

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, February 15, 2012

Pursuant to notice given to *The Register-Guard* for publication on February 9, 2012, 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 and executive session on Wednesday, February 15, 2012, beginning at 5:30 p.m., in the LTD Board Room at 3500 East 17th Avenue, Eugene.

Present: Mike Eyster, President
Greg Evans, Vice President
Ed Necker, Treasurer
Michael Dubick
Gary Gillespie
Doris Towery
Ron Kilcoyne, General Manager
Jeanne Schapper, Clerk of the Board
Lynn Taylor, Minutes Recorder

Absent: Dean Kortge, Secretary

CALL TO ORDER/ROLL CALL: Mr. Eyster convened the meeting and called the roll at 5:33 p.m.

PRELIMINARY REMARKS BY BOARD PRESIDENT: Mr. Eyster stated that he would defer his remarks until after John Robert Smith had spoken, which was scheduled to take place at the beginning of the work session.

COMMENTS FROM THE GENERAL MANAGER: General Manager Ron Kilcoyne announced that Administrative Services Manager/Clerk of the Board Jeanne Schapper had received the designation of Certified Municipal Clerk. He also announced that LTD had received a national recognition award from the American Council of Engineering Companies for the Gateway EmX Extension.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA: There were no announcements or additions to the agenda.

BOARD CALENDARS: Mr. Eyster said that the Board meetings in March and April would likely be combined with public hearings for proposed fare changes and that staff would contact Board members to confirm schedules.

Mr. Gillespie said that he would be out of town on June 16-22, 2012.

Ms. Towery said that she would be out of town during spring break.

Mr. Kilcoyne reviewed activities on the Board calendars.

WORK SESSION

Connecting Communities Conference: Director of Planning and Development Tom Schwetz introduced John Robert Smith, president and CEO of Reconnecting America and former mayor of the City of Meridian, Mississippi, who will be a keynote speaker at the next day's conference.

Mr. Smith congratulated LTD on receiving favorable news regarding federal funding for EmX. He said that the first multi-modal transportation center in the South was built in Meridian, and that they had encountered initial opposition similar to what LTD was experiencing with the West Eugene EmX Extension. He said that Meridian's system eventually proved to be a great success and is now celebrated by the community. He commended LTD for its vision and said that the decisions being made today would open access for generations to come. Mr. Smith said that LTD is seen as a national leader in bus rapid transit implementation, and its efforts are being watched by other districts across the country.

Mr. Eyster said that EmX is a multi-step iterative process, and the phase was initiated when the Eugene City Council asked LTD to consider West 11th Avenue as the next EmX route. He said that each step in the process considers the merits of the project and whether it should proceed to the next step. Recent significant points in the process included a consultant's report on the increased ridership and connection of people to jobs that would result from the addition of a West Eugene EmX route. He said that the project had met the Federal Transit Administration (FTA) requirements, and funding was included in the President's budget. A study of property impacts along the route indicated that only 20 parking spaces would be affected and mitigation strategies could reduce that amount. He said that information on operating expenses was still being developed for the Board's consideration.

2011 Origin and Destination Survey Results: Director of Service Planning, Accessibility, and Marketing Andy Vobora introduced Selena Barlow, with Transit Marketing, LLC, to present highlights from the results of the 2011 Origin and Destination Survey. He noted that the full report is available to the public on the LTD website.

Ms. Barlow described the methodology used to conduct the survey during a nine-day period in mid-October 2011. She said that 7,477 rider questionnaires were completed of which 6,647 were unduplicated responses. This provided a robust sample and valid data with a high confidence level. She said that the data would be used by the Lane Council of Governments for its travel modeling program.

Ms. Barlow said that data on the frequency of transit use had remained very consistent for the last four surveys with about half of customers riding four to six days per week, 30 percent riding one to three days per week, and the remainder riding seven days per week. She said that 39 percent of riders are choice riders, which means that they have the option of driving or taking the bus. She said that LTD's percentage of choice riders is higher than most other districts, and its percentage of transit-dependent riders is lower. She reviewed ridership demographic patterns, noting that more than half of the riders are thirty years old or younger. She reviewed statistics related to trip purpose and said that more than 60 percent of riders have commute needs related to school or work. She said that with respect to fare payment methods, LTD is one of the least cash-oriented systems. She added that EmX riders have virtually the same characteristics as riders on the rest of the system.

