

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, October 17, 2018

Pursuant to notice given to *The Register-Guard* for publication on October 10, 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, October 17, 2018, 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
Kate Reid, Secretary
Don Nordin, Treasurer
Steven Yett
A.J. Jackson, General Manager
Dwight Purdy, General Counsel
Camille Gandolfi, Clerk of the Board
Erin Hagen, Minutes Recorder

Absent: Ed Necker

CALL TO ORDER/ROLL CALL — Mr. Wildish convened the meeting to order at 5:30pm and called roll.

PRELIMINARY REMARKS BY BOARD PRESIDENT — Mr. Wildish reported that the funeral service for Carl Faddis had many passengers in attendance.

COMMENTS FROM THE GENERAL MANAGER — Ms. Jackson highlighted two trainings included in the agenda summary document that had to be completed by each Board member before December 31, 2018. She noted the trainings could be done online or they could call Ms. Gandolfi for assistance. Ms. Jackson also referenced the Transit Tomorrow Phase 1 Outreach Summary and stated that public outreach for the Phase 2 would begin in January.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — There were no announcements or changes to the agenda.

BOARD CALENDARS — Ms. Jackson stated that on Saturday the LTD Ad Hoc Fare Policy Committee would meet. She highlighted that there were three meetings scheduled on November 6 and that the Board had approved moving the November Board Meeting to Thursday, November 15. Ms. Jackson said the Board president would be out the first week of November and added that she would be out the week of November 25 in Washington, D.C., but would still be on duty.

EMPLOYEE OF THE MONTH – NOVEMBER — The Board recognized three individuals for live-saving actions: Officer George Denley, Operation Supervisor Jeff Hadden, and Operation Supervisor Tracy Smith.

On August 2, 2018, the award recipients responded to a call of an unresponsive person at the Eugene Station. They called 911 and performed compression CPR until the medics arrived. The medics were able to successfully revive the person and transport him to the hospital.

Mr. Wildish presented Mr. Smith with his award and thanked him for his outstanding service. Officer Todd Uhler accepted on behalf of Officer Denley and Chief of Public Safety Frank Wilson accepted on behalf of Mr. Hadden.

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

Rob Zako stated that he was excited about Transit Tomorrow and had appreciated the opportunity for public engagement. He said that Better Eugene-Springfield Transportation was looking to have internal discussions with some of their partners, including Eugene Chamber of Commerce, AARP Oregon, League of Women Voters, and some neighborhood associations. He added that they would share information about those discussions when they reached a consensus. He concluded by saying they would be looking to LTD and Eugene City staff to continue having conversations and sharing advice.

PUBLIC HEARING: FISCAL YEAR 2019-2028 COMMUNITY INVESTMENT PLAN — Ms. Shew reviewed the next steps for the annually updated Community Investment Plan (CIP). She noted that the CIP was posted for public comment on September 9 and feedback from the public, as well as the Budget Committee, would be incorporated between October 18 and November 15. Ms. Shew stated that the Disaster Management plan would be added, project descriptions would be updated to be more robust, and a technical test link to the project assessment (PA) Forms would be provided.

Ms. Shew stated that the Board adoption of the CIP would happen on November 15 and by the December meeting, they would start doing the new style of grant reporting. Between January and March 2019, the CIP would be used to inform the budget process because the CIP has no spending authority.

Ms. Shew let the Committee know that April 2019 was when the regular budget process would happen, and noted that during the next budget process, she would include a summary scoring sheet in addition to the scoring on each individual PA Form.

Opening of Public Hearing by Board President — Mr. Wildish opened the public hearing at 5:52pm

Public Testimony — **Mr. Zako** offered testimony as a Research Associate with the Sustainable Cities initiative with the University of Oregon. He highlighted the importance of Sustainable Oregon Program, and let the Board know he supported the plan to provide funding in the amount of \$250,000 through the CIP.

Closing of Public Hearing — Mr. Wilding closed the public hearing at 5:53pm.

Board Comments and Questions — Ms. Reid stated she and the Budget Committee were appreciative that they included Don's request to put the Disaster Planning Plan in the CIP.

