



**LANE TRANSIT DISTRICT BOARD OF DIRECTORS
STRATEGIC PLANNING WORK SESSION**

**Friday, March 11, 2016
9:00 a.m. to 3:00 p.m.**

**Oregon Trail Council - Boy Scouts of America Conference Room
2525 Martin Luther King, Jr. Boulevard, Eugene**

Public testimony will not be heard at this meeting.

AGENDA

- 9:00 Gather: Continental Breakfast Served
- 9:15 **Welcome and Call to Order** – Board President Gary Wildish
- Roll Call**
- Pierce _____ Yeh _____ Grossman _____ Gillespie _____
Wildish _____ Necker _____ Nordin _____
- 9:18 **Welcome** – General Manager A. J. Jackson
- 9:20 **Role of the Board** – Dwight Purdy, Attorney at Law
- General Overview
 - Board Communications
 - Fiduciary Best Practices
 - Limits on Approving Contracts
 - Check Signatures and Providing Board with Check Register
- 10:45 Break
- 11:00 **LTD Road Map** – General Manager A. J. Jackson
- General Overview
 - Transitstat – Business Intelligence Analyst Shawna Bigelow
- 12:00 Lunch
- 12:15 **Executive (Non-public) Session** Pursuant to ORS 192.660 (2) (d) to conduct Deliberations with persons designated by the governing body to carry on labor negotiations. – Director of Administrative Services Roland Hoskins
- 12:45 **Long-Range Transit Plan** –A. J. Jackson
- Vision and Strategy
 - Board Advisory Committees
- 2:45 Conclusions and Next Steps
- 3:00 Wrap up and Adjournment

Contracting Authority Comparison

	Budget	Board Action Required	GM/Superintendent	Staff
LTD (Current)	\$63.1 mil	None.	Unlimited	<p>A conflict between our own policy and Authority Delegation matrix.</p> <p>¶ 2.1.1 of policy gives the following purchasing authority: Purchasing Manager: \$75,000 Purchasing Specialist: \$10,000 Inventory Supervisor: \$10,000 Parts Clerk: \$2,500</p> <p>Matrix gives the following purchasing authority: Administrative Services: \$75,000 Customer Services & Planning: \$75,000 Operations & Customer Satisfaction: \$75,000 Purchasing Manager: P.O.s, Misc. contracts, and contract modifications “as to form”</p> <p><u>Checks</u> No co-signing required; all checks have electronic signatures.</p>
Cherriots	\$52.3 mil	Over \$100,000 for any contract	<p>Contracts up to \$100,000.</p> <p>Reviews & approves payments in excess of \$50,000.</p> <p>Reviews change order amendments in excess of \$20,000.</p>	<p>Division Head: Contract authority up to \$20,000</p> <p>Department Manager: Contract authority up to \$10,000</p> <p><u>Checks</u> Finance Manager co-signs for checks over \$50,000. Maintenance Manager co-signs on checks for fuel over \$30,000.</p>
TriMet	\$1.1 bil	<p>Goods/Services, Public Improvement, Real Property transactions, IGAs, Change Orders: Over \$500,000</p> <p>Personal Service Contracts: Over \$150,000</p>	<p>Goods/Services, Public Improvement, Real Property transactions, IGAs, Change Orders: Up to \$500,000</p> <p>Personal Service Contracts: Up to \$150,000</p>	<p>Other positions with authority equivalent to GM: Deputy GM, General Counsel, Executive Director, Director of Procurement, Manager of Contracts, Manager of Purchasing.</p> <p>*Purchasing authority was significantly increased in 2009 in light of the Portland to Milwaukie Light Rail Project, a \$1.4 billion project.</p>

TriMet				<u>Checks</u> Varies by type of distribution, but generally requires: - For physical checks \$100,000+: Two live signatures, one of which must be from the Director of Financial Services or the CFO. - For electronic checks \$100,000+: Requires a register (report) in advance that has been reviewed and approved by an accounting manager before a hard copy of the register is physically signed off on by the Director of Financial Services or the CFO. Following this approval, the electronic check may be issued.
Willamalane	\$14.3 mil	Goods/Services: Over \$25,000 Public Improvement: Over \$100,000	Goods/Services: Up to \$25,000 Public Improvement: Up to \$100,000	Varies by level. Highest level staff has authority up to \$2,500. <u>Checks</u> CFO has authority to issue checks up to her contracting authority amount of \$2,500. Anything in excess of that requires approval of the Superintendent. Approval is given in the electronic system, with the Superintendent authorizing it and then his electronic signature will be put on the check. If the check is in excess of \$25,000 or \$100,000 (depending on the type of project), a second signature from a Board member will be required. That is an electronic signature that requires advance authorization.
City of Springfield	\$316 mil (2015)	Over \$100,000 for any contract	\$50,000 to \$99,999.99	Department Director: \$0 to \$49,999.99 <u>Checks</u> Unable to obtain this information at this time.
Metropolitan Wastewater Management Commission (MWMC)	\$158 mil 2015-16	Professional Services: Over \$50,000 Any other: Over \$15,000* (this amount may be increased)	Professional Services: Up to \$50,000 Any other: Up to \$15,000	None, requires GM approval. <u>Checks</u> Unable to obtain this information at this time

