

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, June 17, 2009

Pursuant to notice given to *The Register-Guard* for publication on June 11, 2009, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a regular monthly Board meeting on Wednesday, June 17, 2009, beginning at 5:30 p.m., in the LTD Board Room at 3500 East 17<sup>th</sup> Avenue, Eugene.

Present: Mike Eyster, President  
Greg Evans, Vice President  
Michael Dubick (via telephone)  
Dean Kortge  
Ed Necker  
Doris Towery  
Gerry Gaydos  
Mark Pangborn, General Manager  
Lynn Taylor, Minutes Recorder

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

**PRELIMINARY REMARKS BY BOARD PRESIDENT:** There were no preliminary remarks.

**ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA:** General Manager Mark Pangborn introduced Ann Harris, the new Administrative Secretary for point2point Solutions.

**BOARD CALENDARS:** Mr. Pangborn noted that there will be a pension trust meeting on June 25; that the bus Roadeo would be held on July 19; and the Board luncheon is tentatively scheduled for July 27. He added that it was possible that the July Board meeting would be canceled if there were no pressing agenda items.

**WORK SESSION**

**Commuter Solutions Update and Research Report:** Program Manager Connie Bloom Williams began by saying that Commuter Solutions was established in 1996 as the region's transportation options program with the goal of reducing single-occupancy vehicle trips, while focusing on employment-related trips. She added that the program's scope had changed and expanded during these past years, and its new identity as *point2point Solutions* would be officially introduced to the public at the Eugene Celebration on September 4-6, 2009.

Employer Programs Specialist Marcia Maffei described the history of the group pass program, which began with the University of Oregon (UO) in 1988. She used graphs to illustrate the growth of the program. She said that research was conducted in 2002 to

establish baseline information on the current modes of travel by employees of 35 employers. Follow-up research in 2008 measured the extent to which modes of travel within the region had changed. She reviewed the use and revenue data collected during the research.

Director of Service Planning, Accessibility, and Marketing Andy Vobora discussed the results of a revenue analysis of the group pass program that involved three employers ranging in size from 350 to 4,156 employees. He said that the extent to which the program was revenue neutral depended on the size of the employer. An analysis indicated that standard fare revenue for those employees using the group pass program would be approximately \$853,666, while pass program revenue was \$768,315. He felt that the program was close to being revenue neutral.

Mr. Pangborn commented that the Metropolitan Policy Committee (MPC) had asked LTD what it would take to make transit free to the community. He said that the system currently generated approximately \$6 million in passenger fares and the question was how to replace that revenue while accommodating increased ridership since the system was already functioning at capacity.

Ms. Maffei noted that 38 pages of comments from survey respondents were posted on the Commuter Solutions website. She reported that employees saw the group pass program as a benefit, and employers regarded it as an employee retention tool.

Tammy Lockwood, Lockwood Research, stated that 59 employers agreed to participate in the comprehensive survey. She described the research methodology and reviewed the results, including demographics of group pass recipients, increased use of the bus and other transportation options, and reduction in vehicle miles traveled. Regarding future trends for the group pass program, she said that 60 percent of those who usually drove alone to work would likely begin using the bus if there were altered routes and stops; 54 percent would use another transportation option if fuel prices began to increase; and 49 percent would use another option if there were a guaranteed ride home in emergencies.

Ms. Lockwood relayed that PeaceHealth and the UO faculty and staff represented 52 percent of the survey sample. PeaceHealth's move to RiverBend resulted in a significant drop in employees' use of the bus. She said that survey respondents indicated that factors affecting their decision to use the bus were: lack of an express route; service cuts; location of routes and stops; and commuting time.

**University of Oregon Community Planning Workshop – EmX Evaluation:** Director of Planning and Development Tom Schwetz introduced University of Oregon Project Manager Sarah Schooley. She presented the results of a research project that was conducted by graduate students of the University of Oregon Master of Community and Regional Planning Program Community Planning Workshop (CPW). The focus of the project was the EmX implementation process.

