



## Minutes

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<b>Meeting:</b>	TriMet Board of Directors Regular Board Meeting	<b>Date:</b>	October 28, 2020
		<b>Time:</b>	9:00 a.m.
<b>Board Members Present:</b>	Lori Irish Bauman Keith Edwards Ozzie Gonzalez Linda Simmons Travis Stovall Kathy Wai Bruce Warner	<b>Board Members Absent:</b>	none

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TriMet Board Business meetings and public forum are available via web video stream. You can access the archived meetings and materials at [trimet.org/meetings/board](http://trimet.org/meetings/board).

President Warner called the business meeting to order at 9:10 am.

### 1. Committee Reports

**Accountability Committee** – Director Irish-Baum provided a recap of the committee’s two main initiatives which are to 1.) oversee the transparency and accountability pages, including the financial planning and governance sections, on the TriMet website and 2.) oversee the employee hotline for fraud and abuse. She said the hotline has also been expanded to include requests for safety assessments. She noted that the hotline has received several complaints since March. None of the calls were in regard to waste or abuse, but were instead in regard to safety assessments and were directed to the correct department to resolve the issue. The committee also discussed making the hotline available as a mobile app to increase accessibility.

**Committee on Accessible Transportation (CAT)** – Director Irish-Bauman provided an overview of the October 21, 2020. The committee received a presentation from staff about the Better Red project, which included the design and signage of the new ADA platform and parking lot at Gateway. The plan was endorsed by the committee. The committee also received a report of Lift Performance. She said on-time Lift performance has improved. She also noted that Lift usage is still down about 70% due to the pandemic. Director Bauman also reported on an ad hoc CAT meeting held on October 2<sup>nd</sup> which included a presentation on the Portland Bureau of Transportations (PBOT) Draft ADA plan. The Committee discussed the need for PBOT to coordinate with TriMet on design of bus stop accessibility. Members also inquired about how to report uneven and damaged sidewalks and crosswalks that impact accessibility.

**Finance and Audit Committee (F&A):** Director Stovall provided a summary of the four items on the Finance and Audit Committee agenda for October 28th. He said the committee received an update on the financial picture of the agency based on performance and ridership. The committee also received a presentation on the Southwest Corridor (SWC). He noted that a more comprehensive update is scheduled to be come before the board during the December Board meeting.

**Metro Policy Advisory Committee (MPAC)** – Director Wai provided an overview of the October MPAC meeting. This included a presentation from Metro staff on the Employment Land Site Readiness Toolkit. The committee also discussed the role and impact of the committee. This

included survey results provided to the committee earlier in the fall. The committee agreed it would like to increase its engagement and advisory role, including diversity of committee members and perspectives. She also noted that virtual meetings have increased ease of participation for some members.

**Transit Equity and Accountability Committee (TEAC)** – Director Gonzalez provided an overview of the October 11, 2020 TEAC meeting. The committee received a presentation on service planning from TriMet’s Service Planning Manager, Tom Mills. Staff from Oregon Department of Transportation (ODOT) presented on the toll program with the intent of engaging TEAC and other members of the committee. Director Gonzalez noted that ODOT is in the information and community input phase of the program. Finally, he said the committee also received an update from staff on TriMet’s Title VI Civil Right Program, as well as an update on the Reimagining Public Safety Initiative.

## **2. General Manager Report**

### **COVID-19 Update**

Mr. Kelsey provided an update on the latest efforts to respond to COVID-19. He said TriMet has completed installation of permanent mask dispensers and hand sanitizer on all but a handful of MAX trains. Approximately 3 million masks have been distributed to riders and employees since we began requiring masks in May. With operator safety panels now installed on almost all of our vehicles in service, TriMet did resume acceptance of cash fare on board buses on October 1 and is continuing to educate riders and the general public informed on our COVID-19 response. To that end, the agency has produced a series of videos with Multnomah County’s Communicable Health Director that answer questions about the coronavirus and transit. TriMet has sent out news releases and videos that show our cleaning staff, processes and procedures – highlighting everything we’re doing to keep the system safe. TriMet also produced an animation and blog post that demonstrates how the ventilation system works on MAX, so that our riders can feel confident that the air they are breathing is filtered and well-circulated. All of these materials can be found on the agency’s various social media and YouTube channels.

### **September 2020 Ridership**

Mr. Kelsey provided a brief overview of ridership. He said TriMet provided 3,191,670 trips in September. Ridership continues to be down sharply due to COVID-19 and is currently tracking at about 40% of what it was in September of 2019. TriMet is seeing the greatest deficits during what would typically be commuting or peak hours. Weekend service is down approximately 49% and weekend service on our Frequent Service bus lines is down about 40%.

### **Reimagining Public Safety**

Mr. Kelsey said TriMet’s effort to reimagine public safety on the transit system reached a new milestone since the last meeting, as the Transit Safety Advisory Committee began to hold meetings. This process has brought together a very diverse and incredibly talented group of local and national thought leaders that will help guide the process. He said they have met four times, for a total of about eight hours. It’s a big commitment, and we appreciate their time, energy and robust engagement. He then introduced John Gardner, who provided an update on the process. Mr. Gardner’s presentation is available in the meeting archive located on [www.trimet.org](http://www.trimet.org).

### **Financial Update**

Mr. Kelsey noted that ridership is still down by about 60%. He said Lower ridership and less fare revenue coming in, are among the factors influencing our financial outlook. The economic fallout of the pandemic, job losses and unemployment will also result in less payroll tax revenue. He then asked Chief Financial Officer Dee Brookshire to provide an update. Mr. Brookshire reviewed the FY 2021 Quarterly Financial Report, which is available in the meeting archives at [www.trimet.org](http://www.trimet.org).

