

**MINUTES**  
**STARTRAN ADVISORY BOARD PUBLIC INPUT**  
**StarTran Conference Room**  
**May 26, 2016**

Members Present: Mike DeKalb, Jason Hellbusch, Betsy Bergman, Don Herz, Jenni Lesoing-Lucs

Members Absent: Janet Goodman-Banks, Linda Carter

Staff Present: Mike Davis, Mike Weston, Glenn Knust, Brian Praeuner, Suzanne Ideus, Kitty Elliott, Connie Thoreson, Charlie Schroeder

Chairman DeKalb opened the meeting, noting the Open Meetings Act and Patron Conduct Notice posted on the north wall.

**PUBLIC INPUT**

**Title VI Policies** – Brian Praeuner reviewed the Title VI Policy Changes per the attachment. The notice of the public input was sent to Lincoln social service agencies, along with the regular notice in the Journal Star, and on the StarTran website.

Brian reiterated the Title VI Policy states. *“No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”*

Title VI Policies are federally-required to be reviewed whenever there is a fare and/or major service change. Therefore with the TDP in progress, the attached summarizes policy changes proposed by StarTran.

No public input was received.

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**MINUTES**  
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**I. REGULAR BOARD MEETING**

**A. Patrons to be Heard**

Amy Eidenmiller suggested a change to the TDP proposed West 'A' route which would reverse the direction in order to make it safer to board the bus at particular locations. Mike Weston and Mike Davis will investigate this further with a report back to the Board at the June meeting.

Richard Schmeling brought attention to the fact that Walgreens was collecting donations for charity by declaring it "Red Nose" day. Mr. Schmeling mentioned Amy Eidenmiller is Vice President of CFIT and suggested StarTran take a look at the her proposal for the West 'A' route. CFIT has also become eligible to receive donations. Mr. Schmeling reminded Board Members to provide input on the Mayor's "Take Charge Budget Survey", in order to advocate for more funding for StarTran transit services. Mr. Schmeling asked the Board to make a motion for the review of the TDP routes per his proposal at the April meeting.

Chairman DeKalb thanked Ms. Eidenmiller and Mr. Schmeling for their input and suggestions.

**B. Review/Action Items**

- **April 28, 2016 StarTran Advisory Board Meeting Minutes** – A motion for approval of the 4/28/16 StarTran Advisory Board meeting minutes, as submitted, was made by Don Herz and seconded by Jason Hellbusch. The 4/28/16 StarTran Advisory Board Meeting Minutes were approved, 5-0. (DeKalb, Hellbusch, Lesoing-Lucs, Bergman, and Herz all voted "aye".)
  
- **Title VI Policy Changes** – A motion for approval of the Title VI Policy changes, as submitted by Mr. Praeuner, was made by Mike DeKalb and seconded by Jenni Lesoing-Lucs. The Title VI Policy changes were approved, 5-0. (DeKalb, Hellbusch, Lesoing-Lucs, Bergman, and Herz all voted "aye".)

**C. Operations Report**

- Mike Davis reported that staff are working on the TDP implementation, Budget and Grant opportunities.
- Interviews have just concluded, and with eight additional bus operators hired, this position will be fully staffed. A start date is still to be determined.
- The Accident Review Board meeting was cancelled in May due to lack of accidents, which is a big congratulations to all StarTran drivers.
- Road calls have been decreasing.
- Marketing programs in progress include the Star Pass and upcoming Waterfest. The UNL Spring Game shuttle services carried 1,050 passengers.
- Ridership is down 6% YTD, due in part to lower fuel prices. It was suggested that UNL ridership is down due to the grouping of more classes together, so there aren't as many trips in and out for students.

**D. OTHER BUSINESS**

- Two grant support letters were signed by Don Herz as Mike DeKalb was unavailable in early May. It was suggested that the entire Board review such letters before they are signed and distributed. Mr. Davis noted that grant opportunities become available with little advance notice, and StarTran must take quick action in order to be considered for them. The two letters of support, signed by Mr. Herz in early May were for Bus Maintenance & Storage Facility and Construction of an RNG Fueling Station & replacement of eight aging diesel buses, with new CNG buses. Generally, StarTran is notified of results 3-4 months after applying for these types of grants. It was noted that several funding sources may be utilized for the RNG Project.
- When tornado warning sirens are initiated, StarTran Dispatch will radio bus operators to get passengers to the nearest safe place. Staff is still working on the process to notify bus operators of the "all clear" signaling.
- A motion for approval of the early-May grant support letters, signed by Mr. Herz, was made by Ms. Lesoing-Lucs, seconded by Mr. DeKalb and approved unanimously, 5-0. (DeKalb, Hellbusch, Lesoing-Lucs, Bergman, and Herz all voted "aye".)

