



LANE TRANSIT DISTRICT BOARD OF DIRECTORS SPECIAL TRANSPORTATION FUND COMMITTEE

Tuesday, January 08, 2019

1:00 p.m.

NextStop Center 1099 Olive Street, Eugene (at the Eugene Station)

AGENDA

Table with 3 columns: TIME, ITEM, PAGE. Contains agenda items from 1:00 p.m. to 3:00 p.m., including Call to Order, Roll Call, Comments for the Chair, Agenda and Materials Review, Audience Participation, Meeting Minutes, Biennial Grant Interviews, Next Meeting, and Adjournment.

SPECIAL TRANSPORTATION FUND COMMITTEE MEETING

LANE TRANSIT DISTRICT

Tuesday, December 18, 2018

Pursuant to notice given to *The Register-Guard* for publication on December 10, 2018 and distributed to persons on the mailing list of the District, the Special Transportation Fund Committee of the Lane Transit District held a meeting on Tuesday, December 18, 2018, beginning at 3:00 p.m. at the Next Stop Center, 1099 Olive Street, Eugene, Oregon.

Present: Ruth Linoz, Chair  
Pete Barron  
Ed Necker  
Hoover Chambliss (by phone)  
Dolores Donis (by phone)  
John Ahlen  
Kris Lyon  
Cosette Rees  
Aurora Jackson  
Chloe the dog

**CALL TO ORDER/ROLL CALL** — Mr. Linoz called the meeting of the Special Transportation Fund (STF) Committee to order at 3:03 pm. Those present introduced themselves.

**COMMENTS FROM THE CHAIR** — There were no comments.

**AGENDA REVIEW** — No further changes were made to the agenda.

**AUDIENCE PARTICIPATION** — None.

**MOTION APPROVAL OF MINUTES** — Mr. Ahlen stated that an audio recording was made of the last meeting, and the minutes are still being transcribed. Those minutes will be reviewed and approved at a later date, so no motion was made.

**COORDINATED PLAN REVIEW** — Ms. Lyon presented slides and explained her edits to the Coordinated Plan. She shared that she has added in links that show changes in the document for the 2019 update. She stated that she has not changed any attachments, but she does have several additional documents, including new fact sheets for federal grant funds, a report on the new CCO 2.0 recommendations to the state, Oregon employment history, and forecast for gas and employment. These documents will be incorporated into the Plan and will be listed in the attachment list. The actual source documents will be available for anyone who wants to look at them.

Ms. Linoz wondered how familiar Committee members should be should we be with the attachments. Ms. Rees interjected that the Plan will reference them, but since some of the documents are large, it is not necessary to be completely familiar with all of them. Ms. Rees added that this will definitely be a 2019 update, since it will not be approved until 2019.

Ms. Linoz mentioned that the document does not footnote its references, but Ms. Lyon responded that this update will change them, adding within the document to see or reference a specific document.

Mr. Ahlen shared that the Coordinated Plan draws upon data and other source documents, but the Plan in itself is authoritative, i.e., the Plan will inform this Committee in its decision-making. The main takeaways from the Plan which will be used by the Committee to make decisions are projects identified within the Plan itself and prioritizing, based on maintaining existing services, expanding those services to meet community needs, and looking at potential new services for currently unmet needs if there is funding left. All of those projects should be represented within the Plan itself without having to reference another transportation plan or document.

Mr. Necker asked if the STF Committee will continue meeting through the Spring to give final approval to the Coordinated Plan. Ms. Lyon responded that it will be in a form ready to be recommended to the Board for adoption in January. Ms. Rees added that typically the Coordinate Plan is finalized hand-in-hand with the discretionary grant process, because the required community outreach is similar. The two projects are piggybacked and moved forward together, and they should be wrapped up around the same time.

In response to questions about the timeline from Mr. Necker, Ms. Rees clarified that the Plan should be finalized and approved by the Board before applications are submitted for discretionary grants, if there are any projects not in the current Plan. However, applications for the discretionary grants may be received before the Plan is approved. After the Board approves the Plan, the Board will submit the applications.

Ms. Lyon continued that much of the editing she has done to the Plan involves scratching out and rewriting sentences, but she has not yet edited for grammar. She has also added some information such as notes to insert certain graphs and other data.

Ms. Linoz inquired about the difference between the attachments and appendices. Ms. Lyon responded that they are the same.

Ms. Lyon reported that she has updated in cost of fuel by finding a recent graph. She has made notes about other additions to be made, such as information about the FAST Act, and she has added a short blurb about HB-217. She also wondered if the funding levels for this biennium are stable or whether they have increased or decreased. Mr. Ahlen explained that for the current biennium, there was a decrease in the funding levels. For the upcoming biennium, the funding levels will be relatively flat or have a small increase.

