

MINUTES OF DIRECTORS MEETING
LANE TRANSIT DISTRICT
SPECIAL BOARD MEETING
Wednesday, July 19, 2016

Pursuant to notice given to *The Register-Guard* for publication on July 14, 2016, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special Board meeting on Tuesday, July 19, 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 (arrived 6:10 p.m.)
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 commended LTD staff for the exceptional service provided during the recent Olympic Trials and the Country Fair.

Mr. Wildish commented on the partnerships that LTD had developed with the cities of Springfield and Eugene through the Main-McVay Transit Study and MovingAhead projects. He said that he envisioned LTD's role as one of helping its partners achieve their goals and objectives, rather than LTD working to achieve its own goals. He asked for thoughts from Board members on how to best describe those relationships.

Mr. Nordin said that once the City of Springfield had decided what it wanted to do, LTD would help them.

Mr. Gillespie explained that his only concern would be when and if LTD's goals conflicted with its partners' goals and how that conflict would be resolved. He said that while there was a cooperative relationship, he did not want LTD to lose sight of its goals. He said that LTD's working relationship with Springfield on previous projects such as the Gateway and Pioneer Parkway EmX corridors had been very good.

Mr. Wildish suggested that the discussion could be added to a future agenda.

COMMENTS FROM THE GENERAL MANAGER: Ms. Jackson reported that she had given a brief presentation to the Eugene Downtown Rotary Club regarding LTD's recent work on special events, the coming community engagement process to gather input for development of the District's implementation plan, stewardship of public funds, and an update on the West

11th Avenue construction. She said that she planned to speak to the Springfield Rotary Club on July 21, 2015.

In response to a question from Mr. Necker, Ms. Jackson said that Rotary members had expressed concern about the congestion associated with the West 11th Avenue construction. She explained LTD's efforts to maintain business accessibility during the project.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA: Mr. Nordin stated a concern about unequal representation in the District from people in exurb communities. He said that because of the way service was defined as a commuter service, the ADA (Americans with Disabilities Act) rules did not apply. Even though exurb community residents paid the same tax they were not given the same service.

BOARD CALENDARS: Ms. Jackson briefly reviewed coming events and activities.

EMPLOYEE OF THE MONTH: The Board recognized Bus Operator Marcus Hecker as the August 2016 Employee of the Month. Mr. Wildish presented Mr. Hecker with his award and thanked him for his outstanding service and dedication to LTD's mission. Mr. Hecker thanked the Board for the honor and said that he had enjoyed the last 10 years as an LTD employee and appreciated the opportunity to serve the community.

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

Rob Zako, Eugene, representing Better Eugene-Springfield Transit (BEST), announced that BEST was conducting a study of auto, transit, bicycle, and walking travel times among 10 LTD stations. He said that the methodology would attempt to take into account that the wait times for transit varied by time of day. He said that he hoped to have results in a month or so, including the importance of connections and waiting times. With respect to LTD's work on Vision Zero, he reminded the Board of TriMet's pedestrian network analysis that identified the most dangerous corridors for pedestrians crossing the street. He added that he hoped that would be included in LTD's Vision Zero project. He also commended LTD staff members for their efforts related to LTD's external communications.

Josh Skov, Eugene, member of the EmX Steering Committee and BEST Advisory Board, said that he concurred with Mr. Zako on the importance of conducting a safety study. He said that Lane County's performance auditor had distributed links to the County's performance audit. The County had a visually appealing, clear, and concise summary of performance that was a good example for other agencies. He encouraged LTD to consider having something similar available to the public.

Mr. Skov offered suggestions for making better use of the EmX Steering Committee:

- A more direct relationship between the EmX Steering Committee, the Board, and the Board's priorities
- Establish formal connections to local public discourse on major policy issues
- More diligent institutionalization of the learnings from the West Eugene EmX experience

ITEM FOR ACTION AT THIS MEETING:

MOTION **Consent Calendar:** Mr. Necker moved adoption of the following resolution: LTD Resolution No. 2016-07-19-024: It is hereby resolved that the Consent Calendar for July 19, 2016, is approved as presented. Mr. Gillespie provided the second. The Consent Calendar consisted of the Minutes of the June 15, 2016, Regular Board Meeting, and LTD Resolution No. 2016-07-19-025 Reaffirming LTD's District Boundaries.

