



**LANE TRANSIT DISTRICT
STRATEGIC PLANNING COMMITTEE MEETING**

**Tuesday, June 5, 2018
5:30 p.m. to 7:30 p.m.**

LTD BOARD ROOM

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

AGENDA

<u>Time</u>		<u>Page</u>
5:30 p.m.	I. CALL TO ORDER	
5:31 p.m.	II. ROLL CALL	
	<input type="checkbox"/> Mike Eyster (Chair) <input type="checkbox"/> Josh Skov (Vice Chair) <input type="checkbox"/> Frannie Brindle <input type="checkbox"/> Carl Yeh <input type="checkbox"/> Gerry Gaydos <input type="checkbox"/> Andy Vobora <input type="checkbox"/> Sid Leiken <input type="checkbox"/> Annie Loe <input type="checkbox"/> Sheri Moore <input type="checkbox"/> Kate Reid <input type="checkbox"/> Rick Satre <input type="checkbox"/> Greg Evans <input type="checkbox"/> Lindsey Hayward <input type="checkbox"/> Amy Cabbage <input type="checkbox"/> Matt Nelson	
5:32 p.m.	III. COMMENTS FROM THE CHAIR	
5:35 p.m.	IV. AGENDA REVIEW	
	<i>This agenda item provides a formal opportunity for the Chair to announce additions to the agenda, and also for Committee members to make announcements.</i>	
5:40 p.m.	V. AUDIENCE PARTICIPATION	
	<ul style="list-style-type: none"> ◆ <u>Public Comment Note:</u> <i>This part of the agenda is reserved for members of the public to address the Committee on any issue. The person speaking is requested to sign-in on the Audience Participation form. 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 Committee from your seat.</i> ◆ <i>Citizens testifying are asked to limit testimony to three minutes.</i> 	
5:45 p.m.	VI. APPROVAL OF MEETING MINUTES	3
	Action Needed: <i>Vote to approve minutes from May 1, 2018</i>	
5:50 p.m.	VII. MAIN STREET PROJECTS	
	Action needed: <i>Discussion and action.</i>	
	<i>Continuation of the Main Street Projects discussion from the May meeting.</i>	
6:00 p.m.	VIII. STATE TRANSPORTATION IMPROVEMENT FUND POLICY PRIORITIES	11
	Action needed: <i>Information and discussion only.</i>	
	<i>Staff will provide an update on the State Transportation Improvement Fund (STIF) policy priorities.</i>	

6:35 p.m. IX. COMPREHENSIVE OPERATIONAL ANALYSIS

Action needed: *Information and discussion only.*

Staff will provide an update regarding the status of the Comprehensive Operations Analysis.

7:10 p.m. X. WRITTEN REPORTS AND UPDATES

a. *Moving Ahead*

12

b. State Transportation Improvement Fund Implementation Update

54

7:15 p.m. XI. NEXT/FUTURE MEETING AGENDAS: WORK PLAN DEVELOPMENT

Action Needed: *Additions/Changes to SPC Working Agenda (formerly work-plan).*

The Chair will ask for updates to be added to the working agenda and which month they should be placed. Per usual, the existing working agenda, and project milestone Gantt chart are attached to inform this discussion.

7:20 p.m. XII. 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 impairments.

STRATEGIC PLANNING COMMITTEE MEETING

LANE TRANSIT DISTRICT

Tuesday, May 1, 2018

Pursuant to notice given to *The Register-Guard* for publication on April 24, 2018, and distributed to persons on the mailing list of the District, the Strategic Planning Committee of the Lane Transit District held a meeting on Tuesday, May 1, 2018, beginning at 5:30 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

Present: Josh Skov, Vice Chair
Amy Cabbage
Greg Evans
Lindsey Hayward
Sara Means for Sid Leiken
Sheri Moore
Matt Nelson
Kate Reid
Rick Satre
Carl Yeh
Aurora Jackson, LTD General Manager

Absent: Mike Eyster, Chair
Frannie Brindle
Gerry Gaydos
Annie Loe
Andy Vobora

CALL TO ORDER/ROLL CALL — Mr. Skov convened the meeting of the Strategic Planning Committee (SPC) and called the roll.

COMMENTS FROM THE CHAIR — Mr. Skov said Mr. Eyster was away because of a serious illness in his family and asked committee members to let him know he was in their thoughts.

AGENDA REVIEW — Mr. Skov noted that a document entitled *Resolution No. 2016-012: Safety-Conscious Environment Focused on Eliminating Deaths and Serious Injuries* had been distributed to the committee. It related to the agenda item on Vision Zero.

AUDIENCE PARTICIPATION

Rob Zako, Eugene, Oregon, representing Better Eugene-Springfield Transportation (BEST), lauded the launch of Eugene's Bike Share program. He thanked LTD and other partners in the program.

Ms. Hayward said the program was a testament to the community and the strong partnerships. She said the launch party was well attended and May was Bike Month.

MOTION APPROVAL OF MEETING MINUTES — Mr. Satre moved to approve the March 6, 2018, Strategic Planning Committee minutes as submitted. Ms. Moore provided the second.

VOTE

The motion was approved as follows:

AYES: Cabbage, Hayward, Means, Moore, Nelson, Reid, Satre, Skov, Yeh (9)

NAYS: None

ABSTENTIONS: None

EXCUSED: Brindle, Eyster, Gaydos, Loe, Vobora (5)

MAIN STREET PROJECTS — Mr. Skov said Mr. Eyster sent his regrets for being absent. This was an issue he had followed closely as an engaged Springfield resident and he asked Mr. Skov to represent his interests in the matter. He noted that the agenda packet contained information from Mr. Eyster on the subject of having LTD step down from the project Governance Team at this time. The rationale was that the Main Street safety project would be complex and contentious and LTD did not need to be deeply engaged until the project again included transit. While LTD was concerned with Main Street and safety, the project at this point was a Springfield-Oregon Department of Transportation (ODOT) project and while LTD staff would remain engaged at the technical level, limited Board resources might better be used elsewhere than the project Governance Team. The SPC had a long discussion on the topic at its February 2018 meeting.

Ms. Moore regretted that Ms. Brindle was also absent as she hoped to hear her opinion because ODOT was a partner in the project.

Mr. Satre also regretted the absence of Mr. Eyster and Ms. Brindle. He did not see how there could be comprehensive discussion of a safety project without including transit, which was part of the transportation landscape on Main Street. He was troubled that transit would not be part of the conversation.

Ms. Reid said she was one of the two LTD Board members on the Governance Team. She said LTD was conducting a transit study in the Main-McVay corridor and as that was occurring, a safety grant had been awarded to Springfield for safety specific project. She said the desire to enhance the corridor at the same time, which was why LTD was a part of the conversation, had raised questions about what type of project it was: safety or transit. She said the early recommendation that went to the Springfield City Council was that it would be a concurrent project where both entities worked together. Since then, LTD had been asked to step back and put a hold on the transit component. Mr. Eyster concern was that LTD could find itself in an unfavorable position, even though not directly involved in the project, if LTD Board members were engaged at the project governance level. Engagement of LTD staff at the technical level was the most appropriate involvement for LTD at this point. She said it was apparent at the last Governance Team meeting that LTD was supporting instead of leading the project and would be ready to continue with the transit portion when the City was ready.

Mr. Skov observed that it was now a joint safety project by Springfield and ODOT with some potentially controversial elements and that LTD staff were on the technical team, which begged the question of why LTD would have a governance role. He agreed with Mr. Satre that because it was a transit corridor LTD should remain engaged, but that was the reason staff was involved on the technical team. When the project returned to transit-oriented topics LTD should resume a position on the Governance Team. He agreed with Ms. Reid there was no reason for LTD to be involved at the governance level when difficult or controversial issues arose if it was not a decision-maker on the project.

Ms. Reid said there were a number of small business owners at the last Governance Team meeting that were very concerned about the project and reflected many of the same objections expressed about the EmX West project. She said it could appear as if LTD was blocking access

along the corridor when it was not actually doing the work, only engaging in a study. That misperception would continue if LTD was playing a leadership role in project governance.

Ms. Moore asked if a consultant had been hired to conduct outreach to businesses along Main Street. Senior Project Manager Sasha Luftig said she understood that ODOT had executed a contract with a consultant to begin that process.

Ms. Moore said part of the problem had been the length of time it had taken to get a consultant in place to work with the public and educate them about the project. She did not want to see LTD receive negative feedback about the process. It was appropriate for LTD to remain fully engaged at the staff level, but the City of Springfield and ODOT should be seen as responsible for the project.

Mr. Satre said there were two projects and the one that was funded was the ODOT-Springfield safety project. He understood why LTD would not want to be seen as participating in a project associated with property owners and access management and could re-engage when transit again became an element of the project.

Ms. Reid said that Mr. Eyster's intent was to have the SPC make a recommendation to the LTD Board before the next meeting of the Governance Team.

Mr. Skov asked if LTD had discussed the matter with Ms. Brindle. Ms. Jackson replied that there had not been a discussion with ODOT, but she had notified the Springfield city manager that the topic was on the SPC's agenda and was scheduled to meet with him on May 4. Ms. Luftig added that a staff partners meeting with Springfield, ODOT and the consult team on May 3.

Mr. Skov asked how long it would be before the project resumed serious transit content. Ms. Luftig said the safety project would take multiple years.

Ms. Jackson asked for clarification of the committee's intent and recommendation to the LTD Board.

Mr. Skov proposed a recommendation that the LTD Board not participate directly at the Governance Team until the project had substantial transit focus again and wait until the safety project had been under way for a while, but LTD staff should remain engaged in the various technical processes and as liaisons to the Board, as with all inter-agency work.

Ms. Moore expressed some discomfort with the suggestion coming from Mr. Eyster, as chair of the SPC, rather than from the Governance Team itself. She felt it might be wiser if the recommendation for LTD to disengage for a time came from the project governance.

Mr. Skov said Mr. Eyster's intent was to benefit LTD, not be detrimental to the project, because LTD could be unnecessarily vulnerable to criticism for any aspect of the project that was controversial.

Ms. Moore reiterated her preference to have the recommendation come from the Governance Team and perhaps the idea could be discussed at the team's next meeting.

Ms. Reid said that she and Steven Yett, the other LTD Board member, were both new to the Governance Team and it would be awkward for them to present the idea of LTD resigning. She

suggested that staff could conduct due diligence with other inter-agency staff and develop a strategy for addressing the issue.

Mr. Satre noted that Mr. Eyster's information indicated the City of Springfield had asked LTD to place the transit study on hold so possibly the request to step back from project governance so the focus could be on safety might appropriately come from the city. Director of Planning and Development Tom Schwetz clarified that the concept of pausing the transit study originated with the scoping process conducted by ODOT and the city.

In response to a suggestion from Ms. Reid to postpone a decision on the item until Mr. Eyster and Ms. Brindle could be present, Mr. Skov said that was the original plan, but the next Governance Team meeting was scheduled just before the next SPC meeting. Mr. Eyster's concern was the need to advance the recommendation now for the LTD Board to consider.

Ms. Jackson asked for clarification on what the SPC's recommendation would be. She wanted to assist the City of Springfield without holding up its project and felt it was important to have key voices at the table when a recommendation was made.

Ms. Reid said she was willing to attend the Governance Team meeting on June 5 and would feel more confident if Mr. Eyster and Ms. Brindle were present to discuss the matter at the June 5 SPC meeting. She did not see urgency in making a recommendation as the next Governance Team meeting would be primarily informational and she could report back to the Board at its June meeting about the most appropriate path for LTD in the process. She noted it was a five-year project and that ultimately ODOT, the Springfield City Council and Oregon Transportation Commission would be making decisions about the facility plan. Collaboration with LTD would not be at the leadership level.

Mr. Yeh agreed that taking time to consider the issue would not create problems because of the very long-term nature of the project.

Mr. Skov said LTD had been a target in the community for controversial transportation projects. He said that was legitimate when it was an LTD transit project, but did not want LTD to be in a position to be a target when opposition and anger arose over the safety project. He wanted to protect LTD and bring those concerns to the Board at an early point, particularly if the project was now moving forward.

Mr. Yeh said that he felt the SPC was the appropriate body to discuss LTD's involvement. He said it was difficult to extract transit from a safety discussion and it was important to find the most appropriate way for LTD to participate.

Mr. Satre said that he agreed with Mr. Skov about the need to be protective of LTD. He understood that LTD staff would be involved at the technical level in the Springfield-ODOT safety project, but LTD should not be involved in a way that would make it a target when there was controversy. He said given the long-term nature of the project, waiting another month was not a concern and would allow for more information to be available and more voices to be involved in the discussion.

Ms. Moore concurred with Mr. Satre.

Mr. Skov suggested that the SPC asked the LTD Board to discuss the matter at its May meeting, prior to the next Governance Team meeting. He said staff would also have additional information from the technical meeting to share with the Board.

Ms. Reid and Mr. Yeh said that they agreed with Mr. Skov's suggestion.

Mr. Evans arrived at 6:15 p.m.

HB 2017 UPDATE — Director of Public Affairs Edward McGlone presented information on the formation of a State Transportation Improvement Fund (STIF) Advisory Committee as required by HB 2017. He said the SPC had recommended that the STIF Advisory Committee be composed of the entirety of the SPC, plus other representatives as required by state statutes. He briefly reviewed the schedule for HB 2017 rule-making process, which was expected to conclude by the end of July 2018, followed by ODOT's issuance of a notice of solicitation for funding requests in mid-August. He said ODOT anticipated that STIF applications would be submitted in mid-November, with reviews in December and funding recommendations made in January 2019. Another potential window for application was in May 2019, although the SPC had recommended that LTD submit its application in the first window. He said ODOT felt it was on schedule and did not expect any major changes to the timeline.

Mr. McGlone said the funding was through a biennial application process and the funding source was permanent. A conservative ODOT estimate of the first year funding for Lane County was \$2.5 million. Ms. Jackson added that \$2.1 million would be allocated to the metropolitan area.

Mr. McGlone reviewed the timeline developed by staff. He said staff was currently working with legal counsel to develop draft bylaws for the STIF Advisory Committee, using SPC bylaws as the base and incorporating statutory requirements. Still outstanding was a definition of "high percentage of low income households" and the advisory committee would be asked to discuss that at its first meeting. He expected the bylaws to be completed by June and concurrently the committee application process would begin in June/July. He said committee selection would occur in July and the three scheduled committee meetings would take place in August, September and October. Following opportunities for public comments, the committee would develop a recommendation to the LTD Board at its October meeting and the Board could adopt that recommendation as LTD's application at its October meeting in order to meet the November submission date. He said ODOT was also providing some flexibility in the application process by allowing a partial application to be submitted in November 2018 and amended in the May 2019 application period.