Ms. Lyon continued that with respect to health care, she has taken out a lot of language, mostly about the beginning of the CCO relationships and the work that LTD did in 2013-2014. She is adding references to the CCO 2.0 recommendations, which include taking additional steps to improve the behavioral health system, increasing value and pay for performance, focusing on social determinants of health and health equity, and maintaining sustainable cost growth. Those are the four goals that CCO 2.0 is looking at, and they will affect transportation. There is a full report of those recommendations of the Oregon Health Policy Board, which will be referenced in the Plan.

Ms. Lyon then spoke about LTD customer services. When the most recent version of the Coordinated Plan was written, the idea of accessible and customer services being together was new. Now that both are contained within one department, she has taken out the change in the initial structure and has added that the co-location of these work groups has been successful. She also took out references to "Easy Access," since the terms "Half Fare" and "Honored Riders" are now used instead. She added information on implementing new software at RideSource in 2017, selecting a new vendor, changing the Half Fare/Honored Rider card layout in January

2018, starting the PAWS program, and the development of the Florence/Yachats connector service.

Mr. Necker inquired why the design of the pass was changed. Mr. Ahlen responded, and Ms. Rees agreed, that the new design makes it more readable. It color codes to differentiate clearly between Honored Rider and Half Fare, the expiration date is much larger and more visible, and since the cards needed to be updated for the service animal pilot program, all of those changes were incorporated into one rollout.

Ms. Lyon reported that in updating the Plan, veterans' transportation is left mostly intact, but she will need to add in more veterans' trip information. She wondered why they were using data from April to September, which covers two fiscal years, and whether we should instead look at a 6-month period or full year of service provided to veterans. Mr. Barron remarked that a full year of data would be easier to digest, but we started in the middle of the year. Ms. Lyon responded that she could use data from Fiscal Year 2018, or she could use data from a full calendar year, crossing two fiscal years. Mr. Ahlen interjected that hopefully there would not be a dramatic difference in statistics in a calendar versus fiscal year.

Ms. Linoz wondered if this process would be better done in earlier Fall, so that it is not right up against the STF decision-making process, and so that it covers a full fiscal year in the future. Mr. Ahlen responded that it would be possible to stage the Coordinated Plan development earlier, but more public meetings would be needed.

Ms. Lyon mentioned that at the last meeting, the Committee talked about making sure the Plan includes notice of the development of the Eugene Veterans' Clinic, but it is already in the Plan. She has changed some wording so that it makes more sense.

Ms. Lyon continued by speaking about needs assessment and local planning. There are not many changes to be made to this section. She made a note to talk to the planning people to see if there are any more recent origin-destination surveys other than the one from 2011 or if there is any other documentation to be used for this purpose. Under local planning she has made additions regarding upcoming planning process with Trillium, working with Trillium as they prepare to implement the CCO 2.0, and as we prepare for community health assessment that will happen in 2020.

Ms. Lyon shared that she has added an LTD planning section to the Coordinated Plan. This section looks at the Transit Tomorrow Comprehensive Operational Analysis and the MovingAhead initiative. She has included comments about where both of those projects are now, and those will be flushed out more in final draft. She has also made comments about mobility on demand and mobility as a service, and she will add more about how those initiatives are related to what is done with coordination.

Ms. Lyon then moved on to coordination practices and projects. Ms. Linoz proposed adding information to cost savings about supporting growth of the service provider network. Ms. Lyon noted that she has received that proposed change, and she has not made those edits yet. She agreed that it is a good idea to look at how to provide support and expansion of the existing providing network, and she made a note to make those additions.

Ms. Lyon continued by speaking about linking the needs and priorities with practices and projects. She asserted that she needs more input from the STF Committee about whether it will be left as is or if it needs changes or updates to the unmet needs or priorities that are already listed. She noted that the unmet needs come from a 2009 plan, and priorities were based upon those needs.

Ms. Linoz wondered how best to represent in the Plan what has come up at Accessible Transportation Committee (ATC) meetings about the lack of wheelchair accessible capacity, especially in the evenings. Mr. Barron agreed that there is not enough capacity for wheelchair riders, especially on River Road, and now with the Vet Center opening.

Mr. Ahlen suggested that this problem could be listed in the Plan as an unmet need that can be addressed through direct service or an expansion. Ms. Lyon added that this issue would be considered part of maintaining sustainable service levels for people in the area and making sure they get the rides that they need.

Ms. Lyon then spoke about the tables section of the Plan. She noted that the programs that need to be included as far as the need, practice and project descriptions are Florence/Yachats, mobility on demand, and mobility as a service. She made a note to develop reserve funds, and she wondered if that is for vehicle match purposes or for other purposes. She also added software support costs for RideSource as a need to maintain services.