Mr. Yett asked if LTD had security and emergency preparedness plan and when it was last updated.

Mr. Wilson replied that the System Security and Emergency and Preparedness Plan was last updated earlier this year. He added that the plan was is a living document that needed to be updated each time there was a staffing change.

Mr. Yett wondered when the plan was last tested and when the next internal test would be scheduled.

Mr. Wilson replied that they practiced components of the plan and did full-scale exercises about 6 months ago and said they do not necessarily schedule internal tests. He stated they instead got together with the primary group to plan exercises.

Mr. Yett clarified that the primary group was everyone at LTD that would be involved in response to an emergency event.

Mr. Wilson stated they just had a quarterly security meeting that incorporated some components of the plan. He added that not everyone at the meetings had the proper clearance to see the entire plan because the plan document was protected under 49 CFR 1520.

Mr. Yett asked if they had ever asked the Department of Homeland Security if there were funds available to provide LTD with back-up power if the grid went down.

Mr. Wilson replied that they had not received grant funding because they are not on anyone's radar in Washington, D.C., and they did not have the clout for money like other major cities.

Mr. Yett asked if they had a generator set on site.

Mr. Wilson said they were not in the position now to dedicate local funds, but if they found the funds, they could get a generator set.

Mr. Yeh asked if they could hear a presentation that talked about emergency preparedness for earthquakes, as well as all other disasters.

Ms. Jackson said she would bring that request to the Board.

Ms. Reid stated that Oregon Metropolitan Planning Organization Consortium (OMPOC) discussed looking at state funding for emergency preparedness and United Front priorities at their meeting.

Mr. Wildish noted that the LTD Glenwood campus had a generator set.

ITEMS FOR ACTION AT THIS MEETING

MOTION **Consent Calendar** — Mr. Yeh moved that the Board approve the Consent Calendar without the Regular Board Minutes for September 19, 2018. Ms. Reid provided the second. The Consent Calendar consisted of the Work Session for September 19, and the Delegated Authority Report – September.

VOTE The motion was approved as follows:
 AYES: All
 NAYS: None
 ABSTENTIONS: None
 EXCUSED: None

Mr. Yeh asked to amend the September 19 Regular Board Minutes to state that the reason Mr. Yeh was supporting diesel-only vehicles was that they are easier to repair until more reliable environmental options become available.

MOTION Mr. Yeh moved to approve the September 19 Regular Board Minutes as modified. Mr. Norton provided the second.

VOTE The motion was approved as follows:

AYES: All

NAYS: None

ABSTENTIONS: None

EXCUSED: None

Board Member Reimbursement and Compensation — Ms. Purdy stated that Board members were entitled to reimbursement as well as compensation.

The Oregon Government Ethics Commission interprets the ethics laws for the state in two categories. The first category – staff opinions – provide guidance but are not legally binding. The second category – advisory opinions – developed by the Commission, are legally binding.

Ms. Purdy contacted the Executive Director at the Commission who stated that a Board could chose to provide compensation in the amount of up to fifty dollars each day of service, so long as it was part of a written policy. She offered that they could ask for a formal opinion if the Board wanted to.

Mr. Yeh wondered if it would be possible for the person making the compensation request to recuse themselves while everyone else votes.

Ms. Purdy replied that it would not fit into the official definition of compensation if they did not vote on behalf of the whole Board. She added that there was a difference between the issue of reimbursement and compensation, which was a salary.

Ms. Reid asked if the current reimbursement policy for travel would be sufficient.

Mr. Wildish believed there was only a policy on reimbursement for travel outside the district.

Mr. Yeh asked if they could change the policy to allow for reimbursement within the district.

Ms. Purdy replied that they could do that, as well as take the additional step of compensation.

Mr. Yeh voiced support for travel reimbursement within the district without compensation.

Mr. Wildish expressed concern about the public's perception if they adopted a compensation policy, especially since it would include an administrative cost to implement.

Mr. Norton clarified that the reason he asked about this policy was that he was not able to take public transportation to the meetings.

Ms. Reid said she did not think they should receive compensation. She expressed support for adopting a reimbursement policy that would allow the Board to be more inclusive of people who have transportation limitations.

