

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, April 20, 2016

Pursuant to notice given to *The Register-Guard* for publication on April 14, 2016, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a regular Board meeting on Wednesday, April 20, 2016, beginning at 5:30 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

Present: Gary Wildish, President  
Carl Yeh, Vice President  
Ed Necker, Treasurer  
Gary Gillespie  
Donald Nordin  
Angelynn Pierce

A.J. Jackson, General Manager  
Jeanne Schapper, Clerk of the Board  
Lynn Taylor, Minutes Recorder

Absent: Julie Grossman, Secretary

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

**PRELIMINARY REMARKS BY BOARD PRESIDENT:** Mr. Wildish thanked everyone for attending the meeting. He asked Board members to let him know of their committee preferences as assignments would be made in June.

**COMMENTS FROM THE GENERAL MANAGER:** Ms. Jackson announced that LTD was featured in *Metro Magazine* with an article on bus rapid transit projects. LTD's EmX project was cited as a national model.

**ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA:** There were no announcements.

**BOARD CALENDARS:** Ms. Jackson briefly reviewed coming events and activities. She noted that Governor Kate Brown would tour the EmX corridor during a visit to the area on April 25.

**EMPLOYEE OF THE MONTH:** The Board recognized Bus Operator Kiyo Clark as the May Employee of the Month. Mr. Wildish presented Mr. Clark with his award and thanked him for his outstanding service and dedication to LTD's mission. Mr. Clark thanked the Board for the award.

**AUDIENCE PARTICIPATION:** Mr. Wildish explained the procedure for providing comments to the Board.

**Dan McGee**, Eugene, expressed his appreciation for LTD, which he said was his main source of transportation other than walking. He addressed the proposed changes to the Route 12 Gateway bus and the Route 1 Campbell Center bus during the mornings and afternoons. He said that he understood the rationale for discontinuing the Route 12 turning onto 3rd Street and serving the Skinners Butte area. He said that there were many senior and disabled residents in the Parkview and Ya-Po-Ah Terrace apartment complexes who relied on the bus. He expressed that he was pleased with the addition of more 30-minute service during the afternoon. He asked that, with the elimination of the early morning Route 12 service, if there was a way to add early morning service from another bus such as routes 66 or 67 in order to pick up residents for early morning medical appointments and to make the transfer to the new Veterans Affairs (VA) Clinic on Chad Drive in order to connect with transportation to the Roseburg clinic.

In response to a question from Mr. Gillespie, Mr. McGee said that service at 6:30 a.m., 7:00 a.m., and 7:30 a.m. would meet residents' needs.

**Tony Meyers**, Eugene, said he was speaking for the same reason as Mr. McGee. He said there were many handicapped and senior residents in the Parkview Terrace, Ya-Po-Ah Terrace, and Campbell Senior Center area who use mobility devices, and decreasing the bus service in that neighborhood was very detrimental. He said it was already difficult to get mobility devices on the bus, and riders who used them were sometimes left behind. He encouraged the Board to not decrease service dramatically.

**LaVerne Norman**, Eugene, concurred with the first two speakers. She said that discontinuing the Route 12 bus morning services in the neighborhood created problems for residents who needed to take care of personal business in the morning. She expressed that she was pleased with the addition of 30-minute service and suggested it could start earlier since the Route 12 service was being discontinued. Residents could then return home sooner instead of waiting until 1:00 p.m. She said that she appreciated LTD's service and was a regular user.

**Jackie King**, Eugene, said that her neighbors on Mohawk Blvd. and in the Coburg area used the bus, so she understood the problem of on-time service with the Route 12, but had not seen that occur with routes 66, 67, and 13. She said that she was no longer able to transfer on the bridge between routes 12 and 67.

**Trudy Rogers**, Eugene, said that she had been an LTD rider for 26 years. She said that she admired the District and understood the reasons for the changes to Route 12, but that they created problems for people like her who had relied on catching that service at 8:00-8:15 a.m. She said that she hoped that the Route 1 service could occur every 30 minutes.

