

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, October 18, 2017

Pursuant to notice given to *The Register-Guard* for publication on October 11, 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, October 18, 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
Ed Necker, Secretary
Don Nordin, Treasurer
Kate Reid
Carl Yeh
Steven Yett
A.J. Jackson, General Manager
Kristen Denmark, General Counsel
Camille Straub, 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 commented on the beautiful fall weather.

COMMENTS FROM THE GENERAL MANAGER: Ms. Jackson had no comments.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA: Mr. Nordin and Mr. Yett indicated they had items to discuss at the end of the meeting.

BOARD CALENDARS: Ms. Jackson noted there had been some technical issues and the board calendar would be sent as a separate document.

EMPLOYEE OF THE MONTH – NOVEMBER: The Board recognized Bus Operator Scott Morton as the November 2017 Employee of the Month. Mr. Wildish presented Mr. Morton with his award and thanked him for outstanding service and dedication to LTD's mission, Mr. Morton thanked the Board for his award and said he was humbled by the recognition. He commended the efforts of the RideSource team, particularly the drivers.

PUBLIC HEARING: FY 2018-2027 CAPITAL IMPROVEMENTS PROGRAM (CIP): Director of Finance Christina Shew stated the draft CIP was presented to the Board at a work session in September and it was issued for public comment on September 28. The public comment period would remain open until October 28, 2017. No comments had been received to date. She said the draft CIP was reviewed by the Budget Committee, which provided feedback that would be incorporated in the final document. The CIP was also presented to the Metropolitan Policy Committee (MPC) in accordance with Oregon Department of Transportation (ODOT) requirements. Budget Committee feedback addressed administrative issues, as well as the volunteer coordination and service animal programs. She invited Accessible and Customer Services Manager Cosette Rees to describe those programs.

Ms. Rees said the volunteer coordination program was funded through an ODOT discretionary grant and the purpose was to coordinate volunteer drivers on behalf of agencies throughout Lane County who used their services, similar to the coordination of transportation through the RideSource Call Center. She said LTD would recruit, train and coordinate volunteer drivers for participating agencies. The service animal pilot project was also funded through an ODOT discretionary grant. She said the EZ Access program was being updated and participants would be recertified for the half fare program. She said currently riders traveling with a service animal were asked two questions by drivers when boarding a bus. The new EZ Access process would allow those riders who wished to participate to answer those questions during the certification process and receive a paw print designation on their half fare card that could be shown to drivers, eliminating the need for drivers to ask the questions when the rider boarded with a service animal. She stressed that the program did not certify the service animal, only that the rider had satisfactorily answered the two questions. She said the program could potentially reduce conflicts on buses if drivers did not have to ask the two questions each time a person boarded and be a convenience for riders who chose to participate. She also emphasized that participating in the service animal program was voluntary and the current practice of asking two questions when someone boarded with an animal would continue for those who chose not to participate.

In response to a question from Ms. Reid, Ms. Rees said both grants were multi-year, with about 15 months remaining.

Mr. Gillespie commended the service animal program and asked who would be conducting the interviews. Ms. Rees said Accessible Services Specialist John Ahlen, as well as customer service representatives, could conduct the interview. She said riders had 12 months to go through the half fare recertification process. Alternative Work Concepts would also assist with the process. Fall training for LTD employees was currently under way and the service animal pilot program was included in that.

Ms. Shew said that any comments received through October 28 would be incorporated in the CIP, although she did not expect any significant changes to what had been presented. She said a public hearing on the Supplemental Budget and FY 2018-2019 capital budget would be held on November 15, 2017. Those related directly to and were aligned with what was approved in the CIP. Following Board approval, the CIP would be posted on LTD's website.

Ms. Shew explained the new fall CIP timeline, which was designed to align with the federal fiscal year and provide better focus on capital projects and non-capital grant funded projects, such as Point2point, Medicaid, Accessible Services and planning, instead of combining it with the spring General Fund budget process. She said new tables also identified all funding sources for each project, with links to more details about the funding sources. She said projects were tiered as follows:

- Tier I: Highest priority projects with full funding identified.
- Tier II: High priority projects that are not fully funded.
- Tier III: Projects contingent upon adequate available revenue.