Mr. Wildish wondered if there was a legal risk to implementing compensation.

Ms. Purdy said it would be a simple process that would include writing a letter to a judge asking for an official interpretation. She added that since they were talking about reimbursement and not compensation, they could simply modify the current policy.

Ms. Jackson clarified that there was no written document the Board has adopted for themselves. She noted that they currently use internal staff procedures, so they would need to create a policy written to state what the Board would be willing to cover, as staff procedures only cover out-of-district travel.

Ms. Purdy replied that since they were not just modifying an existing policy, they would run into the same issue as voting on compensation. She said she would go back and review to see if they could take the extra step of an advisory opinion. She stated that so long as the Board followed the opinion, they would be protected from any penalty fines from the commission.

Ms. Gandolfi said the staff needed direction on how to proceed.

Mr. Yeh asked staff to present to the Board with a policy they could vote on for in-district and out-of-district travel.

Ms. Jackson said she would write-up a policy with the template used by the state and bring it to counsel to review, paying attention to the issue of inclusiveness.

Mr. Wildish highlighted that out-of-district travel includes a per diem, but that should not be included for in-district travel.

Ms. Reid noted that having a travel policy in the Board packet would be helpful for future Board members.

ITEMS FOR INFORMATION AT THIS MEETING

PUBLIC SAFETY PRESENTATION — Mr. Wilson gave an update on public safety. In 2016, LTD explored an opportunity to improve contracted service, and last November the Board voted to end contract services. The Transit Public Safety and System Security Division was born.

Mr. Wilson noted that transit officers were vetted and followed the same requirements of local police departments and the Sheriff's Office. By June of 2017, all transit officers had been selected, and only five contracted people made the transition. He said they wanted to be a division that would be able to deal with people on a deeper level and noted that bringing people in-house had allowed them to provide fuller training that included crisis training.

Mr. Wilson stated that the outcome of the transition was that transit officers embraced the core values of LTD. He elaborated that they were now included in regional full-scale public safety exercises and could function as credible first responders to just about everything that came up due to their training.

Mr. Wilson said they were a member of the Oregon FBI Intelligence Workgroup, the Community Health Improvement Program, the county-wide Natural Hazards Mitigation Plan, and the Eugene-Springfield Chamber of Commerce Public Safety Work Group. He added that they had initiated a Eugene-Springfield resource public officer liaison program and assisted students at the 4J Early College and Career Options High School program.

Mr. Nordin asked what the Oregon Titan Fusion Center was.

Mr. Wilson replied that it was a multi-agency, multi-generational anti-terrorism center.

Mr. Yeh said the transition has met his expectations. He saw an increase in quality and retention, and believed the officers embodied the core values of LTD.

Mr. Yett asked what the pay range was for officers.

Mr. Wilson responded that it was close to twenty dollars an hour and included incremental pay increases.

Mr. Nordin asked if the officers were compensated better than the contract officers.

Mr. Wilson said that they were.

COORDINATING DECISIONS RELATED TO IMPLEMENTATION OF A YOUTH FARE POLICY— Mr. Schwetz gave a briefing on the schedule as it related to implementing a youth fare policy. He noted that if the board was interested in implementing it in 2019, the Statewide Transportation Improvement Fund (STIF) approvals and budget application approvals need to be in place in May 2019. However, Transit Tomorrow decision making was not scheduled until June 2019.

Mr. Schwetz shared that Daniel Costantino from Jarrett Walker and Associates would come next month to talk in more detail about the Transit Tomorrow process. He referenced some of the highlights of the Transit Tomorrow decision process, including budget development, the fare management process, and the fall bid work, which would begin the day after the budget is approved.

Ms. Reid asked if the fare management process referred to electronic fare management systems, not the fare policy changes.

Mr. Schwetz replied that she was correct.

Board Member Reports — Ms. Reid reported back from the Ad Hoc Fare Committee. She said they would have a recommendation about a youth fare after their next meeting on Saturday. They considered who should receive the youth pass and how much money they would like to spend out of the STIF dollars. Ms. Reid shared that they have another meeting scheduled for November and would discuss low-income and income restricted, and tradeoffs for the STIF dollars.

