



## Minutes

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<b>Meeting:</b>	TriMet Board of Directors Regular Board Meeting	<b>Date:</b>	September 23, 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

**Committee on Accessible Transportation (CAT)** – Director Irish-Bauman provided an overview of the September 16, 2020 CAT meeting. She noted that the committee has changed the frequency of meetings to monthly. During the meeting Chief Operating Officer, Sam Desue provided an update on the Steel Bridge Improvements and an update on TriMet’s plan to resume accepting cash fares on October 1<sup>st</sup>. Marla Blagg, executive director of Safety and Security provided an update on the ongoing initiatives around public safety and policing. There was also a report on Lift ridership, which dropped an additional 10 percent during the poor air quality.

**Finance and Audit Committee (F&A):** Director Stovall provided a summary of the four items on the Finance and Audit Committee agenda for September 23<sup>rd</sup>. He said Moss Adams presented the year-end audit, which will be presented to the full board. The committee received a payroll tax update looking at payroll tax income in future to support future ridership. It also received an overview of grant applications, which will come forward next month as a resolution for board approval. Finally the committee received a brief presentation on cost updates for the Southwest Corridor (SWC) project.

**Transit Equity and Accountability Committee (TEAC)** – Director Gonzalez provided an overview of the TEAC meeting. The committee received a presentation from DHS research on the focus group process for the public safety committee. TEAC has the opportunity to provide input on the process and provide continuing feedback. He said the process will continue over the next few months. Then he answered questions from the other directors.

**GM Performance Evaluations** – President Warner provided an overview of the performance evaluation for General Manager, Doug Kelsey. Each director provided comments and feedback to Mr. Kelsey during the meeting. Mr. Kelsey will not receive a salary increase due to the current freeze on merit pay, but will receive adjustment to his vacation to be consistent to the allotment his direct reports receive annually.

Action: Director Stovall moved approval of the general manager performance evaluation and an

adjustment to his annual vacation. Director Simmons seconded the motion. The motion passed with unanimous approval.

## **2. General Manager Report**

### **TriMet Response to Wildfires and Covid-19**

Mr. Kelsey provided an update on TriMet's response to the wildfires. He said TriMet put a temporary leave policy into place for employees who were forced from their homes and urged others affected by the fires to take leave if necessary. The agency also provided front line staff with N95 respirators to help them stay safe while working in those hazardous conditions. He said employees stepped up to provide safe and vital service that remains essential even in times of crisis. TriMet provided transportation to firefighters in Washington County, heading to and from the front lines. Our LIFT paratransit service evacuated more than 130 people in Clackamas County. More than 100 of those individuals had mobility challenges and lived at memory care facility in Oregon City. The dedicated LIFT team got them safely out of harm's way. On behalf of TriMet, he offered his thoughts and heartfelt concern to everyone touched by this tragedy.

### **August 2020 Ridership**

Mr. Kelsey provided a brief update on ridership, which continues to be affected by COVID-19. TriMet provided 3,626,470 rides in August. That's down about 54.5% over August of 2019. The percentage shows an improvement since July, but that is attributed to the Steel Bridge MAX Improvements project. The agency gave more rides, as people who would typically have a one-seat ride on MAX, transferred to shuttle buses and back to MAX to get around the disruption.

### **Resuming Acceptance of Cash Fare**

Mr. Kelsey said that TriMet has nearly completed the installation of operator safety panels on all 700 buses. These retrofits were fast-tracked to give operators another layer of protection against COVID-19. With the panels in place, TriMet will once again accept cash fare on board starting Thursday, October 1. TriMet had temporarily suspended accepting cash in late March, to limit time spent between operators and riders when boarding the bus. With the addition of the panels, ample supply of PPE and the mask requirement on board all TriMet vehicles, the agency is prepared to reinstate the acceptance of cash fare. He said this should help with revenue collection but anticipates that most riders will continue to use Hop.

### **Reimagining Safety and Security**

Mr. Kelsey said TriMet is pushing forward with efforts to reimagine safety and security on the system. He said TriMet recently held listening sessions with the community to hear their thoughts and concerns. The agency is also soliciting feedback with an online survey which is posted on the TriMet website. Then he introduced John Gardner, director of Transit Equity, Inclusion and Community Affairs, who presented an update on some of the other initiatives TriMet is making on this front. Mr. Gardner's presentation is available on [TriMet.org](https://www.trimet.org).

### **Steel Bridge Wrap**

Mr. Kelsey noted that since the last meeting TriMet completed the Steel Bridge MAX Improvements project. It wrapped up on Saturday, August 30 and was on time and came in on budget. He said this was a history-making project for TriMet in many ways. It was the largest-ever capital improvement project in TriMet's 50 year history. It had the longest-ever shut down and affected all five MAX lines. It was completed during an unprecedented global pandemic, and we saw zero positive COVID-19 tests in the work zone. And, in spite of the pandemic, TriMet had the highest-ever number of employees for any project, sign up as Ride Guides to help our customers navigate the disruption. Mr. Kelsey said it modernized one of the most critical points in our light rail system, making it faster and more resilient for decades to come.

### **Year-end Audit Report**

Mr. Kelsey introduced Julie Desimone, Ashley Osten and Rachel Tarver from Moss Adams who presented the year-end audit report. The Moss Adams presentation is available on [trimet.org](https://www.trimet.org).

## **Business Plan**

Mr. Kelsey introduced Alan Lehto, director of Asset Management, who provided an update on the TriMet business plan. Mr. Lehto's presentation is available on TriMet.org.

### **3. Consent Agenda**

- Approval of the Board Meeting Minutes for August 12, 2020.

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

### **4. Resolutions**

#### **Resolution 20-09-37 Adopting a Revised Investment Policy**

Mr. Kelsey discussed Resolution 20-09-37. TriMet's investment policy provides a framework for accountability, oversight and reporting on TriMet's investments and is reviewed annually. This resolution replaces the existing investment policy and makes amendments which have been reviewed and approved by the Oregon Short-term fund board, or OSTF. The updated policy is available to in Exhibit A of the Board packet in clean and redlined versions. There is no financial impact from the adoption of this resolution.

**Action:** Director Stovall moved approval of the amendment to Resolution 20-09-37. Director Irish-Bauman seconded the motion. The motion passed with unanimous approval.

#### **Resolution 20-09-38 Revise TriMet's Defined Contribution Plans for Its Union-represented and Management and Staff Employees to Reflect "CARES Act" Amendment**

Mr. Kelsey discussed Resolution 20-09-38. The purpose of this resolution is request the board to authorize an amendment of TriMet's Defined Contribution Retirement Plans to incorporate new benefits and features allowed by the CARES Act. The CARES Act eases some restrictions on employees' use of funds from retirement plans. It also eases distribution requirements. For some employees affected by COVID-19, the Act allows up to a one year-delay in repayment of retirement plan loans. This resolution incorporates those changes into TriMet's Defined Contribution Retirement Plans for union employees and management. The changes have no impact on operating budget, and board approval ensures TriMet's consistency with the benefits provided by the CARES Act.

**Action:** Director Simmons moved approval of the amendment to Resolution 20-09-38. Director Stovall seconded the motion. The motion passed with unanimous approval.

### **4. Other Business & Adjournment**

Hearing no further business, President Warner adjourned the meeting at 11:21 a.m.

Respectfully submitted,



Kimberley Angove, recording secretary