**Patrick Conroy**, Eugene, said that he wanted to see Route 1 bus service occur every half-hour all day long instead of afternoons only. He said that the 6:03 a.m. Route 12 service was needed to make connections with the bus at the Eugene VA Clinic that transported people to the Roseburg VA Clinic.

**ITEMS FOR ACTION AT THIS MEETING:**

**MOTION Consent Calendar:** Mr. Gillespie moved adoption of the following resolution: LTD Resolution No. 2016-009: It is hereby resolved that the Consent Calendar for April 20, 2016, is approved as presented. Ms. Pierce provided the second. The Consent Calendar consisted of the Minutes of the March 4, 2016, Special Board Meeting; Minutes of the March 11, 2016, Board Strategic Planning Work Session; Minutes of the March 16, 2016, Regular Board Meeting/Public Hearing; and the Nomination Form for Kathryn Bruebaker to the LTD Board Budget Committee.

**VOTE** The resolution was adopted as follows:  
AYES: Gillespie, Necker, Nordin, Pierce, Wildish, Yeh (6)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: Grossman (1)

**Eugene Downtown Urban Renewal Plan:** Director of Operations and Customer Satisfaction Mark Johnson introduced Dave Hauser, Eugene Chamber of Commerce President, to present the topic.

Mr. Hauser said that downtown was a reflection of the community's economic health, quality of life, and self-image. He said that downtown areas were becoming an increasingly important component of a community's economic development strategy. He said that an active, vibrant, safe downtown attracted new talent and drove the economy. There had been more than \$200 million in investment in downtown Eugene over the past five years, including housing, institutions, retail, and hospitality. He said that the journey to a great downtown was far from complete, and he briefly described four projects that were important to maintaining the momentum:

- Park Blocks improvements
- Renovation of the old Lane Community College downtown campus into an innovative arts and technology hub
- Construction of a permanent home for the Farmers' Market
- Installation of high-speed fiber internet in the downtown core

Mr. Hauser said that the Eugene City Council was considering an extension of the Downtown Urban Renewal District to provide a taxing and financing vehicle for the projects, and LTD was being asked to join other downtown organizations in supporting that extension.

Mr. Gillespie asked if the Downtown Urban Renewal District would have an impact on LTD's ability to collect payroll taxes from employers within the District. Mr. Hauser said that it would not and could enhance payroll tax revenue by encouraging new businesses.

In response to a question from Mr. Nordin, Mr. Hauser said that the resolution would not commit LTD to participate in projects; it was only to support the concept by allowing LTD to be listed as an advocate on promotional materials.

**MOTION** Ms. Pierce moved Resolution 2016-010: I move that the Lane Transit District Board of Directors supports the extension of the Eugene Downtown Urban Renewal District and permits staff to engage in advocacy activity to achieve that purpose. Said advocacy activity includes, but is not limited to, providing written and oral testimony, using the LTD logo on

promotional materials, and providing written commentary in local media publications. Mr. Nordin provided the second.

VOTE The motion was approved as follows:  
AYES: Gillespie, Necker, Nordin, Pierce, Wildish, Yeh (6)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: Grossman (1)

**Annual Route Review: FY 2016-17 Service Recommendation:** Service Planner Tim Simon provided a brief overview of the recommended service changes, the details of which were included in the agenda packet. He said that recommendations were based on system needs, operator input, feedback from a robust outreach process, and public testimony. He thanked those who spoke during the Audience Participation portion of the meeting and indicated that there was still time to take into consideration the concerns expressed. He said that he felt there were ways to accommodate those needs. He asked the Board to adopt the recommendations and said some amendments could be proposed for adoption at the June meeting, if necessary.

In response to a question from Mr. Necker, Mr. Simon explained why it was not logistically possible to send the Route 12 through the neighborhood in the early morning.

Mr. Wildish appreciated staffs' willingness to look at ways to address the issues raised during Audience Participation when implementing the service recommendations.

MOTION Mr. Gillespie moved the following resolution: Resolution No. 2016-011: It is hereby resolved that the LTD Board of Directors approves the Fiscal Year 2016-17 service recommendations as presented on April 20, 2016. Ms. Pierce provided the second.

In response to a comment from Mr. Necker, Mr. Simon said that approval of the resolution would allow staff to begin preparing for the fall bid, but amendments in response to comments received at tonight's meeting would be brought back to the Board.

