

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING/PUBLIC HEARING

Wednesday, May 17, 2017

Pursuant to notice given to *The Register-Guard* for publication on May 14, 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/public hearing on Wednesday, May 17, 2017, 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 (via telephone at 5:50 p.m.)
Ed Necker, Secretary (via telephone at 5:55 p.m.)
Don Nordin, Treasurer
Kate Reid
Carl Yeh
A.J. Jackson, General Manager
Dwight Purdy, General Counsel
Kristen Denmark, General Counsel
Camille Straub, Clerk of the Board

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

PRELIMINARY REMARKS BY BOARD PRESIDENT: Mr. Wildish said that a new member would be joining the Board at its June 2017 meeting.

COMMENTS FROM THE GENERAL MANAGER: Ms. Jackson requested an update on LTD's Business Commute Challenge (BCC).

Transportation Options Manager Theresa Brand announced that more than 110 employees were on the LTD team, three times as many as participated in previous BCC's. She said there were currently 2,679 participants from the community and 237 teams. Results would be tabulated and an award ceremony held on May 25, 2017. She said that 33 schools had participated in May's Walk and Roll to School Month.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA: Mr. Yeh asked to have an agenda item entitled Student Transit Pass added to the agenda as Action Item F. There were no objections.

BOARD CALENDARS: Ms. Jackson briefly reviewed future Board activities. She noted there would be a Board work session on June 21, prior to the regular Board meeting.

Mr. Yeh asked if the June 21, 2017, Board work session could be moved to another day. Ms. Jackson said Board members would be polled about availability on another date.

EMPLOYEE OF THE MONTH – JUNE: The Board recognized Accounting Technician Liz Bocking as the June Employee of the Month. Mr. Wildish presented Ms. Bocking with her award and thanked her for her outstanding service and dedication to LTD's mission. Ms.

Bocking thanked the Board for her award and her colleagues for their support and being her family at work.

PUBLIC HEARING: CAPITAL IMPROVEMENTS PROGRAM (CIP) AND LONG RANGE FINANCIAL PLAN (LRFP): Ms. Jackson noted that an extensive presentation on the CIP and LRFP had been made to the Board at its April 2017 meeting and was also presented to the LTD Budget Committee. She said that initially the documents had not been transferred to the online agenda packet for the Board's public hearing in April. That had been corrected and this hearing would provide an additional opportunity to comment on the plans.

Mr. Wildish explained the procedures for providing testimony and opened the public hearing.

Rob Zako, Eugene, representing Better Eugene-Springfield Transportation (BEST), thanked the Board and general manager for extending the public comment period and accepting comments through June 7, 2017, and for posting the documents online. He noted both documents were fairly conservative "business as usual" plans with no major changes and BEST supported adoption of both. He said that both plans would be more useful once LTD had developed a strategic business plan. He said that the LRFP indicated that there would be no 15 percent cut to federal funding, but BEST felt there was a risk and funding cuts were likely, particularly for transit. He said the CIP did not include significant community investments beyond the Santa Clara Community Transit Center, which BEST supported.

There being no other speakers, Mr. Wildish closed the public hearing.

Mr. Gillespie joined the meeting via telephone at 5:50 p.m.

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

Rob Zako, Eugene, representing Better Eugene-Springfield Transportation (BEST), distributed a May 17, 2017, memorandum from BEST to the LTD Board regarding a comprehensive system assessment and investment plan. He encouraged the Board to pursue development of a strategic business plan. He referred to a map of the current transit system developed by BEST that indicated the frequency of routes by the width of the line. Transfer points were also highlighted. He encouraged a comprehensive assessment of the LTD system.

ITEMS FOR ACTION AT THIS MEETING:

MOTION Consent Calendar: Mr. Yeh moved adoption of the following resolution: LTD Resolution No. 2017-05-17-014; It is hereby resolved that the Consent Calendar for May 17, 2017, is approved as presented. Mr. Nordin provided the second. The Consent Calendar consisted of the Minutes of the April 17, 2017, Special Board Meeting; Minutes of the April 19, 2017, Special Board Meeting/Work Session; Minutes of the April 19, 2017, Regular Board Meeting/Public Hearing; Contract No. 2017-02: Janitorial Services and Supplies for Glenwood and RideSource Facilities; Contract Amendment Ten for Contract No. 2011-14: Janitorial Services and Supplies for Eugene Station, Springfield Station, Neighborhood Stations, and EmX Stations; Contract No. 2017-08: Landscape Services for District Facilities; Change Notice #7 to Contract No. 2009-44: University of Oregon Graduate Student and

Faculty Group Pass; and Contract Change Notice No. 2017-01: Wildish Building Company CM\GC for West Eugene EmX Project.

