

# MINUTES OF DIRECTORS MEETING

## LANE TRANSIT DISTRICT

### REGULAR BOARD MEETING

Wednesday, January 18, 2017

Pursuant to notice given to *The Register-Guard* for publication on January 12, 2017, 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, January 18, 2017, beginning at 5:31 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  
Kate Reid  
Carl Yeh  
A.J. Jackson, General Manager  
Dwight Purdy, General Counsel  
Jeanne Schapper, Clerk of the Board  
Lynn Taylor, Minutes Recorder

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

**PRELIMINARY REMARKS BY BOARD PRESIDENT:** Mr. Wildish introduced new Board member Kate Reid. He noted that the Board Human Resource Committee would meet following the Board meeting, and there would be a short recess during the Board meeting to acknowledge outgoing Board members Julie Grossman and Angelynn Pierce.

**COMMENTS FROM THE GENERAL MANAGER:** Ms. Jackson welcomed Ms. Reid to the Board. She said that the Governor's Office was still recruiting applicants to fill Ms. Pierce's Springfield position and thanked Ms. Pierce for agreeing to remain on the Board until a new member was appointed. She acknowledged the efforts of LTD staff to maintain transportation to key services during the recent ice and snow storms, particularly the Egan Warming Centers.

Mr. Wildish commended LTD's major role in assisting the homeless with transportation to the Egan Warming Centers during periods of severe weather.

**ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA:** Mr. Wildish said that the item related to Board committee assignments would be deferred to the next meeting.

**BOARD CALENDARS:** Ms. Jackson briefly reviewed future events and activities. She invited Board members to stop by LTD's booth at the Good Earth Home and Garden Show, January 20-22, at the Lane Events Center.

**EMPLOYEE OF THE MONTH:** The Board recognized Bus Operator Larry Harmon as the February 2017 Employee of the Month. Mr. Wildish presented Mr. Hamilton with his award and thanked him for outstanding service and dedication to LTD's mission. Mr. Harmon thanked the Board for the honor and said the team effort of LTD employees in a stressful situation prevented an accident or injury. He said that LTD was a great place to work. Mr. Harmon also was presented with a 19-year safe driving award.

**AUDIENCE PARTICIPATION:** There was no one wishing to speak.

**ITEM FOR ACTION AT THIS MEETING:**

**MOTION** **Consent Calendar:** Mr. Necker moved that the Board adopt the following resolution: LTD Resolution No. 2017-01-18-001; It is hereby resolved that the Consent Calendar for January 18, 2017, is approved as presented. Ms. Pierce provided the second. The Consent Calendar consisted of the Minutes of the January 18, 2017, special Board meeting.

**VOTE** The resolution was adopted as follows:  
AYES: Gillespie, Necker, Nordin, Pierce, Reid, Wildish, Yeh (7)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

**Designation of Labor Negotiations Team:** Assistant General Manager Administrative Services Roland Hoskins said that LTD's relationship with the union and its leadership was good and hoped the negotiations process would start soon. He asked the Board to appoint a Negotiations Team as the start of that process. He said that an executive session at the end of the Board meeting would offer a brief review of the negotiations process.

**MOTION** Mr. Yeh moved the following resolution: LTD Resolution No. 2017-01-18-002: It is hereby resolved that the LTD Board of Directors approve the 2017 Labor Negotiations team of Roland Hoskins, Mark Johnson, David Collier, Jack McCallum and Cosette Rees, with assistance from labor Attorney Jacqueline Damm. General Manager Aurora Jackson has the authority to adjust the composition of the Negotiations Team as bargaining progresses, provided that the LTD Board of Directors approves all Negotiations Team members selected prior to the Negotiations Team conducting any deliberations in executive session. Mr. Gillespie provided the second.

**VOTE** The motion passed as follows:  
AYES: Gillespie, Necker, Nordin, Pierce, Reid, Wildish, Yeh (7)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

**ITEMS FOR INFORMATION AT THIS MEETING:**

**Board Member Reports:** Mr. Yeh announced that the Vision Zero meeting was moved to February 8, 2017, and Don Nordin would replace him as the LTD Board representative to Lane Council of Governments (LCOG).