VOTE The resolution was adopted as follows:
AYES: Gillespie, Necker, Nordin, Wildish, Yeh (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Grossman, Pierce (2)

Election of Board Officers: with Board member concurrence, Mr. Wildish tabled this item until Ms. Pierce's arrival.

Broadening EmX Steering Committee Roles and Responsibilities: Planning and Development Manager Tom Schwetz provided a brief overview of the Committee's history--from its inception as a Board committee, through its expansion to included community leaders, and its evolving role in the EmX system. He said that EmX was now a well-known and understood feature in the community; and as the system grew, it became a matter of integration. He said that the Board could benefit from broader advice on the system as a whole. He asked for Board feedback on broadening the roles and responsibilities of the EmX Steering Committee.

Mr. Nordin said that the Board could benefit from expanding the Committee to involve members of the Springfield community.

Mr. Yeh, EmX Steering Committee chair, commended the Committee's work on EmX and its broad constituency. He said that he agreed that expanding the Committee's roles and responsibilities could benefit LTD and the Board.

Mr. Wildish stated his support for the idea of expanding the Committee's scope to include public transportation within LTD's district. He said that Committee members could contribute useful thoughts and ideas to support the Board's work.

In response to a question from Mr. Necker, Mr. Yeh said that issues other than EmX could be brought to the Committee for consideration. Community leaders on the Committee could help LTD to become better informed about community needs.

Ms. Jackson explained that the Board was facing numerous broad decisions about serving the community, and advisory committees provided insight from many different interests in the community. She said that staff engaged in outreach to collect information, but that an advisory body was there to engage in robust discussions and advise the Board directly about issues before they became controversial. She said that an advisory group could take the pulse of the community and raise issues for the Board to consider when making decisions related to such matters as investments in the community, service changes, and corridors. She asked the Board to consider the composition and role of an advisory group, frequency of

input, etc. She said that Vision Zero was an example of how a committee had become engaged in a topic and provided recommendations to the Board.

Mr. Yeh said that he agreed that Vision Zero was a good example of a broader issue that the EmX Steering Committee had explored and on which it had provided advice to the Board. He said that the Committee was currently meeting every other month, and the Board could consider expanding membership to include representatives of other community interests.

Mr. Gillespie commented that it was important to ask for a greater commitment from elected officials who were members of the Committee. He said that he felt there had been more commitment from elected officials who sat on the Committee when it was first established.

Mr. Wildish observed that some elected officials regularly attended Committee meetings. He noted the broad representation of interests on the current Committee and said that he felt it represented a potential asset to the Board.

Mr. Schwetz said that the Committee was scheduled to meet on August 2, and that he envisioned that as other tasks were identified for the group, there may be a need to increase the frequency of meetings from six per year to eight or nine.

Ms. Pierce arrived at 6:10 p.m.

Mr. Necker asked how and by whom topics for the Committee to address would be developed. Mr. Yeh said that suggestions could come from any source: the Committee itself, the Board, staff, or community members. Mr. Schwetz added that the 2014 visioning process to seek a new direction had originated at the committee level.

MOTION Mr. Yeh moved Resolution No. 2016-07-19-026: Be it resolved that the LTD Board of Directors directs staff to develop a broader range of responsibilities of the EmX Steering Committee to better align its efforts with the needs of the organization collaboratively with the existing EmX Steering Committee. Ms. Pierce 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)

Progress Report on Board Resolution Supporting Vision Zero: Ms. Jackson said that the Board had adopted a resolution that envisioned no accidents along its routes, directed her to continuously evaluate passenger safety and access along bus routes, and maintain an annual report on the efforts made to improve safety. She also was directed to develop a work plan for the implementation of the resolution. She said that the goal was to integrate that vision into its business process and day-to-day organizational culture.

Mr. Schwetz introduced Larissa Verilla, project coordinator for the City of Eugene's Vision Zero process. Mr. Schwetz said that he hoped that the Board would agree to appoint a member to serve on the City's Vision Zero Committee. He reviewed a table included in the

agenda packet that summarized progress on implementation of the six provisions listed in LTD Board Resolution No. 2016-012, supporting Vision Zero.