**E. Patrons to be Heard**

- Richard Schmeling noted the Board did not make a motion on his TDP route review proposal. Mr. Schmeling suggested coordinating with Roy Christensen regarding Black Hills Energy participating in the cost of a CNG fueling station. Mike Davis noted that Black Hills Energy was on the CNG Project Committee. Also suggested, and Mr. Weston is looking into, hand-held radios being distributed to bus operators for the “all-clear” notification during tornado warnings. Mr. Schmeling feels that any ridership increases from the TDP routes will be from “choice” riders and is hoping for a great marketing plan. Request was made for interlined ridership to be reported separately by each individual route.

**F. Adjournment**

The meeting was adjourned.

The next meeting is scheduled for June 30, 2016, 8:00 a.m. in StarTran Conference Room.

## STARTRAN ADVISORY BOARD

**Date:** May 26, 2016  
**Time:** 8:00 A.M.  
**Location:** 710 J Street  
**TOPIC:** Public Input on Title VI Policies

At this meeting StarTran will present Title VI policies that are required by the Federal Transit Administration.

FTA requires transit providers to conduct Title VI equity analyses whenever they plan a fare change and/or a major service change. The major purpose of conducting service and fare equity analyses prior to implementing service and/or fare changes is to determine whether the planned changes will have a disparate impact on the basis of race or income. By conducting equity analyses, StarTran intends to ensure that the impacts of service and fare changes are distributed equitably to minority and low-income populations and are not discriminatory. The following policies have been reviewed by the StarTran Advisory Board and require public input before adoption of policies.

1. Major Service Change Policy
2. Fare Change Policy
3. Disparate Impact Policy
4. Disproportionate Burden Policy

Once adopted these policies will be used by StarTran to conduct Title VI equity analyses.

Any comments related to these policies can be submitted in writing to:

Brian Praeuner  
StarTran  
710 J Street  
Lincoln, NE 68508

For more information please visit StarTran website at:

<http://lincoln.ne.gov/city/pworks/startran/pdf/title-vi-input-2016-05-26.pdf>.

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### 1. Major Service Change and Fare Change Policy.

Under the FTA Title VI guidelines, transit providers are required to define their own thresholds to determine when a change in service qualifies as a major service change.

#### Proposed Major Service Change Policy:

A major service change is defined as 25% or greater non-seasoned addition or reduction of vehicle revenue hours, miles or passengers on either a route or systemwide basis. The StarTran Advisory Board may, however, conduct a public hearing on a non-major service reduction change if special circumstances are deemed to exist.

#### Proposed Fare Change Policy:

A major fare change is made when there is a change in any cash fare or in the cost of any passes, tickets, transfers, or other means by which transit riders pay for their trips.

### 2. Disparate Impact and Disproportionate Burden Policy

Under the FTA Title VI guidelines, transit providers are required to establish their own thresholds to determine when disparate impacts and disproportionate burdens exist as a result of a major service change or fare change.

#### Disparate Impact Policy:

“Disparate impact” refers to a facially neutral policy or practices that disproportionately impacts members of a group identified by race, color, or national origin.

The transit provider shall develop a policy for measuring disparate impacts. The policy shall establish a threshold for determining when adverse effects of service changes are borne disproportionately by minority populations. The disparate impact threshold defines statistically significant disparity and may be presented as a statistical percentage of impacts borne by minority populations compared to impacts borne by non-minority populations.

Proposed Disparate Impact Policy:

In accordance with Federal Transit Administration (FTA) regulations, should the impact of any major service change require a minority population to bear adverse effects greater than 20% than those adverse effects borne by the non-minority population, that impact will be considered disparate impact.

Disproportionate Burden Policy:

“Disproportionate burden” refers to a neutral policy or practice that disproportionately impacts low-income populations compared to non-low-income populations.

The transit provider shall develop a policy for measuring disproportionate burdens on low-income populations. The policy shall establish a threshold for determining when adverse effects of service changes are borne disproportionately by low-income populations. The disproportionate burden threshold defines statistically significant disparity and may be presented as a statistical percentage of impacts borne by low-income populations as compared to impacts borne by non-low-income populations. The disproportionate burden threshold must be applied uniformly, regardless of mode.

In other words these policies involve the comparison between the proportion of the protected class population in the area to be affected, and the proportion of the protected class population in the StarTran service area. Essentially, if the affected area has significantly more minority and low-income populations as compared to the StarTran service area, then the service/fare change may constitute disparate impact and/or pose disproportionate burden.

Proposed Disproportionate Burden Policy:

In accordance with FTA regulations, should the impact of any major service change require low-income populations to bear adverse effects greater than 20% than those adverse effects borne by the rest of the population, that impact will be considered disproportionate burden.

Once adopted these policies will be used by StarTran to conduct Title VI equity analyses. For more information about the requirements, see FTA Circular 4702. 1B

Any comments related to these policies can be submitted in writing to:

Brian Praeuner  
StarTran  
710 J Street  
Lincoln, NE 68508