

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, June 18, 2014

Pursuant to notice given to *The Register-Guard* for publication on June 12, 2014, 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 Monday, June 18, 2014, beginning at 5:30 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

Present: Doris Towery, President
Gary Gillespie, Vice President
Michael Dubick, Secretary
Ed Necker, Treasurer
Julie Grossman
Gary Wildish
Carl Yeh
Ron Kilcoyne, General Manager
Jeanne Schapper, Clerk of the Board
Lynn Taylor, Minutes Recorder

CALL TO ORDER/ROLL CALL: Ms. Towery convened the meeting of the Lane Transit District (LTD) to order and called the roll at 5:40 p.m.

PRELIMINARY REMARKS BY BOARD PRESIDENT: Ms. Towery announced that it would be her last LTD Board meeting. She said that she had enjoyed these past six years of service on the Board and would continue to be a passionate transit advocate. She said that it had been an honor to serve on the Board. She expressed her appreciation for LTD staff, particularly drivers, who were the District's face in the community; and she expressed appreciation for LTD's leadership team for their guidance and support. She commended the LTD Board of Directors for their dedication and service to this community.

COMMENTS FROM THE GENERAL MANAGER: Mr. Kilcoyne announced that LTD had received the Certificate of Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for the 18th consecutive year. He also stated that LTD had submitted two project applications for ConnectOregon V funding. Out of the 104 applications submitted statewide, 37 were recommended for funding, with LTD's applications ranked second and tenth. He added that the application review process was rigorous and commended LTD staff for their work. He thanked Ms. Towery and expressed his appreciation for her service on the LTD Board and her dedication to transit and to the community.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA: On behalf of the LTD Board of Directors, Mr. Necker thanked Ms. Towery for her service and leadership and presented her with a card signed by members of the Board.

BOARD CALENDARS: Mr. Kilcoyne reviewed activities planned for the months of June, July, and August 2014. He said that typically the Board did not meet during July and August; but there was an item that required action in July, and Board members would be polled regarding their availability for a meeting on either July 14 or 16. He said that there would be a special Board meeting on Monday, June 30, 2014, to adopt the Amalgamated Transit Union (ATU) labor agreement if it was ratified by the Union membership on June 26.

EMPLOYEE OF THE MONTH - JULY 2014: The Board recognized Bus Operator George Day as the July 2014 Employee of the Month.

Ms. Towery thanked Mr. Day for his service and dedication to LTD's mission. She presented him with a certificate of appreciation, check, and pin commemorating his award. Mr. Day thanked the Board for his award. He said that he enjoyed his job with LTD and expressed appreciation for his co-workers and customers.

AUDIENCE PARTICIPATION: Ms. Towery explained the procedures for providing public testimony.

Rob Zako, Better Eugene-Springfield Transit (BEST), Eugene, distributed a copy of a BEST opinion piece recently published in *The Register-Guard*. He said that LTD provided great service to the community and to the Board, and BEST could work together to help the public better understand the issues involved in creating and maintaining a transit system and to understand what services the community wanted from LTD. He said that BEST would be talking to people throughout the community over the summer and gathering information about the next steps for improving transit.

Bob Macherione, Our Money, Our Transit (OMOT), Eugene, said that there had been some misinformation on what was actually being built for West Eugene EmX and when construction would start. He said that LTD had voluntarily agreed that no trees would be cut or construction begun until the OMOT federal lawsuit was decided. He said that he recently was at the RiverBend facility and noted that there were few riders at the new station. He stated his belief that the funds for the new station would have been better spent on restoring service to low-income housing in the Ferry Street Bridge area.

ITEMS FOR ACTION AT THIS MEETING:

MOTION **Consent Calendar:** Mr. Necker moved adoption of LTD Resolution No. 2014-016: It is hereby resolved that the Consent Calendar for June 18, 2014, is approved as presented. Ms. Grossman provided the second. The Consent Calendar consisted of the Minutes of the May 12, 2014, Special Board Meeting and LTD Resolution No. 2014-017 Reaffirming LTD's District Boundaries.

VOTE The motion was approved as follows:
AYES: Dubick, Gillespie, Grossman, Necker, Towery, Yeh, Wildish (7)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

Approval of Fiscal Year 2013-14 Supplemental Budget: Finance Manager/Chief Financial Officer (CFO) Todd Lipkin stated that the supplemental budget was necessary to accommodate the increased ridership for Medicaid trips. He said that the change was below the threshold that required a public hearing.

Mr. Wildish asked why Medicaid trip eligibility had increased by 18,000 as of January 1, 2014. Mr. Lipkin said that changes to the definition of who could qualify for service had greatly expanded the pool of potential riders. He said that the initial projection of how many additional people would qualify was lower than actual; and, thus, the supplemental budget was required.

