

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, September 19, 2012

Pursuant to notice given to *The Register-Guard* for publication on September 13, 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 on Wednesday, September 19, 2012, beginning at 5:30 p.m., in the LTD Board Room at 3500 East 17th Avenue, Eugene.

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

Absent: Mike Eyster

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

PRELIMINARY REMARKS BY BOARD PRESIDENT: Mr. Greg Evans thanked his colleagues on the Board for electing him president, and he commended outgoing president Mike Eyster for his leadership during the previous four years.

COMMENTS FROM THE GENERAL MANAGER: Mr. Kilcoyne welcomed Mr. Greg Evans as the new Board president. He announced that Mr. Greg Evans will be recognized by the American Public Transportation Association (APTA) as its Board Member of the Year at the Annual Meeting that will be held in Seattle in two weeks.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA: None.

BOARD CALENDARS: Mr. Kilcoyne noted that the Board would have a work session on October 8 and a regular meeting on October 17, as well as a special meeting on November 12. The regular meeting that was scheduled for November 21 was canceled due to Thanksgiving occurring the next day.

WORK SESSION

West Eugene EmX Extension Update: Senior Project Manager John Evans presented an update on the West Eugene EmX Extension (WEEE) project. He said that the 45-day public review period for the Environmental Assessment (EA) had just been completed and more than 300 comments were received. Mr. John Evans distributed a September 12, 2012, Memorandum addressed to the City of Eugene that summarized comments in the following categories: Cost, Process and

Documentation, Environmental Justice, Business and Property Owner Impacts, Traffic, Other Environmental Impacts, Consistency with Local Regulations, and Transit Service and Ridership. He said that LTD had provided its initial brief responses to comments in the Memorandum, but the Federal Transit Administration (FTA) would be responsible for providing detailed responses to any substantive comments related to the contents of the EA. If the FTA determines that there are no significant environmental effects, it will issue a Finding of No Significant Impact (FONSI) to complete the EA. The FONSI would include responses to comments along with mitigation from the EA that LTD would be required to include in the project design and construction.

Mr. John Evans briefly reviewed LTD's responses to issues raised in public comments under each of the eight categories:

Cost

- LTD is not planning to reduce regular bus service due to expansion of the EmX system.
- EmX is a flexible approach to providing transit services and could adapt to use alternative fuels.
- LTD could not address federal policy questions about funding rapid transit, but was concerned with making best use of the federal funding available to the community for that purpose.

Process and Documentation

- The purpose and need for EmX is well-documented in the environmental process.
- Mode and alignment alternatives were fully evaluated.
- Process documentation has been made available on the LTD website and in print at all local libraries and at LTD facilities.

Environmental Justice

- The Accessible Services Committee concurred that EmX is generally easier for the disabled community to use than the fixed-route system.
- EmX stops are sited based on concentrations of people who are mobility impaired.
- Outreach to all community groups was conducted throughout the project planning and review phase and included translation into Spanish.

Business and Property Owner Impacts

- Extensive outreach to businesses along the corridor addressed impacts and mitigation strategies to minimize short- and long-term impacts.
- Net parking impact along the corridor was limited to 18 off-street parking spaces and approximately 57 on-street spaces. The design process would continue to work with property owners and businesses to seek ways to further minimize impacts.

Traffic

- The Oregon Department of Transportation has determined that LTD complied with its mandate that traffic could not be made worse for cars and trucks during the WEEE project's 20-year design period, and that the project would not "take" a lane.

Other Environmental Impacts

- No heritage, charter trees, or historic properties are significantly impacted; and impact on wetlands has been mitigated to below the level of significance. Other environmental factors such as air quality would be improved by the project.

Consistency with Local Regulations

- The City of Eugene specifically requested implementation of the West Eugene EmX Extension project because it was consistent with the City's land-use plans for higher density along transit corridors to support nodal development.
- The project is consistent with Envision Eugene.

Transit Service and Ridership

- LTD demonstrated that the capacity already exists along West 11th Avenue for adequate residential and employment ridership.
- Ridership projections demonstrate that EmX will increase ridership at a lower cost per rider as compared to regular service. This has been supported by experience with the Franklin Boulevard and Gateway EmX lines.
- The Long-Range Financial Plan (LRFP) did not envision future reductions to service hours, and EmX was determined to be a more sustainable long-term solution to providing better transit service.

Mr. Kortge commented that the Franklin Boulevard EmX ridership projections had been far exceeded. He asked about the status of Gateway EmX ridership. Mr. John Evans said that the Gateway ridership in the first year may have fallen short of earlier projections; however, ridership was now catching up with projections.

Mr. Kortge cautioned staff to clarify the differences between the Gateway and Franklin Boulevard EmX lines when citing projected and actual ridership statistics. He noted that the LRFP was still just a plan, and he was concerned about how costs would be trimmed across the system if there was another economic downturn.