VOTE The motion was approved as follows:  
AYES: Gillespie, Necker, Nordin, Pierce, Wildish, Yeh (6)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: Grossman (1)

Ms. Jackson invited a representative from those who spoke about the service changes to be a contact for staff so that residents could be briefed about amendments.

**Revised Resolution Supporting Vision Zero:** Planning and Development Manager Tom Schwetz said that the Board had discussed the issue several times, as had the EmX Steering Committee, which reviewed the resolution in detail and offered some suggestions for improving the language. He said that the resolution presented to the Board reflected the Steering Committee's input. He distributed an e-mail from Rob Zako, Better Eugene-Springfield Transit, which made some additional suggestions about the language. He said that he did not feel the suggestions were critical to the intent of the resolution, but could be considered during implementation.

MOTION Mr. Yeh moved the following resolution: Resolution No. 2016-012: It is hereby resolved that the LTD Board of Directors adopts the attached resolution supporting the establishment of a safety-conscious environment focused on eliminating fatalities and serious injuries as presented to the Board on April 20, 2016. Mr. Nordin provided the second.

Mr. Gillespie commented on a recent presentation by Lane Council of Governments (LCOG), which collected and compiled extensive data on traffic-related accidents, including those involving bicycles and pedestrians. He suggested that LCOG make that presentation to the Board.

Ms. Pierce noted that Springfield had not adopted a Vision Zero policy but did have a similar safety initiative. She asked if Springfield information would be included in the report. Mr. Schwetz replied that data would be collected from all jurisdictions within the District's boundaries.

VOTE The resolution was adopted as follows:  
AYES: Gillespie, Necker, Nordin, Pierce, Wildish, Yeh (6)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: Grossman (1)

**Pension Plans Trustee Appointments:** Director of Administrative Services Roland Hoskins explained that trustee vacancies existed on both pension plans: one opening on the Salaried Employees' Retirement Plan and two openings on the Amalgamated Transit Union (ATU) Pension Trust. He recommended appointing himself and Ms. Jackson as trustees of the ATU Pension Trust and Ms. Jackson as a trustee on the Salaried Employees' Retirement Plan.

MOTION Mr. Gillespie moved approval of Resolution No. 2016-013, a Resolution appointing Roland Hoskins and Aurora Jackson as Trustees of the Lane Transit District and Amalgamated Transit Union (ATU), Local No. 757 Pension Trust, and Aurora Jackson to the Lane Transit District Salaried Employees' Retirement Plan, to succeed Todd Lipkin as Trustee, and reappointing the other Trustees appointed by LTD (Gary Gillespie for the Pension Trust; and Gary Gillespie and Roland Hoskins for the Salaried Retirement Plan), as stated in the attached Resolution. Mr. Necker provided the second.

VOTE The resolution was approved as follows:  
AYES: Gillespie, Necker, Nordin, Pierce, Wildish, Yeh (6)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: Grossman (1)

**Medicaid Brokerage – Trillium Contract:** Ms. Jackson said that LTD's current contract with Trillium was for the six-month period from January 1, 2016, through June 30, 2016, and included a rate increase from \$7.00 per member per month (PMPM) to \$8.40 PMPM. She said that the next step was to negotiate another six-month contract at \$8.40 PMPM, with additional provisions that could be included to provide LTD with some protection. She said that Trillium was concerned about entering into any contract with unknown costs, such as periodic adjustments; a flat rate for the duration of a contract was preferred. She said that initial discussions with the Board included the option of terminating the contract at the end of

the current six-month period, but staff was recommending entering into another six-month agreement while continuously monitoring costs. A report on the results of the new payment schedule would be provided to the Board at its May meeting.

Ms. Pierce asked if Trillium would be cooperative in negotiating some protections for LTD. Ms. Jackson said that Trillium did not understand the risk LTD assumed under a flat rate contract but might be willing to discuss options. She that said LTD wanted to continue to provide the service because the brokerage provides an essential service to the community. She said that she would initiate a conversation with Trillium regarding a new agreement and voice LTD's sincere desire to continue the relationship.