In response to a question from Mr. Necker regarding the May Financial Report, Mr. Lipkin said that all items had not yet been posted; and the report, therefore, included some estimates. He said that the Finance Department would be fully staffed again by the end of the week, and the fiscal year was expected to close out on schedule.

Mr. Yeh asked if a similar budget adjustment would be required for Medicaid trips in the next fiscal year. Mr. Lipkin replied that the new budget was based on experience from the current year rather than projections, and it was unlikely an adjustment would be necessary.

MOTION Mr. Yeh moved approval of LTD Resolution No. 2014-018, which amended the LTD Fiscal Year 2013-14 budget as represented in the resolution. Mr. Wildish provided the second.

VOTE The motion was approved as follows:
AYES: Dubick, Gillespie, Grossman, Necker, Towery, Yeh, Wildish (7)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

Public Hearing and Adoption of Fiscal Year 2014-15 Budget: Mr. Lipkin said that there had been no changes to the budget that was approved by the Budget Committee on May 21, 2014, and recommended to the Board for adoption.

Ms. Towery opened the public hearing. She determined that there was no one wishing to provide testimony and closed the hearing.

In response to a question from Mr. Wildish, Mr. Lipkin confirmed that it was unlikely that the FY 2014-15 Budget would require a supplemental budget to adjust for increased Medicaid ridership because the budgeted amount more accurately accounted for actual use of the service and assumed a higher level of ridership.

MOTION Mr. Necker moved approval of Resolution No. 2014-019, adopting the LTD Fiscal Year 2014-15 approved budget as presented and appropriating \$183,751,400 as represented in the resolution. Mr. Gillespie provided the second.

VOTE The motion was approved as follows:
AYES: Dubick, Gillespie, Grossman, Necker, Towery, Yeh, Wildish (7)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

Revised Service Policy: Planning and Development Manager Tom Schwetz said that the Service Policy had been revised to incorporate new Federal Transit Administration (FTA) Title VI requirements. He said that the changes included the requirement for a disparate impact analysis to establish a threshold for determining if a major service or fare had a potential disparate impact on minority populations. He said that the revised Service Policy was presented in legislative format to highlight the proposed changes, which also included some minor housekeeping items.

MOTION Mr. Necker moved that the Board adopt the following resolution: LTD Resolution No. 2014-020: It is hereby resolved that the LTD Board of Directors hereby approves the Lane Transit District Fixed-Route Service Policy as presented on June 18, 2014. Mr. Yeh provided the second.

VOTE The resolution was adopted as follows:
AYES: Dubick, Gillespie, Grossman, Necker, Towery, Yeh, Wildish (7)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

Election of Officers: Ms. Towery opened the floor to nominations.

Mr. Yeh nominated Gary Wildish as the LTD Board president, for a two-year term beginning July 1, 2014. There were no other nominations.

VOTE Mr. Wildish was elected Board president by the following vote:
AYES: Dubick, Grossman, Necker, Towery, Yeh (5)
NAYS: Gillespie (1)
ABSTENTIONS: Wildish (1)
EXCUSED: None

Mr. Necker nominated Gary Gillespie as the LTD Board vice president, for a two-year term beginning July 1, 2014.

Ms. Grossman nominated Carl Yeh as the LTD Board vice president, for a two-year term beginning July 1, 2014.

There were no other nominations.

VOTE Mr. Yeh was elected Board vice president by the following vote:
GILLESPIE: Gillespie, Wildish (2)
YEH: Dubick, Grossman, Necker, Towery, Yeh (5)
ABSTENTIONS: None
EXCUSED: None

Mr. Dubick nominated Julie Grossman as the LTD Board secretary, for a two-year term beginning July 1, 2014. There were no other nominations.

VOTE Ms. Grossman was elected Board Secretary by the following vote:
AYES: Dubick, Gillespie, Grossman, Necker, Towery, Yeh, Wildish (7)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

Mr. Dubick nominated Ed Necker as the LTD Board treasurer, for a two-year term beginning July 1, 2014. There were no other nominations.

VOTE Mr. Necker was elected Board Treasurer by the following vote:
AYES: Dubick, Gillespie, Grossman, Necker, Towery, Yeh, Wildish (7)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

RECESS: Mr. Yeh moved that the Board take a short recess. Mr. Wildish provided the second. The Board took a recess at 6:13 p.m.

RECONVENE: Ms. Towery reconvened the meeting at 6:25 p.m.

ITEMS FOR INFORMATION AT THIS MEETING:

Board Member Reports: Mr. Yeh reported that there was a discussion at the June 17 EmX Steering Committee meeting about the need for direction and clarification from the LTD Board about the Committee's role. He said that the Committee had great value and wanted a more active role than just receiving periodic updates on transit issues. The Committee members voiced their belief that the Committee's role was to inform Board decisions. He referenced the handout summarizing the Committee's discussion the previous evening.

Mr. Wildish agreed that the Steering Committee was a diverse and talented group, representing a wide range of community interests. He said that Committee members were enthusiastic about taking a more active role and providing suggestions to the Board.