Ms. Shew said only funded projects were in the CIP for FY 2018-2019 and reviewed the relevant sections of the CIP document.

Mr. Wildish opened the public hearing. He determined there was no one wishing to speak and closed the hearing.

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

John Simpson and Brenda Wilson, representing Lane Council of Governments (LCOG), congratulated the LTD Board on the launch of EmX West service on September 17, 2017. Mr. Simpson said it was the largest public works project in Eugene in a decade and provided better connectivity to jobs, school, medical appointments and other activities for people who travel in and out of West Eugene. He thanked LTD for completing the project, which would produce a robust transportation ecosystem in the region and created new art installations along the entire route. He said it was inspiring that the work of regional artists was used in the project.

Ms. Wilson presented the Board with a framed photo collage of art along the EmX West route, along with photographs of ceramic tiles installed in the corridor.

Carl Faddis, representing the Amalgamated Transit Union (ATU) at LTD, said it was an honor to represent over 270 District employees in the bargaining unit. He said those employees performed a wide range of duties within the organization. He said his desire was to identify areas of mutual interest between the District and the union, collaborate and move forward. He appreciated Ms. Jackson's commitment to union employees and said those employees were the face of LTD in the community. He hoped the Board was aware of the agreements being proposed during the current labor negotiations and said the union had major concerns. He said employees were proud of LTD's recent achievements, but concerned that they might be left behind. He urged the Board to do its job as diligently as ATU employees did theirs.

ITEMS FOR ACTION AT THIS MEETING:

MOTION **Consent Calendar:** Mr. Gillespie moved that the Board approve the Consent Calendar for October 18, 2017, as presented (amended). Mr. Yeh provided the second. The Consent Calendar consisted of the Minutes of the September 20, 2017, Special Board Meeting/Work Session; Minutes of the September 20, 2017, Regular Board meeting; and Delegated Authority-September.

VOTE The motion was approved as follows:
AYES: Gillespie, Necker, Nordin, Reid, Wildish, Yeh, Yett (7)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

ITEMS FOR INFORMATION AT THIS MEETING:

Board Member Reports: Ms. Reid reported that the Strategic Planning Committee was still recruiting for new members and encouraged Board members to continue to solicit applicants. She said there were three vacancies and staff would email the categories of representation to Board members for their information.

Mr. Yeh said the City of Eugene was preparing to approve a Vision Zero plan proposed by the Vision Zero Task Force. He read the proposed vision statement: *"Our community values the safety of all people who use our multi-modal transportation system and will take equitable, data-driven action to eliminate deaths and life-changing injuries by 2035."*

Mr. Necker noted that a meeting of the Board Service Committee was now on the schedule.

Sustainability Update: Development Planner Kelly Hoell, chair of LTD's Green Team, stated that LTD had a long-standing commitment to sustainability. Efforts had been reinvigorated in January 2017 and the Green Team currently had 15 members representing departments across the organization because sustainability was relevant throughout District operations. She described the six areas of focus in the current sustainability work plan:

- Alternative fuel vehicles - five all-electric buses had been purchased and a grant had been received to purchase an additional five buses. As part of that process LTD would register as a credit generator under Oregon's Clean Fuels Standards program, providing a new source of revenue as the new buses began to be charged.
- Reduction of hazardous and toxic materials on site.
- Establish goals and track performance under the American Public Transportation Association's (APTA) voluntary sustainability commitment program in the areas of energy consumption, water consumption, waste generation and greenhouse gas emissions.
- Develop an internal incentive program for alternative transportation.
- Neighborhood cleanup in the spring of 2018.
- Educate employees about sustainability practices.

Mr. Nordin said hydrogen buses had been showcased at the recent APTA conference and asked if that was one of the alternative fuel technologies being considered. Ms. Hoell said it was and a vendor had recently presented a demonstration on a hydrogen fuel cell bus. She said hydrogen was one of the technologies being evaluated, but both availability and cost were challenges that had to be considered.

Ms. Hoell said the first electric bus had been delivered and could be viewed in the maintenance facility, but there were many steps to be completed before it would go into service.