### **Quarterly Performance Report**

Mr. Kelsey introduced Sam Desue, chief operating officer who presented TriMet's Quarterly Performance Report. Mr. Desue's presentation is available in the meeting archives at [www.trimet.org](http://www.trimet.org).

### **Transit Oriented Development**

Mr. Kelsey introduced Bob Hastings, Lance Erz and Guy Benn, who presented an overview of an affordable housing, transit oriented development project. The proposed project is on the current site of the Southeast Fuller Road Park and Ride along the Green Line. A copy of the presentation is available in meeting archives at [www.trimet.org](http://www.trimet.org).

### **3. Consent Agenda**

- Approval of the Board Meeting Minutes for September 28, 2020.

**Action:** Director Stovall moved approval of the Consent Agenda as presented. Director Simmons seconded the motion. The motion passed unanimously.

### **4. Resolutions**

#### **Resolution 20-10-39 Authorizing Submission of Ten Grant Applications to the Federal Transit Administration for FY2021 Federal Formula Discretionary Funds**

Mr. Kelsey discussed Resolution 20-10-39 requesting authorization to submit ten grant applications to the Federal Transit Administration. The approval is required as part of TriMet's annual process to seek federal formula and discretionary funds. The request is for approximately \$114 million in FY 2021 federal funds. The grants fall into three categories: debt service, maintenance and grants for specific purposes, such as mobility programs for seniors and people with disabilities, the development of our transit oriented development program and investments in integrated mobility. A The complete list of grants, as well as their amounts and match requirements, along with comments submitted during the public comment period are included in the meeting materials. Mr. Kelsey said these grant funds are essential to TriMet's debt service and a number of maintenance, operational and mobility improvement projects.

**Action:** Director Simmons moved approval of Resolution 20-10-39. Director Stovall seconded the motion. The motion passed with unanimous approval.

#### **Resolution 20-10-40 Approve TriMet's Agency Safety Plan (ASP) as Required by the Federal Transit Administration (FTA)**

Mr. Kelsey provided a summary of Resolution 20-10-40. The purpose of this resolution is to request board approval of TriMet's Agency Safety Plan. He said this is a requirement of the FTA, and without approval, some FTA funding could be jeopardized. The Agency Safety Plan or ASP includes a safety management policy, risk management process, safety assurance process and a framework for safety training and communication. It also includes a confidential employee reporting program which helps identify and address safety hazards and set safety performance targets. TriMet's ASP meets all FTA requirements. It has been reviewed and executed by TriMet's executive leadership team. The activities described within the plan are integrated into day-to-day operations and incorporated into budgetary decisions. Adherence to the plan is essential for maintaining and improving TriMet's safety performance.

**Action:** Director Simmons moved approval of Resolution 20-10-40. Director Stovall seconded the motion. The motion passed with unanimous approval.

#### **Resolution 20-10-41 Authorizing a Contract with Stacy and Witbeck, Inc. for the Ruby Junction Expansion Civil and Systems Project**

Mr. Kelsey discussed resolution 20-10-41 requesting authorization for a contract with Stacy and Witbeck for the Ruby Junction Expansion Civil and Systems project. This project will provide additional storage tracks, where our 26 Type 1, original light rail vehicles will be decommissioned. It will allow space for the new Type 6 LRVs and allow for future expansion of the LRV fleet. In addition,

it will help mitigate some pull-out issues at Ruby Junction, which will result in improved on time performance and reliability. This project requires complex and specialized work, so TriMet used a two-step process to identify a contractor. The maximum amount of the contract is \$6.1 million and is included in the Capital Projects budget for FY 21 through FY 22. Stacy and Witbeck intends to use certified DBE subcontractors for about 12% of the work, and TriMet will work with them to determine whether there are additional opportunities to engage DBE firms.

Action: Director Gonzalez moved approval of Resolution 20-10-41. Director Stovall seconded the motion. The motion passed with unanimous approval.

**Resolution 20-10-42 Authorizing a Modification to the Contract with Stellar J Corporation for the Ruby Junction Shop Modification Project**

Mr. Kelsey discussed Resolution 20-10-42 requesting a modification to the contract with Stellar J Corporation. He said they're the contractor for the shop modification project, which will prepare Ruby to maintain TriMet's five newest LRV models, including the Type 6s. The project includes replacing an obsolete lift, making structural improvements to accommodate the new lift and replacing three heavy-duty bridge cranes. In late 2018, Stellar J's lift manufacturer went bankrupt, which forced the contractor to identify a new lift manufacturer that could meet TriMet's needs, of which there are very few in the domestic market. The additional contract authority requested accounts for an increase in construction costs at Ruby, that are necessary to ensure the structure can accommodate the increased weight and dimensions of the new lift. It seeks to increase the change order allowance by \$550,000, for a new total contract amount of \$4.737 million. The project is funded by an FTA grant for the Portland to Milwaukie Light Rail project and is included in the FY 21 capital program budget. Mr. Kelsey added that Stellar J uses DBE contractors for approximately 6% of the work, and as with the prior contract discussed, TriMet will work with Stellar J to determine if there are additional opportunities to bring DBE contractors onboard.

Action: Directors Simmons moved approval of Resolution 20-10-42. Directors Edwards seconded the motion. The motion passed with unanimous approval.

**4. Other Business & Adjournment**

Hearing no further business, President Warner adjourned the meeting at 12:25 p.m.

Respectfully submitted,



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Kimberley Angove, recording secretary