Mr. Gillespie affirmed that the Steering Committee, of which he was chair, wanted more than information sharing. He said that there was also a discussion of meeting more frequently than the current quarterly meeting schedule and receiving information in advance. He said that the Committee was seeking a mission to fulfill on behalf of LTD. The Committee's role was to steer rather than be steered by LTD staff.

Ms. Grossman asked about the Committee's original charge. Ms. Towery explained that the Committee's initial work was intense as the District developed the Franklin, Gateway, and West Eugene EmX corridors.

Mr. Schwetz added that when the Committee was formed, the concept of bus rapid transit (BRT) was new. At that time, the Committee met monthly as the issues involved in creating a BRT system were explored. As EmX operations became a reality, the Committee began to meet quarterly; but the current members were very interested in doing more to support EmX and to play a role in steering the development of the EmX system. Mr. Schwetz added that the Steering Committee would meet in August to review and approve proposed directions, and this item would be brought back to the Board at its September meeting.

Ms. Grossman asked if there was overlap with other planning and transportation groups in the community. Mr. Schwetz replied that the EmX Steering Committee was formed to provide advice to the LTD Board, and some degree of overlap with other community efforts was helpful.

Mr. Schwetz indicated that a Committee meeting was being scheduled for August where the Committee could consider the directives put forth by Mr. Yeh as summarized in the handout. The Board could then formalize a set of directives for the Committee at its September meeting.

Mr. Gillespie thanked Point2point staff for an excellent presentation on the Safe Routes to School program at the June 5 meeting of the Metropolitan Policy Committee.

2014 Business Commute Challenge Report: Point2point Employer Program Specialist Marcia Maffei presented information regarding the Business Commute Challenge (BCC), which encouraged businesses' employees to try a different transportation mode for their daily commute.

The BCC was held on May 10-16, 2014, and had 1,932 participants representing 175 work teams and 106 unique businesses in the region. Forty percent of participants were new to the event, and 37 percent had previously driven to work alone. Ms. Maffei described the variety of events held during BCC Week. She said that a satisfaction survey of participants was being conducted, and a report would be issued later in the summer. She listed the many BCC sponsors and thanked them for their support.

Ms. Maffei said that the Eugene and Springfield BCC Poker Walkabout events were highly successful, with walkers visiting the participating businesses to collect the best poker hands in order to win prizes. She said that the number of Walkabout participants increased each year. She said that some of the many benefits of the Walkabouts included increased physical activity levels, introduction of new customers to businesses, and a greater sense of community. She said that a six-month post-survey also would be conducted to determine how many participants had continued to use different modes for commuting.

Mr. Kilcoyne commended Ms. Maffei for her management of the Business Commute Challenge, which was more successful each year.

Director of Human Resources and Risk Management Mary Adams noted that Ms. Maffei was retiring. Ms. Adams recognized Ms. Maffei for her many contributions to the District during her 27 years of employment.

Board members added their thanks and congratulated Ms. Maffei on her retirement.

New Website Review: Marketing Manager Russ Arnold presented a preview of the new LTD website design that would allow better communications with customers. He said that the goal was for the finished version to become operable in September 2014, but staff would know more after the vendor reviewed and delivered the development schedule.

Mr. Arnold demonstrated a number of new features and functions, including:

- Improved accessibility and site-wide searchability
- Ability for riders to create a personal account, flag trips and routes used often, and retrieve the information most relevant to them
- Trip planner, using real-time data and potentially including bike and Park & Ride information
- Current system status, including system alerts
- Forms for providing community feedback
- Interactive maps with real-time vehicles, plus PDF versions
- Current news and searchable archives
- Blog and calendar of community events
- Online Store with best fare calculator based on riding habits and fare purchase options

Mr. Necker asked how real-time data would be entered in the system. Mr. Arnold replied that information would come from real-time data feeds, Operations staff service alerts, and could also be entered manually.

Mr. Yeh commended the new website design. He asked if there would be a version for mobile devices. Mr. Arnold said that there would be a mobile version and showed how it would be scaled to the device being used to access the website.

Mr. Gillespie was pleased with the website upgrade. He asked if a rider could search for information based on the number on each stop or if the street or intersection would need to be used. Mr. Arnold said that was still being discussed. Currently the location was being used, but riders might be encouraged to learn and use their stop numbers. He said that reporting problems would use the stop number based on the user's GPS location.

Monthly Financial Report - April 2014: Finance Manager/CFO Todd Lipkin projected that the fiscal year would close with expenditures under budget. He said that state-in-lieu receipts were higher than previously reported, and it appeared that collections were now current.

ADJOURNMENT: Ms. Towery adjourned the meeting at 7:20 p.m.

LANE TRANSIT DISTRICT

ATTEST:

Julie Grossman
Board Secretary

Jeanne Schapper
Clerk of the Board