VOTE The resolution was approved as follows:
AYES: Gillespie, Nordin, Reid, Wildish, Yeh (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Necker, (1)

Contract No. 2017-23: Facilities Maintenance Building and Bus Lot Expansion: Mr. Wildish recused himself from voting on the matter due to his affiliation with Chambers Construction as a member of the board of directors.

Director of Facilities Joe McCormack asked the Board to authorize the general manager to enter into a contract with Chambers Construction. He noted that a full presentation on the project was given at a previous Board work session.

Mr. Necker joined the meeting via telephone at 5:55 p.m. In response to a question from Ms. Jackson, he said that he had reviewed the contract at a Finance Committee meeting and was familiar with its contents. He had no questions.

Mr. Purdy announced that it was discovered during review by legal counsel that the contract only called for a 40 percent payment bond. That was consistent with Federal Transit Administration (FTA) requirements, but the State of Oregon required 100 percent payment bonds. He said the local contract review board, in this case the LTD Board, could pass a resolution calling for a lower percentage payment bond. He proposed the Board pass a motion lowering the contract's payment bond requirement to 40 percent.

MOTION Mr. Necker moved that the LTD Board, acting as the local contract review board, lower the payment bond requirement in Contract No. 2017-23: Facilities Maintenance Building and Bus Lot Expansion from 100 percent to 40 percent, consistent with FTA requirements. Mr. Yeh provided the second.

VOTE The motion was approved as follows:
AYES: Gillespie, Necker, Nordin, Reid, Yeh (5)
NAYS: None
ABSTENTIONS: Wildish (1)
EXCUSED: None

MOTION Mr. Yeh moved the following resolution: LTD Resolution No. 2017-05-17-22: Be it resolved that the Lane Transit District Board of Directors approved Contract No. 2017-23 and authorizes the general manager or her designee to (a) negotiate and enter into a contract with Chambers Construction for the purpose of construction of the Facilities Maintenance Building and Bus Lot Expansion on the Glenwood campus in an amount not to exceed \$3,097,795; and (b) as needed, executive amendments to the contract not to exceed a cumulative total of ten percent of the initial contract price or \$150,00, whichever is less. Mr. Nordin provided the second.

VOTE The motion was approved as follows:
AYES: Gillespie, Necker, Nordin, Reid, Yeh (5)

NAYS: None
ABSTENTIONS: Wildish (1)
EXCUSED: None

Contract No. 2016-05: On-call Contracting Services for LTD Facilities: Mr. McCormack noted the contract had been presented to the Board for review at a previous work session. The contract was with Chambers Construction for on-call services to supplement LTD staff on small projects and corrective work.

MOTION Mr. Yeh moved the following resolution: LTD Resolution No. 2017-05-17-21: Be it resolved that the Lane Transit District Board of Directors approves Contract No. ~~2017-4~~ 2016-05 and authorizes the general manager or her designee to (a) negotiate and enter into a contract with Chambers Construction for the purpose of on-call contracting services at all LTD facilities for both capital and operational projects in an amount not to exceed \$2,600,000; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10 percent of the initial contract price or \$150,000, whichever is less. Mr. Necker provided the second.

VOTE The motion was approved as follows:
AYES: Gillespie, Necker, Nordin, Reid, Yeh (5)
NAYS: None
ABSTENTIONS: Wildish (1)
EXCUSED: None

Mr. Necker left the meeting at 6:00 p.m.

Fiscal Year 2017-2018 Proposed Budget Adoption: Director of Finance Christina Shew said the proposed FY 2017-2018 Budget had been presented to and reviewed by the Board and Budget Committee in previous meetings. The Budget Committee, at its May 16, 2017, meeting had recommended to the Board approval of the proposed budget. She said that documents provided by staff addressed all of the questions raised during the Budget Committee meeting.

