

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, December 19, 2018

Pursuant to notice given to *The Register-Guard* for publication on December 12, 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, December 19, 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
Joshua Skov
Aurora Jackson, General Manager
Dwight Purdy, General Counsel
Camille Gandolfi, Clerk of the Board

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

PRELIMINARY REMARKS BY BOARD PRESIDENT — Mr. Wildish announced that this would be his last Board meeting, and introduced Emily Secord (District 6) and Caitlin Vargas (District 4) who would be joining the Board at the next meeting. He thanked staff and the Board for all of their help and let everyone know that he had a wonderful experience. He noted that committees with community participation should consider where people outside the Board had knowledge they may not. He added that the Service Committee had not been very active, but many thought it was important, and suggested they consider combining it with the Accessible Transportation Committee (ATC).

COMMENTS FROM THE GENERAL MANAGER — Ms. Jackson stated that there would be a State Transportation Fund (STF) Committee meeting on January 8 and January 15. She said they were working with the City of Eugene to schedule a joint meeting for February.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — Mr. Nordin asked if they could revisit the reimbursement conversation.

Mr. Wildish replied that it would be deliberated at the January meeting.

Mr. Nordin said they were launching Mobility on Demand in Cottage Grove. He said there was an opportunity to acquire a facility in Cottage Grove where people could have a lounge to wait for transit to come. He said although multiple entities in Cottage Grove did not want to take on the project, it seemed like a good opportunity for Mobility on Demand. He asked that this be a topic for a future meeting.

BOARD CALENDAR — Ms. Jackson said the Metropolitan Policy Committee (MPC) meeting was scheduled for January.

EMPLOYEE OF THE MONTH – JANUARY — The Board recognized Bus Operator Gary Bennett as the January 2019 Employee of the Month. Mr. Bennett was nominated after spending time between trips in September to read a book to a child on his bus. The child's mother was so touched, she filmed it and posted it to Facebook.

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

Rob Zako, Eugene, representing Better Eugene-Springfield Transportation (BEST), stated that his organization supported West Eugene EmX 2012 project, which was controversial at the time. He said his organization took their job very seriously and would take what they thought was in the best interest of the community and present it to the Board. He cautioned that he did not know if BEST or the community had the capacity to handle all the changes that were happening in quick succession.

Bill Bradley, Journey Tire Specialist, LTD Fleet Services, thanked Mr. Wildish and Mr. Necker for their service. He highlighted that the operators represented by the union were professionals, and said he would bring that perspective to the Board. He added that he was available to meet if anyone from the Board was interested.

ITEMS FOR ACTION AT THIS MEETING

MOTION **Consent Calendar** — Ms. Reid moved that the Board approve the Consent Calendar for December 19, 2018, as presented. Mr. Yeh provided the second. The Consent Calendar consisted of the Minutes of the November 15, 2018, Special Board Meeting; Delegated Authority Report - October; Strategic Planning Committee Bylaws.

VOTE The motion was approved as follows:
AYES: Skov, Nordin, Reid, Wildish, Yeh, Yett (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

Contract Amendment — Contract #: 2018-04 Pivot Architecture — Mr. McCormack said the new roadway alignment on Franklin involved removing a station built in 2007. He said they were asking the Board to authorize the general manager to amend the contract for design services to replace that station. He said this would include extending the time to complete through February 2020 and \$15,625 in additional contract value.

Mr. Yett asked who gave the initial designs to the City of Springfield and if the city built what they asked it to build.

Mr. McCormack replied that they reviewed the design, modeled it, and tested it. He said that the changes were minor, but would deal with real-world conditions. He clarified that this amendment cost was just for the architect.

Mr. Yeh said this contract was discussed in the Finance Committee, but he wanted to bring it to the Board in case they were upgrading a station they may not want in the future.

Ms. Reid asked why they would not have a station there.

Mr. Wildish replied that they were operating without it for a while. He reminded everyone that the total cost of the construction included the architectural cost.

Ms. Reid asked if the absence of the station had negatively affected people's rides.

Mr. McCormack said they received questions and phone requests about the station. He added that there would be additional impact for riders when there was construction on the Lexington station.

MOTION Mr. Yeh moved the following resolution: the LTD Board of Directors, acting as the LTD Contract Review Board, adopts Resolution No. 2018-12-19-45; It is hereby resolved that the amendment to contract 2018-04 with PIVOT Architecture is approved as presented. Ms. Reid provided the second.

Mr. Purdy asked to make an oral modification that this amendment would occur after the contract expired. He asked also that the amendment result in cost savings since they had been using the same architect, that it protect the integrity of the public contracting process and the public nature of the procurement process, and that it resulted in the contract remaining in the scope of the original form.

Mr. Wildish asked for the Board to vote on the resolution subject to the three provisions presented by Mr. Purdy. Mr. Yeh moved to approve the amended resolution, and Ms. Reid provided the second.