Ms. Barlow concluded her presentation with data on rider satisfaction and service improvements. She said that the areas of highest satisfaction are LTD drivers, customer service representatives,

and the LTD website. While the ratings by EmX riders and fixed-route riders are generally comparable, EmX riders tend to rate the system higher in areas related to frequency of buses, being on schedule, comfort while waiting for the bus, and schedule information at the bus stop. The two most desired system improvements are later evening service and more frequent service. She summarized that the demographics of riders is very similar to past surveys: a majority of riders are commuter oriented, and there had been an increase in customer satisfaction and a decline in perceived service problems between the 2007 and 2011 surveys, indicating that LTD is meeting the needs of riders.

AUDIENCE PARTICIPATION: There was no one present who wished to speak.

EMPLOYEES OF THE MONTHS: The Board recognized Bus Operator Instructor Jackie Cessna as the January 2012 Employee of the Month (EOM), Bus Operator/Temporary Supervisor Javier Rodriguez as the February 2012 EOM, and Bus Operator Gail Cramblit as the March 2012 EOM.

Mr. Eyster thanked Ms. Cessna, Mr. Rodriguez, and Ms. Cramblit for their service and dedication to LTD's mission and presented certificates of appreciation, checks, and pins commemorating the awards. Recipients expressed their appreciation for the acknowledgement of their service and thanked the Board for their awards.

Mr. Eyster recognized the services of Bus Operator John Perry who has been an LTD employee for 42 years and is retiring in March.

RECESS: Mr. Eyster called a brief recess at 6:37 p.m.

RECONVENE: Mr. Eyster reconvened the meeting at 6:49 p.m.

ITEMS FOR ACTION AT THIS MEETING

MOTION **Consent Calendar:** Mr. Evans moved adoption of LTD Resolution No. 2012-001: It is hereby resolved that the Consent Calendar for February 15, 2012, is approved as presented. Ms. Towery provided the second. The Consent Calendar consisted of the minutes of the December 12, 2011, Special Board Meeting; the December 21, 2011, Canceled Board Meeting; and the January 18, 2012, Canceled Board Meeting.

VOTE The Consent Calendar was approved as follows:
 AYES: Dubick, Evans, Eyster, Gillespie, Necker, Towery (6)
 NAYS: None
 ABSTENTIONS: None
 EXCUSED: Kortge (1)

Statement of Principles on Immigrant Integration: Mr. Vobora introduced Guadalupe Quinn, Coordinator of the Immigrants Rights Advocacy Program and Amigos Multicultural Services Center; and Bob Bussel, Director of the Labor Education and Research Center at the University of Oregon, who were there to speak on behalf of the Lane County Network for Immigrant Integration.

Ms. Quinn asked the Board for its endorsement of the Statement of Principles on Immigrant Integration. She provided a list of organizations and individuals who had already endorsed the Statement.

Mr. Bussel said that a challenge of the 21st century is living in a multicultural, multi-racial, and multi-ethnic world. Successful communities are those that are welcoming and integrated. He said that the network is composed of entities that, in one way or another, work with immigrants and are striving to create a greater sense of welcoming and inclusion. He said that LTD is a part of that network as a provider of vital services. He said that a welcoming statement with a broad signership of diverse elements within the community would provide a strong foundation for that effort.

In response to a question from Mr. Eyster, Mr. Bussel said that endorsers of the Statement include school districts, churches, FOOD for Lane County, the League of Women Voters, Oregon Red Cross, Selco Community Credit Union, Springfield Police Department, American Civil Liberties Union, the University of Oregon, and many agencies who serve the immigrant populations.

Ms. Towery asked if local governments were being asked to sign the Statement. Ms. Quinn said that local governments were on the outreach list for endorsement requests.

MOTION Mr. Evans moved LTD Resolution No. 2012-002: It is hereby resolved that the LTD Board of Directors supports the Lane County Network for Immigrant Integration's Statement of Principles and directs the Board President to sign the attached Organizational Pledge of Support. Mr. Gillespie provided the second.

Ms. Towery stated that LTD's services help provide quality of life for people in the community, and signing the State of Principles supported the District's purpose.

VOTE The resolution was approved as follows:
 AYES: Dubick, Evans, Eyster, Gillespie, Necker, Towery (6)
 NAYS: None
 ABSTENTIONS: None
 EXCUSED: Kortge (1)

Disadvantaged Business Enterprise (DBE) Program Amendment: Purchasing Manager Jeanette Bailor explained that the FTA had advised all transit districts of the need to amend their DBE policies to include small business enterprises to facilitate their competition. She said that the amendment incorporated a new definition of small business enterprise and added a section to the program that would foster competition with small businesses. She said that prime contractors on large construction projects would be asked to provide a procurement plan to identify pieces of work that could be subcontracted to small businesses. The amendment also would prevent restrictive requirements such as excessive bonding that small businesses could not meet. She said that prior to bidding contracts would be reviewed to determine if the entire contract or portions could be subcontracted to small businesses.