Mr. Kilcoyne said that the LRFP took a more conservative approach to revenue and expense projections due to the recession. The operating costs in the LRFP are fully allocated, and he anticipated that actual costs would be lower. He did not want to reduce service in other areas to support the WEEE, and he said that he was comfortable with the numbers in the LRFP. Mr. Kilcoyne said that comments regarding under-estimating EmX costs were inaccurate because they looked at the addition of service hours and those costs, which were not projected until after 2017.

Mr. Gillespie urged the District to ensure that the public and riders would be appropriately notified of closures, changes in stops, and the duration of those alterations.

Mr. John Evans said that next steps in the process included a Eugene City Council meeting on September 26 to act on reaffirming the WEEE LPA. The results of that vote would be referred back to the LTD Board for further action.

Mr. Greg Evans determined that there were no objections to moving up the Safety and Accident Prevention Programs next on the agenda.

Safety and Accident Prevention Programs: Director of Transit Operations Mark Johnson and Risk Manager David Lindelien presented the training aspect of Safety and Accident Prevention Programs.

Mr. Johnson said that training is a key component of all safety programs, and all new employees go through safety training. Bus operators also go through extensive additional safety training before they begin driving for the District. He said that employees work together to create a culture of safety in the workplace and that employees are expected to report all incidents, even if they do not result in injury.

Mr. Necker raised the issue of bus operator injuries that resulted from securement of wheelchairs. Mr. Johnson agreed that many injuries occurred that way and that training was designed to teach proper securement techniques. The challenge is that no two wheelchairs are the same.

Mr. Greg Evans asked what type of self-defense measures drivers were taught. Mr. Johnson said that the techniques addressed how drivers could defend themselves from a seated position if attacked.

With the concept of injury prevention in mind, Mr. Johnson said that every bus operator underwent eight hours of training annually, and administrative employees were required to attend a portion of that training, which always included safety topics. He said that every bus accident was investigated by certified personnel, and a committee reviewed accident reports to determine if they were preventable.

Mr. Lindelien explained that employee accidents, even those that were very minor in nature, were reported so that an analysis could determine the cause and methods for preventing reoccurrences. He said that the District's Safety Committee meets monthly and conducts quarterly inspections of facilities while collaborating with the Oregon Occupational and Safety and Health Administration and SAIF Corporation, which is the workers compensation carrier.

Mr. Johnson said that the District also collaborated with its insurance carrier. He said that the safety program included personal accountability for individuals and management. APTA and transit industry peer reviews of the District's safety programs also were conducted to assure that they met industry standards.

Mr. Greg Evans asked if audits of safety programs were conducted by any regulatory agencies, such as the National Transportation Safety Board. He cited a recent incident with the Washington, D.C., transit system. He felt that regulatory reviews were important from the perspective of Board fiduciary responsibility. Mr. Johnson said that Oregon does not have a state agency that would conduct such reviews; the FTA conducts periodic audits, and LTD voluntarily requests peer reviews to evaluate programs.

Mr. Lindelien presented statistics on workers compensation injuries and costs. He noted the spike in numbers in 2008. He said that strains and sprains, especially to arms and shoulders, were the largest category of injuries. LTD's fitness room had been modified to help mitigate the problem, and LTD has experienced a marked downward trend in injuries since 2008. He added that the spike in numbers for 2008 resulted from three cases that involved serious injuries and related costs.

Mr. Johnson said that the District had established objectives and goals for total accidents and preventable accidents, and LTD's rate was average compared with its peers.

Mr. Kortge asked if there was a correlation between accidents and the time of year. Mr. Johnson said that accident rates tended to be related to weather conditions and the return of students at the beginning of the school year.

EMPLOYEES OF THE MONTHS: The Board recognized Facilities Maintenance Specialist Jeff Sherman as August 2012 Employee of the Month, Point2point Administrative Secretary Cammie

Harris as September 2012 Employee of the Month, and Project Communications Coordinator Lisa VanWinkle as October 2012 Employee of the Month.

Mr. Greg Evans thanked Mr. Sherman, Ms. Harris, and Ms. VanWinkle for their service and dedication to LTD's mission and presented them with certificates of appreciation, checks, and pins commemorating their awards. Mr. Sherman, Ms. Harris, and Ms. VanWinkle each thanked the Board for the recognition and expressed appreciation for their positions with LTD.

AUDIENCE PARTICIPATION: Mr. Greg Evans explained the procedures for providing public testimony.

Josef Siekiel-Zdzienicki, 1025 Taylor Street, Eugene, expressed his continuing opposition to the West Eugene EmX Extension. He did not object to the Franklin Boulevard and Gateway EmX lines, although he wished that Gateway ridership was higher. He noted that few Sacred Heart and Symantec employees rode the bus. He was concerned that the West Eugene line would cost too much and save commuters little time and could result in sacrificing other legs in the system. He commented that the bus rapid transit system was not providing feeder routes. He had ridden the West 11th corridor extensively and could not determine that there was sufficient ridership to warrant an EmX line.