**State 5310 Enhanced Mobility of Seniors and People with Disabilities and Special Transportation Fund (STF) Program Overview:** Accessible and Customer Services Manager Cosette Rees said that 5310 and STF funds were awarded through a biennial allocation by the Oregon Department of Transportation (ODOT). She explained that the timeframe for applying for the funds was quite short, with advance grant notices issued in early November and applications due the following February. She said the application process was expected to be collaborative in nature. The purpose of her presentation was to prepare the Board to make decisions at its February 15, 2017, meeting so that applications could be submitted to ODOT by February 17. She said the Accessible Transportation Committee (ATC) was currently in the process of reviewing applications for grant funds and would hold a public hearing on those applications on February 8, after which the ATC would forward funding recommendations to the Board for consideration.

Ms. Rees explained the ATC's application review process and said the funds were intended for programs that served the transportation needs of seniors and people with disabilities. She introduced Human Services Transportation Coordinator Kris Lyon and Accessible Services Specialist John Ahlen, who would be working with the projects that were funded.

Ms. Rees explained that 5310 funds were federal dollars distributed through the state, although LTD also received some 5310 funds directly from the federal government. The focus of the discussion would be the 5310 funds received through the state. She said that the program goal was to improve mobility by removing barriers to transportation services, and by expanding the transportation options available to transit-dependent populations. She said that activities eligible to be funded were vehicle purchase and preventive maintenance, passenger improvements, contracted services, and travel training and mobility management. Funds could not be carried over, so it was important to fully use LTD's allocation. A match rate of 10.27 percent was required.

Ms. Rees said that STF dollars were state funds from various sources and could be used flexibly to provide transportation service or access to seniors and people with disabilities. No match was required, and STF funds could be used to match 5310 funds. She said that STF-funded projects included:

- preventive maintenance for vehicles primarily serving seniors and people with disabilities - RideSource, South Lane Wheels, Rhody Express, and Diamond Express
- RideSource ADA (Americans with Disabilities Act) complimentary paratransit service
- shopper service

The Board took a short recess at 6:00 p.m. to recognize outgoing Board members Julie Grossman and Angelynn Pierce. The meeting was reconvened at 6:18 p.m.

Ms. Rees continued with a description of STF-funded projects:

- Lane Council of Governments (LCOG) volunteer escort to medical appointments, senior companion, metro volunteer escort
- White Bird Clinic mental health transportation
- Veterans and Crucial Connections - gap transportation primarily for urgent medical needs
- Pearl Buck - children and families

- South Lane Wheels - Cottage Grove intra-city service and metro shuttle
- Alternative Work Concepts - travel training and transit hosts

Mr. Gillespie noted that Alternative Work Concepts was a nationally recognized program.

Mr. Nordin asked why there had been a significant decrease in the volunteer program activity. Ms. Rees replied that LTD did not pay federal rates, which could explain the lack of volunteers. She stated that LTD had received a grant to coordinate volunteer transportation services for agencies, and that program could recruit and train volunteers and share those services among agencies.

Mr. Wildish commended the Pearl Buck pre-school program, which greatly increased the success of children when they entered the school system. He said that LTD's transportation services were a key component and one of the many LTD services of which the community was likely unaware.

Continuing, Ms. Rees described the remaining projects:

- Mobility management - transportation assessments in coordination with agencies working with special populations
- Rhody Express - Florence intra-city service
- Diamond Express - Eugene/Oakridge intercity service

Mr. Nordin asked if LTD owned the vehicles providing services. Ms. Rees replied that LTD owned most of the vehicles because it wanted a "turn key" operation that was not dependent on finding a vehicle if a particular contractor left.

Ms. Rees said that ATC was in the process of reviewing applications for STF dollars and developing a set of funding recommendations for the Board. She noted that STF funds had decreased approximately 16 percent from the previous biennium and that 5310 funds decreased by 4.5 percent. She said the ATC would hold a public hearing on February 8 and provide its recommendations at the February 15 Board meeting.

**State 5311 Rural Area and Transit Network Program and Intercity Program (Formerly 5311(f) Intercity) Grant Application:** Ms. Rees stated that federal 5311 Rural Area funds were awarded biennially and formula allocations were passed through the state to the local level. She said the formula distribution was intended to create a stable funding source and continuing eligibility was analyzed, rather than requiring a competitive application process. She said the funds were for rural areas with a population of 50,000 or less; the Florence Rhody Express was supported by 5311 Rural Area funds.

Ms. Rees said that the 5311 Transit Network and Intercity Program funds were distributed through a competitive process and used to improve mobility throughout the country by removing barriers and creating opportunities for people from rural areas to access the statewide network. These funds were used to operate the Oakridge Diamond Express and provide access to Amtrak; LTD was negotiating with Amtrak to have Oakridge listed as a destination, allowing passengers to purchase a ticket that would connect them through.

