

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING

Monday, December 12, 2016

Pursuant to notice given to *The Register-Guard* for publication on December 8, 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 Monday, December 12, 2016, beginning at 5:30 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

Present: Gary Wildish, President
Gary Gillespie, Vice President
Ed Necker, Secretary
Don Nordin, Treasurer
Angelynn Pierce
Carl Yeh
A.J. Jackson, General Manager
Dwight Purdy, General Counsel
Jeanne Schapper, Clerk of the Board
Lynn Taylor, Minutes Recorder

Absent: Julie Grossman

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

PRELIMINARY REMARKS BY BOARD PRESIDENT: Mr. Wildish noted that the configuration of the meeting room had been changed and some Board members were using new tablets instead of laptops.

Mr. Wildish introduced Kate Reid. Ms. Reid's appointment to the LTD Board to fill Julie Grossman's position had been confirmed by the Oregon Senate and she would officially take her seat in January 2017.

COMMENTS FROM THE GENERAL MANAGER: Ms. Jackson remarked that the purpose of the meeting room reconfiguration was to facilitate better interaction among Board members and the public. She asked that Board members feel free to provide feedback on the new configuration and on the tablets.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA: Mr. Nordin asked to have the topics of the Relief Nursery facility and access to public transit added for future discussion.

BOARD CALENDARS: Ms. Jackson briefly reviewed coming events and activities. She said there would be no Board work session on January 9, 2017.

EMPLOYEE OF THE MONTH — The Board recognized Administrative Services Coordinator Jill Howard as the January 2017 Employee of the Month. Mr. Wildish presented Ms. Howard with her award and thanked her for outstanding service and dedication to LTD's mission. Ms. Howard thanked the Board for the honor and said her success was due to the collaboration of co-workers and a shared vision. She said that she was proud to work at LTD and for the new administration.

AUDIENCE PARTICIPATION: Mr. Wildish reviewed the procedures for providing testimony to the Board.

Rob Zako, Eugene, representing Better Eugene-Springfield Transit (BEST), spoke in support of the EmX Steering Committee's re-chartering. He referred to the negative signs along West 11th Avenue and the negative feedback from earlier focus groups, both indicating there was a perception that LTD was not listening and not serving the community in its best interests. He said that was not true and that LTD was doing many things to serve the community better. Re-chartering the EmX Steering Committee as the Strategic Planning Committee would provide a resource to the Board and restructuring could provide sources of information from various community interests. He said the committee had many good people who felt this was an opportunity to better assist the LTD Board.

ITEM FOR ACTION AT THIS MEETING

MOTION **Consent Calendar** — Mr. Necker moved that the Board adopt the following resolution: LTD Resolution No. 2016-12-12-040; It is hereby resolved that the Consent Calendar for December 12, 2016, is approved as presented. Mr. Yeh provided the second. The Consent Calendar consisted of the Minutes of the November 16, 2015, regular Board Meeting.

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

Re-chartering the EmX Steering Committee as the Strategic Planning Committee: Director of Planning and Development Tom Schwetz highlighted changes that would occur if the Board adopted the resolution to re-charter the EmX Steering Committee:

- Renaming of the committee as the Strategic Planning Committee.
- Independent advice would be provided to the LTD Board on a wide range of issues related to LTD's service.
- Committee membership would be selected by the general manager, with the advice and consent of the Board, and broadened to include a diverse set of stakeholders.
- The committee, with the advice and consent of the Board, would be authorized to select its own chair from its membership and develop internal operating agreements.
- The committee would involve the public as needed to develop recommendations to the Board.
- The chair, or other representatives of the committee, would be asked to attend Board meetings as warranted.

Mr. Necker asked how many members comprised the Steering Committee currently and how many were being proposed if it became the Strategic Planning Committee. Mr. Schwetz said there were currently 12 members; the expansion would consider the breadth of representation desired and the feasible number of have on the committee. He reviewed language contained in the Resolution.

Mr. Yeh said there was consensus among Steering Committee members to propose the re-chartering to the Board. He felt it was a good step toward providing LTD and the Board with direct feedback from the community. He asked Board members how they felt about the following:

- Scheduling public comment as committee meetings
- Having a representative of the committee attend Board meetings
- The preferred frequency of reports from the committee: at monthly Board meetings or at the discretion of the Board or the committee

Ms. Pierce said that it was a good idea to have a representative from the committee at Board meetings, but reports could be made at the committee's discretion. She said if the goal was to obtain independent information, having a non-Board member of the committee attend Board meetings would offer another perspective.

Mr. Schwetz offered that when the Metropolitan Policy Committee (MPC) formed a Citizen Advisory Committee (CAC), the CAC chair attended MPC meetings and provided a report on CAC activities.

In response to a question from Ms. Pierce, Mr. Schwetz said that the committee currently meets six times a year, but was discussing increasing that number to nine.

Mr. Necker remarked that the Strategic Planning Committee should accept public comment and integrate that into its discussions and reports. There was consensus among Board members that the committee should be able to accept public comment.

Mr. Schwetz asked for clarification on whether or not a committee representative should attend Board meetings. There was consensus that a representative should attend Board meetings, but reports could be made only when there were significant items to bring to the Board's attention.

Mr. Wildish pointed out that the Board could modify its direction to the committee in the future if necessary.

MOTION Ms. Pierce moved that the Board adopt the following resolution: LTD Resolution No. 2016-12-12-041; It is hereby resolved that the EmX Steering Committee be re-chartered as the Strategic Planning Committee, subject to the provisions included in the attached resolution. Mr. Necker provided the second.

VOTE The resolution was adopted 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: Mr. Nordin reported that a citizen from Florence spoke at the last Lane Council of Governments (LCOG) Board of Directors meeting about transportation services from Florence to Eugene.

