

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, September 16, 2015

Pursuant to notice given to *The Register-Guard* for publication on September 10, 2015, 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 16, 2015, beginning at 5:30 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

Present: Gary Wildish, President
Carl Yeh, Vice President
Julie Grossman, Secretary
Ed Necker, Treasurer
Gary Gillespie
Don Nordin
Angelynn Pierce

Ron Kilcoyne, General Manager
Jeanne Schapper, 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 thanked everyone for attending.

COMMENTS FROM THE GENERAL MANAGER: Mr. Kilcoyne thanked everyone who helped organize and who also participated in the ceremony at which the Federal Transit Administration (FTA) Acting Administrator Therese McMillan presented LTD with the award of federal funds to complete the West Eugene EmX Extension project.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA: None.

BOARD CALENDARS: Mr. Kilcoyne reviewed the coming Board meetings and other scheduled events. He noted that the Board would meet jointly with the Eugene City Council on September 28 and that interviews with candidates for the general manager position would occur on September 29-30, 2015.

EMPLOYEE OF THE MONTH — OCTOBER 2015: The Board recognized Journey-level Mechanic Chris Ham as the October Employee of the Month. Mr. Wildish presented Mr. Ham with his award and thanked him for his outstanding service and dedication to LTD's mission. Mr. Ham thanked the Board for his award. He said that the support of his co-workers and other staff made it easy to succeed as an LTD employee.

AUDIENCE PARTICIPATION: Mr. Wildish explained the procedures for offering comments to the Board.

Ayanna Bridges, Eugene, said that she had recently moved to Eugene, and she commended LTD for moving toward zero-emission buses.

Rob Zako, Eugene, representing Better Eugene-Springfield Transit (BEST), presented a letter dated September 16, 2015, from BEST to the LTD Board of Directors, setting forth two recommendations related to the MovingAhead project and the future of transit. He said that BEST was very pleased with the effort to date and recommended moving a full suite of four corridors to the more detailed Level 2 study phase, as well as development of a clear plan to cost-effectively improve the regional transit network, including bike and pedestrian connections. He said that a similar letter would be presented to the Eugene City Council.

Carl Faddis, Eugene, Amalgamated Transit Union (ATU) executive board representative, expressed his apologies if his presentation at the previous Board meeting had caused any offense. He said that many very positive things had occurred at LTD over the past four years with a spirit of collaboration that was admired by other agencies. He said that his remarks about Eugene Mayor Kitty Piercy were intended to honor her recognition of the contributions that bus drivers and other employees make towards the success of LTD. He said that there was no distinction between union and administrative employees; everyone worked together to provide transit services.

Shirley Block, Portland, Amalgamated Transit Union president, expressed that she was looking forward to working with the LTD Board to do good things for LTD's employees and the community. She said that she had worked in transit for 35 years, starting as a bus operator, then holding many other positions, and had loved every minute of it.

EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(a) TO CONSIDER THE EMPLOYMENT OF A PUBLIC OFFICER (GENERAL MANAGER): Mr. Wildish announced that the Board would now meet in executive session pursuant to ORS 192.660(2)(a), to consider the employment of the general manager of LTD.

MOTION Mr. Yeh moved that the Board meet in Executive Session pursuant to ORS 192.660(2)(a), to consider the employment of a public officer (general manager). Ms. Pierce provided the second.

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

The Board entered Executive Session at 5:50 p.m.

RETURN TO REGULAR (PUBLIC) SESSION: The Board returned to open session at 6:19 p.m.

ITEMS FOR ACTION AT THIS MEETING:

Second Reading and Adoption — Payroll Tax Ordinance Nos. 50 and 51: Government Relations Manager Edward McGlone provided a brief overview of the issue. He explained that in 2009, the Oregon Legislature authorized payroll tax-collecting agencies to raise the maximum tax rate from seven-tenths of one percent to eight-tenths of one percent. LTD had not taken advantage of the increase in the six years since its authorization and began 18 months ago to conduct a study of the local economy and extensive community outreach. Based on the information collected, the Board had initially determined that there was insufficient economic recovery to move forward with a tax rate increase. He said that following the recently updated study, and with renewed community engagement activities in the past year, the Board concluded that there had been strong recovery in many areas of the economy and conditions were appropriate for implementing a tax increase. He said that passage of the two ordinances before the Board this evening would result in a one-hundredth of one percent tax increase annually for the next decade, going from the current seven-tenths of one percent to eight-tenths of one percent after a decade. The effective date for implementation of the annual increase would be January 1, 2016. He noted that a first reading and public hearing was held at the August 19 Board meeting, and comments received since that meeting were included in the agenda packet. He noted that Ordinance No. 50 related to the employer payroll tax rate and Ordinance No. 51 related to the tax rate for self-employed persons. Both ordinances consolidated and repealed a number of previous ordinances, consistent with the District's efforts to make ordinances easier to understand and more accessible to the public.