VOTE The resolution was approved as follows:
AYES: Skov, Nordin, Reid, Wildish, Yeh, Yett (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

ODOT Transit Asset Management (TAM) Plan — Ms. Munkus gave a presentation regarding the newly required TAM plan and requested Board adoption. She stated that TAM was a strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles for the purpose of providing safe, cost-effective, and reliable public transportation. She highlighted that it was a business model that uses condition assessments for prioritization of funding and decision making to maintain a State of Good Repair for capital assets. She said the reporting requirements for asset management were incorporated into the National Transit Database annual report and would be reviewed by the FTA during the Triennial Comprehensive Review. Lane Transit District (LTD) was granted Tier II agency status, which means that the District operates fewer than 100 vehicles in revenue service in any one mode during peak regular service. She clarified that as a Tier II agency, LTD qualified to participate in the Group TAM Plan with the state-sponsoring agency, Oregon Department of Transportation (ODOT). Ms. Munkus said that Mark Johnson would be the accountable executive and would need to have authority over LTD staff to be responsible for safety management. She stated they had already met their initial timelines, and would continue to update the module every October. October of 2022 was the next anticipated date of the new TAM plan.

Ms. Reid asked if there was a timeframe to address marginally rated assets.

Ms. Munkus replied the information she was looking at was slightly outdated, and the overall targets for LTD were more favorable.

Mr. Nordin asked how many buses LTD had out.

Mr. Munkus said there were eighty-three buses.

MOTION Mr. Yeh moved adoption of LTD Resolution No. 2018-12-19-46: It is hereby resolved that the ODOT Tier II TAM Group Plan is approved as presented. Mr. Nordin provided the second.

VOTE The resolution was adopted as follows:
AYES: Skov, Nordin, Reid, Wildish, Yeh, Yett (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

BOARD OFFICER ELECTION — Mr. Wildish opened the floor to nominate a Board President for 2019.

Mr. Nordin nominated Mr. Yeh for President.

There were no other nominations.

VOTE The nomination for Mr. Yeh to serve as President for 2019 was approved as follows:
AYES: Skov, Nordin, Reid, Wildish, Yeh, Yett (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

Mr. Wildish opened the floor to nominate a Board Vice President for 2019.

Mr. Yeh nominated Ms. Reid for Vice President.

There were no other nominations.

VOTE The nomination for Ms. Reid to serve as Vice President for 2019 was approved as follows:
AYES: Skov, Nordin, Reid, Wildish, Yeh, Yett (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

Mr. Wildish opened the floor to nominate a Secretary for 2019.

Ms. Reid nominated Mr. Skov for Secretary.

There were no other nominations.

VOTE The nomination for Mr. Skov to serve as Secretary for 2019 was approved as follows:
AYES: Skov, Nordin, Reid, Wildish, Yeh, Yett (6)
NAYS: None
ABSTENTIONS: None

EXCUSED: None

Mr. Wildish opened the floor to nominate a Treasurer for 2019.

Mr. Yett nominated Mr. Nordin for Treasurer.

There were no other nominations.

VOTE The nomination for Mr. Yeh to serve as Treasurer for 2019 was approved as follows:
 AYES: Skov, Nordin, Reid, Wildish, Yeh, Yett (6)
 NAYS: None
 ABSTENTIONS: None
 EXCUSED: None

BOARD COMMITTEE ASSIGNMENTS — Mr. Wildish noted that either Mr. Yeh or Ms. Reid would be able to serve on the MPC Committee and attend the upcoming meeting in January. Mr. Wildish appointed Ms. Secord and Mr. Skov to serve on the Finance Committee.

APPLICANT APPROVAL OF STIF APPLICATIONS — Mr. Schwetz asked the Board to approve the submittal of LTD applications into LCOG's process for STIF Formula Program funding. He said the STIF Advisory Committee recommendations would be provided to the Board for its review at the February 20 Board of Directors' meeting. He added that the Board would then be asked, as the Qualified Entity for Lane County, to conduct a public hearing on the applications.

Ms. Reid asked about the status of the Mobility on Demand vehicles purchased in year two.

Mr. Schwetz replied that they purchased the vehicles in year two so they would have enough for year three when they anticipated needing to expand service.

Mr. Skov said it would be helpful to prepare information about how the addition of vehicles changed operating costs.

MOTION Mr. Yeh moved adoption of LTD Resolution No. 2018-12-19-47; It is hereby resolved that the LTD Board of Directors, acting as a Public Transportation Provider eligible to submit projects for the Lane County STIF in-district funding, approves the authorization of the LTD general manager to submit applications seeking funding by STIF for the list of projects presented. Mr. Skov provided the second.

VOTE The resolution was adopted as follows:
 AYES: Skov, Nordin, Reid, Wildish, Yeh, Yett (6)
 NAYS: None
 ABSTENTIONS: None
 EXCUSED: None

ITEMS FOR INFORMATION AT THIS MEETING

Department of Homeland Security Commendation: Operator Anthony Price — Guests from the Department of Homeland Security presented an accommodation to Bus Operator Anthony Price and Public Safety & System Security Manager, Mr. Wilson for Mr. Price's actions regarding a suspicious-items incident on November 16.