Ms. Rees noted that the applications for the 5311 Transit Network and Intercity Program were due December 16, 2016, but unlike the 5310 and STF applications, would not require Board approval as no commitment of General Fund money was involved.

Mr. Gillespie commented that Oakridge was strongly promoting mountain bike tourism. Ms. Rees explained that the biking community was involved in Oakridge services changes, including increasing vehicles' capacity to carry bicycles.

**Scheduling Board Work Sessions:** Ms. Jackson said that work sessions typically provided the Board with information it would need to make future decisions, rather than taking time away from deliberations during a regular meeting to make informational presentations. She added that she was looking for creative ways to make work sessions more readily accessible to the Board, such as scheduling them before a regular Board meeting, with a break for dinner, then proceeding to the regular business meeting.

Mr. Wildish asked for feedback from Board members on continuing to reserve the second Monday of each month for a work session or holding a work session as needed prior to a regular meeting.

Following discussion among Board members, Mr. Wildish determined there was consensus to direct staff to schedule work sessions prior to regular Board meetings.

**Board Committee Assignments:** This item was postponed to the next Board meeting.

Mr. Necker left the meeting at 6:55 p.m.

**Monthly Financial Reports:** Finance Director/CFO Christina Shew reviewed the revenue and expenditure data report included in the agenda packet for the General Fund, Medicaid Fund, Accessible Services Fund, and Capital Projects Fund. She explained the driving factors affecting each fund, which were primarily related to timing issues. She said that staff were closely monitoring the reimbursement of claims under the Accessible Services Fund to assure payments were received, and also checking to assure that subject employers were remitting payroll taxes to the state.

Ms. Jackson observed that revenue deficits due to a timing issue highlighted the importance of maintaining a reserve for cash flow purposes so LTD could meet its financial obligations.

**Monthly Report of Executed Contracts:** There were no questions.

**Monthly Case Disbursements – December:** In response to questions from Mr. Wildish and Mr. Nordin, Ms. Shew explained that checks to the City of Eugene were for inspections and bus stop relocation costs related to the West Eugene EmX construction project.

**Monthly Performance Reports:** Mr. Nordin observed that there had been a drop in ridership although it had previously been trending up. Ms. Jackson said the drop was not significant and most likely could be attributed in lower attendance at University of Oregon football games during the recent unsuccessful season.

**Monthly Grant Report:** In response to a question from Mr. Nordin regarding the Main Street-McVay Planning project, Director of Planning and Development Tom Schwetz explained that

the parties to the inter-governmental agreement had each agreed to pay \$9,000 toward a roundabout study. However, the Oregon Department of Transportation (ODOT) had decided to fund a study of a median on the corridor, and further work on the transit study project was postponed. ODOT also had agreed to include the roundabout design work in its median project.

Mr. Nordin asked what type of solar charging facility was being considered under the ConnectOregon-funded project for the Santa Clara Station. Mr. Schwetz replied that design work had not been completed. Solar power for vehicle charging was being considered.

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

**Board Member Requests for Future Information/Action Items:** Mr. Nordin said that his remarks about the Relief Nursery at the December 2016 Board meeting were intended to convey his interest in Main Street transit design and alternate ways to connect specific users such as the Relief Nursery to the system. He stated that it was difficult for parents with small children to walk between the transit line and the Relief Nursery and he hoped there could be a discussion of alternatives such as bicycle trailers and bike share options to help people complete the first and last miles of their trip. He said that could be accomplished at a relatively low cost.

**MOTION EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations:** Angelynn Pierce moved that the LTD Board of Directors meet in Executive Session pursuant to ORS 192.660(2)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations. Don Nordin provided the second.

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

The Board entered executive session at 7:25 p.m. LTD guests present included General Council Dwight Purdy. LTD staff present for the executive session were Assistant General Manager Mark Johnson, Assistant General Manager Administrative Services Roland Hoskins, Director of Human Resources David Collier, Accessible and Customer Service Manager Cosette Rees, and Director of Operations Jake McCallum.

**RETURN TO REGULAR (OPEN) SESSION:** The Board returned to regular session at 8:01 p.m.

**ADJOURNMENT:** Mr. Wildish adjourned the meeting at 8:01 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

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Ed Necker  
Board Secretary

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Camille Straub  
Clerk of the Board

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

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