Mr. Gillespie reported that the Oregon Metropolitan Planning Organization Consortium (OMPOC) had discussed a legislative transportation package at its last meeting. He said there was some discussion about eliminating the term "climate change" from the proposal and Lane County's request to restore that language, but it was voted down. He said it was announced that initially \$2.2 million in Congestion Mitigation and Air Quality (CMAQ) funds would go to Salem-Keizer Transit and LTD, with an additional \$12.2 million to be divided between those jurisdictions over the next three years. He was not certain if the funds went to the entire region or just to transit. Mr. Schwetz clarified that CMAQ funds went to the Salem-Keizer and Eugene-Springfield regions and could be used for various projects--not just transit.

Mr. Nordin added that \$7 million in CMAQ funds for Lane County was discussed at the LCOG Board meeting.

Monthly Financial Reports: Finance Director/CFO Christina Shew presented a handout titled *Revenue and Expenditure by Fund*. She reviewed details of each of the following funds: General Fund, Medicaid Fund, Accessible Services Fund, and Capital Projects Fund, including explanations of factors, such as seasonality, that influenced performance in each fund. She said that the backlog of LTD invoices was now being processed by Trillium under the new contractual agreement and it was expected that payments would be received shortly, closing the gap between expenditures and revenue in the Accessible Services Fund.

Board members commended the new, more informative report format.

Monthly Grant Report: Mr. Wildish asked about the discretionary grants that were shown as being in the application process. Ms. Shew said that while applications had been submitted, there was no guarantee that the grants would all be awarded.

Ms. Jackson said that the discretionary grants were shown in the report, but no expenditures were made against a competitive grant application. The grant application made for the annual allocation of 5307 formula funds was an administrative process. The federal government acknowledged that LTD would receive the funds (a pre-award) and projects could begin, but reimbursements would not be made until the administrative process was completed.

RideSource Contractor Procurement: Ms. Jackson explained that the materials in the agenda packet were provided for the Board's information as the Board would approve the award of the contract, which would likely be over \$5 million. The material described the procurement process and timeline and would help inform the Board's decision when the contract was presented in April 2017.

Mr. Wildish observed that the current contract had been extended for a number of years, and the procurement process would assure that LTD was getting the best value for the services.

Monthly Report of Executed Contracts: There were no questions.

Monthly Case Disbursements – November: In response to a question from Mr. Wildish, Mr. Schwetz clarified that disbursements to CH2M Hill, Inc. were for the MovingAhead process.

Monthly Performance Reports: Ms. Jackson noted a significant decrease in passenger boardings for the month of September 2016 compared with September 2015. Mr. Schwetz said that the 2016 numbers did not include University of Oregon football games; although once they were added, ridership was still down on Saturdays—possibly due to the football team's relatively poor performance.

Mr. Wildish observed that there continued to be a small positive change in ridership. Mr. Schwetz explained that service increases were implemented in September. Ms. Jackson added that staff were continuing to analyze fluctuations and include that information in reports to the Board. She noted that the fuel stored in Coos Bay was nearly depleted.

Mr. Hoskins added that the fuel was accumulated over time and each month it was stored, costs were incurred for treatment and storage; those multipliers every month increased the cost of that fuel. In March staff decided to use the stored fuel in order to eliminate the storage costs. He said it was a good decision at the time, but it was unlikely that LTD would store fuel again unless there was a very compelling reason to do so.

Monthly Department Reports: There were no questions.

Board Member Requests for Future Information/Action Items: Mr. Nordin said that the Relief Nursery in Springfield was not within walking distance of transit and needed some form of transport for the last mile, such as an LTD vehicle or bike-share program. He said that he hoped the Board could discuss the issue at a future date.

Ms. Pierce said the Board Service Committee had previously discussed options for service in the 32nd Street-Jasper Road-42nd Street loop.

Mr. Gillespie added that the Service Committee had determined that there was insufficient ridership for viable service, even though service was needed in the area. Mr. Schwetz added that Springfield officials preferred to see the City's Main Street project progress further before considering service solutions to that area.

Given that this issue has been discussed by the Board, and that Planning staff give this issue continual consideration throughout the year and during the Annual Route Review, it was consensus among Board members that sufficient discussion has already taken place and that the issue did not need to be taken up as a separate item at a future Board meeting.

MOTION EXECUTIVE (CLOSED) SESSION PURSUANT TO ORS 192.660(2)(i), to review and evaluate the employment-related performance of the LTD general manager. Ms. Pierce moved that the LTD Board of Directors meet in Executive Session pursuant to ORS 192.660 (2)(i), to review and evaluate, pursuant to standards, criteria, and policy directives adopted by the governing body, the employment-related performance of the LTD general manager. Mr. Yeh 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)

The Board entered executive (non-public) session at 6:45 p.m. Assistant General Manager, Service Support, Roland Hoskins also attended the executive session.

RETURN TO REGULAR (OPEN) SESSION: The Board returned to regular session at 7:00 p.m.

ITEMS FOR ACTION AT THIS MEETING (continued)

Board Human Relations Committee Recommendation: General Manager Performance Evaluation:

MOTION Mr. Yeh moved approval of Resolution No. 2016-12-12-042: Resolved, that Lane Transit District General Manager Aurora Jackson receives a favorable review for her second six-month performance evaluation. Ms. Pierce provided the second.

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

ADDITIONAL COMMENTS: There was general consensus among Board members that the "U" configuration allowed for better interaction among members.

ADJOURNMENT: Mr. Wildish adjourned the meeting at 7:03 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Ed Necker
Board Secretary

Jeanne Schapper
Clerk of the Board

Date Approved: _____