MOTION Mr. Yeh moved approval of Resolution No. 2017-05-17-015, adopting the LTD Fiscal Year 2017-2018 proposed budget as presented and appropriating \$101,655,716 as represented in the resolution. Mr. Gillespie provided the second.

VOTE The motion was approved as follows:
AYES: Gillespie, Nordin, Reid, Wildish, Yeh (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Necker (1)

Strategic Planning Committee (SPC) Bylaws: Development Planner Kelly Hoell briefly reviewed the proposed bylaws forwarded by the SPC for the Board's approval. She explained that the bylaws responded to the Board's resolution re-chartering of the SPC. She said the original Board resolution required that the SPC include *at least* two members of the LTD Board; the SPC modified that language and the bylaws now stated that the SPC include *no more than* two members of the LTD Board.

Mr. Yeh, as current SPC chair, commended the committee and bylaws subcommittee for their work on the re-chartering initiative, particularly their efforts to be inclusive and expansive.

Ms. Reid said the SPC had agreed to allow her to serve as a third Board member on the SPC until Mr. Gillespie's term expired so that she could become familiar with SPC issues during the overlap period.

Mr. Nordin asked why the SPC had changed the membership language. Mr. Yeh explained that the SPC felt if one of its purposes was to be an advisory committee to the Board, then the fewer Board members on the committee made more sense. Mr. Gillespie said that the SPC discussion revolved around the number of members on the committee and limiting the number of Board members allowed for more involvement from other community interests.

Mr. Wildish said that the value of the SPC was the number of members committed to the community who were not Board members and the input from those members. He said that he felt the bylaws would establish a committee that functioned well, and if problems arose in the future they could be amended.

MOTION Ms. Reid moved approval of Resolution No. 2017-05-17-023, adopting the Strategic Planning Committee Bylaws as presented in the May 2, 2017, Bylaws draft. Mr. Gillespie provided the second.

VOTE The motion was approved as follows:
AYES: Gillespie, Nordin, Reid, Wildish, Yeh (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Necker (1)

Student Transit Pass: Mr. Yeh said that several years ago LTD had a school-year student transit pass program funded through the Business Energy Tax Credit (BETC). He said the program, which was very well received, cost approximately \$2 million annually and was targeted to middle and high school students in order to establish transit use as a habit. He said the Board had discussed options for restoring the program a number of times and suggested referring the matter to the SPC for consideration and perhaps a proposal to re-establish a student transit pass program.

Board members concurred that the program was valuable and should be restored.

Mr. Gillespie said that United Front partners supported the student transit pass program.

MOTION Mr. Yeh moved to direct staff to work with the Strategic Planning Committee to develop a proposal to fund free transit passes for students in LTD's service area, pending funding availability. Ms. Reid provided the second.

VOTE The motion was approved as follows:
AYES: Gillespie, Nordin, Reid, Wildish, Yeh (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Necker (1)

ITEMS FOR INFORMATION AT THIS MEETING:

Board Member Reports: There were no questions.

Ms. Reid asked that the Board Report Summary be updated to reflect current Board committee assignments.

Monthly Financial Report – February: Ms. Shew reviewed the February 2017 Year-to-Date financial report provided in the agenda packet, noting key drivers for revenues and expenditures in the General Fund, Medicaid Fund, Accessible Services Fund, and Capital Projects Fund.

Monthly Grants Report – April: There were no questions.

Monthly Cash Disbursements – April: In response to a question from Ms. Reid, Ms. Shew said the payment to Rathbone Barton Olsen PC was for property acquisition in conjunction with the West Eugene EmX project.

Mr. Wildish noted that Pivot Architecture had received several payments during the month. Ms. Shew said the payments were for work on different projects.

Delegated Authority Report: There were no questions.

Monthly Report of Executed Contracts: There were no questions or comments.

Monthly Performance Reports: Mr. Wildish observed that there was still a slight decline in ridership.

Monthly Department Reports: There were no questions or comments.

Ms. Reid asked that Board members be provided with printed agendas at future meetings when the agenda packets were lengthy.

ADJOURNMENT: Mr. Wildish adjourned the meeting at 6:30 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Ed Necker
Board Secretary

Camille Straub
Clerk of the Board

Date Approved: _____