associated with attendance at a conference in Portland. She could provide backup documentation and description of how staff reimbursements were reviewed.

Ms. Wick asked that the Cash Disbursements report include a description of any disbursements to LTD employees to provide checks and balances on the system.

Ms. Shew encouraged Board members to request backup documentation and the review/approval process for any disbursements to staff.

Mr. Nordin observed that the cost of armored car service to move coins from LTD's vending machines to the bank was a significant expense. Ms. Shew said opening the EmX West line had greatly increased the number of vending machines and the cost of collecting and transporting coins. Staff had recently reviewed that service and been able to reduce the cost by \$100,000.

Monthly Grants Report - May — There were no questions.

Monthly Performance Reports - April/May — Ms. Jackson said that ridership had stabilized following the launch of EmX West and staff would track and report on the impact of implementing the fall service changes.

Monthly Department Reports - June — There were no questions.

ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING - REQUESTED BY THE BOARD — Ms. Reid said she was unable to find in the agenda packet information on the specific service changes approved by the Board. Ms. Jackson explained that some information was provided at the meeting instead of being in the agenda packet because staff was still receiving public comments and wanted to most recent information to be available to the Board.

Ms. Reid said it was confusing because there was no agenda item summary (AIS) that included all of the information on proposed changes and associated costs and referenced the resolution. Ms. Jackson said cost information was not included with the summary of changes so the Board could consider service change impacts on riders when making its decisions. Cost information

was provided separately so the Board could see the budgetary impact of those decisions. She said information could be presented differently if the Board wished.

Ms. Reid felt the process was not transparent to the public when information was not clearly presented. She understood the issues because of the Board's previous discussions, but that would not be the case with a member of the public who only had access to the agenda packet. She felt that the financial aspects of decisions could be part of the Board's discussion and it would help the public understand the context in which service changes were being proposed, such as the revenue shortfall created by the overpayment of employer taxes and subsequent reclaiming of that overpayment by the Department of Revenue.

Mr. Wildish said the longer annual route review process better informed the public about what service changes LTD was considering.

Mr. Yett remarked that open communication with the most important group - the public that used LTD's services - was critical and a common theme among the public comments received on the proposed services changes was that LTD had not done a good job of informing the public. He said LTD's website did not make the information easily accessible. He said the website should have a clearly identified space for information about changes, along with a phone number to be used for specific questions. He frequently heard complaints in the community that LTD was a poor communicator.

Mr. Wildish said continued discussions of better solutions for the Gateway EmX loops should be on future agendas.

ADJOURNMENT

Mr. Wildish adjourned the meeting at 8:00 p.m.

LANE TRANSIT DISTRICT:



Kate Reid
Board Secretary

ATTEST:



Camille Gandolfi
Clerk of the Board

Date Approved: 7/18/18