Mr. Ahlen stated that in the past, software costs for RideSource and the Call Center were internalized and built in. Now we can more clearly define and demonstrate costs separately from the service itself, such as licensing fees when purchasing software for the new Novus system, and those costs can be more accurately reflected in the Coordinated Plan.

Ms. Lyon moved on to look at the description of the volunteer escort project, and she asserted that this could be a good place to look at unserved or underserved areas, especially potential rural service expansions with the STIF money. Ms. Linoz recommended that when describing South Lane Wheels to mention not only Cottage Grove and Creswell, but all of South Lane County. Ms. Lyon confirmed that the Plan includes areas of Lane County not within the LTD district, and she wants to make sure all areas are included.

Ms. Lyon moved on to the resources section. Here, the big change will be adding the Special Transportation Improvement Fund (STIF). She hopes to pull a definition from ODOT and add in LTD specifics for this section.

Ms. Lyon then commented that she will add the Medicaid fund, since only the Accessible Services Fund is described. She will also update the budget documents and wondered if she should reference budget documents from FY18 and FY19 or just 19. Finally, she will possibly add a link to the main LTD budget documents.

In response to a question from Mr. Necker, Ms. Lyon confirmed that the Accessible Services Fund is on a two-year revenue budget.

Ms. Linoz wondered if the Plan could reference two bienniums to see how four years of funding was allocated. For example, it could look at FY15-18.

Mr. Ahlen cautioned that the further we go back with the data, the more dissimilar it becomes. He noticed last time that further back than four years, the way ODOT allocated the funds was very different. Every program and funding source has a change every couple of years, and that makes comparisons difficult.

Ms. Linoz suggested adding explanations of variables from past years. That could let the reader know that there are other sources of funding and whether programs are eligible for those.

Ms. Lyon stated that she is currently referencing the FY18 actuals and FY19 budget, but she could look at FY16 and 17 actuals as well to represent the previous biennium. Mr. Ahlen mentioned that he has a document to share that was used last biennium to make that more clear.

Ms. Lyon then mentioned adding the Medicaid fund, but the revenues and budgets are dependent upon the Medicaid services provided and are not quite as dependent upon multiple funding sources.

Finally, Ms. Lyon spoke about the public review and comments section. She has copied the list from her planning document and has added suggestions of neighborhood groups and the two brokerages, Mentor and Full Access. She noted that comments from the public will need to be incorporated into the Plan documents.

Ms. Linoz inquired about the next steps and timeline. Ms. Lyon explained that she will finish the edits this week, and she will meet later in the week with Tom Schwetz, with whom she will talk about connecting the Coordinated Plan to the LTD long-range plan. At the next meeting, she will have a document that can be reviewed, and work can be done on applications.

Mr. Barron wondered if there are upcoming meetings of the Committee on both January 8th and January 15th.

Mr. Ahlen replied that the next meeting is tentatively planned for Tuesday, January 8th. He added that the previous Friday, a grant workshop had been held for prospective program providers, with January 4th deadline set for applications. Applications will then be reviewed briefly, and program providers will be brought in to present to this Committee on both the 8th and the 15th. Four hours are blocked out on both of those dates, although that full time may not be needed. There is a poll for Committee members about scheduling times for those meetings. Mr. Ahlen also assured all Committee members that he will help everyone work out how to participate meaningfully, even if not everyone can be present for a full four-hour meeting.

Mr. Ahlen then presented a document used last biennium listing all the different programs and applications received in the past. Each program is represented on the spreadsheet, it shows the different combinations of funding sources used to make these services run. He mentioned that the Committee needs to make recommendations on the 5310 and STF portions of funding. His spreadsheet shows 5310 and STF, plus other funding sources for each service provided. He recommended that the Committee members familiarize themselves with this document just to be aware of the type of document they will be working with.

In response to a question from Mr. Necker, Mr. Ahlen said that 5311(f) is now called the inter-city network transit grant, and that is solely used to fund the Diamond Express service.

Ms. Linoz asked for confirmation that Jan 4th is the project application due date and how this due date was communicated. Mr. Ahlen confirmed that it is the due date, and this deadline was communicated in the notice of the grant workshop and as part of grant workshop itself, and it is in the application packet. He added that the timeline distributed to this Committee was in its most tentative form when it was distributed, so it is subject to change.

**NEXT MEETING** — The next meeting was scheduled for Tuesday, January 8, 2019.

**ADJOURNMENT** — Ms. Linoz adjourned meeting at 4:01 pm.

*(Recorded by Rachel Burstein)*