Ms. Verilla said that the City was in the process of recruiting members for its Vision Zero Task Force and that she hoped that a member of the LTD Board would agree to serve. She said that the City Council had adopted a resolution in November 2015, which set an official policy that no loss of life or serious injury on the City's transportation system was acceptable. The Council also directed the city manager to form a Vision Zero task force to develop a Vision Zero action plan. She cited statistics on the increase in traffic fatalities in Oregon from 2014 to 2015 to emphasize the importance of Vision Zero work. She gave an overview of the task force's composition, staff support, and meeting schedule.

Mr. Yeh volunteered to serve as the LTD Board's representative on the task force.

MOTION Mr. Necker moved the following resolution: Resolution No. 2016-07-19-027: Be it resolved that the LTD Board of Directors appoints Carl Yeh to serve as a member of the City of Eugene's Vision Zero Task Force, with Aurora (A.J.) Jackson appointed to serve as the alternate. Ms. Pierce provided the second.

Mr. Gillespie said that the Lane Council of Governments maintained an extensive database on all types of traffic accidents and suggested that a presentation at a future Board meeting could be helpful.

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

Trillium Contract: Director of Operations and Customer Satisfaction Mark Johnson announced that an agreement favorable to LTD had been reached with Trillium. He said that regular meetings of LTD staff, service providers, and Trillium were now occurring for the purpose of determining how to be more efficient, effective, and reduce costs. He said that he felt this would greatly improve the working relationship with Trillium. He said that under the new agreement, LTD would receive \$1.35 per member per month for administrative costs and receive 100 percent reimbursement for all trips. He commended the efforts of LTD staff that contributed to a successful resolution of the matter and asked for the Board's approval of the contract.

In response to a question from Mr. Gillespie, Mr. Johnson explained that if service was provided to someone who was not eligible, LTD would not be reimbursed for the cost of that service.

Ms. Jackson said that while Trillium had agreed to reimburse the full cost of service, it remained LTD's responsibility to manage the program so that costs did not escalate. She said that the contract represented a good faith effort by both parties.

Mr. Gillespie and Ms. Pierce thanked staff for their efforts and the successful outcome of negotiations.

MOTION Mr. Necker moved the following resolution: Resolution No. 2016-06-15-023: Be it resolved that the LTD Board of Directors approves the contract with Trillium under the new terms and conditions for a period of August 1, 2016, through June 30, 2017, and directs staff to bring back quarterly reports regarding the status of this contract. Mr. Nordin 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)

Election of Board Officers: Mr. Wildish announced that Ms. Grossman would not apply for another term on the Board due to her promotion to executive director of the Eugene Family YMCA and the increased job responsibilities.

MOTION Ms. Pierce nominated Gary Wildish as the LTD Board president, for a two-year term beginning August 1, 2016.

There were no other nominations.

VOTE Mr. Wildish was elected Board president by the following vote:
AYES: Gillespie, Necker, Nordin, Pierce, Wildish, Yeh (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Grossman (1)

MOTION Mr. Nordin nominated Carl Yeh as the LTD Board vice president, for a two-year term beginning August 1, 2016.

Mr. Yeh declined the nomination.

MOTION Mr. Yeh nominated Gary Gillespie as the LTD Board vice president, for a two-year term beginning August 1, 2016.

There were no other nominations.

VOTE Mr. Gillespie was elected Board vice president by the following vote:
AYES: Gillespie, Necker, Nordin, Pierce, Wildish, Yeh (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Grossman (1)

MOTION Ms. Pierce nominated Ed Necker as the LTD Board secretary, for a two-year term beginning August 1, 2016.

MOTION Mr. Necker nominated Angelynn Pierce as the LTD Board secretary, for a two-year term beginning August 1, 2016.

Ms. Pierce declined the nomination.

There were no other nominations.

VOTE Mr. Necker was elected Board secretary by the following vote:
AYES: Gillespie, Necker, Nordin, Pierce, Wildish, Yeh (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Grossman (1)

MOTION Mr. Gillespie nominated Don Nordin as the LTD Board treasurer, for a two-year term beginning August 1, 2016.