Mr. Necker asked if the negotiations would be for reimbursement at the current payment rate. Ms. Jackson said that the \$8.40 PMPM would cover costs at present service levels, but LTD could not predict how the use of the service would increase given Trillium's increased marketing efforts. She said that negotiations could include a request to compensate LTD if the use exceeded a certain level. She said that Trillium had not been willing to consider periodic contract reviews and cost reconciliations, but LTD would explore cost containment measures, such as negotiating with providers on standard rates.

**MOTION** Ms. Pierce moved the following resolution: Resolution No. 2016-014: It is hereby resolved that the LTD Board of Directors authorizes the LTD general manager to negotiate another six-month agreement with Trillium for the period of July 1, 2016, through December 31, 2016, and provide monthly updates regarding costs in order to appropriately track expenditures. Mr. Gillespie provided the second.

**VOTE** The resolution was approved as follows:  
AYES: Gillespie, Necker, Nordin, Pierce, Wildish, Yeh (6)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: Grossman (1)

**ITEMS FOR INFORMATION AT THIS MEETING:**

**Board Member Reports:** There were no questions or comments.

**MovingAhead – Prepare for Joint Work Session:** Development Project Manager Sasha Luftig briefly reviewed the agenda for the Board's joint work session with the Eugene City Council scheduled to be held on April 25, 2016. She said that a summary of the public engagement process to date would be presented, along with a review of the refined alternatives to be considered for advancement to the next study phase. She distributed copies of the Eugene City Council Agenda Item Summary and maps of Corridor Overview and Design Alternatives. She said that the Eugene City Council had indicated a wish to take formal action on the recommendations, and the LTD Board would be asked to take formal action at a future meeting as well.

**2015 Business Commute Challenge:** Business Commute Challenge/Outreach and Special Events Coordinator Cammie Harris reported a record number of participants (2,584), including new participants, for the 2015 event. She shared the results of a survey that was

conducted six months after the 2015 Challenge to determine if there were mode shifts among participants, details of which were included in the agenda packet.

Ms. Harris said that the 2016 Business Commute Challenge (BCC) goal was 2,700 participants. Marketing efforts would target owners, managers, and human resource managers of businesses within a half-mile of EmX lines, downtown Eugene, and downtown Springfield. Flyers, brochures, posters, and social media would all be used to publicize the event. She said that the events and activities would be similar to previous years, with a range of prizes based on days of participation in the week-long challenge.

Ms. Harris issued a challenge to Board members to bring in one new business to participate in the BCC.

**Solar Technology Use Around District Facilities:** Facilities Manager Joe McCormack reviewed the various strategies in place at LTD facilities to reduce energy consumption, including:

- Springfield Station – the building is heated and cooled with the aid of a ground-source heat pump.
- RideSource Operations Facility – utilizes daylighting and occupancy sensors.
- Eugene Station – fixtures retrofitted to LED lights.
- Glenwood Campus – conversion from pneumatic to digital HVAC control system; retrofitted most exterior fixtures to LED lights; retrofitted HVAC mechanical units; and modified temperature control and comfort practices.

Mr. McCormack said that the LTD solar experience to date consists of a solar-powered signal light on bus stops in rural or poorly lighted areas. The first solar lighting of a bus stop shelter occurred in 2006, and 25 shelters have received solar lighting in the last 12 months.

Mr. McCormack used charts and graphs to demonstrate the financial impact of installing various sizes of photovoltaic (PV) arrays at the Glenwood Campus, Eugene and Springfield stations, and the RideSource facility. The information is based on the size of system that could be accommodated at each location, the cost of installation, and the expected percentage of energy use reduction.

In response to a question from Mr. Necker, Mr. McCormack said that the installation costs were one-time expenditures, but there would be maintenance costs over time.

Mr. Gillespie asked the value of a 20-percent reduction in energy consumption at the Glenwood Campus. Facilities Management Project Coordinator Allie Camp said that it was the equivalent of about one month of electricity. She said that she would provide follow up information on how many months would be saved over the lifespan of the system.