Santa Clara Transit Station Design Update — Mr. Imlach provided an update regarding the Santa Clara Transit Station design. Using draft transit station designs, staff engaged the Santa Clara communities and key stakeholders in a series of one-on-one meetings. Additionally, staff presented at two community meetings to gather input on the draft designs and to address questions prior to proceeding further with the project. Mr. Imlach said the project schedule had LTD submitting an application to the City of Eugene for a tentative, Planned Unit Development (PUD) in the beginning of February 2019, solely for the portion of the property to be used as a transit station. He noted that prior to the submission, LTD staff and Rowell Brokaw Architects, PC would provide an update to the Board of Directors regarding the design process, including an overview of comments received from public engagement. He said the community had voiced concern that adding a station would increase congestion and the transient population in the area, as well as how LTD was coordinating with other projects happening in the area.

Mr. Nordin asked if there was a restroom for the public at the station.

Mr. Imlach replied that currently there was just a restroom available for drivers.

Mr. Wildish added that most people would be coming directly from their homes.

Mr. Skov asked about the Transit Tomorrow timeline and what it would mean if they pursued advanced transit in that corridor.

Ms. Jackson replied that the committee had asked about that as well. She clarified that this project was meant to address the loss of the River Road Station and meant to be finished quickly. She added that it would be built with the opportunity to be multi-modal.

Mr. Yett asked if LTD had approached the city to see if they could bring over the SDC credits from the old station.

Mr. Imlach responded that they had asked the city, but because the property was residing north in the future development, they had initially said no.

Mr. Yett asked if they envisioned what could or could not be built on that property.

Mr. Imlach clarified that it would be a Board decision.

Mr. Wildish shared a concern that the station was oversized for how many stops it would have, and wondered how many buses would be in an out of the station.

Ms. Jackson highlighted that the space needed for the bus to turn had created an odd station shape, and the designers were looking for a way to use the extra space.

Mr. Skov asked if they could have the capacity calculations provided to help them better understand the design.

Fare Collection — Ms. Rees said they would move the Fare Collection presentation to January as they were running late, and it was not time-sensitive. She wanted the Board to know that they were in an open procurement process, and cautioned that if someone was approached by a vendor, they should not talk with them.

Mobility on Demand — Ms. Rees provided an update regarding the status of launching a Mobility on Demand pilot program. She let the Board know that for the past several months, LTD staff had been evaluating a service delivery model called Mobility on Demand (MOD). She stated that MOD was a user-focused ridesharing program utilizing technology and data exchange. She said that staff were preparing to launch a 12-month pilot program in mid-January within the Cottage Grove city limits, which would operate until early February 2019. She highlighted that individuals would be able to access the ridesharing service through a website, a mobile app, or by calling a dispatcher to request a trip. She highlighted that if this service was successful, they could replicate it somewhere else. She noted that the goals of the program were to increase mobility and equity and enhance service overall.

Ms. Reid asked how many vehicles would be employed.

Ms. Rees replied that they had one vehicle and one back-up vehicle.

Ms. Reid asked what the projected delay was between when someone requested a ride and the ride arrived.

Ms. Rees responded their goal was 30 minutes or less.

Mr. Yett asked if the driver would be a union driver.

Ms. Rees replied they would not be a union driver as it was a contracted driver.

Ms. Jackson added that they were engaging the union in these conversations.

Ms. Reid asked if kids would ride for free.

Ms. Rees replied that they would.

Ms. Reid asked what the marketing outreach looked like.

Ms. Rees replied that they were currently doing general marketing to let people know that the change was coming.

Mr. Skov cautioned against using the term "ride share" to prevent customer confusion about what the service was. He asked if she believed that Cottage Grove was a good community for this type of service.

Ms. Rees replied that she thought it was because this service tended to do well in periphery areas.

Mr. Skov asked if they had considered using the term micro-transit.

Ms. Rees responded that they decided the term was confusing and would be calling it the LTD Connector to the public.

Ms. Reid said she was interested in the outcomes of this pilot that they might be able to use it to inform bringing this type of service to the metro area.

BOARD MEMBER REPORTS — There were no questions or comments about the Board Member Reports.

FINANCIAL REPORT — Ms. Shew gave a brief overview of the three reports they provided to the Board. Each month, they provided the disbursements and an overview of a financial information. On a quarterly basis, they provided information about grants. She added that the Board was also given a summary of the five major funds: General Fund, Medicaid Fund, Accessible Services Fund, P2P Fund, and Capital Projects Fund.

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

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

Mr. Wildish announced a brief recess at 8:00 p.m.

EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO "ORS 192.660(2)(E), TO CONDUCT DELIBERATIONS WITH PERSONS DESIGNATED BY THE GOVERNING BODY TO NEGOTIATE REAL PROPERTY TRANSACTIONS .

MOTION Mr. Yeh moved that the Board meet in Executive (Non-Public) Session pursuant to "ORS 192.660(2)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions." Mr. Nordin provided the second.


VOTE The motion was adopted as follows:
AYES: Skov, Nordin, Reid, Wildish, Yeh, Yett (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

ADJOURNMENT — Mr. Wildish adjourned the public meeting at 8:30 p.m.

LANE TRANSIT DISTRICT:

ATTEST:


Joshua Skov
Board Secretary


Camille Gandolfi
Clerk of the Board

Date Approved: 3/18/19