In response to questions from Mr. Yett, Ms. Hoell said that natural gas powered buses was also a technology being evaluated. She said the evaluation process would consider associated costs, environmental implications and sustainability metrics. She said there were a number of variables that would influence the amount of revenue generated by the electric buses, but initial calculations estimated \$30-45,000 annual for all five buses. Staff was working with Springfield Utility Board and Department of Environmental Quality to assure that credit was received when the buses were in service.

Mr. Yett asked if staff had considered approaching businesses that strongly supported sustainability about advertising on the electric buses as a way to generate additional revenue. Director of Public Affairs Edward McGlone said no specific plans had been made for advertising on the electric buses other than as part of the current contract for general advertising on LTD's fleet.

Mr. Yett suggested calling the electric buses out from that contract as they could present an opportunity for partnerships with local businesses that could generate additional revenue and publicity. Mr. McGlone said the current advertising contract expired next year and staff was considering a number of options for advertising on LTD's vehicles.

Mr. Gillespie said the Metropolitan Policy Committee (MPC) was meeting the first Thursday in November and hoped the electric bus could be made available at the Springfield meeting location. Ms. Hoell said staff was exploring how to make those opportunities available to groups within the community at part of the electric vehicle outreach campaign.

Mr. Nordin said there was emphasis at the APTA meeting about the difference in operating electric buses. Ms. Hoell said driver training was a major part of the roll out process for the buses.

In response to a comment from Mr. Necker, Ms. Hoell said that the range of operation on a charge was part of the consideration in deploying the buses. The range was estimated at 160 miles per charge, but that varied and would be tested on different routes.

American Public Transportation Association (APTA) Conference Update: Ms. Jackson reported that this was an expo year for the APTA conference and the focus was to visit vendor exhibits and learn about new technologies, products and services. Mr. Gillespie added that participants also had the opportunity to ride in autonomous vehicles.

Monthly Financial Reports – October: Ms. Shew reviewed the October 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, Capital Projects Fund and Point2point Fund. She noted that Point2point was now a separate fund instead of existing in the General Fund so its performance could be tracked.

Monthly Grants Report – October: There were no questions.

Monthly Cash Disbursements – September: There were no questions.

INTRODUCTION OF MOSS ADAMS REPRESENTATIVE: Jim Lanzarotta and Kevin Mullerleile of Moss Adams expressed their appreciation for the opportunity to work with LTD.

Mr. Lanzarotta said that Julie Desimone would also be part of the LTD audit team and they both also worked with TriMet and other transit agencies. He said described the various federal and state standards that would apply to the audit process and explained how those would be applied during the audit process.

Mr. Mullerleile said he had been meeting with LTD's financial staff to assure the audit was on target and delivered the financial statements by the end of the calendar year. The audit team would be on site the week of October 23 and again the week of November 13. He said the goal was to issue the audit report by December 15, 2017. He said the approach to developing an audit opinion would include understanding LTD's internal controls, audit confirmations, development of expectations and comparison to actual balances reported. Significant audit areas included reviewing prior audit findings and corrective actions and examining capital asset projects.

In response to a question from Mr. Necker, Mr. Lanzarotta said that TriMet's audit had already been completed.

Mr. Yett asked if Moss Adams would share information about best practices at other transit agencies. Mr. Lanzarotta said the audit scope was aimed at the financial statement, but Moss Adams would bring observations about best practices and efficiencies to LTD's attention, which was one of the advantages of engaging an audit firm that also worked with other transit agencies.

Monthly Performance Reports – July: Ms. Jackson pointed out the statistics related to revenue hours, fleet miles, passenger boardings per revenue hour and passenger boards per fleet mile. She said the passenger boardings had not increased as service and miles increased and this was the third year of adding service. She said the service team was looking at where to reinvest service in areas that might produce better results and where service could be trimmed where it

had been added, but the ridership was not at the level anticipated. She said the goal was to propose some changes for the winter bid.

Mr. Nordin asked if any specific reasons had been identified. Ms. Jackson said many factors were involved and LTD's strategy would, in the short term, be to focus service where data showed people were riding while in the long term the Comprehensive Operational Analysis would provide a more comprehensive approach and a plan that could be measured against annually. Service could be deployed in accordance with community needs and travel patterns.