MOTION Mr. Necker moved that Ordinance Nos. 50 and 51 be read by title only. Mr. Gillespie provided the second.

Ms. Pierce stated that she had been absent from the Board's June 2015 meeting when a finding of economic recovery was made. She stated that had she been present, she would have voted "No" on the finding because she did not feel there had been sufficient recovery, and businesses and the public were not ready for an increase. She said that she did not support raising the tax rate.

Mr. Gillespie commented that the TriMet Board of Directors had recently approved a payroll tax increase.

VOTE The motion was approved as follows:
AYES: Gillespie, Grossman, Necker, Nordin, Wildish, Yeh (6)
NAYS: Pierce (1)
ABSTENTIONS: None (0)
EXCUSED: None (0)

Mr. Wildish read the ordinances by title only:

"ORDINANCE NO. 50, AN ORDINANCE REGARDING THE EXCISE TAX ON EMPLOYERS, AND AMENDING AND RESTATING ORDINANCE NO. 34, ORDINANCE NO. 39, ORDINANCE NO. 40, AND ORDINANCE NO. 47.

ORDINANCE NO. 51, AN ORDINANCE REGARDING THE EXCISE TAX ON SELF-EMPLOYED PERSONS, AND AMENDING AND RESTATING ORDINANCE NO. 38,

ORDINANCE NO. 39, ORDINANCE NO. 40, ORDINANCE NO. 41, AND
ORDINANCE NO. 46."

MOTION Mr. Necker moved the following resolution: LTD Resolution No. 2015-034: Be it resolved that the LTD Board of Directors hereby adopts Lane Transit District Ordinance No. 50, an Ordinance Regarding the Excise Tax on Employers, and Amending and Restating Ordinance No. 34, Ordinance No. 39, Ordinance No. 40, and Ordinance No. 47; and that the LTD Board of Directors adopts Ordinance No. 51, an Ordinance Regarding the Excise Tax on Self-employed Persons, and Amending and Restating Ordinance No. 38, Ordinance No. 39, Ordinance No. 40, Ordinance No. 41, and Ordinance No. 46. Mr. Gillespie provided the second.

Mr. Yeh said that he supported the tax increase because the Board had made a finding of economic recovery, and the District was trying to expand services to the region, which required additional revenue.

Mr. Necker said that he agreed with Mr. Yeh. He said that an increase in the tax rate that is concurrent with an increase in service was more palatable.

Mr. Wildish said that he appreciated Ms. Pierce's comments. He acknowledged that it was a difficult decision and could understand concerns on both sides of the issue.

Ms. Pierce said that she also could see both sides but that she had to vote from her heart.

Mr. Gillespie commented that an important quality of a representative board was dissenting opinions.

VOTE The motion was approved as follows:
AYES: Gillespie, Grossman, Necker, Nordin, Wildish, Yeh (6)
NAYS: Pierce (1)
ABSTENTIONS: None (0)
EXCUSED: None (0)

Lane Transit District Title VI Compliance: Director of Customer Services and Planning Andy Vobora introduced Service Planner Heather Lindsay who had done most of the work on the Title VI Compliance Plan, and he commended Ms. Lindsay's efforts. He also introduced LTD's new marketing manager, Meg Kester. He explained that the Title VI Plan had to be submitted every three years and was primarily a compilation of other LTD plans and documents intended to ensure that the District was meeting FTA standards. He said that many aspects of the Plan were examined during the FTA's triennial review conducted last year, and there were no findings related to Title VI of the Civil Rights Act of 1964. He used a slide presentation to provide an overview of the Civil Rights Act, the elements of the Title VI Plan, and how the Plan was implemented within the organization.

Mr. Vobora highlighted critical Plan elements that included the following:

- Complaints related to Title VI (discrimination) in any way: investigation, resolution, and appeal processes.
- Limited English Proficiency (LEP): four-factor analysis related to the Limited English population and provision of mission-critical information. Currently, Hispanics were the only population meeting the federal threshold; although there had been significant growth in the Asian population.
- Public outreach.
- Construction projects.
- Service and fare changes.

Mr. Vobora mentioned the extent to which LTD employees interacted with LEP individuals and the tools the District provided to help employees manage those interactions well. Many materials, such as the *Riders' Digest* had been translated, as were rules related to using the transit system. Additionally, many LTD employees were bilingual and available to assist with translations. Transit operators were given a basic *Spanish for Transit Employees* handbook that was developed by another district, and they also had 24/7 access to a translation service covering more than 100 languages. The new VoIP phone system had both English and Spanish versions. He noted that LTD worked closely with Centro Latino Americano, which also provided translation services to the District.