Mr. Skov commented that the advisory committee's activities would add to the SPC's already full agendas during the fall. Ms. Jackson said potentially the SPC could go dark during that period in order to complete the STIF Advisory Committee work.

Mr. Skov expressed concern that there were LTD activities under way, such as the Comprehensive Operations Analysis (COA) that would inform the STIF application. Ms. Jackson said the COA results would not be available in time to inform the STIF process. Mr. McGlone said the public engagement component of the COA could help inform LTD's application for the 2020-2021 STIF funding cycle.

Mr. Skov questioned the division of labor between the SPC and STIF Advisory Committee. He said the SPC should be deliberating about priorities and how they should be represented in the funding request and the advisory committee would be discussing funding for all communities in

Lane County. Mr. McGlone said he understood from discussion at the SPC's March meeting that the SPC in its entirety, plus additional representatives, would serve as the STIF Advisory Committee to ensure that discussions about prioritization and investments in the STIF application did not have to occur in two different committees. Ms. Jackson added that the decision was for the SPC to apply to be the advisory committee with the addition of representatives required by statute.

Mr. McGlone said LCOG had expressed interest in working with LTD to engage rural communities in the STIF process and entered into a scoping process with LTD to develop a contract for that work. Contract activities would include establishing and staffing the advisory committee and recruiting members, finalizing the bylaws, developing cooperation protocols with the LaneACT (Area Commission on Transportation) and other entities, and developing website materials. The scope of work would also include developing a project application process, work collaboratively with providers to determine the sub-allocation process, receive public comment and provide draft staff responses as appropriate. He said LCOG would staff meetings to create a separation with LTD, which would be the direct recipient of funds and the LTD Board would make final decisions.

Ms. Jackson cited the statutory requirements related to the functions of the advisory committee.

Mr. Skov reiterated his concerns that the division of labor between the SPC and advisory committee. Ms. Jackson said the COA would be important in helping the SPC to advise the Board about its strategic plan, vision and direction for the organization, rather than becoming involved in the details of specific project development. The advisory committee would be involved in determining if specific project proposals were aligned with the intent of the STIF legislation.

Mr. McGlone said it was also important for the SPC to keep its focus at a higher level to avoid the appearance that it had decided on project priorities prior to the meeting of the advisory committee. The advisory committee would have the task of sorting through applications and making recommendations that appropriately represented the generation of income and investment of income in the various regions of the county. He said SPC's discussion of strategic priorities of the District that should be considered when creating STIF applications should not happen at its August, September and October meetings because the applications would have been created by then.

Ms. Reid remarked that LCOG was a strong advocate for working with entities throughout the county.

VISION ZERO UPDATE — Ms. Jackson stated that the LTD Board had adopted a resolution in April 2016 that provided for a safety conscious environment that focused on eliminating deaths and serious injuries. She said the resolution embraced the concept of Vision Zero, but did not specifically use that name. She summarized the areas of effort since adoption of the resolution:

- implementing a safety focus on existing and future capital projects
- initiating a pedestrian network analysis (PNA)
- applying safety criteria to existing operations and training

Ms. Jackson said activities included support of Springfield's vision for a safety conscious environment, particularly along Main Street, and emphasis on safety in ongoing LTD planning projects: MovingAhead, Main Street Projects, the Santa Clara Community Transit Center, and the COA. She said locations for safety enhancements were selected based on high volume and

interaction of vehicles, pedestrians, bicyclists and mobility-users with LTD buses; the potential for a serious injury or death caused by unpredictable behavior; and where there was a potential for collaboration. The locations selected were: the EmX West project corridor, Eugene Station, Franklin Boulevard EmX from Hilyard to Walnut streets, and Springfield Station. She briefly summarized the actions taken in each location. She said research had determined that safety conscious/Vision Zero efforts were more effective when the transit system was a strong partner in supporting local jurisdictions' efforts, rather than trying to lead the effort.

Mr. Skov asked for a briefing at the next meeting on how the SPC could encourage and obtain community feedback on LTD and provide that to the District. He asked about the format of future Vision Zero reports. He said his concern was to have regular updates on activities related to high level policy goals to assure transparency and accountability. He did not want to see things drop off the agenda and wanted more regular reports.

Ms. Jackson said the resolution required an annual report, but a Vision Zero update could be provided biannually or quarterly if the committee wished.

Mr. Yeh and Ms. Reid said they were comfortable with annual reports and the Board often received reports from staff on various safety activities. Ms. Reid said safety was an element of all District activities and she was not concerned that it would be forgotten as an LTD initiative. She felt that quarterly reports were a lot to ask of staff given the amount of work it would take to collect and compile data.

Mr. Skov preferred to receive quarterly reports because it was important to continue to educate the SPC about LTD's safety conscious efforts and to assure accountability.

Ms. Moore said perhaps a statistical report would help demonstrate the effectiveness of safety efforts.

Following a general discussion of the frequency and content of reports, Mr. Skov suggested that the discussion continue at the agenda setting meeting.

WRITTEN REPORTS AND UPDATES

Moving Ahead — A written report was provided. There were no questions.

Comprehensive Operations Analysis (COA) — A written report was provided. There were no questions.

Santa Clara Community Transit Center — A written report was provided. There were no questions.

Ridership Update — Mr. Skov asked if a report could be provided on the net effect of EmX West on ridership on other routes along the corridor. Mr. Schwetz there continued to be an upward trend in EmX West ridership.

Fare Management — Report postponed.

NEXT/FUTURE MEETING AGENDAS: WORK PLAN DEVELOPMENT — Mr. Skov invited all SPC members to attend the agenda setting meeting. He said participation could be in person or

by phone and any suggestions for agenda topics should be given to him, Mr. Eyster or Ms. Brindle.

Ms. Reid suggested that the Vision Zero agenda topic be changed to indicate it was an update on LTD safety conscious efforts.

ADJOURNMENT

Mr. Skov adjourned the meeting at 7:20 p.m.

(Recorded by Lynn Taylor)

AGENDA ITEM SUMMARY

DATE OF MEETING: June 5, 2018

ITEM TITLE: POLICY PRIORITIES FOR STIF

PREPARED BY: Aurora Jackson, General Manager

ACTION REQUESTED: Discussion and Action

Staff will engage the Committee in a discussion regarding policy priorities for STIF Formula funds by providing a brief overview of the last three years of service investments and the new proposed service change for fiscal year 2019. Additionally, staff will provide a high-level strategic plan for using STIF Formula Funds over the next two funding cycles and request guidance. The discussion will not include a project by project review.

PROPOSED MOTION: This items is to provide information and possible action.

AGENDA ITEM SUMMARY

DATE OF MEETING: June 5, 2018

ITEM TITLE: MOVINGAHEAD PROJECT UPDATE

PREPARED BY: Sasha Luftig, Senior Project Manager

ACTION REQUESTED: None. Information only.

Attached is the presentation that was provided to the MovingAhead Oversight Committee on April 17, 2018.

The presentation shared the following information:

- Project and schedule update
- Public involvement plan
- Initial key findings (not yet final)
- Decision-making process (including concept of investment packages)

At the July SPC meeting, project staff will present the key findings from the Alternatives Analysis, including the evaluation of investment packages. The presentation is intended to provide SPC members with important highlights of the analysis and an opportunity to ask questions prior to the publication of the Alternatives Analysis report in August.

ATTACHMENTS: 1.) April 17 Oversight Committee meeting presentation

PROPOSED MOTION: This is an informational item. No action is requested.



MovingAhead

STREETS AND PLACES REIMAGINED

MovingAhead.org

Oversight Committee Meeting

April 17, 2018



Agenda

- Welcome and introductions
- Public comment
- Project and schedule update
- Public involvement plan
- Initial key findings
- Decision-making process
- Next steps and adjourn



Welcome and introductions

- Introductions
- Review agenda
- Approve meeting summary from March 28, 2016



Public comment



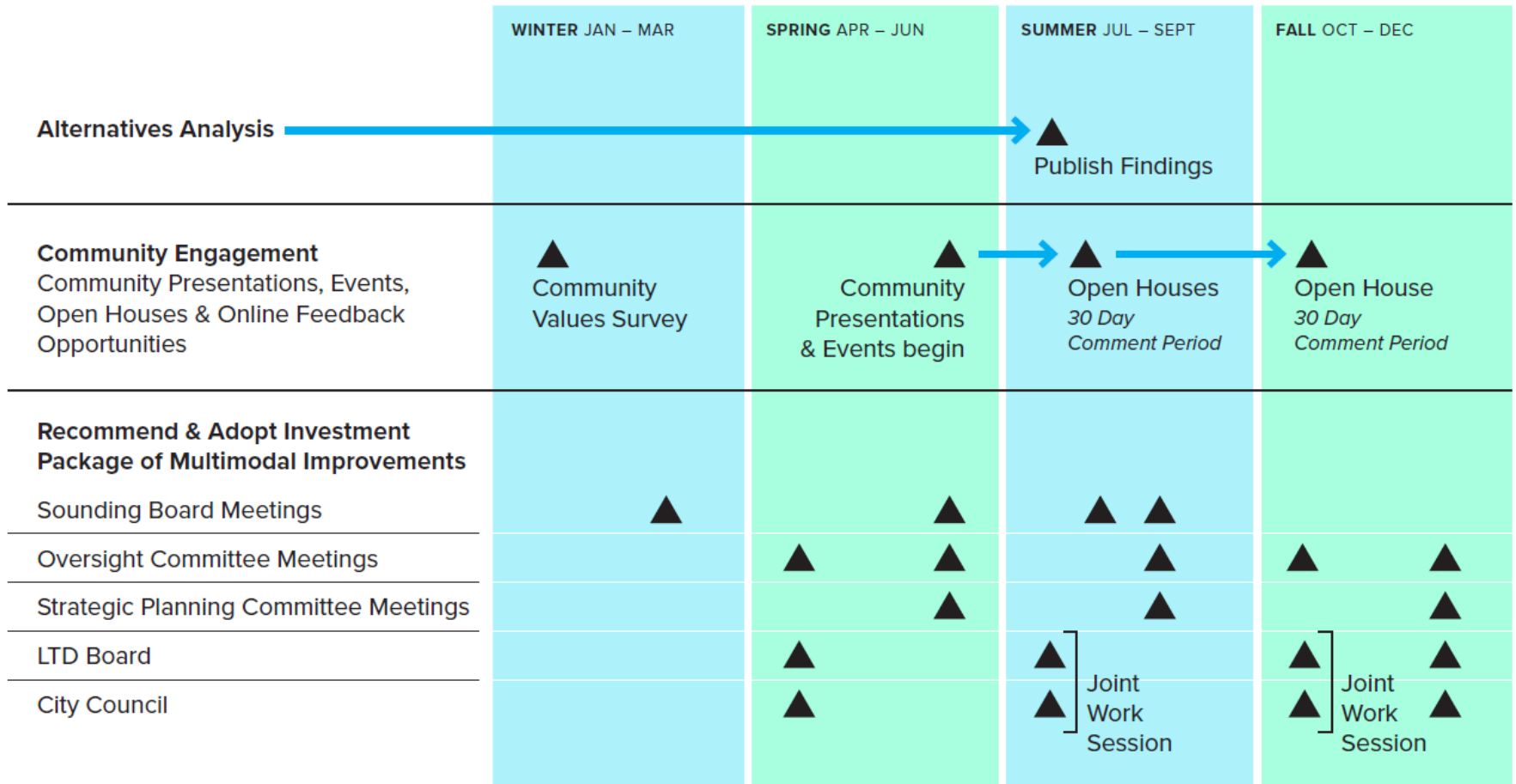
Project and schedule update

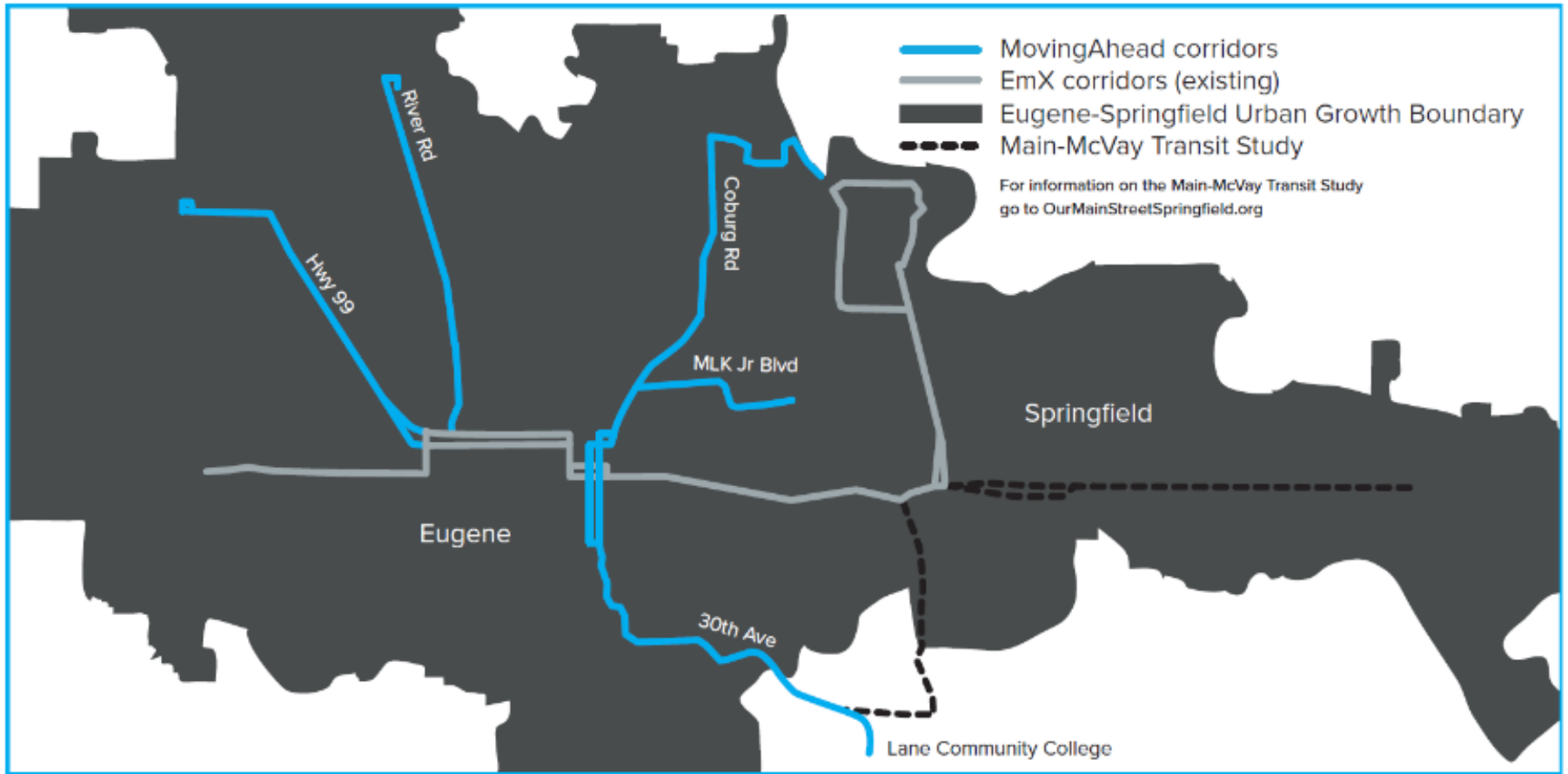
- Since our last update (February 1, 2017)...
 - New members
 - New consultant team
 - Technical analysis
 - Decision-making process





Timeline 2018





Project and schedule update

- Reminder: MovingAhead purpose and approach
 - Look at multiple corridors at one time
 - Better integrate transportation, land use, and environmental planning
 - Full collaboration with partner agencies
 - Scalability
 - Effectively change community conversation



Public involvement plan



The purpose...