Springfield Public Schools (SPS)	\$226 mil (including \$72 mil bond fund)	Goods/Services: Over \$150,000 Public Improvements: Over \$100,000 *Has a central purchasing office.	Goods/Services: Up to \$150,000 Public Improvements: Up to \$100,000	Directors have authority up to approve purchase requests up to \$2,500 but must be converted to a purchasing contract by Purchasing Manager or Chief Operations Officer. <u>Authority for small purchases:</u> - Maintenance Foreman: \$500/month - Bond Project Mngr: \$10K/month - Director: \$2,500/month - Purchasing Mng & Purchasing Clerk: \$10K/mo. - COO: \$20K/mo. - Superintendent: \$2,500/mo. <u>Checks</u> Unable to obtain this information at this time.
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Public Contracting Rules to Note:

<u>Type of Contract</u>	<u>No Competition</u> Direct/Micro	<u>Intermediate</u> Solicit Quotes/Proposals	<u>Formal</u> ITB/RFP w/ public notice
Goods/Services	Federal: Up to \$3,000 State: Up to \$10,000	Federal: Up to \$100,000 State: Up to \$150,000	Federal: > \$100,000 State: \$150,000
Professional Services	Federal: Up to \$3,000 State: Up to \$100,000	Federal: Up to \$100,000 State: Up to \$250,000	Federal: \$100,000 State: > \$250,000
Construction	Federal: Up to \$2,000 State: N/A	Federal: Up to \$100,000 State: Up to \$100,000	Federal: \$100,000 State: > \$100,000

- Non-standard procurements (sole-source, piggybacking, etc.) should have two layers of review/approval, even if the dollar threshold does not warrant Board / General Manager approval.

The LTD Road Map

Introduction

Lane Transit District plays a key role in maintaining a high quality of life and helps promote social equity in the Eugene-Springfield metropolitan area and surrounding communities. LTD provides an attractive transportation option that helps the entire community's transportation network operate more efficiently. With nearly 11 million annual customer boarding's, transit is a critical element in achieving the community's sustainability goal and in reducing the region's emission of greenhouse gases.

LTD services to the community include:

- Fixed-route bus service
- EmX bus rapid transit service
- Event service express routes
- Point2point transportation options program (carpool, vanpool, employer programs)
- Paratransit service (origin to destination service for the elderly and people with disabilities)
- Medicaid non-emergency medical transportation service

The *LTD Road Map* addresses why we exist, how we provide service, and what we do to support the community in achieving its goals. It provides a basis for who we are and where we want to go. The components of *The LTD Road Map* are dynamic and meant to be evaluated annually.

Why we do what we do:

We believe in providing people with the independence to achieve their goals, creating a more vibrant, sustainable, and equitable community.

How we do it:

- We serve the community with respect.
- We continuously question if there's a better way.
- We plan for a sustainable future.
- We collaborate internally and externally.
- We care for our employees, customers, and business partners.

What we do:

- We provide accessible and reliable transit services that address the needs of the community.
- We provide a viable alternative to the automobile through high-quality transportation options, programs, and services.
- We provide leadership in transportation planning in our communities.
- We practice safety, and maintain safe and accessible vehicles, services, and facilities.
- We practice sound fiscal and sustainability management.

We provide accessible and reliable transit services that address the needs of the community.

Performance Outcomes:

- Maintain fixed-route, and paratransit on-time performance of 90 percent.
- Maintain goal of less than .5 percent missed trips
- Within the metro area, provide fixed-route service coverage within 90 percent of jobs and 85 percent households. A one-third mile standard will be used to calculate these metrics.
- Achieve an 80 percent overall approval rating on customer and community satisfaction surveys.
- Achieve a 10 percent improvement in miles between road calls.

We provide viable alternatives to the automobile through high-quality transportation options, programs, and services.

Performance Outcomes:

- Increase per capita ridership from 37 to 38.
- Expand regional vanpools from 16 to 18 vans.
- Increase passenger miles by 3 percent per year.

We practice sound fiscal and sustainability management.

Performance Outcomes:

- Maintain fixed-route cost per passenger boarding/passenger mile below \$3.50 (with adjustments for inflation).
- Maintain paratransit cost per passenger trip at or below \$30.00 (with adjustments for inflation).
- Lower administrative overhead expenses to no more than 20 percent of the General Fund budget.
- Maintain negative employee turnover (employees who leave for reasons other than retirement or forced termination) at 3 percent or less.
- Achieve and maintain the ISO 14001 environmental and sustainability management system certification for the LTD Glenwood facility.
- Achieve the Gold Level in the APTA Sustainability Commitment program by 2016.

We provide leadership in the development of the region's transportation system.

Performance Outcomes:

- LTD staff and Board members are to develop and maintain relationships with community, state, and federal organizations.
- Actively seek and support partner jurisdiction's grant applications that support the District's effort to build and maintain the infrastructure needed to develop the region's transportation system.

- Identify and cultivate leadership within the organization through continuous training and development programs ensuring that all employees develop the competencies necessary to effectively accomplish their work.
- Play an active role in local, state, and federal legislative efforts that support transit and transportation options programs.

We practice safety and maintain safe and accessible vehicles, services, and facilities.

Performance Outcomes:

- Maintain the number of workplace accidents resulting in a claim to fewer than 20.
- Maintain the number of time-loss hours per hours worked at .0025
- Maintain a fixed-route goal of less than one preventable accident per 100,000 miles.
- Maintain a paratransit goal of less than one preventable accident per 100,000 miles.