Mr. Vobora said that the Plan also included demographics data of LTD's Board, committees, and employees. He said that the Plan's section on construction addressed environmental justice. Equity analyses were conducted around service and fare changes and placement of system amenities, such as new vehicles. He said that it remained challenging to serve an elderly population living outside of the core metro area, but he felt that would improve as service was increased and the issue was addressed in the next annual route review.

Ms. Pierce said that she had received some feedback from community members that they had been told that LTD was race and gender blind. The Title VI Plan made it clear that the District's efforts were much more comprehensive than being "blind" to race and gender. Finance Manager/CFO Todd Lipkin said that the term was "race and gender neutral" and it related to the Disadvantaged Business Enterprise (DBE) program.

Mr. Gillespie commented that Title VI issues played a major role when the District was faced with significant service reductions several years ago. He said that the District had multiple routes, or very frequent services, in areas with concentrations of Title VI populations. He encouraged staff to consider partnering with other organizations to conduct a DBE recruitment.

MOTION Ms. Pierce moved the following resolution: LTD Resolution No. 2015-035: It is hereby resolved that the Lane Transit District Board of Directors approves the 2015 Lane Transit District Title VI Compliance Plan and directs LTD staff to submit the Plan to the Federal Transit Administration for review and acceptance. Mr. Necker provided the second.

VOTE The resolution was approved as follows:
AYES: Gillespie, Grossman, Necker, Nordin, Pierce, Wildish, Yeh (7)
NAYS: None (0)

ABSTENTIONS: None (0)

EXCUSED: None (0)

Human Relations Committee Recommendation — Revised General Manager Retirement Agreement: Mr. Gillespie stated that the contract with General Manager Ron Kilcoyne would expire on September 30, 2015, and the Human Relations Committee was recommending extending the contract to October 31, 2015.

Mr. Necker added that a month-long extension should provide sufficient time for a new general manager to be selected. If not, another extension could be considered.

MOTION Mr. Gillespie moved approval of the following resolution: LTD Resolution No. 2015-036: It is hereby resolved that the LTD Board of Directors approves the revision to the General Manager Retirement Agreement as recommended by the LTD Board Human Relations Committee. Mr. Necker provided the second.

VOTE The resolution was approved as follows:
AYES: Gillespie, Grossman, Necker, Nordin, Pierce, Wildish, Yeh (7)
NAYS: None
ABSTENTIONS: None
EXCUSED: None (0)

Board members thanked Mr. Kilcoyne for his willingness to continue to serve.

ITEMS FOR INFORMATION AT THIS MEETING:

Board Member Reports: Mr. Gillespie said that the MovingAhead workshop at the Eugene Public Library was well attended, and the displays were well done and easy to understand. It appeared that the project was getting close to narrowing down corridor options.

Ms. Grossman reported that a group had convened to begin discussions of the Vision Zero concept, and she was proud that LTD was at the forefront of that conversation in the community.

Mr. Gillespie said that the Pension Trust had met to discuss both pension plans and would be bringing recommendations to the Board at its October meeting.

MovingAhead Project Update: Planning and Development Manager Tom Schwetz provided an update on the project and the decision-making process. He explained that the project was intended to use the experience gained during implementation of EmX lines and LTD partnerships with Eugene, Springfield, Lane County and their respective visions for growth. MovingAhead provides an opportunity to accelerate corridor development by improving collaboration and coordination around growth visions while integrating transportation and land use planning. MovingAhead takes a closer look at the bus rapid transit system adopted as part of TransPlan, now identified as a frequent transit network. Level 1 of MovingAhead looked at seven corridors for the purpose of identifying corridors to advance to the next level.

Mr. Schwetz said that the LTD Board and the Eugene City Council would make the decision about which corridors would advance, based on recommendations developed through an extensive analysis process that included the public, technical and management teams, a community sounding board, and an oversight committee. He described the public outreach activities, number of participants, and amount of feedback received. Input on corridor recommendations would be accepted through September 21, 2015, with the LTD Board and the Eugene City Council reviewing the corridor options during their September 28 Joint Work Session. Shortly thereafter, the City Council and LTD Board will decide upon the four corridors to advance. Following those decisions, the selected corridors would be subjected to additional analysis and public review, with the LTD Board and the City Council deciding on preferred alternatives and prioritization of projects in April 2016.