Mr. Evans asked about LTD's current DBE performance. Ms. Bailor replied that the target was 3.49 percent, and during the past six months LTD had achieved 5.16 percent. She said that the Gateway EmX project had achieved 7.8 percent.

Mr. Gillespie asked how a small business enterprise was defined. Ms. Bailor replied that it depended on the nature of the business; however, the definitions were contained within federal regulations.

Mr. Eyster asked if the \$1 million threshold could be lowered for contracts required to specify elements that could be performed by small businesses. Ms. Bailor said that the threshold could be set at any level, or based on any criteria, that the Board desired. She said that the language provided \$1 million as an example but did not limit the requirement to those contracts more than that amount. Each contract, regardless of the dollar amount, would be reviewed by staff to determine if there were subcontracting opportunities for small businesses.

Mr. Eyster, on behalf of the Board, urged staff to actively seek opportunities to engage DBEs and small business entities as a part of LTD's procurement efforts.

Mr. Evans emphasized the importance of an affirmative, aggressive outreach effort to inform DBEs and small businesses of contracting opportunities as a part of the amended DBE Program.

MOTION Mr. Gillespie moved LTD Resolution No. 2012-003: Resolved, the LTD Board of Directors hereby adopts a new Disadvantaged Business Enterprise Program incorporating a small business concern element. Mr. Necker provided the second.

VOTE The resolution was approved as follows:
 AYES: Dubick, Evans, Eyster, Gillespie, Necker, Towery (6)
 NAYS: None
 ABSTENTIONS: None
 EXCUSED: Kortge (1)

Assumptions for Lane Transit District Salaried Employees' Retirement Plan Defined Benefit Plan: Director of Human Resources and Risk Management Mary Adams stated that on January 1, 2012, all new administrative employees hired by LTD would be part of a new pension plan. She referred to recommendations from actuaries at the Milliman firm regarding options that were included in the agenda packet. She said that the Board's Finance and Human Resources committees met jointly on January 24, 2012, to review the recommendations, and were proposing that the Board adopt a 20-year amortization period and do a one-time reset to the market value of the assets for the plan.

MOTION Mr. Dubick moved LTD Resolution No. 2012-004: Resolved, the LTD Board of Directors hereby adopts a 20-year amortization window and directs consultants to do a one-time reset to the market value of the assets for the Defined Benefit plan of the Lane Transit District Salaried Employees' Retirement Plan. Mr. Evans provided the second.

Mr. Dubick commended the Human Resources and Finance committees for discussing options with representatives of Milliman first and said that he felt that the option selected would be a positive step toward the long-term financial health of the District by addressing the unfunded liability of the Salaried Employees' Retirement Plan.

VOTE The resolution was approved as follows:
 AYES: Dubick, Evans, Eyster, Gillespie, Necker, Towery (6)
 NAYS: None
 ABSTENTIONS: None
 EXCUSED: Kortge (1)

ITEMS FOR INFORMATION AT THIS MEETING

Point2point Solutions Annual Program Report: Point2point Solutions Program Manager Theresa Brand provided an update on the Point2point program. She said that Point2point promoted options to build a balanced and efficient transportation system and that it served the traveling public; public agencies; employers; local elementary, junior high, and high school students; and higher education institutions. She presented 2010 statistics on travel trips of all types in the region and the modes of transportation used. She highlighted Point2point services, including ridesharing, education and outreach, carsharing, SmartTrips, van pooling, congestion mitigation, planning and policy development, employer- and student-oriented programs, and group pass programs. The SmartTrips program was a six-month pilot project that was developed to assist in overcoming barriers to using alternative modes of transportation. The target area was within a quarter mile of the Gateway EmX corridor. The business component launched in February 2012 and will be followed by the residential component in April 2012. Ms. Brand added that the Drive Less Connect program was an online ridesharing program launched in September 2011 and membership was steadily increasing.

Mr. Eyster asked if there was a budget for Park & Ride expansion. Financial Manager Todd Lipkin said that there was an illustrative project line item in the Capital Improvement Program budget for Park & Ride lots. The need had been identified, but funding had not yet been secured. Mr. Vobora noted that LTD had purchased the Park & Ride lot at River Road Station, with the County retaining a portion of the property. He said that the County was developing its portion, which would result in the loss of some parking spaces at the River Road Station.

Mr. Eyster asked if Park & Ride lot usage was being tracked. Ms. Brand said that lot usage was reviewed and ways to mitigate sites that were highly used were considered. In response to a question from Mr. Gillespie, she said that she would follow-up on usage of the Veneta Park & Ride facilities.

Ms. Brand said that flex funding had been requested for an expanded Smart Trips program in other areas of the region. She said that congestion mitigation services continued to expand and that it was a good tool for both travelers and construction managers.