Mr. Wildish asked if school districts were involved in the conversation about youth fare passes.

Ms. Reid replied that they were not currently working with schools, but they were working on making recommendations to community partners. She added that the youth fare was not necessarily tied to schools.

Mr. Nordin reported that the Lane Area Commission on Transportation (Lane ACT) was struggling to justify its existence because the STIF funding had gone to the Strategic Planning Committee.

Ms. Reid said that OMPOC would be receiving results from the Lane ACT survey and offered to bring information about the survey to the next meeting.

Financial Report — Ms. Shew reported on the P2 August financial report. She stated that resources were higher than budgeted by 1.2 million dollars, partly because of payroll taxes on the quarterly cycle and partly because of advertising. Expenditures were lower than budget by 0.7 million dollars due to the timing of benefit payments, bus operator wages, and the August Administrative bridge payment. Medicaid expenditures exceeded the resources due to reimbursement schedules. Accessible service expenditures exceeded resources due to the quarterly reimbursement schedule. P2P expenditures exceeded resources due to grant reimbursement timing. Capital fund resources exceed expenditures due to beginning working capital and monthly General Fund transfers.

Monthly Performance Reports - August/September — Mr. Martin presented the Board with a graph to show trends in ridership from 2014 to last week. He highlighted that when they implemented West Eugene EmX, they started to see an increase in ridership. The data showed they did not strain peak capacity and filled in mid-day ridership. He stated that this trend illustrated they put out a good service that was working.

Mr. Yett asked if they could tease out years 2014 to 2015 to see why the decline happened. He also asked if they could find out where the rise in ridership data came from, so LTD could use it to say EmX was successful.

Mr. Martin responded that EmX was about system-wide reconfiguration and the graph proved that it worked. He added that they were starting to use these tools and were trying to figure out better ways to do their portion of the Board report.

Mr. Schwetz noted that the 2014 downward trend was similar to what was seen around the country. He added that some local changes also affected ridership, including the renovation of the Shoppes at Gateway.

Mr. Yett asked if they could provide a trend graph with an overlay of the cost of service to share with the public to demonstrate their work was successful.

Mr. Martin said that it would require the right scale of measurement, but they would look into it.

Mr. Yeh suggested they also think about the decrease of gas prices in 2014 in relation to the decrease in ridership.

Monthly Department Reports - October — Mr. Wildish asked what the cost of a 1Pass was.

Ms. Rees replied that the cost was fifty dollars for 3 months, and included unlimited transit and access to youth-oriented activity centers.

Mr. Wildish asked what was meant by the definition of net return.

Ms. Jackson clarified that at the end of the 1Pass program, there was a settlement paid for the use of private organization's facilities. Willamalane, the City of Eugene, and LTD assumed the difference of that cost and then divided up the remaining profits.

Mr. Yet asked if they thought about approaching private companies about providing discounts through the 1Pass.

Ms. Reid clarified that 1Pass gets young people free things that have educational or physically active components. She added that their next step was looking at discounts.

Mr. Yett replied that he thought it would help to give private enterprises a reason to work with LTD and strengthen those relationships.

Ms. Reid said there were a number of private enterprises that currently are part of the 1Pass program.

Mr. Nordin reported that he had begun getting people excited about the Mobility On-Demand program in Cottage Grove.

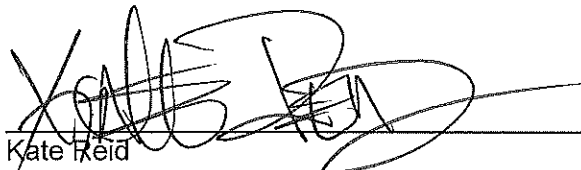
ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING — There were no items shared.

ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING - REQUESTED BY THE BOARD — There were no items shared.

ADJOURNMENT


Mr. Wildish adjourned the meeting at 7:33 p.m.

LANE TRANSIT DISTRICT:



Kate Reid
Board Secretary

ATTEST:



Camille Gandolfi
Clerk of the Board

Date Approved: 11/15/18