Mr. Wildish commented that he had attended some of the MovingAhead events and was impressed with the community interest and the ideas put forward about transit, multi-modal concepts, connectivity, and accessibility.

Mr. Necker left the meeting at 7:12 p.m.

Mr. Gillespie remarked that the MovingAhead process would help shorten the timeline for corridor implementation without sacrificing community engagement.

Mr. Nordin expressed that he was disappointed that exurb communities had been left out of the process. He said that freeways were more heavily used now than in the last 30 years and many exurb residents flowed in and out of the community, causing a burden on the central area. Mr. Schwetz said that service changes on a number of routes were under review, and the District would continue to explore ways to better serve outlying communities.

Ms. Pierce commented that Park & Ride locations at system termini could allow people from outlying communities to use transit to help ease traffic pressure in the core area.

Mr. Gillespie offered that EmX development and service to outlying communities were not mutually exclusive.

Mr. Kilcoyne said that MovingAhead was part of a larger vision to examine the heaviest traveled corridors and look at where capital investments were warranted to support service. All of the corridors being reviewed in MovingAhead, whether or not they became EmX lines, warranted higher frequency service or expanded coverage in the vicinity, including rural areas. That was all part of crafting a fuller vision for transit in the region.

Utility Consumption Update - 2nd Quarter, 2015: Facilities Management Project Coordinator Allie Camp reported on progress of utility savings and return on investment on facility improvements. She said that utilities accounted for approximately 28 percent of the annual facilities budget. Ms. Camp reviewed trends in electricity, water, natural gas consumption, and the generation of waste across facilities. She emphasized that small changes can have big impacts.

Mr. Wildish commented that the use of electricity had declined significantly each year since 2013, which illustrated how LTD was concerned about the environment and working hard to be more efficient.

Mr. Yeh asked about the use of solar panels on facilities. Ms. Camp replied that the goal was to reduce electricity consumption to the point where it was very manageable in order to get the most out of a large infrastructure investment.

In response to a question from Mr. Gillespie, Ms. Camp said that there was definitely a correlation between climate change and energy consumption. She said that the higher temperatures in the summer and colder temperatures last winter resulted in some of the highest usage of natural gas. It was difficult to stabilize utility consumption across the board when environmental factors exist beyond the District's control.

Ms. Grossman observed that the report was a great example of how establishing measurable goals and tracking progress achieved results. She said that she was pleased to see progress.

Board Member Committee Assignments: Mr. Wildish briefly reviewed the list of committee assignments, and assignments were finalized.

Monthly Financial Report: Mr. Lipkin said that the July financial statement was delayed, that auditors were arriving next week, and that staff were still completing year-end financial work. He said that he was pleased that the federal grant for West Eugene EmX had been awarded, but he noted that it had been a complicated and challenging project. He said that LTD could now be reimbursed for funds it had fronted for the project and rely on draw downs of federal dollars for future work. Employees had been busy with property acquisitions for the West Eugene EmX project and were now preparing for new bus procurement. He added that the District was under budget for costs and over budget for payroll tax receipts for the month of July; therefore, the financial picture was positive.

Monthly Engagement Reports: In response to a question from Ms. Pierce regarding the *Believe* campaign, Mr. Vobora said that it was related to the LTD *Road Map* and *Why* Statement and addressed equity and inclusion. The campaign was being slowly rolled out in the community, would ramp up in the fall, and would continue for the next two years.

Monthly Performance Reports: There were no question or comments.

Monthly Grants Report: There were no questions or comments.

Monthly Department Reports: Mr. Gillespie asked about implementation of the online automated system for reservations and mapping routes. Mr. Vobora said that staff were collecting information on web site usage and would present that to the Board at a later date.

Mr. Nordin noted that boardings were still decreasing. Mr. Kilcoyne replied that a specific cause had not been identified yet. He added that some problems with under-reporting from passenger counters had been identified, and staff continue to investigate a number of factors that could be contributing to the decline in numbers.

Mr. Wildish observed that there should be a correlation between boardings and fare revenue, but there had not been a decline in revenue.

In response to a question from Mr. Nordin, Mr. Wildish explained that the data on miles between road calls monitored the frequency of maintenance calls, with the goal of decreasing the number of calls and increasing the miles traveled between calls. Mr. Kilcoyne added that increasing miles between road calls by 10 percent was a TransitStat goal, which the District had greatly exceeded. Achieving more than 5,000 miles between calls was considered difficult, but LTD achieved more than 7,000 miles between calls in August 2015.

ADJOURNMENT: Mr. Wildish adjourned the meeting at 7:41 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Julie Grossman
Board Secretary

Jeanne Schapper
Clerk of the Board

Date Approved: _____