Ms. Schooley described the research methodology and project deliverables, including a stakeholder perception report, evaluation framework, website evaluation report, and neighborhood and business survey reports. She said that of particular interest would be the stakeholder perceptions report. With this report in mind, the CPW had developed a set of

recommendations for improving the process as well as improving communications with stakeholders.

Mr. Schwetz noted that a June 17, 2009, memorandum from CPW had been distributed as a handout to the Board. He said that the document contained a comprehensive list of recommendations, and he would focus on three that were of particular importance:

- Coordination with LTD's jurisdictional partners can be improved. LTD should coordinate more closely with local governments.
- A significant portion of the community is not aware of the full EmX system plan. LTD should communicate its full build-out vision of BRT in Eugene-Springfield. This vision would include marketing transit in general.
- LTD should develop tools to more effectively communicate the process for completion of the EmX system.

Mr. Schwetz explained that currently only one individual from each jurisdiction was involved in the process and that there were plans to broaden the number of staff from each agency as the process moved forward. He said it was apparent that a significant portion of the community was unaware of plans for the full build-out of EmX and that LTD would develop strategies to establish that vision within the community.

In response to a question from Mr. Eyster, Mr. Schwetz said that the concern about the need to broaden involvement within jurisdictions had come from city staff.

Mr. Evans agreed that the EmX message was not resonating with the community. He felt it was partially a public relations issue and asked if there were specific recommendations related to outreach. Mr. Schwetz said that the report did not include specific suggestions; nevertheless, LTD staff were discussing the need for more and better tools to communicate with the public.

Mr. Necker asked if stakeholders had indicated a preference for receiving information from LTD. Ms. Schooley replied that 74 percent of the Fairmount neighborhood respondents indicated that they received their information about EmX from *The Register Guard*. It was important to establish good relationships with the media outlets that people knew and trusted. She said that people needed to understand how their input was being utilized by LTD. She suggested that each meeting begin with a description of what stage of the process LTD was in and what influence the public would have on the final decisions. She stressed the importance of communicating the fact that EmX will be a 61-mile system when complete and will provide a transportation network in the region.

Ms. Towery commented that articles in newspapers represented a message that had been interpreted by someone else. LTD needed to present information directly to the community through channels such as corporate and neighborhood newsletters.

Mr. Schwetz suggested that creative ways to reach out to the community could be a topic at the Board's luncheon that is scheduled for July 27.

**EMPLOYEE OF THE MONTH – JULY 2009:** Director of Transit Operations Mark Johnson introduced Bus Operator Dee Edwards as the July 2009 Employee of the Month. He said that Ms. Edwards set a great example of utilizing LTD's core values to make her passengers feel safe and protected.

Mr. Eyster presented Ms. Edwards with her award, congratulated her on behalf of the Board, and thanked her for her service. Ms. Edwards said she felt blessed and honored to be a part of LTD.

#### AUDIENCE PARTICIPATION

**Josef Siekiel-Zdzienicki**, Eugene, commented that the Board had seen presentations related to the Amazon Creek alternative and the West Eugene Collaborative's recommendations, and he suggested that it also consider a presentation on the 6<sup>th</sup>/7<sup>th</sup> Avenue alternative. He asked if the Oregon Department of Transportation (ODOT) had made a decision about whether an LTD bus could travel in one of the standard lanes every ten minutes or if it required a dedicated lane on 6<sup>th</sup> and 7<sup>th</sup> Avenues.

Mr. Schwetz replied that LTD was working with ODOT and that both options were included in the analysis of that alternative.

#### ITEMS FOR ACTION AT THIS MEETING

**MOTION Consent Calendar:** Mr. Kortge moved adoption of LTD Resolution 2009-017: It is hereby resolved that the Consent Calendar for June 17, 2009, is approved as presented. Mr. Evans provided the second. The Consent Calendar consisted of the minutes of the April 15, 2009, Canceled Regular Board Meeting; May 11, 2009, Special Board Meeting; and Resolution 2009-018, Reaffirming District Boundaries.