Share information and gather input about the community's preferences regarding:

- The investment package options
- Specific focus on groups and individuals along the five project corridors.



Public involvement plan: Goals

- Communication and transparency
- Opportunity and awareness
- Inclusivity and equity



Public involvement plan: Past involvement

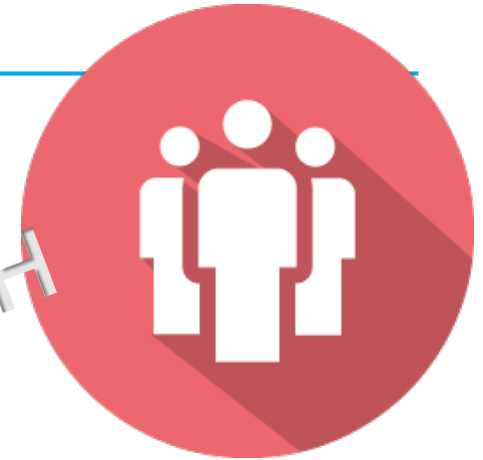
- Designs came directly from the corridor communities

If we come back in 20 years and we've been successful in this corridor, what kind of place is it? How are people getting around?



Public involvement plan: Stakeholders

- Potentially impacted property and business owners
- Business organizations, associations and chambers of commerce
- Bike, Pedestrian and Transit advisory committees/ boards
- Bike and pedestrian interests
- Transit interests
- Transit riders
- Bus drivers
- Freight interests
- Environmental interests
- Accessibility groups
- Senior services
- Housing and community development interests
- Emergency services providers
- Neighborhood Associations
- Local event organizers
- Large employers
- General public
- Local media outlets
- Elected officials
- Agency partners working on related plans
- Agencies that may have permitting or approval roles of the proposed improvements
- Historically underrepresented and underserved populations:
 - Affordable housing residents
 - Low-income persons
 - Title VI*
 - Limited English Proficiency (LEP)
 - Youth
 - Elderly/Senior citizens
 - Persons with disabilities
 - Groups that represent Spanish speakers, including existing Latino Leaders Focus Group Members
 - Tribal Leadership, including outreach to the following tribes who may have an interest in the MovingAhead Project:
 - The Confederated Tribes of the Grand Ronde
 - The Confederated Tribes of the Siletz Indians
 - The Confederated Tribes of the Warm Springs
 - The Coquille Indian Tribe of Oregon
 - Confederate Tribes of the Coos, Lower Umpqua and Siuslaw Indians of Oregon



Public involvement plan: Engagement tools

- Community Opinion Poll
- Website/e-news updates/Social media
- Outreach to impacted property owners
- Community presentations
- Tabling
- Listening sessions
- Corridor Open houses
- Online open house
- Community wide open house



Public involvement plan: Key messages

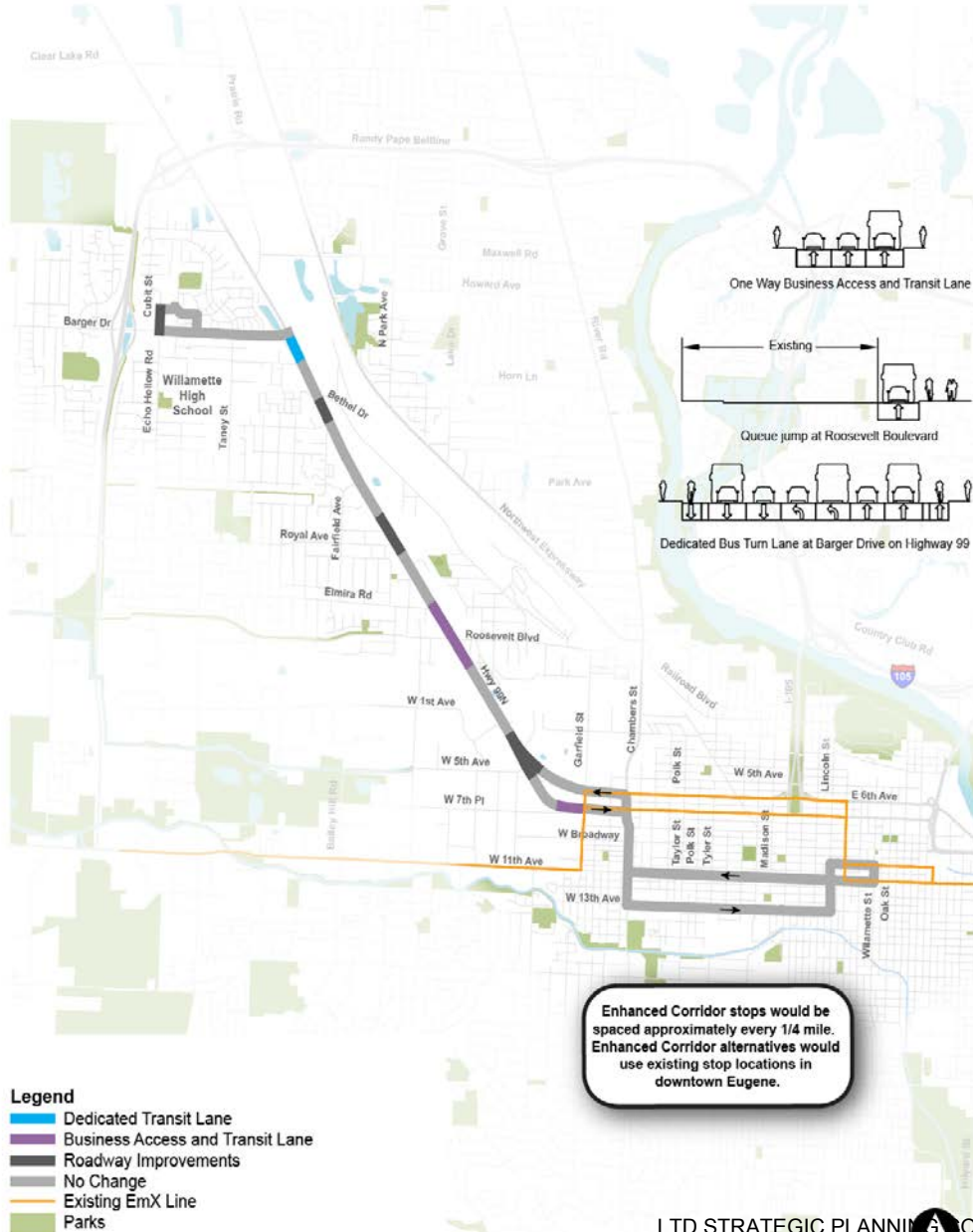
- Safe, accessible transportation systems for everyone
- Connecting our community
- Minimizing our environmental footprint
- Working together
- Fostering a strong economy
- Building on the success of previous efforts



Initial key findings

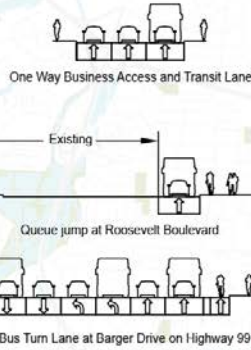
- Generally small differences between corridors
- More than 1 mode (Enhanced Corridor and EmX) can meet project objectives and community vision
- Key areas of interest
 - Capital and O&M costs
 - Property impacts
 - Transit benefits
 - Trees
 - Bike / pedestrian improvements

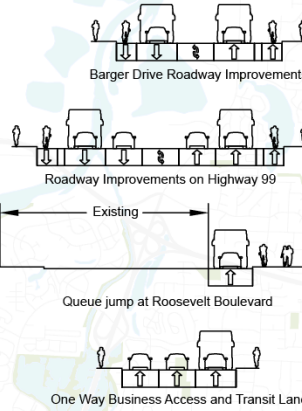
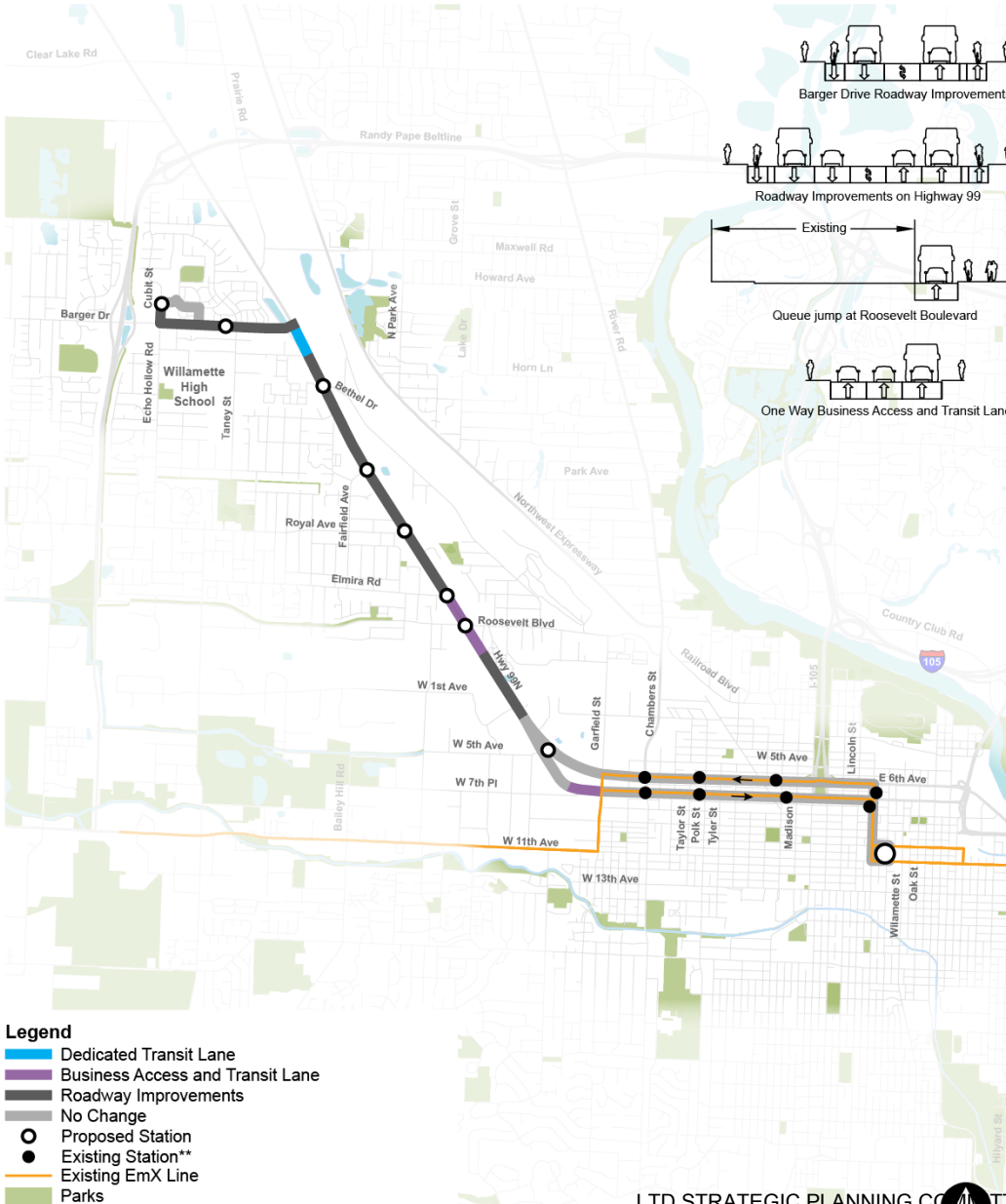




Enhanced Corridor

- Uses 11th/13th routing



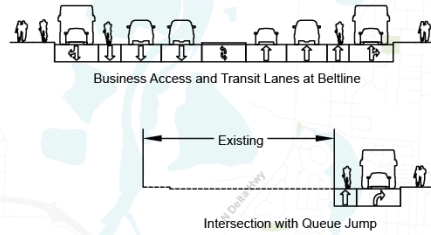
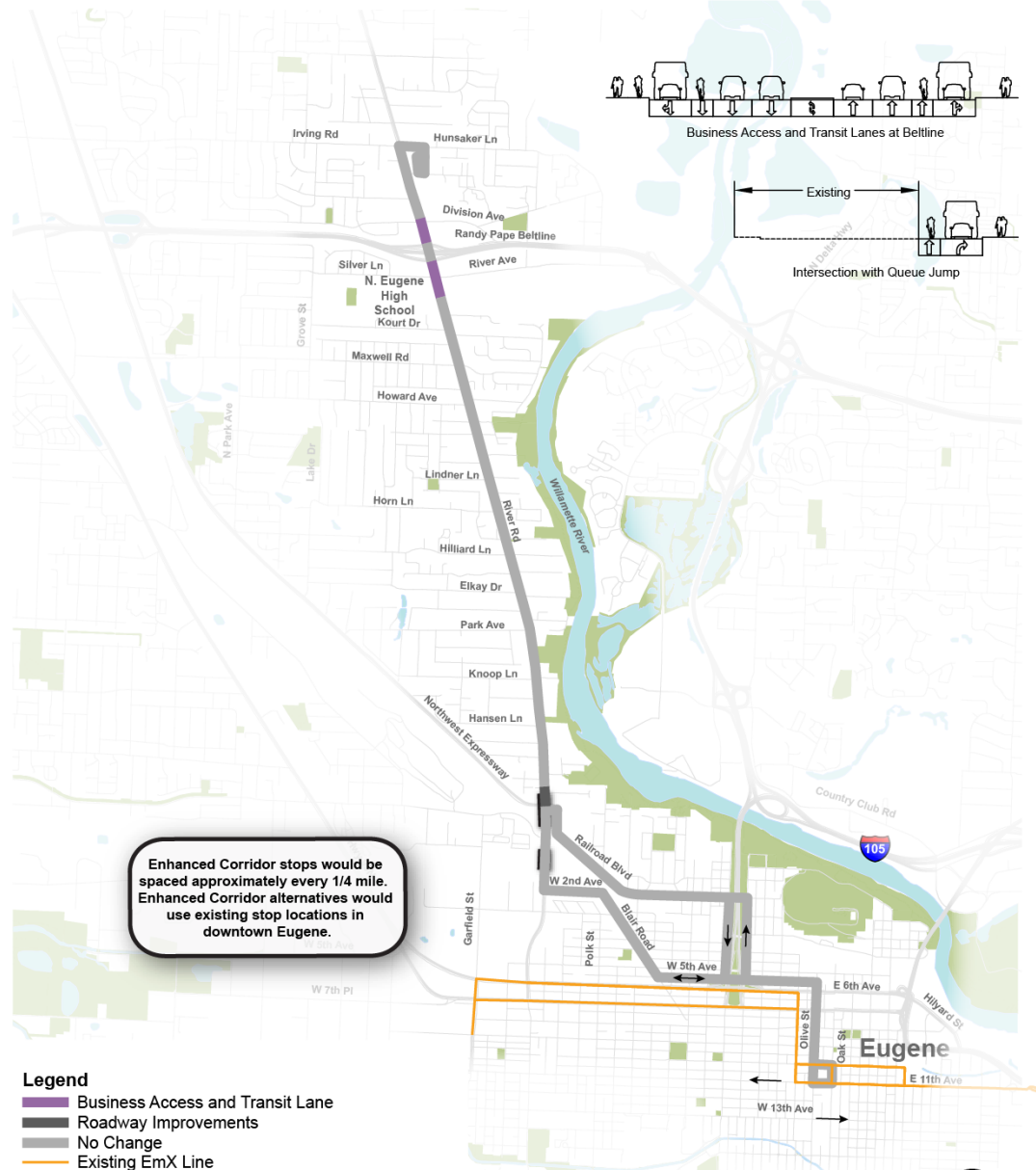