ITEMS FOR ACTION AT THIS MEETING

MOTION **Consent Calendar:** Mr. Kortge moved adoption of LTD Resolution No. 2012-020: It is hereby resolved that the Consent Calendar for September 19, 2012, is approved as presented. Ms. Towery provided the second. The Consent Calendar consisted of the minutes of the June 11, 2012, Special Board Meeting/Executive Session; June 14, 2012, Special Board Meeting/Breakfast; June 20, 2012, Regular Board Meeting; July 2, 2012, Special Board Meeting/Executive Session; July 18, 2012, Canceled Regular Board Meeting; and August 15, 2012, Canceled Regular Board Meeting.

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

ITEMS FOR INFORMATION AT THIS MEETING (continued)

Board Member Reports: Mr. Dubick reported that the Lane Area Commission on Transportation (Lane ACT) had discussed Oregon Department of Transportation's (ODOT) restructuring of how transportation projects would be funded. He said that the funding would no longer be available in a broad range of categories; funds would be divided into two categories: 1) Fix It, and 2) Enhance It. Use of Fix It funds would be determined by ODOT and the Oregon Transportation Commission; local jurisdictions would prioritize their applications for Enhance It funding and forward those priorities to the State. He said that the Lane ACT would be identifying what characteristics a project should have in order to be considered a high priority. He said that the Metropolitan Policy Committee (MPC) was going through a similar process.

Mr. Greg Evans reported that the MPC discussed the Citizen Advisory Committee's (CAC) composition and recruitment process as well as the Public Involvement program. He said that Commissioner Bozievich had raised questions about LTD's Title VI activities with respect to outreach to minority communities and businesses. He said that LTD had responded to those inquiries and noted that recent changes at the federal level had raised the standard for those activities.

Ms. Towery commented that Commissioner Bozievich had also asked about the potential of WEEE causing LTD to reduce routes, thereby impacting minority populations. Ms. Towery explained to the MPC that LTD went beyond due diligence in past service reductions to ensure that impacts were minimized to senior, disabled, minority, and low-income populations.

Mr. Greg Evans said that his term as an APTA Board Executive Committee member had expired, and he attended his last meeting on September 7, 2012. The new APTA chair is Flora M. Castillo, a representative from the New Jersey Transit board.

Mr. Necker reported that the Accessible Transportation Committee met and received a presentation on the WEEE EA. He said that there was a robust discussion of the project.

Mr. Gillespie reported that the Metropolitan Planning Organization CAC last met in July, and they also received a presentation on the WEEE project, with a focus on mitigation strategies. He said that the CAC also discussed its recruitment process and would continue that discussion at its September 20 meeting.

Monthly Financial Report: Director of Finance and Information Technology Diane Hellekson informed the Board that the July and August financial reports were posted on LTD's website. She noted that LTD was at projected levels and had seen a 4.7 percent increase in payroll tax receipts as well as increases in boardings. She said that personnel services costs were being controlled, and a payment on the administrative pension plan had helped to reduce the unfunded liability. She said that an actuarial evaluation of the Amalgamated Transit Union hourly pension plan had been received, and the funded status of the plan had gone from 51.2 percent in January 2010 to 54.6 percent in January 2012. She expected to see significant improvement in the future as well. Fuel prices had increased; however, no fuel had yet been withdrawn from the Coos Bay storage facility; moreover, costs were still well below the budget assumption of \$3.75. She said that both pension trusts would meet on October 17.

Ms. Towery asked how much longer the fuel could be stored. Director of Maintenance George Trauger replied that fuel additives had been used to extend the storage life of the fuel to 24 months.

Ms. Hellekson announced that the independent auditor would be on site during the last week in September for the annual audit field work. She expected that the Board would receive the audit report at its December meeting.

Mr. Dubick asked if a Board member had been designated to replace Mr. Kortge as a pension trustee as he would be leaving the Board in January. Mr. Kilcoyne said that no one had been identified yet. The Board may wish to wait until new members come on the Board to see if any express interest or have the required experience. Director of Human Resources and Risk Management Mary Adams clarified that the Board had decided during its last discussion of the matter that it would postpone appointing a replacement for Mr. Kortge until new Board members were selected and confirmed; Mr. Kortge would continue to serve until that time. She explained that

the Governor would not appoint new Board members until the positions of members whose terms were expiring were vacant. This means that appointments would likely be made sometime after January 2013.

Mr. Gillespie said that he observed that the traffic signal at Kincaid Street and 11th Avenue, the purpose of which was to allow buses to turn onto 11th Avenue, was somewhat defeated by the fact that the light on Alder Street turned red immediately. Mr. Johnson said that LTD worked closely with the City of Eugene staff on signal lights along transit corridors and that the signals on 11th Avenue were all synced. Changing the Alder Street light could create problems.

Mr. Greg Evans introduced members of his family who attended the Board meeting.

ADJOURNMENT: There being no further business, Mr. Greg Evans adjourned the meeting at 7:10 p.m.

LANE TRANSIT DISTRICT



Gary Gillespie
Board Secretary

ATTEST:



Jeanne Schapper
Clerk of the Board

Date Approved: October 17, 2012

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