Mr. Gillespie asked if there were any suggestions for addressing the issue during the coming budget discussions. Mr. McCormack said there were options available in a wide range of scales. He used a graph to illustrate current energy usage at facilities and the projected impact of various energy savings solutions, including putting the first five all-electric buses into operation.

Mr. Nordin commented that space other than the buildings, such as parking lots, also could be used for PV array installations.

Mr. Necker asked what the typical life of a PV array installation was. Mr. McCormack replied that systems lasted at least 25 years.

Mr. McCormack said there were many other energy-saving strategies the District could consider, such as continuing to retrofit lighting at facilities and in some cases unplugging shelters by installing solar lighting. He said that vandalism was not a significant issue at stops and shelters and was typically limited to graffiti and chewing gum.

Mr. Yeh encouraged staff to continue to seek opportunities for solar installations, such as roof replacement at the River Road station. Mr. McCormack said that a new maintenance building was in the design phase, and the state required incorporation of PV array technology.

Mr. Nordin urged that a staff member be assigned the responsibility of incorporating solar technology. Ms. Jackson said that the ESMS (Environmental and Social Management System) Committee met regularly and that seeking ways to reduce energy consumption in all District projects, large and small, was an ongoing part of the Committee's mission.

**Human Relations Committee Recommendation: General Manager Performance**

**Measures:** Mr. Gillespie said that a document listing the evaluation period and general manager's goals had been electronically delivered to Board members. The general manager identified six goals for the next six-month period, and the Human Relations (HR) Committee added a seventh goal, which was to seek other sources of revenue. He said that the HR Committee intended to provide, at a minimum, quarterly reports to the Board on the evaluation process, obtain feedback from Board members, and track progress as it relates to the Board's expectations and planning for the yearly evaluation. He said that the first six-month evaluation would be due at the end of May 2016, with the annual evaluation due in January 2017. The seven goals were:

1. Continue relationship-building with the Board, community, and LTD staff.
2. Recommend modifications to operational procedures that need adjustment.
3. Recommend revisions to the organization chart as may be appropriate.
4. Lead the Board in developing efficiencies related to the Board advisory committees, fiscal responsibility, service quality, and communication.
5. Lead the Board in developing a long-range transportation plan (10 years).
6. Lead the Board in developing a short-range transportation plan (three years).
7. Investigate additional revenue sources for transit.

Mr. Wildish asked Board members to provide comments and suggestions to the HR Committee. By July 1, the Board will be asked to approve goals and objectives for the next evaluation period.

The consensus of Board members was that these seven goals were reasonable.

**Monthly Financial Report:** Controller/Acting Finance Manager Tom Schamber reported that all financial indicators were positive. He said that fuel prices remained low, and fuel from the Coos Bay storage facility was now being used. He said that about \$80,000 had been added



to the Medicaid deficit through the end of February. He said that the PMPM payment increase would help to reduce the total deficit of \$1.1 million by the end of June 2016, assuming that current trends held.

**Monthly Department Reports:** There were no questions or comments.

**Monthly Grant Report:** There were no questions or comments.

**Monthly Performance Reports:** Mr. Nordin asked if the number of boardings was still falling.

Mr. Wildish said that time constraints prevented the efficiency report from being included in the agenda packet, but would be provided at the next Board meeting.

**Other Business:** Mr. Gillespie asked that, subject to the consensus of the Board, staff present to the Board at its next regular meeting in June their recommendations for contract approval levels, checks and balances for District bank accounts, credit card policy and procedures, the travel policy, and the policy on donations (giving away LTD property and free fares). He expressed that he hoped those procedures could be adopted by the Board and in place for the next fiscal year by July 1, 2016.

Ms. Jackson said that staff would bring recommendations back to the Board and develop policies where none existed.

Mr. Wildish acknowledged to the Board members that staff should take into account what was reasonably achievable in that timeframe.

Mr. Wildish determined that there was Board consensus to proceed with Mr. Gillespie's request.

**ADJOURNMENT:** Mr. Wildish adjourned the meeting at 7:38 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

\_\_\_\_\_  
Julie Grossman  
Board Secretary

\_\_\_\_\_  
Jeanne Schapper  
Clerk of the Board

Date Approved: \_\_\_\_\_