There were no other nominations.

VOTE Mr. Nordin was elected Board treasurer by the following vote:
AYES: Gillespie, Necker, Nordin, Pierce, Wildish, Yeh (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Grossman (1)

ITEMS FOR INFORMATION AT THIS MEETING:

Board Member Reports: Ms. Pierce said that the Main Street-McVay Governance Team's July 25 meeting was cancelled and the group would not meet over the summer. She said that additional outreach to the community was needed, and City of Springfield staff would visit businesses to discuss their needs and what design aspects were unacceptable.

Mr. Wildish cited a section of the LTD Pension Trusts meeting report and asked if the Board's intent had been clearly understood. Mr. Gillespie said that the report and the recommendations of the Budget Committee were discussed several times during the meeting. He said that it was understood that the Board's intent was to supplement the pension funds from the budget.

Director of Administrative Services Roland Hoskins said that staff were trying to determine how to divide the \$1 million contribution between the two plans, both of which had unfunded liabilities.

Mr. Gillespie said that it was not necessarily an even split, but rather based on the needs of each plan.

Following a discussion of scenarios for distributing the contribution, Mr. Wildish said the Board needed to provide more clarification on how the distribution would be made between the plans.

LTD Website Update: Marketing Manager Meg Kester introduced Marketing Technician Scott McFarland to provide an update on the LTD website which was launched in June 2015. Mr. McFarland presented statistics on the number of visits to the website and transactions conducted. He highlighted the visual improvements and features added to improve customer service and accessibility. He demonstrated the new elements and explained how data was collected to evaluate website usage and improve customers' experiences. He said that

customer feedback also was responsible for the addition of some of the new features and improvements of online services. He noted that the Point2point and SmartTrips websites had been integrated into the LTD website so that the public would be aware that those programs also were services that LTD provided to the community.

Mr. McFarland said that a majority of website users who visited the LTD website did so by using a mobile device and that staff were working to assure that customers could access information in a variety of formats.

Mr. Yeh complimented the new website's design and features, particularly the improvements for people using mobile devices.

Mr. Wildish said that he appreciated the significant improvements to the website and that he looked forward to future enhancements.

TransitStat Update: Mr. Johnson said that TransitStat was a process improvement model and that several internal teams were working on LTD's strategic plan, *The Road Map*, and performance outcomes. He said that a scorecard with various elements of *The Road Map*, along with issues related to customer service, had been created. He said that an example was road calls. When a team began working on the issue, the average miles between road calls was around 5,000 miles; this year the average was more than 10,000 miles between road calls, reaching 13,000 in some months. He said that another team was working on lost miles, which was another customer service issue. He described a number of efficiency measures that also were being examined.

Monthly Financial Report: Mr. Hoskins said that payroll and self-employment tax receipts and state-in-lieu revenues were all trending higher than budgeted, and revenue also had been increased by the collection of delinquent taxes. He said that use of stored fuel would require an accounting adjustment in a future report, and personnel costs were below budget. He said that the Accessible Services Fund was receiving more revenue than budgeted, which could result in a decreased transfer from the General Fund. He said that he anticipated an end-of-year adjustment to the Medicaid Fund of between \$400,000 and \$500,000. He explained that draw downs on grants received were lagging and that once those caught up, the report on the Capital Projects Fund would be more relevant.

Cash Disbursements: Ms. Jackson said that the agenda packet included a report listing the number, date, vendor, and amount of each check issued by the District from April through June. This information would give the Board a snapshot of the District's disbursements each month, determine if there seemed to be any irregularities, and provide an opportunity for Board members to ask questions of staff.

In response to Board questions, Finance staff explained that disbursements to Lane County Circuit Courts were related to the District's property acquisitions along routes. When acquisitions were in dispute, the District deposited an estimated amount with the Court until settlement.

Executed Contracts: Calendar Year 2016, Second Quarter Report: Procurement Manager Collina Washington reviewed a list of contracts signed by the general manager during the previous three months. She said that some contracts had been on hold when the position of procurement manager was vacant; the Board could expect more robust reports in the future. She said that the information was provided to assist the Board in determining levels of signature authority.