EmX

- Uses 6th/7th routing

Initial key findings: Highway 99

Measure	Range of impacts/benefits
Capital cost	\$38 to \$67 million
Annual system O&M cost change	-\$0.1 to \$2.8 million
Off-street parking impacts	46 to 53 spaces
On-street parking impacts	0 spaces
Property acquisitions	1.3 to 1.6 acres
Transit travel time savings	10 to 12 minutes
Annual systemwide ridership increase	111,000 to 267,000 trips
Medium and large trees impacted	14 to 40 trees
New or reconstructed pedestrian facilities	1.26 to 1.37 miles
New or reconstructed bike facilities	0.13 to 4.01 miles
New upgraded and enhanced crossings	9 to 12 crossings

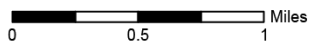


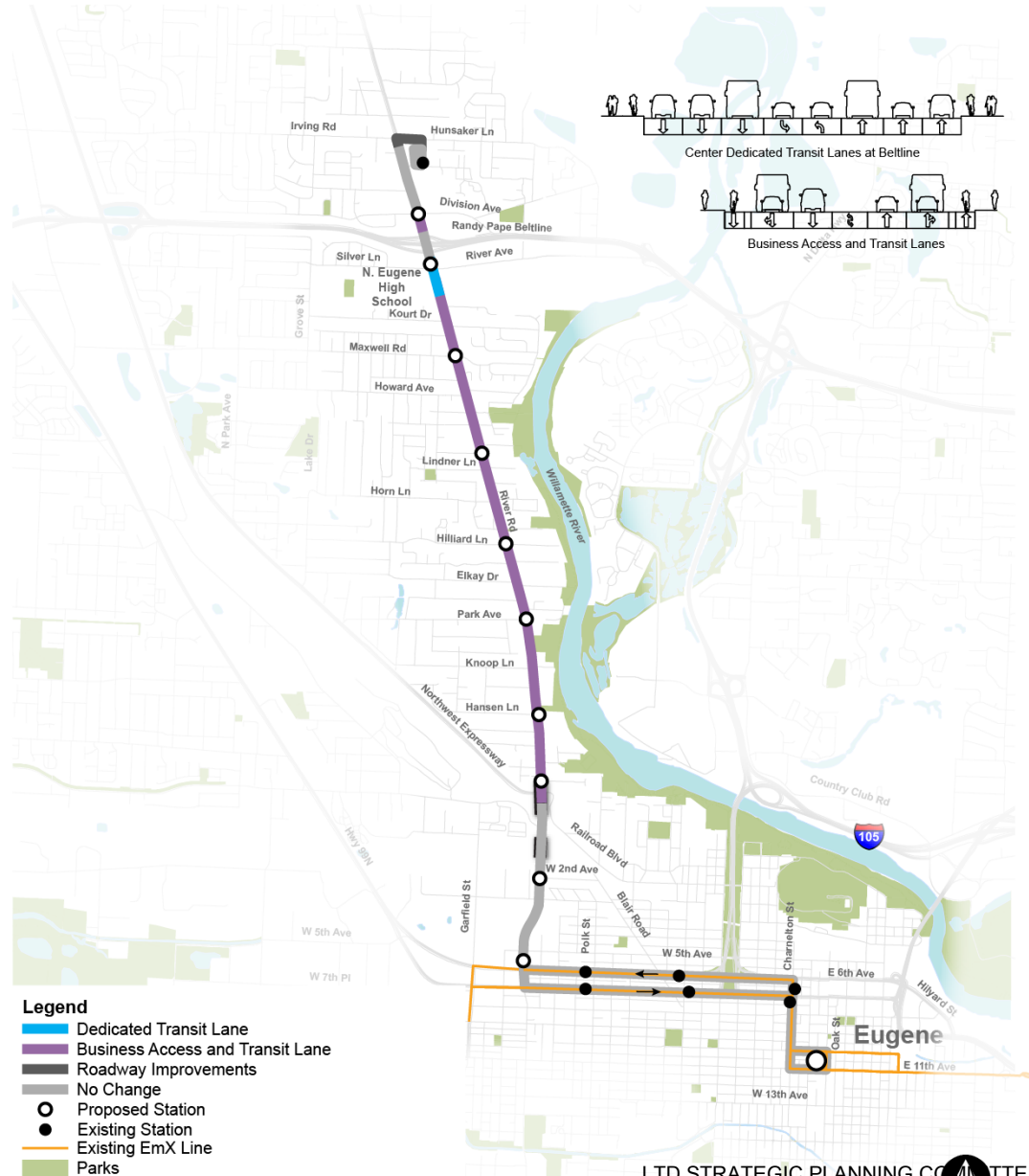
Enhanced Corridor

- Uses 5th / Blair / 2nd / Railroad routing

Legend

- Business Access and Transit Lane
- Roadway Improvements
- No Change
- Existing EmX Line
- Parks





EmX

- Uses 6th/7th routing

Initial key findings: River Road

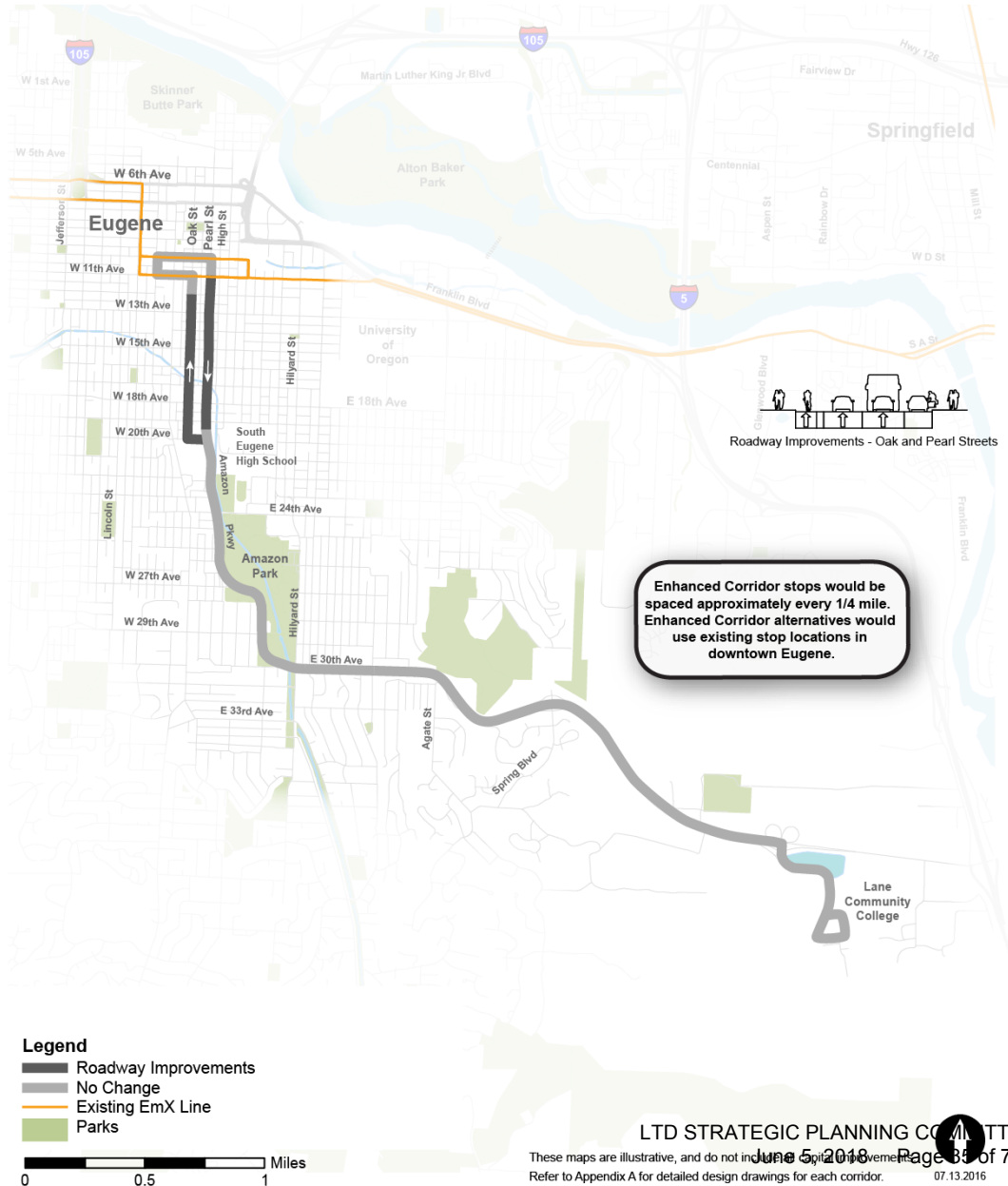
Measure	Range of impacts/benefits
Capital cost	\$24 to \$78 million
Annual system O&M cost change	-\$0.6 to \$2.0 million
Off-street parking impacts	2 to 31 spaces
On-street parking impacts	0 spaces
Property acquisitions	1.3 to 2.2 acres
Transit travel time savings	5 to 8 minutes
Annual systemwide ridership increase	33,000 to 246,000 trips
Medium and large trees impacted	13 to 132 trees
New or reconstructed pedestrian facilities	0.66 to 1.28 miles
New or reconstructed bike facilities	0 to 5.03 miles
New upgraded and enhanced crossings	4 to 6 crossings