**VOTE** The Consent Calendar was approved as follows:  
 AYES: Dubick, Eyster, Evans, Gaydos, Kortge, Necker, Towery (7)  
 NAYS: None  
 ABSTENTIONS: None  
 EXCUSED: None

**Public Hearing and Approval of Fiscal Year 2008-2009 Supplemental Budget:** Financial Services Manager Todd Lipkin explained that the supplemental budget would repay an interfund loan of \$150,000 from the General Fund to the Commuter Solutions Fund that was necessitated by the delayed receipt of grant proceeds.

Mr. Eyster opened the public hearing. No one wished to speak, and the hearing was closed.

**MOTION** Mr. Evans moved approval of LTD Resolution 2009-019, which amended the LTD Fiscal Year 2008-2009 budget as represented in the Resolution. Mr. Gaydos provided the second.

VOTE The resolution was approved as follows:  
 AYES: Dubick, Eyster, Evans, Gaydos, Kortge, Necker, Towery (7)  
 NAYS: None  
 ABSTENTIONS: None  
 EXCUSED: None

**Public Hearing and Approval of Fiscal Year 2009-2010 Budget:** Director of Finance and Information Technology Diane Hellekson stated that the budget described in the Resolution was the same as the authorized spending in the budget for FY 2009-2010 approved by the LTD Budget Committee on May 20, 2009, with the exception of the Mobility Management Program, which was inadvertently omitted when the Accessible Services Fund was split into two funds. She said that the program's funding of \$141,800 had been reinstated, and that did not increase either the fund budget or the total budget.

Ms. Hellekson called the Board's attention to a change resulting from the Budget Committee's meeting and explained the \$700,000 contribution to retirement plans. She said that the administrative plan was on a July 1 - June 30 fiscal year and was analyzed on a biennial basis. The next analysis would occur using financial information as of on June 30, 2009, and that a contribution made on July 1 would not be calculated into the equation for two more years. She said that if the District made a contribution in late June, it would not affect cash flow, and the contribution would be included in the next plan evaluation. She added that the entire \$700,000 contribution would be made in June, unless the Board objected, and that the appropriation for the contribution would be left in next year's budget as a cushion.

Mr. Eyster opened the public hearing. No one wished to speak, and the hearing was closed.

MOTION Mr. Evans moved approval of LTD Resolution 2009-020, adopting the LTD Fiscal Year 2009-2010 budget and appropriating \$96,105,200 as represented in the Resolution. Ms. Towery provided the second.

VOTE The resolution was approved as follows:  
 AYES: Dubick, Eyster, Evans, Gaydos, Kortge, Necker, Towery (7)  
 NAYS: None  
 ABSTENTIONS: None  
 EXCUSED: None

**Federal Fiscal Year 2010 Disadvantaged Business Enterprise (DBE) Goal:** Purchasing Manager Jeanette Bailor explained that the LTD Board adopts revised DBE policies and goals annually. She said that the goal for the next federal fiscal year was 5.19 percent of Federal Transit Administration funded contracting activities. DBEs were defined as women- and minority-owned business enterprises as certified by the State of Oregon.

Mr. Evans commended LTD's DBE program outreach efforts.

MOTION Mr. Kortge moved approval of LTD Resolution 2009-021: Resolved, the LTD Board of Directors hereby adopts a new DBE Goal of 5.19 percent, effective August 1, 2009. Mr. Evans provided the second.

VOTE The resolution was approved as follows:  
 AYES: Dubick, Eyster, Evans, Gaydos, Kortge, Necker, Towery (7)  
 NAYS: None  
 ABSTENTIONS: None  
 EXCUSED: None

**Approval of Updates to Fare Policy:** Mr. Vobora reviewed the changes to the District's Fare Policy that were approved by the LTD Board Finance Committee on May 12, 2009. He said that the biggest change was removal of the monthly cap on fare instruments that agencies could purchase through the District's Not-for-Profit Agency Discount Program.

MOTION Ms. Towery moved approval of LTD Resolution 2009-022: It is hereby resolved that the LTD Board of Directors approves the removal of references to "bus tokens" and approves changes to the Lane Transit District Not-for-Profit Agency Discount Program as outlined in the Lane Transit District Fare Policy. Mr. Dubick provided the second.