Mr. Gillespie asked why the West Eugene EmX Complimentary Group Pass contracts did not have amounts listed. Ms. Washington said that she could update the next report to include the general dollar amount of those complimentary pass donations. Ms. Jackson said that staff were working to provide more detailed information on each contract, including the value of donated items.

Ms. Washington said that staff would likely propose a policy on donations in the future.

Monthly Performance Reports: Ms. Jackson said that there continued to be a downward trend on ridership, although that had stabilized at about 5 percent. She said that fuel costs would be normalized in future reports as financials were reconciled to account for the use of reserve fuel and capture that dollar value.

Monthly Grant Report: Ms. Jackson said that the grant for funds for security had not been awarded, but staff would continue to seek funding to meet the District's security needs.

Main-McVay Transit Study Phase 2 Update: There were no comments or questions.

Utility Consumption Report: There were no comments or questions.

Monthly Department Reports: Ms. Jackson noted that in response to Mr. Gillespie's request, the cost of a tie-dye design on a bus was \$5,000 for a full wrap and \$8-10,000 for paint.

OTHER BUSINESS:

Mr. Nordin said that a customer had relayed that the bus stop facility at Willamette Street and 29th Avenue was designed in such a way that a wheelchair could not fit inside, forcing the user to sit outside in the rain.

Mr. Necker and Mr. Gillespie concurred that some stops were not accessible to wheelchair users.

Mr. Johnson said that staff would be notified and, if possible, repairs would be made.

EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(e) TO CONDUCT DELIBERATIONS WITH PERSONS DESIGNATED BY THE GOVERNING BODY TO NEGOTIATE REAL PROPERTY TRANSACTIONS:

Mr. Wildish announced that the Board would now meet in executive session pursuant to ORS 192.660(2)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

MOTION Mr. Yeh moved that the LTD Board of Directors meet in Executive Session pursuant to ORS 192.660(2)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions; Mr. Necker provided the second.

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

The Board entered executive session at 7:42 p.m. LTD staff also present for the executive session were Service Planning Manager Tom Schwetz, Director of Administrative Services Roland Hoskins, Director of Operations and Customer Satisfaction Mark Johnson, Internal Auditor Cheryl Munkus, and Government Relations Manager Edward McGlone.

RETURN TO REGULAR (OPEN) SESSION:

The Board returned to its regular meeting at 8:04 p.m.

Mr. Wildish reviewed Action items to be added to a future Board meeting.

In response to a question from Mr. Gillespie, Mr. Johnson explained the purpose of the Outreach Bus.

OTHER BUSINESS:

Mr. Nordin reviewed FTA rulings regarding Americans with Disabilities Act (ADA) service requirements. He said that because LTD's service is referred to as a commuter service, it does not have to abide by the FTA requirements for ADA services. He also expressed his concern that people in the exurb communities are required to pay the same transit taxes as those who reside in town without a comparable level of service.

Mr. Johnson said that in addition to the regular service that is provided, there also is the RideSource service that is provided to assist community members in getting to doctors' appointments. He said that LTD does meet the minimum ADA requirements and that providing the same level of service to exurb communities as is provided in town is not cost effective at this time.

Mr. Wildish said that he would like more information to be provided on this subject so that the Board can become more educated on the matter.

Ms. Jackson explained that there are several factors that need to be considered regarding this important topic. One factor to be considered is ridership potential in the outlying community. If there is not adequate ridership potential in a community, then the service provided would be wasteful. She said that the next factor to consider is what alternative types of services can be provided such as carpooling, vanpooling, and subsidies. She explained that the cost of trips to rural areas is exponentially higher than the cost of trips within the metropolitan area; and without the ridership, is not financially feasible. Ms. Jackson

expressed that this is an important and difficult issue to address, especially with limited resources.

Mr. Wildish determined that there was concurrence among Board members to request that staff bring additional information on the demand for ridership and service cost in exurb communities to the Board at a future meeting.

ADJOURNMENT: Mr. Wildish adjourned the meeting at 8:29 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Ed Necker
Board Secretary

Jeanne Schapper
Clerk of the Board

Date Approved: _____