30th Avenue to Lane Community College Corridor



Enhanced Corridor Alternative: Transit and Roadway Improvements

Enhanced Corridor

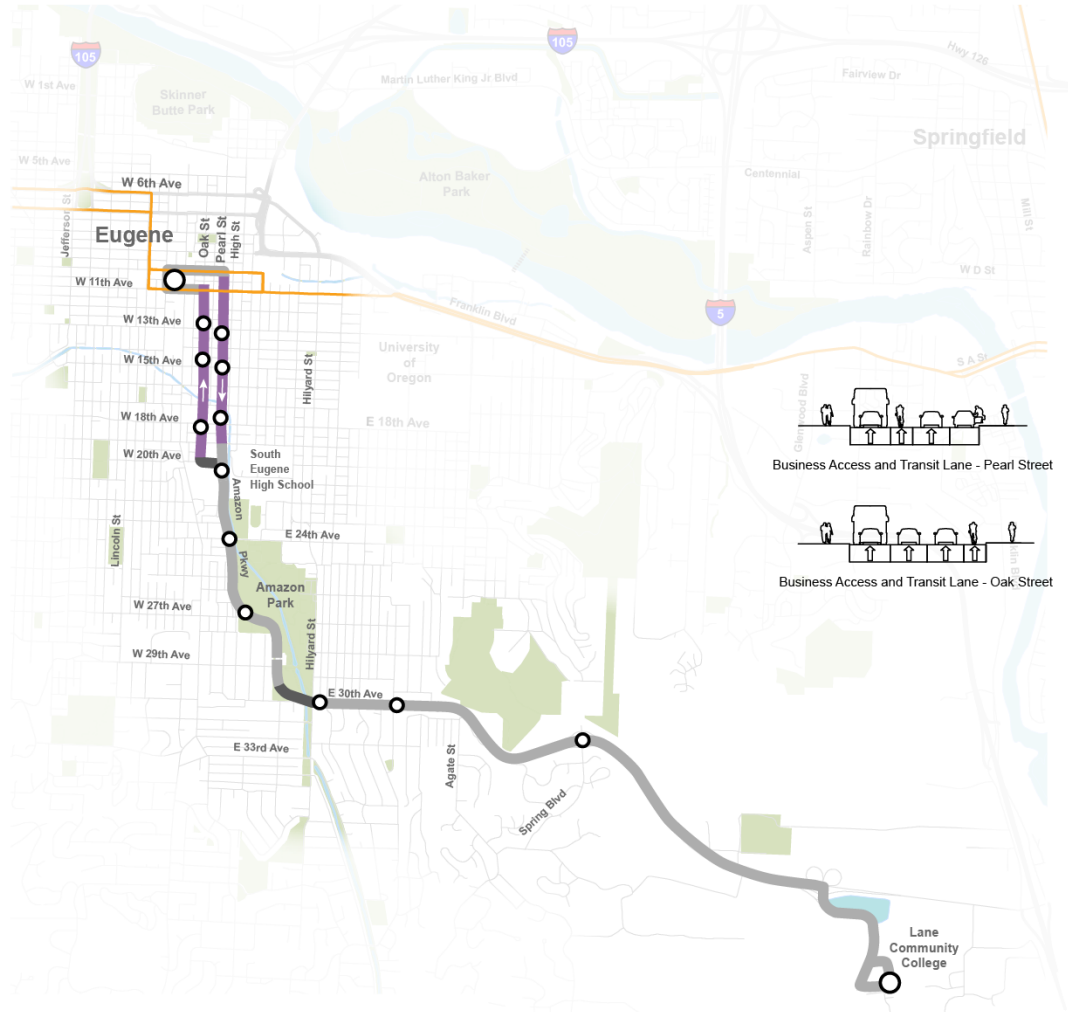


30th Avenue to Lane Community College Corridor

EmX Alternative: Transit and Roadway Improvements

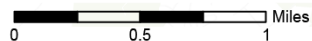


EmX



Legend

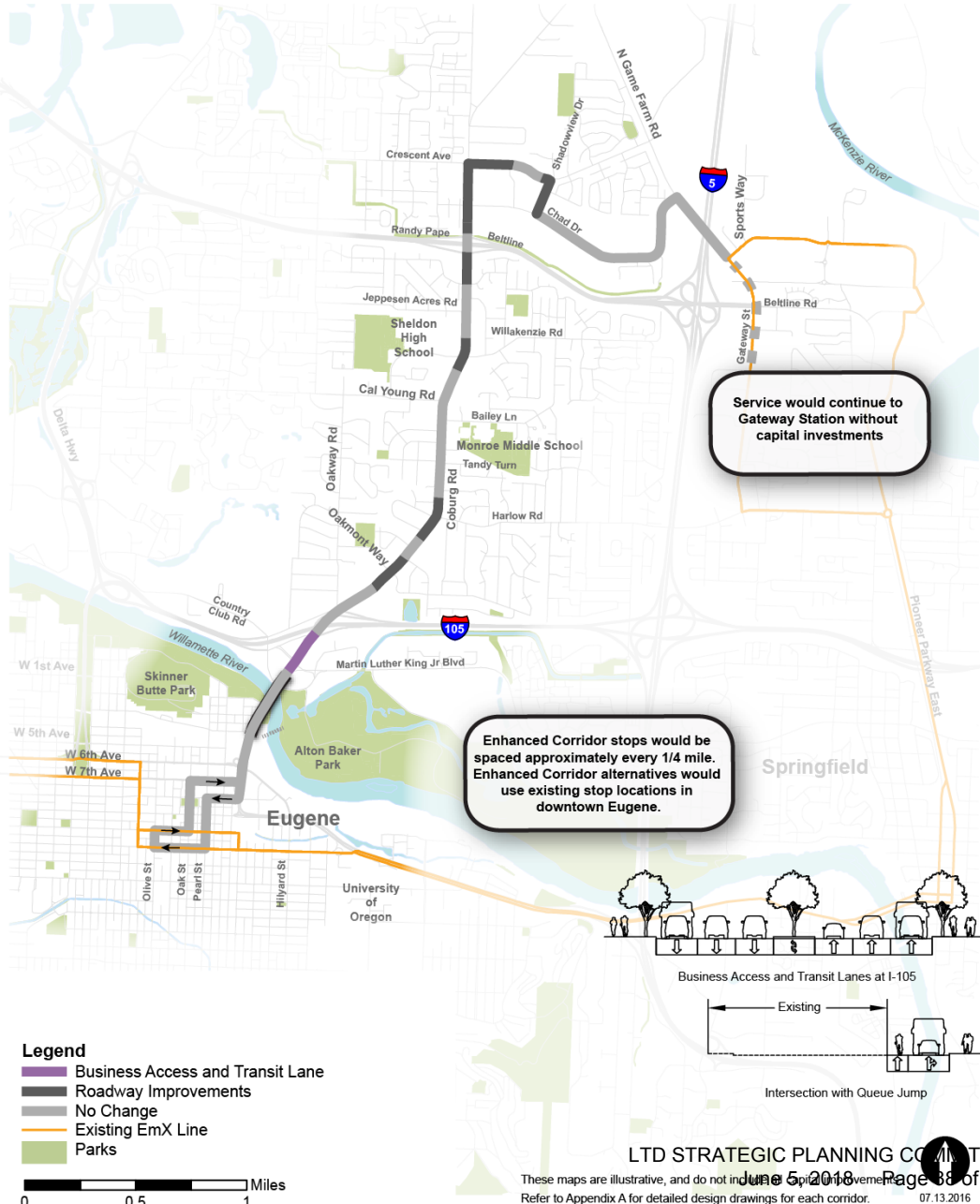
- Business Access and Transit Lane
- Roadway Improvements
- No Change
- Proposed Station
- Existing EmX Line
- Parks



Initial key findings: 30th Avenue to LCC

Measure	Range of impacts/benefits
Capital cost	\$21 to \$53 million
Annual system O&M cost change	-\$0.5 to \$0.5 million
Off-street parking impacts	0 to 15 spaces
On-street parking impacts	40 to 138 spaces
Property acquisitions	0.4 to 0.5 acres
Transit travel time savings	1 to 2 minutes
Annual systemwide ridership increase	-30,000 to 198,000 trips
Medium and large trees impacted	58 to 102 trees
New or reconstructed pedestrian facilities	0.62 to 0.45 miles
New or reconstructed bike facilities	1.38 to 1.33 miles
New upgraded and enhanced crossings	1 to 8 crossings

Enhanced Corridor

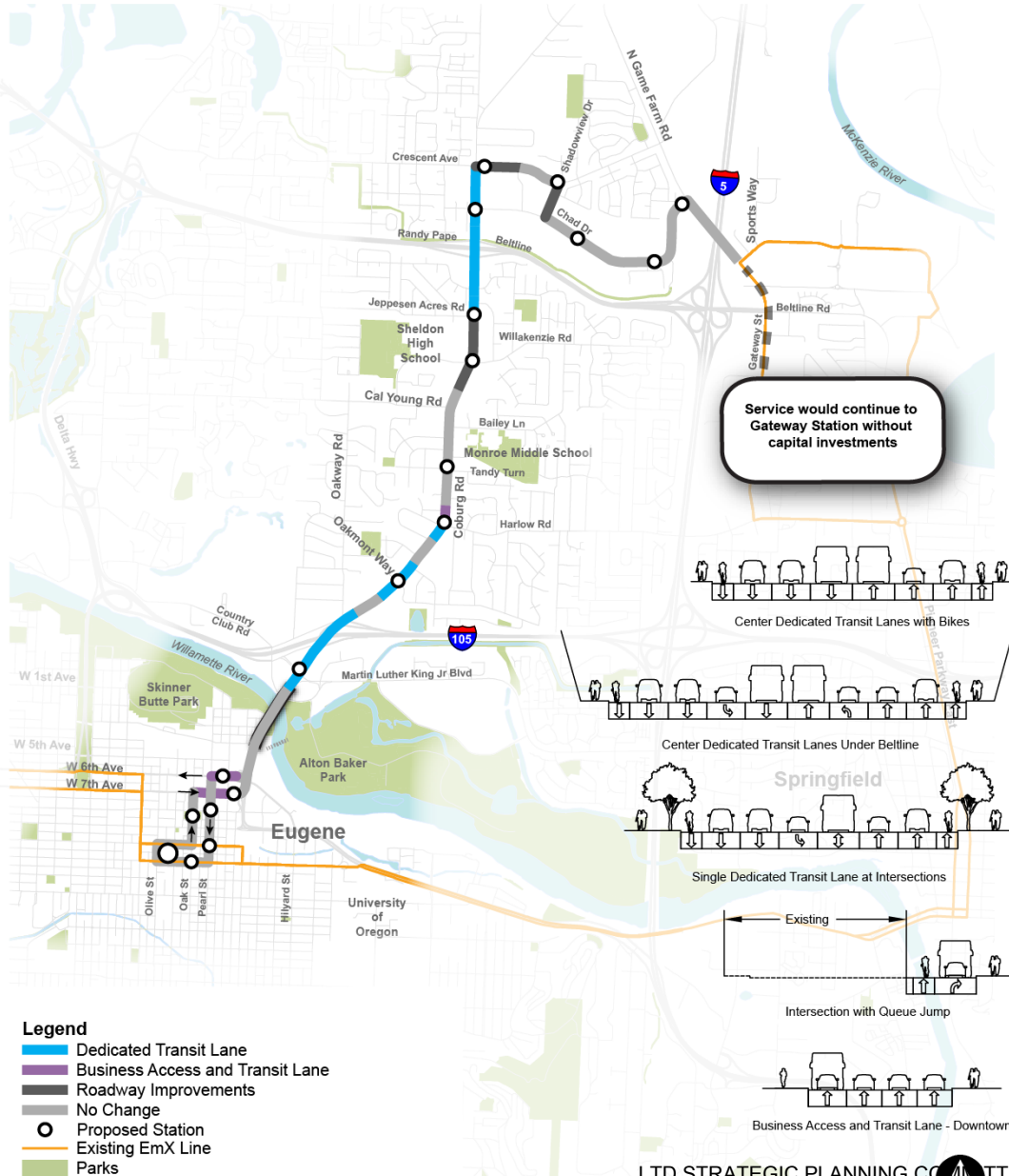


Coburg Road Corridor

EmX Alternative: Transit and Roadway Improvements



EmX



LTD STRATEGIC PLANNING COMMITTEE MEETING

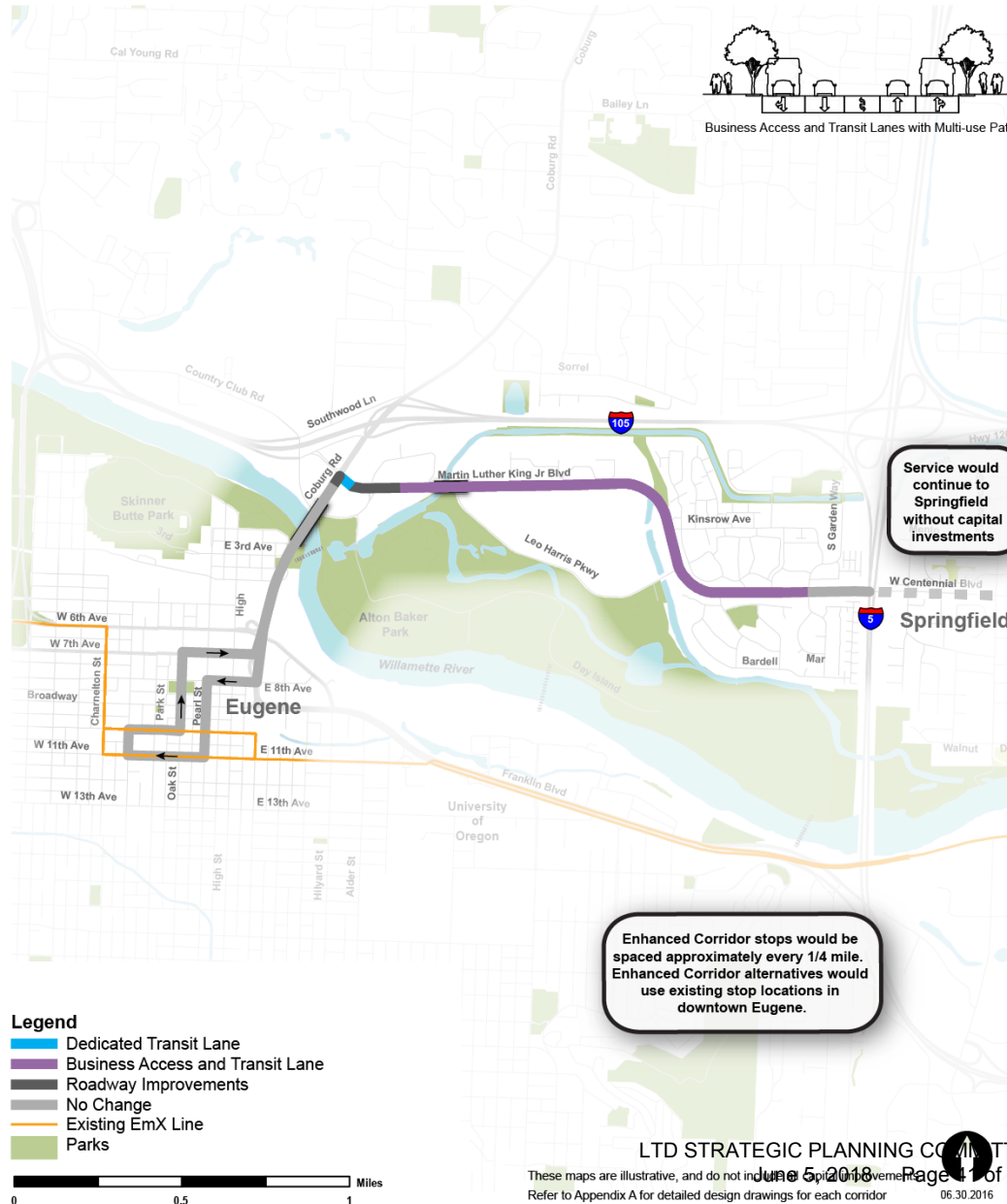
These maps are illustrative, and do not include project details. June 5, 2016 Page 39 of 71
 Refer to Appendix A for detailed design drawings for each corridor. 07.13.2016



Initial key findings: Coburg Road

Measure	Range of impacts/benefits
Capital cost	\$41 to \$113 million
Annual system O&M cost change	\$0 to \$2.6 million
Off-street parking impacts	42 to 109 spaces
On-street parking impacts	0 spaces
Property acquisitions	1.0 to 4.0 acres
Transit travel time savings	5 minutes
Annual systemwide ridership increase	63,000 to 258,000 trips
Medium and large trees impacted	9 to 138 trees
New or reconstructed pedestrian facilities	1.43 to 2.80 miles
New or reconstructed bike facilities	0 to 0.36 miles
New upgraded and enhanced crossings	9 to 12 crossings

Enhanced Corridor Alternative: Transit and Roadway Improvements



Enhanced Corridor

- Capital improvements end at I-5
- Service continues into Springfield

Initial key findings: MLK, Jr. Blvd.