Ms. Brand noted that Point2point had established a stakeholder group and was developing a regional plan for short- and long-term bike parking. She anticipated that the plan would be completed in the fall of 2012. She said that there was interest in a bikeshare feasibility study and funding was being sought. She described the range of services to employers, including group bus passes, commuter clubs, vanpools, ridematching, employee transportation coordinators, information fairs tailored to an employer's needs, and a Business Commute Challenge.

Ms. Brand said that the loss of \$1.2 million in State funding had greatly reduced participation in the Student Transit Pass program, and other funds were being sought to replace that support on a long-term basis. The negative impact on students was somewhat lessened through school participation in the Group Pass Program, although not all school districts were participating.

Ms. Brand said that emerging opportunities included reduction of non-work trips, carsharing, secure bike parking, bike sharing, and expansion of the Safe Routes to School program. The school programs strive to help youth develop lifelong habits of transit use to promote a more sustainable community.

Board Member Reports:

Metropolitan Policy Committee (MPC): Mr. Evans reported that the MPC discussed House Bill 7, which was federal legislation that would remove transit districts from the Highway Trust Fund and place that money in the General Fund. He said that there was a better option emerging from the Senate Banking Committee.

Mr. Kilcoyne said that a House vote on HB 7 had been postponed and the Senate's version was preferable because it retained transit in the Highway Trust Fund, although there were still some concerns because it would end discretionary programs and all funds would be distributed by formula. That could create problems with funding large acquisitions, such as buses. He said that it was unlikely that Congress would agree on a bill and that the current legislation would be continued until next year.

Metropolitan Planning Organization's Citizen Advisory Committee (MPO CAC): Mr. Gillespie reported that the MPO CAC would meet on February 16 to review membership applications and make a recommendation to the MPC on appointment of new and continuing members. He indicated that he had applied for another term. The CAC also was reviewing the Unified Planning Work Plan. Mr. Kilcoyne added that he had sat on the CAC subcommittee that reviewed applications.

Other Activities: Mr. Evans announced that he had been appointed to the Governance Task Force and Workforce Development Task Force for the American Public Transportation Association (APTA). He said that a special project would be developing a partnership between APTA, the transportation industry, and community colleges.

Transportation Community Resource Group (TCRG) for the Eugene Transportation System Plan: Mr. Necker reported that the TCRG met earlier in the day. Work groups studied areas of the community to identify positive elements and problems and provide further input on the Eugene Transportation System Plan. Mr. Gillespie added that the draft plan would be edited based on the group's feedback and then released for public comment. He said that there was little support among work groups for a Beltline EmX project.

Post-Project Evaluation – Fleet Maintenance Building Expansion/Remodel: Ms. Bailor stated that staff had prepared a post-project evaluation of the Fleet Maintenance Building expansion/remodel, which is required when a Construction Manager/General Contractor delivery method is used. She said that the full evaluation was included in the agenda packet, and staff had concluded that the project went well and that the delivery method was beneficial. She said that the project was completed under budget, moved forward quickly, and achieved the desired results.

2012 Legislative Session Report: Ms. Adams said that the legislature was halfway through its 2012 35 day "short" session, and February 14 was the deadline for bills to pass out of the originating chamber. She said that there was a bill that could be a conduit for using lottery funds for transportation, and if passed, could result in additional funds for ConnectOregon. She said that language to establish a statewide Medicaid brokerage had been removed from the budget but could reappear in the next session. Ms. Adams added that Representative Nancy Nathanson was working with a group to determine if the model used in Lane County could be expanded to other areas of the state. Efforts also were being made to better integrate veteran transportation services.

Monthly Financial Report: Mr. Lipkin reviewed the financial report and noted that payroll tax receipts were up 2.6 percent over last year.

Mr. Evans asked if predicted increases in fuel costs during the summer would have an impact on LTD's next budget cycle. Mr. Lipkin replied that the District had approximately 300,000 gallons of fuel in storage, or about one-third of a year's supply. He said that he felt that fuel prices would decline after the summer. The projected cost of \$3.75 per gallon in the Long-Range Financial Plan should carry LTD through a spike in fuel prices.

Mr. Gillespie asked if the \$4 million cost of property impact mitigations along the West Eugene EmX corridor would be paid from the FTA grant. Mr. Kilcoyne said that the grant would fund those costs. He then pointed out that the mitigation costs were less than originally estimated for the project.

ADJOURNMENT: Mr. Eyster adjourned the meeting at 8:07 p.m.

LANE TRANSIT DISTRICT

ATTEST:



Dean Kortge
Board Secretary



Jeanne Schapper
Clerk of the Board

Date Approved: March 21, 2012

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