VOTE The resolution was approved as follows:  
 AYES: Dubick, Eyster, Evans, Gaydos, Kortge, Necker, Towery (7)  
 NAYS: None  
 ABSTENTIONS: None  
 EXCUSED: None

Mr. Pangborn commended Mr. Vobora and his staff for developing the Not-for-Profit Agency Discount Program.

#### ITEMS FOR INFORMATION AT THIS MEETING

**Board Member Reports:** Mr. Pangborn reported that the Metropolitan Policy Committee (MPC) was beginning its discussion of allocation of Surface Transportation Program-Urban (STP-U) funds. He reminded the Board that LTD had requested an allocation of \$1.5 million over the next four years to address cuts in service. He felt that there was support among MPC members for that request.

Mr. Eyster stated that the Gateway EmX press event on May 26 was successful and that members of the congressional delegation attended.

**Gateway EmX Extension Project Update:** Facility Services Manager Charlie Simmons said that all permits and approvals were in place. He said that Wildish Construction was the construction manager/general contractor on the project and would perform 10 percent of the work; the remaining 90 percent had been put out for bid, and the bids that were being received were less than anticipated and would result in a much larger contingency. A larger contingency meant that elements could be added back into the project. Those could include:

- Bus lanes through major intersections
- Concrete bus pads at Harlow and Gateway curbside stations
- Springfield Station modifications
- Fiber optic backbone
- Additional artwork

- Pedestrian path lighting
- Real-time information signs
- Colored concrete crosswalks
- Wheelchair ramp request lights
- Security cameras

Mr. Simmons stated that the project included 41 property acquisitions; 40 appraisals had been completed and 25 parcels purchased. He did not anticipate problems with acquiring the remaining property. He showed a video of construction activities and said that the project was on schedule and within budget.

Regarding the EmX buses for this project, Mr. Simmons reported that the first vehicle was in production and it is expected that all five buses would be delivered by the end of the summer. With the exception of different diesel engines, the vehicles were virtually unchanged from those already in service. Director of Maintenance George Trauger explained that the new vehicles would have Cummins engines instead of Caterpillar. He said that the basic design was the same, but that Caterpillar was no longer in the transit business. He added that some interior design elements related to wheelchairs were being modified.

Mr. Simmons said that 1 percent of the Gateway EmX budget, or \$230,000, was budgeted for art. A committee was established to review proposals from artists and selected a proposal from Devin Laurence Field for three sculptures to be placed at the stations at Centennial, Q Street, and Hayden Bridge. The rest of the proposal included art similar to the decorative railings on the Franklin corridor and would be placed at about half of the Gateway EmX stations. An additional \$60,000 could place railings at all of the stations.

Mr. Simmons noted that there had been a dedication and grand opening of the Gateway station on June 14 and 15.

In response to concerns voiced by Mr. Necker regarding the safety of the crosswalk at the new Gateway station, Mr. Simmons said that it was being addressed. The District had placed temporary signs reminding pedestrians to look both ways before crossing, and staff would continue to review the safety of the new crosswalk.

Mr. Vobora added that cars were not required to stop unless there were pedestrians in the crosswalk, and signs reminding drivers to yield to pedestrians were in place. He said that several ideas were being explored for improving pedestrian safety at the new station.

Mr. Simmons showed a video of construction activities during the past year of the project.

Mr. Necker said that people had expressed concern about turning into an apartment complex because of the cross-hatch design in the center lane. Mr. Vobora stated that the City had closed that entrance and was requiring residents to use the other entrance.

Mr. Evans asked if there had been any consideration to displaying artwork that reflected the growing Latino community in Springfield. Mr. Simmons replied that the selected proposal included specific pieces, but there may be opportunities for such art along the multiuse path.

**Rosa Parks Multiuse Path Historical Project:** Mr. Vobora described discussions among LTD, The City of Springfield, and the Springfield Chamber of Commerce to emphasize the history of Springfield with artwork along the Rose Parks multiuse path. He indicated that one concept was a piece similar to the flour mill piece designed for the Gateway EmX project, which would include information about the City's history inside. He added that there were opportunities along the path to create a sense of place, but discussions were still at a very general level.