Measure	Range of impacts/benefits
Capital cost	\$21 million
Annual system O&M cost change	\$1.1 million
Off-street parking impacts	0 spaces
On-street parking impacts	0 spaces
Property acquisitions	<0.1 acres
Transit travel time savings	2 minutes
Annual systemwide ridership increase	186,000 trips
Medium and large trees impacted	9 trees
New or reconstructed pedestrian facilities	0.45 miles
New or reconstructed bike facilities	0 miles
New upgraded and enhanced crossings	4 crossings

Decision-making process

- Acknowledges more than 1 mode can meet project objectives and community vision
- Investment packages compilation and evaluation
 - Considers corridors and system at same time
 - Bookends – all EmX and all EC
 - Multiple “mix & match” options in between



Decision-making process: EC Package

	NB	EC	EmX
Highway 99		✓	
River Road		✓	
30th Ave - LCC		✓	
Coburg Road		✓	
Martin Luther King, Jr Blvd		✓	



Decision-making process: EmX Package

	NB	EC	EmX
Highway 99			✓
River Road			✓
30th Ave - LCC			✓
Coburg Road			✓
Martin Luther King, Jr Blvd		✓	

Decision-making process: Package A

	NB	EC	EmX
Highway 99		✓	
River Road			✓
30th Ave - LCC		✓	
Coburg Road			✓
Martin Luther King, Jr Blvd		✓	

Decision-making process: Package B

	NB	EC	EmX
Highway 99			✓
River Road			✓
30th Ave - LCC	✓		
Coburg Road		✓	
Martin Luther King, Jr Blvd		✓	

Decision-making process: Package C

	NB	EC	EmX
Highway 99		✓	
River Road			✓
30th Ave - LCC			✓
Coburg Road	✓		
Martin Luther King, Jr Blvd	✓		

Decision-making process: criteria

- Capital cost
- Systemwide annual operating cost
- Corridor service frequency
- Corridor transit travel time improvement
- Systemwide annual ridership increase
- New corridor bike/ped access investments
- New corridor bike/ped safety improvements
- Return on investment
- Support corridor development/redevelopment
- Number of medium and large trees impacted
- Corridor acreage of acquisitions
- Corridor displacements
- Corridor on-street parking impacts
- Corridor off-street parking impacts
- Support from the community

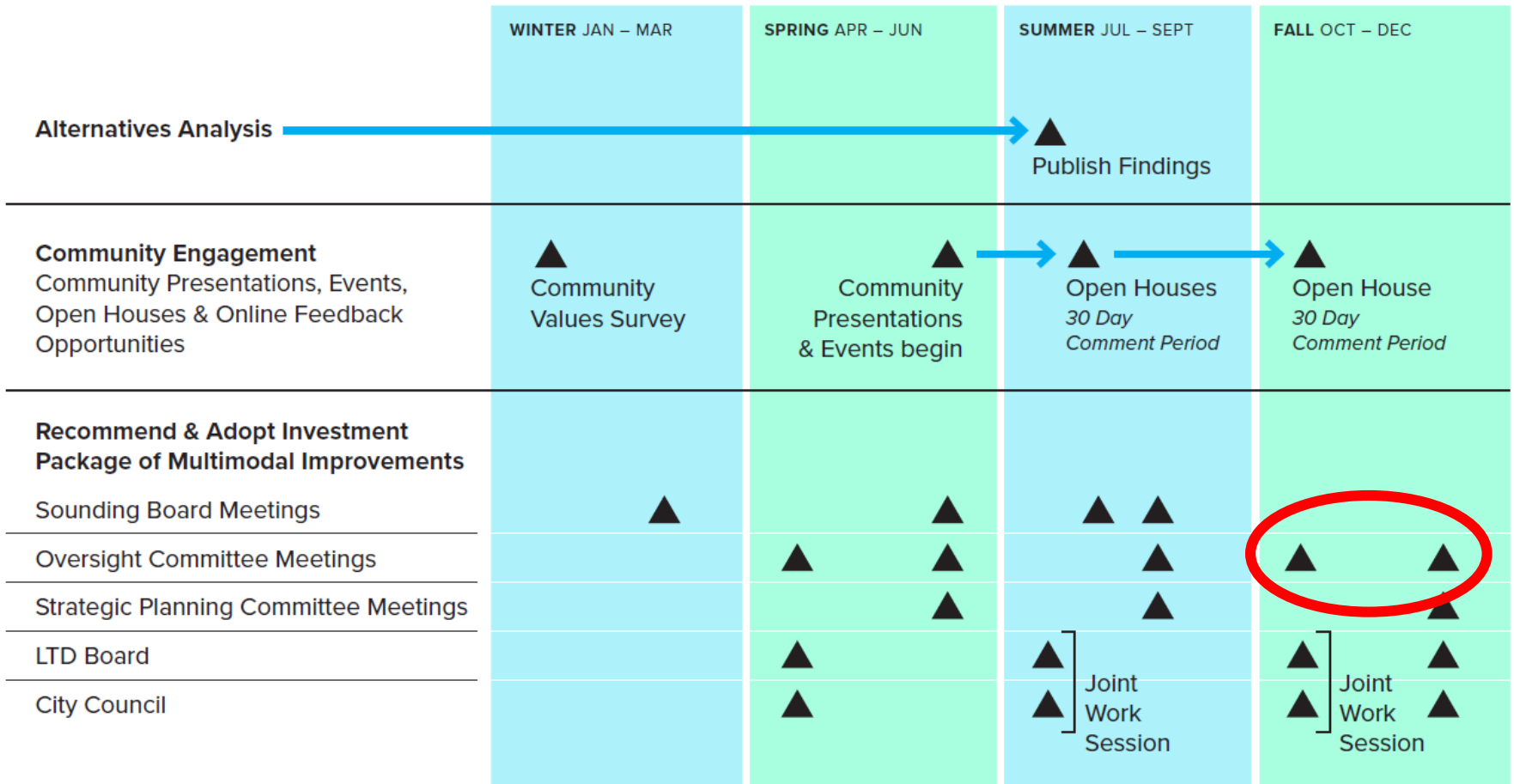
Decision-making process: Phase 1 final outcome

Selection of a preferred investment
package of multimodal
improvements





Timeline 2018



Next steps and adjourn

Upcoming key milestones	Dates
Update to City Council and LTD Board	April 18, 2018
Letters to effected property owners/tenants	May 2018
Meetings with effected property owners/tenants	May-July 2018
Oversight Committee Meeting to review technical findings	Late June 2018
City Council and LTD Board work session to review technical findings	Mid July 2018
Publish Draft Alternatives Analysis report	Early August 2018
1 st 30 day public comment period	August -September 2018
2 nd 30 day public comment period	October – November 2018

Questions + Discussion



AGENDA ITEM SUMMARY

DATE OF MEETING: June 5, 2018
ITEM TITLE: STIF PROCESS IMPLEMENTATION UPDATE
PREPARED BY: Aurora Jackson, General Manager
ACTION REQUESTED: Information Only

BACKGROUND:

With the passage of House Bill 2017, the Statewide Transportation Improvement Fund (STIF) was created from a new state payroll tax of one-tenth of 1 percent, which will fund transportation improvements in Oregon. The average employee will contribute less than \$1 per week to generate \$115 million per year for better public transportation. The new revenue will be allocated across four programs:

1. Formula program - 90 percent of STIF funds will be distributed to qualified entities based on taxes paid within their geographic area, with a minimum amount of \$100,000 per year to each qualified entity.
2. Discretionary program - five percent of STIF funds will be awarded to eligible public transportation providers based on a competitive grant process.
3. Intercommunity Discretionary program - four percent of STIF funds will be used to improve public transportation between two or more communities based on a competitive grant program.
4. Public transportation technical resource center - ODOT will use one percent of STIF funds to create a statewide resource center to assist public transportation providers in rural areas with training, planning, information technology, and to fund the ODOT administration of STIF.

Under House Bill 2017, Lane Transit District is the eligible Qualified Entity to disburse funds throughout Lane County. The District will be responsible for administering all of the requirements, which include:

1. Adopting bylaws for a STIF Advisory Committee
2. Appointing committee members
3. Adopting a written STIF Plan to establish a list of Projects for public transportation located within Lane County
4. Reporting on any actions taken by any Public Transportation Service Provider located within Lane County
5. Adhering to all state administrative reporting requirements

LTD PROCESS IMPLEMENTATION UPDATE:

In preparation for the implementation of the STIF, the following steps have been taken to prepare LTD to manage its role as the qualified entity:

- Developed a timeline for managing the STIF program – See Attachment 1.
- Developed draft bylaws that are pending technical direction from ODOT – See Attachment 2.
- Developed a tentative agreement with LCOG to staff and assist with the administration of the STIF program.
- Briefed the Board of Directors – May 16 Board of Directors Meeting.

- Developed a draft application for the formation of the new advisory committee – See Attachment 4.

NEXT STEPS:

- STIF Advisory Committee Bylaws will be finalized and adopted by the Board of Directors.
- The LCOG agreement will be finalized and approved.
- The goal is to convene the first STIF Advisory Committee meeting in August.

ATTACHMENTS:

- 1.) LTD's STIF Timeline
- 2.) Draft STIF Bylaws
- 3.) Draft STIF Committee application

PROPOSED MOTION:

This is an informational item. No action is requested.

ATTACHMENT 1 – LTD STIF Timeline

	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY
Bylaws	█																
Committee Application Process				█													
Committee Selection			█														
Committee Mtgs						█											
Public Comment Period							█										
1st Application Due to ODOT									█								
Committee Mtgs											█						
Public Comment Period												█					
2nd Application Due to ODOT																█	



**STATE TRANSPORTATION IMPROVEMENT FUND (STIF) COMMITTEE
COMMUNITY ADVISORY COMMITTEE
BYLAWS**

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ARTICLE I **PURPOSE**

SECTION 1.1 *Purpose.* Pursuant to Oregon Administrative Rule (“OAR”) 732-040-0035, the Lane Transit District (“LTD” or the “District”) Board of Directors shall appoint a State Transportation Improvement Fund Committee (the “Committee” or “Advisory Committee”) as an advisory committee for the purpose of advising and assisting the District in carrying out the purposes of the State Transportation Improvement Fund (“STIF”) and prioritizing Projects to be funded by STIF moneys received by the District. The Committee may also advise the District regarding the opportunities to coordinate STIF funded Projects with other local or regional transportation programs and services to improve transportation service delivery and reduce gaps in service.

In addition to any other duties, the Committee may also propose any changes to the policies or practices of the LTD Board of Directors that the Committee considers necessary to ensure that:

- a. A Public Transportation Service Provider that has received STIF funds has applied the moneys received in accordance with and for the purposes described in the Project proposal; and
- b. A Project proposal submitted by a Public Transportation Service Provider does not fragment the provision of public transportation services.

Defined terms, as used herein, shall have the same meaning as given in the Oregon Administrative Rules, Chapter 732, Divisions 040 and 042.

ARTICLE II **GOVERNANCE PROCEEDINGS**

SECTION 2.1 *Governance Procedures.* The Committee will comply with Oregon’s Public Meetings Law, Public Records Law, and all applicable governance procedures set forth in the LTD Ordinance 52 Providing Rules for Meetings of the Lane Transit Board of Directors, attached hereto as Exhibit A.

ARTICLE III **MEMBERSHIP, COMPOSITION, APPOINTMENT**

SECTION 3.1 *Membership.* Pursuant to OAR 732-040-0040(3), the Committee shall consist of at least seven (7) members. All members of the Committee are voting members. The Oregon Department of Transportation will be notified of changes in Committee membership when LTD submits its STIF Plan or grant application.

SECTION 3.2 *Composition.* To be eligible to serve, members must be knowledgeable about the public transportation needs of residents or employees located within or traveling to and or from LTD’s service area or Lane County; and be a person who is a member of or represents one or more of the following:

- a. local governments, including land use planners;
- b. Public Transportation Service Providers;
- c. non-profit entities which provide public transportation services;



- d. neighboring public transportation service providers;
- e. employers;
- f. social and human service providers;
- g. transit users;
- h. transit users who depend on transit for accomplishing daily activities;
- i. individuals age 65 or older;
- j. people with disabilities;
- k. low-income individuals;
- l. social equity advocates;
- m. environmental advocates;
- n. bicycle and pedestrian advocates;
- o. people with limited English proficiency;
- p. educational institutions; or,
- q. major destinations for users of public transit.

The Committee must also include at least one member who is a member of or represents each of the following three groups:

- a. low-income individuals;
- b. individuals age 65 or older or people with disabilities; and
- c. Public Transportation Service Providers or non-profit entities which provide public transportation services.

The Committee must also include members from both within and outside LTD's boundaries.

SECTION 3.3 Appointment. Pursuant to OAR 732-040-0035(4), Committee members shall represent diverse interests, perspectives, geography, and the population demographics of the area, as described in OAR 732-040-0040. Applications for membership will be available electronically on the District's website with submissions going to the clerk of the Board. Pursuant to OAR 732-040-0035, applications for Committee membership will be reviewed and decided on by the LTD Board of Directors.

ARTICLE IV **TERMS OF SERVICE, VACANCIES**

SECTION 4.1 Terms of Service. Members shall serve for two year terms. Members may be eligible for reappointment for up to three additional two-year terms, for a total term of eight years.

SECTION 4.2 Vacancies. For members whose positions are vacated prior to the end of their term, the LTD Board of Directors shall appoint the member's successor to serve for the remainder of the unexpired term. Vacancies that occur as a result of a member's term expiring will be filled by the LTD Board of Directors.

ARTICLE V **OFFICERS**

SECTION 5.1 Officers. The Committee shall choose from among its members, by majority vote of the members, a president and vice president to serve one (1) year terms. Terms of office shall begin on the first day of January and end on the last day of December.



SECTION 5.2 President. The president, and in the president's absence, the vice president; and in the absence of both, a member selected by the members present to act as president pro tem, shall preside at Committee meetings. The presiding officer shall be entitled to vote on all matters and may make and second motions and participate in discussion and debate.

SECTION 5.3 Vice President. In the event of the absence of the president, or of the president's inability to perform any of the duties of the president's office or to exercise any of the president's powers, the vice president shall perform such duties and possess such powers as are conferred on the president, and shall perform such other duties as may from time to time be assigned to the vice president by the president or Committee.

SECTION 5.4 Secretary. This section intentionally left blank.

SECTION 5.5 Treasurer. This section intentionally left blank.

SECTION 5.6 Vacancies. In the case of a vacancy in any office other than by expiration of an officer's term, the vacancy shall be filled by election by the Committee members when the need arises and the newly elected officer shall take office immediately upon the occurrence of such vacancy to fill the balance of the unexpired term.

SECTION 5.7 Committee Assignments. This section intentionally left blank.

ARTICLE VI **DUTIES**

SECTION 6.1 Advisory Committee Review of Proposed Projects. Public Transportation Providers seeking STIF funding from the District through the District's STIF Plan shall submit a project proposal to the Committee for review and approval. A standard form will be provided for use during application windows. The project proposal must include the contents described in OAR 732-042-0020(3).