Monthly Department Reports – October: Ms. Reid asked how businesses could participate in the Emergency Ride Home program. Ms. Jackson said the program was part of RideShare and people who participated were eligible for Emergency Ride Home. Someone who was part of a van pool request a ride whenever it was needed, such as having to work late. She said the program was part of Point2point and at this point not well utilized. Point2point was conducting outreach to remind people that the option was available if they were deterred from participating in a van pool because of lack of flexibility.

Mr. Gillespie asked if LTD still provided a drop off service in the evenings if someone was between stops. Assistant General Manager Service Delivery Mark Johnson said that service was still provided.

Other: Mr. Gillespie reported that the Board Human Relations Committee discussed the annual review of the general manager's performance. He said the approach was to delve deeply into the organization, as well obtain feedback from community leaders and political figures. He hoped to have the process completed by mid-December, but it was required to be completed by January 30, 2018. He said legal counsel would provide assistance in developing the performance report. He encouraged Board members to forward questions or topics they wanted to see addressed in the review to Ms. Straub.

MOTION EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO ORS 192.660(2)(d): to conduct deliberations with persons designated by the governing body to carry on labor negotiations.— Ms. Reid moved that the Board meet in Executive (Non-Public) session pursuant to ORS 192.660(2), to conduct deliberations with persons designated by the governing body to carry on labor negotiations. Mr. Necker provided the second.

VOTE The motion was approved as follows:
AYES: Gillespie, Necker, Nordin, Reid, Wildish, Yeh, Yett (7)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

The Board entered executive session at 6:54 p.m.

The Board returned from executive session at 7:30 p.m.

ADDITIONS TO THE AGENDA:

Mr. Nordin said that he would like to discuss the propriety of speaking as a citizen advocate when attending a meeting on behalf of the LTD Board. He said that he spoke with council and it was indicated that there are not any legal issues surrounding speaking to a subject as a citizen advocate when at a meeting as a Board representative. However, it is a matter of the culture of the LTD Board and the Boards collective opinion on the matter.

Mr. Necker said that it is his experience that as long as it is made clear by the Board member that they are speaking as an individual it is not inappropriate to advocate on matters as a citizen.

Mr. Gillespie said that he thinks it is best for a Board member to speak as a citizen advocate only during the public comment period indicating that they are speaking as a citizen, not as an LTD Board member.

Mr. Wildish said that what is important is the perception that is given at the meeting, not the opinions of anyone regarding what is right or not. It is what the public thinks that matters. When serving as a Board member an individual cannot divorce themselves in the public eye from being a Board member. Anything that is said in a meeting is being said by a Board member.

Ms. Jackson said that Mr. Nordin is the representative for LTD at LaneAct, the meetings for which are held in Florence, Oregon. When at the meeting he signed up for public comment at the meeting as a citizen. He did make it clear that he was speaking as an individual, not as an LTD Board member or representative. The conflict arose from the perception issue of speaking as a private citizen when attending a meeting for the purpose of representing LTD as a Board member.

Ms. Reid said that she was appointed to the Board as a citizen, not because of where she works, but who she is and where she lives. At any point of time she will be viewed as an LTD Board member at all times just as Sid Leiken will be viewed as the county commissioner. She is a steward of the LTD Board and the general manager and of creating policy that affects transit in the District. That means that she doesn't get to be a citizen until her Board term is up. Her job is to represent constantly.

Mr. Purdy added that at a future Board meeting a subject to be reviewed will be Board policies and bylaws and this is something that coincides with that.

Mr. Yeh said that it is difficult to extricate themselves from their roles, it's also difficult to represent the Board perfectly everywhere they go. It is important to bring their own knowledge and experience to the table when representing LTD.

Mr. Yett offered a suggestion regarding the flyer that went out for the EmX West event. He said that it would have been valuable for it to have a QR code; the square barcode that is able to be scanned by cell phones. It contains a lot of information, such as leading a person to a website.

Mr. Yeh and Ms. Reid said that they have found that they are not used enough to be worth the expense.

Mr. Yett also pointed out that there is no website shown on the flyer.

Ms. Jackson said that it is so simple because it was sent to specific people as it was a private event.

ADJOURNMENT: Mr. Wildish adjourned the meeting at 7:49 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Ed Necker
Board Secretary

Camille Straub
Clerk of the Board

Date Approved: _____