Mr. Eyster asked if there was a way to incorporate some aspect of Springfield's changing demographics in the artwork if additional funding was available. Mr. Vobora explained that if there were, a group would be formed to meet separately with representatives from contributing partner agencies to determine what art would be installed. Mr. Simmons added that the Gateway art proposal could not be changed unless the artist agreed.

Mr. Evans wanted artwork to be inclusive and welcoming to the Latino community, who represent a significant percentage of the District's ridership.

**Board Meeting Location:** Mr. Vobora provided an overview of the Board's meeting locations prior to construction of the LTD Administration Offices in 1988. He had polled peer districts regarding their meeting practices. Many districts had an administrative facility where meetings were held; one district had a different meeting location each month, rotating throughout the communities that it served. Meeting times were typically in the evening.

Mr. Necker said that he had heard complaints that the Board's meetings were too late for people who had to use transit to outlying areas.

Mr. Eyster asked if the Board wanted to add the topic of meeting location as a discussion item at the Board luncheon.

Mr. Kortge was not certain there was a problem.

Mr. Evans said that accessibility had been raised as an issue, and he thought having meetings occasionally in other communities could be useful in demonstrating that LTD served the entire region. He wanted to discuss the matter at the luncheon.

Mr. Vobora asked what additional data the Board would need prior to the luncheon.

Mr. Pangborn said that the library was a good location, but that the City was reluctant to guarantee its availability. A benefit of that location is that it is wired for community access television. He stated that staff could research reserving dates in advance, the cost of using community access television, and the cost of wiring LTD facilities for telecasts.

Mr. Vobora pointed out that if meeting locations varied, the District would need to use resources to make sure information about times and locations were widely distributed.

Ms. Towery observed that the meetings at the library had considerable attendance because they concerned major issues like service cuts. She questioned whether changing locations would result in greater attendance when there were no major issues on the agenda.



Mr. Eyster said that a discussion of meeting location and technology to make meetings more accessible would be placed on the luncheon agenda.

**Legislative Update:** Assistant General Manager Stefano Viggiano announced that Senate Bill 34, which allowed the payroll tax to be increased to a maximum of .008, had been signed by the governor. He said that House Bill 2069 (relating to funding for elderly and disabled transportation) and HB 2396 (relating to LTD's request for lottery bonds to fund the West Eugene EmX project) were still in play. He explained that there had been a concerted community lobbying effort for the EmX funding and that there had been encouraging responses from legislators.

**Monthly Financial Report – May 2009:** Ms. Hellekson stated that May was a benchmark period and that as of May 31, payroll tax receipts were 1.6 percent below last year. She added that there would be another analysis of receipts in August. She said fuel prices were increasing somewhat, but were not as volatile as last year and that ridership was stable.

**Board Luncheon Topics:** Mr. Pangborn said potential discussion topics included the following:

- Succession planning and the effectiveness of internal training programs
- The role of public participation and getting LTD's message out to the community
- What had been learned from the first EmX corridor
- A vision beyond EmX
- Board meeting locations and community access

Director of Human Resources and Risk Management Mary Adams said that the Board could review the District's internal training processes geared toward professional development within the organization and data on how frequently positions had been filled internally rather than recruiting externally. She added that the strategies related to succession planning and key positions in the organization expected to turn over in the next five years could also be discussed. She said the Board's feedback would be sought on those issues.

Mr. Kortge expressed concern about how the District would fund pension plans. Mr. Pangborn said that the subject could be explored in depth at the Board's fall retreat.

Mr. Evans raised concerns about the timeline for building out EmX and the need to accelerate that schedule.

## ADJOURNMENT

Mr. Eyster adjourned the meeting at 8:10 p.m.



Board Secretary


MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, July 15, 2009

The regular meeting of the Board of Directors of the Lane Transit District scheduled for Wednesday, July 15, 2009, at 5:30 p.m., was canceled due to a lack of agenda items requiring action.



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Board Secretary

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