- a. The Committee shall conduct its reviews and activities in compliance with the requirements of this Section 6.1 and with these bylaws.
- b. The Advisory Committee shall meet as often as needed to advise the LTD Board of Directors and review Project proposals but no less than two times per year
- c. The Committee shall:
 1. Hold public meetings, as applicable, to review every Project proposed for inclusion in LTD's STIF Plan;
 2. Recommend approval or rejection of proposed Projects and recommend prioritization of approved Projects within the geographic boundary for which LTD receives funding to the LTD Board of Directors.
- d. The Committee shall consider the following criteria when reviewing Projects under the STIF Formula Fund:
 1. Whether the Project would:
 - i. Increase the frequency of bus service to communities with a high percentage of Low- Income Households ("Low Income Household" means a household the total income of which does not exceed 200% of the poverty guidelines updated



periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2) for the 48 Contiguous States and the District of Columbia);

- ii. Expand bus routes and bus services to serve communities with a high percentage of Low-Income Households;
 - iii. Reduce fares for public transportation in communities with a high percentage of Low- Income Households;
 - iv. Result in procurement of buses that are powered by natural gas or electricity for use in areas with a population of 200,000 or more;
 - v. Improve the frequency and reliability of service connections between communities inside and outside of the Qualified Entity's service area; or
 - vi. Increase the coordination between Public Transportation Service Providers to reduce fragmentation in the provision of public transportation service;
2. Whether the Project would maintain an existing, productive service;
 3. The extent to which the Project goals meet public transportation needs and are a responsible use of public funds; and
 4. Other factors to be determined by the LTD Board of Directors or Advisory Committee such as geographic equity.
- e. The Committee shall also review projects under the STIF Discretionary and Intercommunity Funds. The Discretionary Fund is intended to provide a flexible funding source to improve public transportation in Oregon. It is not a source of ongoing operations funding. The Intercommunity Discretionary Fund is for improving connections between communities and between communities and other key destinations important for a connected Statewide Transit Network. As a competitive funding source, ongoing operations Projects are subject to risk of not receiving continuous funding.

The Committee shall consider the following criteria when reviewing Projects under the Discretionary and Intercommunity Funds.

1. Whether the Project would:
 - i. Improvement of Public Transportation Service to Low-Income Households;
 - ii. Improved Coordination between Public Transportation Service Providers and reduced fragmentation of Public Transportation Services;
2. Whether the Project is consistent with Oregon Public Transportation Plan goals, policies, and implementation plans including:
 - i. Integrated public transportation planning where affected communities planned or partnered to develop proposed Projects.
 - ii. Technological innovations that improve efficiencies and promote a seamless and easy to use Statewide Transit Network.
 - iii. Advancement of State greenhouse gas emission reduction goals.



3. Support or improvement of a useful and well-connected Statewide Transit Network;
4. Operations Projects that do not substantially rely on discretionary state funding beyond a pilot phase;
5. Geographic equity or an ability to leverage other funds (these factors apply when all other priorities are held equal); and
6. Other factors as determined by the Commission.

ARTICLE VII
DISTRICT/COMMITTEE RELATIONSHIP

SECTION 7.1 *Project Consultation.* Prior to adopting a STIF Plan, the LTD Board of Directors shall consult the Committee regarding the Projects proposed in the STIF Plan and seek a recommendation on the prioritization of those Projects from the Committee. The purpose of this consultation is to ensure that the STIF Plans reflect a coordinated regional approach to Public Transportation Service that considers the public transportation needs of people residing and traveling into and out of the geographic territory of the District as well as larger regional population centers and to ensure that interested parties have the opportunity to review and comment on the proposed STIF Plan.

SECTION 7.2 *Project Recommendation.* The LTD Board of Directors may accept the Committee's recommendation to approve or reject a Project proposal and consider the Committee's recommended prioritized list of Projects, may return it to the Committee for modifications, or may modify it prior to inclusion in the STIF Plan for submittal to the Oregon Department of Transportation. If the LTD Board of Directors modifies the Committee's recommendation, it shall inform any affected Public Transportation Service Provider of all modifications and the explanation for such changes.

ARTICLE VIII
CODE OF ETHICS AND CONFLICT OF INTEREST POLICY

SECTION 8.1 *Code of Ethics and Conflicts of Interest Policy.* Each Committee member is governed by Oregon's Government Ethics Law and the Federal Transit Administration Circular 4220.1F regarding conflicts of interest.

ARTICLE IX
MEETINGS

SECTION 9.1 *Meetings.* The Committee will meet a minimum of two times per year, or a sufficient number of times so as to advise the LTD Board of Directors regarding its review of project proposals and the STIF Plan.

The Committee will comply with Oregon's Public Meetings Law, Public Records Law, and all governance procedures and meeting requirements set forth in the LTD Ordinance Providing Rules for Meetings of Lane Transit District Board of Directors, attached hereto as Exhibit A. This Article IX is intended to supplement the law and LTD's Ordinances.

SECTION 9.2 *Quorum Requirements.* A quorum of Committee members is a majority of the Committee members, even if a member is absent or a position is vacant with the intention of being filled. This Committee can have a varying number of members, with a minimum of seven (7) and a maximum of XX



members. If a position is vacant because a member appointed pursuant to Section 3.2(c)(v) is no longer a member, that position should be counted in determining whether there is a quorum. If a position is vacant because a member appointed pursuant to Section 3.2 (c)(i)-(iv) is no longer a member, that position should be counted in determining whether there is a quorum. A quorum is required to pass a vote at a public meeting.

- a) By way of example, assume there are 12 Committee members. A member appointed to the Committee pursuant to Section 3.3 (c)(v) resigns so that there are now 11 Committee members and one vacancy. Seven (of twelve) Committee members are required for a quorum.
- b) By way of example, assume there are 12 Committee members. A member appointed to the Committee pursuant to Section 3.3 (c)(i)-(iv) resigns so that there are now 11 Committee members. The General Manager informs the Committee that she/he does not intend to fill the vacancy, so there is no vacancy, meaning there are now 11 Committee members. Six (of eleven) Committee members are required for a quorum.

SECTION 9.3 Meeting Times. The Committee shall meet no less than twice per year. Committee meetings will occur on the first Tuesday of January, April, July and October, and as needed during STIF funding windows. Scheduled meetings may be cancelled by the president, or upon written notice to the Committee by any four (4) members. Special meetings may be called, with reasonable notice. Committee members must respect the scheduled starting and ending times for meetings. The vice president will assist the president with keeping on schedule.

SECTION 9.4 Attendance. All Committee members are expected to regularly attend Committee meetings and be fully engaged with minimal distraction (from cell phones, etc.) at regularly scheduled Committee meetings, unless prevented by illness or an unavoidable cause.

SECTION 9.5 Telephonic Attendance. If a Committee member is unable to attend a meeting, there is an option to attend telephonically. A Committee meeting can also be held telephonically, without any members having to physically attend, so long as all the requirements of the Public Meetings Law are still followed (notice, recording, and a location for the public to attend and listen).

SECTION 9.7 Committee Meeting Discussion. Committee discussions should be thorough yet concise and pertinent to the issues on the agenda.

SECTION 9.8 Public Participation. Although the Public Meetings Law guarantees the public the right to attend all public meetings, it does not provide the public the right to participate. LTD has historically allowed public participation at meetings upon recognition by the president. Public testimony will typically be limited to three (3) minute increments, but it is adjustable at the discretion of the president and the Board of Directors.

SECTION 9.9 Scheduling. All Committee members are expected to cooperate in scheduling special meetings and/or work sessions for training purposes.

ARTICLE X VOTING RULES

SECTION 10.1 Voting. Committee members are expected to cast a vote on all matters except when a conflict of interest arises.

SECTION 10.2 Conflict of Interest. Committee members should be familiar with Oregon's Government Ethics Law and the Federal Transit Administration Circular 4220.1F regarding conflicts of interest. If a Committee member believes he/she may have a conflict of interest, that concern should be



communicated with the Clerk of the Board and/or the General Manager in advance of the Board meeting. Committee members may consult with legal counsel.

SECTION 10.3 Voting Requirements. The affirmative vote of a majority of all Committee members is required to pass a motion. For example, assume there are ten Committee members. Even if only seven Committee members attend the meeting, six must vote affirmatively to pass the motion.

ARTICLE XI **PUBLIC MEETINGS LAW AND PUBLIC RECORDS LAW**

SECTION 11.1 Legal Requirements. The requirements of Oregon's Public Meetings Law must be followed whenever a quorum of Committee members meet to deliberate towards a decision. All Committee communications are subject to the Public Records Law. Pursuant to OAR 732-040-0035(2)(b) copies of these bylaws, meeting minutes and meeting notices will be published by LTD and made available for public review in a reasonable and timely manner and will be maintained for six years. This Article XI is intended to supplement the requirements of the Public Meetings Law and Public Records Law.

SECTION 11.2 Serial Communications. If Committee members have serial communications among a quorum of its members, the requirements of the Public Meetings Law apply. A serial communication occurs when Committee member 1 deliberates towards a decision with Committee member 2; Committee member 2 then deliberates towards a decision with Committee member 3, and so on, until a quorum of Committee members (which is a majority of Committee members) is involved. While serial communications can take place in person or over the phone, they most often occur via email.

SECTION 11.3 Committee email. The following guidelines apply to use of Committee email:

- a. Do not reply to Committee emails to deliberate towards a decision that should occur in public session;
- b. "Deliberation towards a decision" can only occur among Committee members. It is acceptable to reply to an email from the General Manager and/or Clerk of the Board, so long as the General Manager and/or Clerk of the Board do not share your opinion with any other Board members; and
- c. Committee emails are subject to public records request. As a general rule, do not write anything in an email that you would not want printed in the newspaper.

ARTICLE XII **SEVERABILITY**

SECTION 12.1 Severability. If any provision of these Bylaws or its application to any person or circumstances is held invalid, the remainder of these Bylaws, or the application of the provision to other persons or circumstances is not affected.

ARTICLE XIII **AMENDMENTS**

SECTION 13.1 Action. These Bylaws, as adopted by the LTD Board of Directors, may be revised or amended at any regular or special meeting of the LTD Board of Directors by a vote of the majority of the whole membership of the Board.



APPENDIX A DEFINITIONS

The following definitions apply to rules in Chapter 732, Divisions 040, 042, and 044:

1. **“Advisory Committee”** means a committee formed by a Qualified Entity to assist the Qualified Entity in carrying out the purposes of the STIF Formula Fund and the Advisory Committee requirements specified in ORS 184.761(1).
2. **“Agency”** means Oregon Department of Transportation (“ODOT”).
3. **“Americans with Disabilities Act”** (“ADA”) means section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended by the ADA Amendments Act of 2008.
4. **“Biennium”** (plural, “Biennia”) means a two-year period which runs from July 1 of an odd-numbered year to June 30 of the next odd-numbered year.
5. **“Calendar Year”** means the year which begins on January 1 and ends on December 31.
6. **“Capital Asset”** means tangible items purchased or leased with STIF Fund moneys, including vehicles and structures, with a purchase price of \$5,000 or more and a useful life of at least one year.
7. **“Commission”** means the Oregon Transportation Commission (“OTC”) established under ORS 184.612.
8. **“Coordinate”** (“Coordination”) means meet and develop sub-allocation methods, plans, programs, and schedules with other Public Transportation Service Providers and non-profit public transportation service providers with the intent of developing efficient and seamless public transportation services and reducing gaps in service.
9. **“Discretionary Fund”** means up to five percent of STIF funds to be disbursed to Public Transportation Service Providers, which includes Qualified Entities, through a competitive grant funding process, pursuant to ORS 184.758(1)(b).
10. **“Fiscal Year”** means the Agency’s fiscal year which begins on July 1 and ends on June 30.
11. **“Governing Body”** means the decision-making body or board of a Qualified Entity.
12. **“Intercommunity Discretionary Fund”** means up to four percent of STIF funds to be disbursed to Public Transportation Providers through a competitive grant funding process, pursuant to ORS 184.758(1)(c).
13. **“Intergovernmental Entity”** means entities organized under ORS 190.010.
14. **“Low Income Household”** means a household the total income of which does not exceed 200% of the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2) for the 48 Contiguous States and the District of Columbia.
15. **“Local Plan”** means a local or regional public transportation plan(s), which may include adopted policy(ies) that is developed and approved by the Governing Body of a Qualified Entity, Public Transportation Service Provider, or Metropolitan Planning Organization and which includes, at a minimum:
 - a. A planning horizon of at least four years;



-
- b. An existing and future conditions analysis that includes:
 - i. Current and forecast population and demographics, including locations of people who are often transit dependent, including low income households, individuals of age 65 or older, youth, and individuals who are racially and ethnically diverse;
 - ii. Locations of existing housing, employment centers, medical and social and human services centers, major destinations, and other locations with needs for public transportation services and programs;
 - iii. Inventories of current Public Transportation Services located within, adjacent to, or with the reasonable potential to connect to the local or regional public transportation services, as applicable;
 - c. Prioritized lists of public transportation improvements and capital projects; and
 - d. Identified opportunities to coordinate public transportation services within and outside the county, district, or tribal area and with other agencies and areas to improve efficiency and effectiveness of service and reduce gaps in service.
 - e. Local Plans include, but are not limited to: Coordinated Public Transit Human Services Transportation Plans, Transportation System Plans, Transit Development Plans, and Transit Master Plans.
16. **“Mass Transit District”** means a district organized under ORS 267.010 to 267.390.
17. **“Project”** means a public transportation improvement activity or group of activities eligible for STIF moneys and a plan or proposal for which is included in a STIF Plan or in a grant application to a Qualified Entity or the Agency. Examples of project types include, but are not limited to: discrete activities, such as purchasing transit vehicles, planning, or operations; and groups of activities for a particular geographic area or new service, such as a new route that includes purchase of a transit vehicle, and maintenance and operations on the new route.
18. **“Public Corporation”** means an independent legal entity that was formed by legislative action, serves a public purpose, and is under exclusive public management or control.
19. **“Public Transportation Advisory Committee”** (“PTAC”) means the ODOT Public Transportation Advisory Committee established by the Commission in 2000.
20. **“Public Transportation Service Provider”** means a Qualified Entity or a city, county, Special District, Intergovernmental Entity or any other political subdivision or municipal or Public Corporation that provides Public Transportation Services.
21. **“Public Transportation Services”** means any form of passenger transportation by car, bus, or other conveyance, either publicly or privately owned, which provides service to the general public (not including charter, sightseeing, or exclusive school bus service) on a regular and continuing basis. Such transportation may be for purposes such as health care, shopping, education, employment, public services, personal business, or recreation.
22. **“Qualified Entity”** means, a county in which no part of a Mass Transit District or Transportation District exists, a Mass Transit District, a Transportation District or an Indian Tribe.
23. **“Recipient”** means a Qualified Entity or Public Transportation Service Provider that has a STIF Plan approved by the Commission or enters into an agreement directly with the Agency to receive STIF funds.



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24. **“Satisfactory Continuing Control”** means the legal assurance that a Capital Asset will remain available to be used for its originally authorized purpose throughout its useful life or until disposition.
 25. **“Special District”** means a service district organized under ORS 451.010(1)(h).
 26. **“STIF Formula Fund”** means up to 90 percent of the Statewide Transportation Improvement funds to be disbursed to Qualified Entities conditioned upon the Commission’s approval of a STIF Plan, pursuant to ORS 184.758(1)(a).
 27. **“STIF Fund”** means the fund established under ORS 184.751.
 28. **“STIF Plan”** means a public transportation improvement plan that is approved by a Governing Body and submitted to the Agency for review and approval by the Commission in order for the Qualified Entity to receive a share of the STIF Formula Fund.
 29. **“Statewide Transit Network”** means the collection of all transit service that operates in Oregon.
 30. **“Sub-Recipient”** means any entity that has entered into an agreement with a Recipient in order to complete one or more tasks specified in the agreement between the Agency and the Recipient.
 31. **“These Rules”** means OAR Chapter 732 Divisions 040, 042, and 044.
 32. **“Transportation District”** means a district organized under ORS 267.510 to 267.650.



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STIF Committee Questions

Tell Us More About You

Preferred Name:

Preferred Pronoun:

Please describe any relevant work/volunteer experience:*

What organizations are you affiliated with?

Committee Questions

Why do you want to become a member?

What community topics concern you that relate to this committee?

What specific contribution do you hope to make?

Availability

The State Transportation Improvement Fund Committee meetings are held in the evening on the first Tuesday of the month a minimum of twice per year. (Meeting notices will be sent out well in advance of the meeting.) Does your availability meet this schedule? *

Please let us know if there are additional details about your availability that would be helpful:

If you are interested in the State Transportation Improvement Fund (STIF) Committee:

To be eligible to serve, members must be knowledgeable about the public transportation needs of residents or employees located within or traveling to and or from LTD's service area or Lane County; and be a person who is a member of or represents one or more of the following:

- Educational Institutions
- People with limited English proficiency
- Bicycle & Pedestrian Advocates
- Environmental Advocates
- Social Equity Advocates
- Transit Users
- Transit Users who depend on transit for accomplishing daily activities
- Major destinations for users of public transportation
- Local governments, including land use planners

<input type="checkbox"/> Neighboring public transportation service providers <input type="checkbox"/> Employers <input type="checkbox"/> Social & Human Service Providers <input type="checkbox"/> Non- Profit entities which provide public transportation services <input type="checkbox"/> Public Transportation Service Providers <input type="checkbox"/> Low-income individuals <input type="checkbox"/> Individuals 65 or older <input type="checkbox"/> People with disabilities
<p>For the categories above, please provide a brief description of how you represent each category selected:</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>
<hr/> <p>◀ Back Proceed to Next Step ▶</p>
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AUDIENCE PARTICIPATION SIGN-UP SHEET—STRATEGIC PLANNING COMMITTEE MEETING

Date June 5, 2018

THIS IS A PUBLIC RECORD

TOPIC	NAME	ADDRESS	GROUP / REPRESENTING
<i>Coordinating major efforts</i>	<i>Rob Zako</i>	<i>PO Box 773 Eugene 97440</i>	<i>BEST</i>

This document is a public record subject to disclosure under the Oregon Public Records Law.

Q:\Reference\Board Packet\Templates\Sign in Sheets\Audience Participation Form - EmX.doc



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Carmel Snyder
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Sue Wolling

June 5, 2018

LTD Strategic Planning Committee

Re: Coordinating LTD's major efforts

Dear Strategic Planning Committee,

This is an exciting time for Lane Transit District and the community! LTD is leading or participating in several major efforts in parallel.^{1, 2} These include:

- **Comprehensive Operational Analysis (COA):** Transit Tomorrow is LTD's effort to find out how LTD can better move the people they serve to the destinations that are important to them. This effort will lead to 3- and 10-year business plans for LTD's investments and operations.
- **MovingAhead:** The City of Eugene and LTD are working with the community to prioritize corridors for near-term enhancements that serve people using transit, biking, walking, and mobility devices.
- **River Road - Santa Clara Neighborhood Plan:** This 2-year planning process will create a Community Vision to guide decision-making for decades to come. Simultaneous with the neighborhood planning process, a Federal Transit Administration grant will enhance the Community Vision by allowing for intense focus on the River Road corridor between NW Expressway and Hunsaker Lane.
- **Main-McVay Transit Study:** The main purpose for Phase 2 is to evaluate the most promising transit options for the Main Street-McVay Highway Corridor as potential solutions to address growing concerns about safety, congestion, and quality of life that could be improved through transportation improvements.
- **New Franklin Boulevard:** The City of Springfield has begun redeveloping Franklin Boulevard between I- 5 and McVay Highway.
- **2018 Proposed Fall Bid Service Changes:** This fall, LTD will implement schedule changes on some of its bus routes. This is part of LTD's effort to create more efficient and sustainable service while matching the needs of the community to the resources available.

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info@best-oregon.org • www.best-oregon.org • www.facebook.com/BetterEugeneSpringfieldTransportation

BEST brings people together to promote transportation options, safe streets, and walkable neighborhoods.

BEST is a 501(c)(3) nonprofit. Contributions are tax-deductible to the extent the law allows. Tax ID #42-1661720.

- **State Transportation Improvement Fund:** Authorized by House Bill 2017, new employee payroll taxes will provide new funding to LTD and the Lane County area to make transit improvements.
- **Youth & Low-Income Transit Passes:** There are discussions around restoring the youth transit pass that allowed middle and high school students to ride the bus for free. Some have asked if it might be possible to broaden the pass to include those with low incomes.

As SPC advises LTD on these efforts, there should be clarity on:

1. **who is making what decisions when,**
2. **what input is desired from the public — making sure to not “self compete,”** and
3. **how one decision should inform the next.**

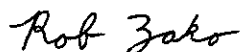
In particular, perhaps SPC could help LTD flesh out a one-page timeline showing key decision points and connections:

2018Q1	2018Q2	2018Q3	2018Q4	2019Q1	2019Q2	2019Q3	2019Q4
... Comprehensive Operational Analysis (COA) / “Transit Tomorrow” ...							
... MovingAhead ...							
... River Road - Santa Clara Neighborhood Plan ...							
... Main-McVay Transit Study ...							
... New Franklin Boulevard ...							
... 2018 Proposed Fall Bid Service Changes ...							
... State Transportation Improvement Fund ...							
... Youth & Low-Income Transit Passes ...							

In a follow up, BEST will highlight the critical decisions, and which logically lead to which.

For now, we note that we see the COA / “Transit Tomorrow” effort (and the 3- and 10-year plans following from this) as central to all the work LTD does. Other efforts should be logically coordinated with the COA.

On behalf of BEST,



Rob Zako
 Executive Director
 541-343-5201
rob@best-oregon.edu

¹ “LTD Projects in the Works,” www.ltd.org/latest-news/ltd-projects-in-works

² “Projects & Planning,” www.ltd.org/projects-and-planning

Transit *Tomorrow*

Your Transit. Your Vision. Your Future.

Transit Tomorrow is Lane Transit District's (LTD) effort to find out how we can better move the people we serve to the destinations that are important to them. Our region is growing, our travel patterns are changing, and it is time to update our public transit system.

Project Purpose

Transit Tomorrow will take a deep look at LTD's current bus system and ask two important questions:

How can LTD help people get to where they are going?

What shape should LTD's services take in the future?

This project will combine technical analysis and broad-based community input to answer these questions and to develop a public transit network for the future.

Making Choices

The region's transit system must reflect the priorities of the communities it serves. One of the biggest dilemmas in planning transit service is matching transportation priorities with limited resources. As a responsible public steward, LTD must make choices about what services to offer and balance the demands of our diverse community with the conscientious use of public funding.

We need your input to help determine priorities and deliver the best service.

Service more often or to more places?

Is it more important to provide frequent service in places that will attract the most riders, or to provide a little bit of service to as many places as possible?

More often or more hours of service?

Is it more important to provide frequent service at the times when the most people might ride, or to provide a little bit of service at almost all times?

Walking or waiting?

Is it more important to have a bus stop nearby, or to know that if you walk a little farther the bus will come sooner and move more quickly?

Adjustments or redesign?

The approach we take determines how much change is possible. Is it better to make incremental changes to the system we already have, or to redesign the system completely from a blank slate?



We Are Listening!



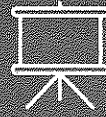
Engage Online

Share your opinions and learn more about the project from your phone or computer. Provide feedback through our transit choices survey tool.



Community Meetings

Join project staff to discuss transit system design choices, and to share your opinions and insight. You are experts in your communities, organizations, neighborhoods. Help us understand the choices and priorities that are most important to you. Bring a friend, grab a neighbor, spread the word. Check the project website for meeting dates and locations.



Schedule a Presentation

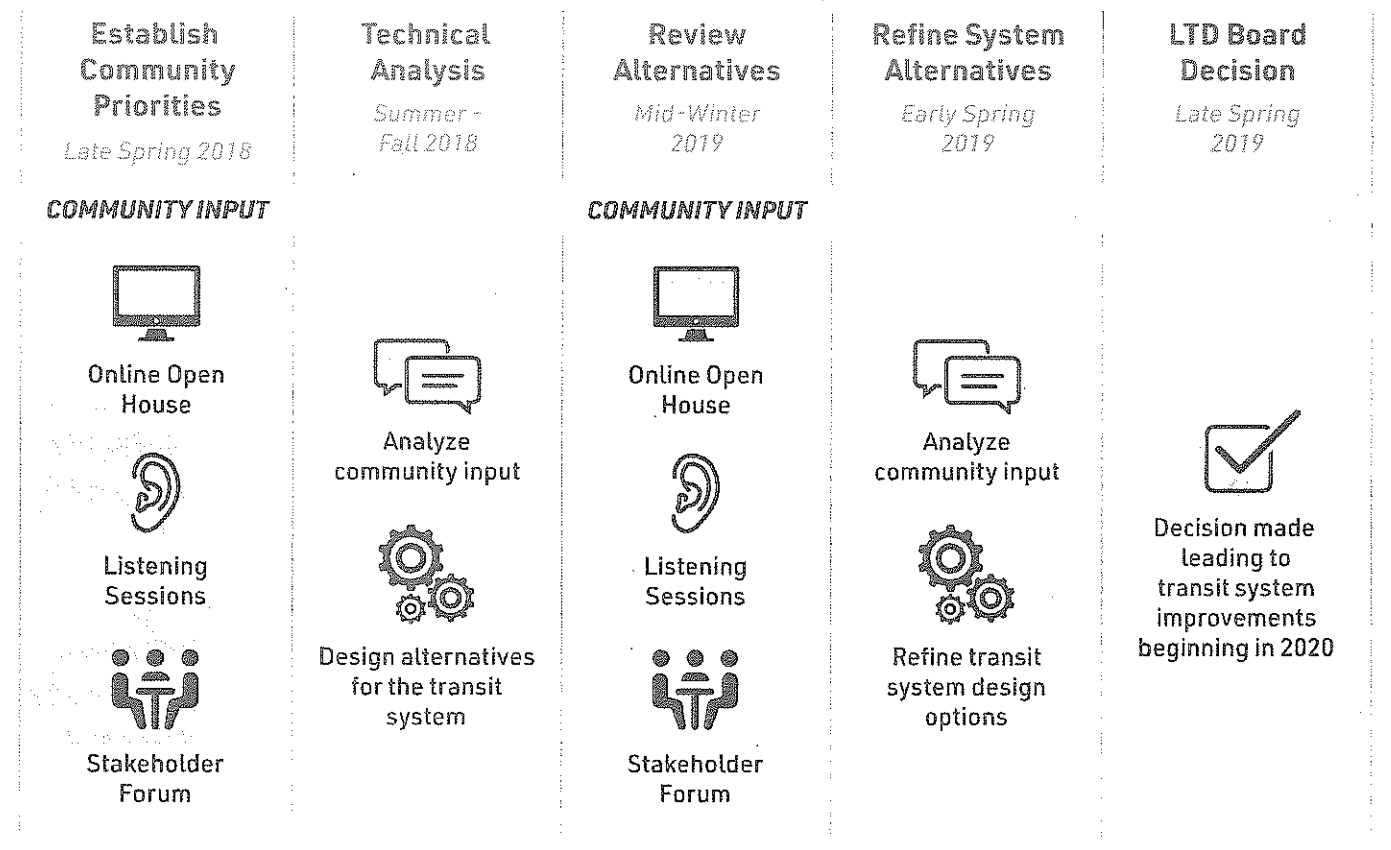
Invite project staff to your neighborhood association, community group, or agency to talk about the Transit Tomorrow project, and to discuss transit design choices. Visit the project website to book a presentation.



Find Us Out and About

Catch up with LTD and the Transit Tomorrow project at community events over the summer. Check out project materials at the LTD's Customer Service Center at the Eugene Station.

Process Overview:



Areas for improvement in service changes documentation

June 5, 2018

Joshua Skov

LTD has released a variety of materials related to proposed service changes, slated to go into effect in September 2018. This document provides a quick critique of those materials, with the goal of raising the clarity of such materials in the future. This is a particularly high-stakes concern this year because of the Comprehensive Operations Analysis (COA) currently under way, and the public engagement that is planned for the COA.

Items to address:

1. Main information page has links to new schedules, but not in a side-by-side format
2. Route-specific descriptions are too brief, lack context
3. FY2019 Service Adjustment Summary does not explain boardings columns
4. FY2019 Service Adjustment Summary document provides no sense of scale for boardings values
5. FY2019 Service Adjustment Summary provides insufficient descriptions of “changes” and “options considered”
6. Repeated description of cuts as “changes”

(This critique draws on material at <https://www.ltd.org/fall-bid/>.)

1. Main information page has links to new schedules, but not in a side-by-side format

On the web page, each route undergoing changes has a link to a new schedule, which is helpful. However, it is considerable extra work to assess those changes in the context of the current schedule because one has to search for the current schedule. At the very least, the two schedules should be provided on this page for side-by-side comparison.

2. Route-specific descriptions are too brief, lack context

The descriptions on the web page are too brief and in most cases provide almost no context or rationale. This makes it difficult for external stakeholders to understand the decisions and comment on them. There should be at least a short paragraph explaining each proposed change. The text accompanying Route 81 – LCC/Harris is the closest to what would be appropriate.

3. FY2019 Service Adjustment Summary does not explain boardings columns

There are two boarding columns. Readers who are not transit professionals will likely not know what “Oct-17 Route (Boardings/ Rev Hr)” and “Oct-17 Trips (Boardings/Rev Hr)” mean or how they are different. Please provide clear definitions of both, and the rationale for them (if it isn’t obvious).

4. FY2019 Service Adjustment Summary document provides no sense of scale for boardings values

The values in these two columns have wide variation, but it is impossible for the casual reader to know whether in LTD’s context they are high, low, or somewhere in between. Please provide that sense of scale so we know whether these numbers represent good or bad performance.

5. FY2019 Service Adjustment Summary provides insufficient descriptions of “changes” and “options considered”

(Following on comment #3) In the PDF, both the changes and the “options considered” had no additional detail. This is probably most troubling for the options considered but shelved, as one has no way of answering simple questions about those options.

6 Repeated description of cuts as “changes”

The materials describe only cuts. They should be labeled as such. Using “changes” is misleading.