



**LANE TRANSIT DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING**

**Wednesday, July 19, 2017**

**Regular Meeting 5:30 p.m.**

**LTD Board Room**

**3500 E. 17<sup>th</sup> Avenue, Eugene (in Glenwood)**

**A G E N D A**

Page.

I.	CALL TO ORDER		
II.	ROLL CALL		
	Gillespie _____ Wildish _____ Nordin _____ Reid _____		
	Necker _____ Yeh _____ Yett _____		
III.	PRELIMINARY REMARKS BY BOARD PRESIDENT		
IV.	COMMENTS FROM THE GENERAL MANAGER	( 2 minutes)	4
V.	ANNOUNCEMENTS AND ADDITIONS TO AGENDA	( 2 minutes)	5
VI.	BOARD CALENDARS	( 2 minutes)	6
VII.	EMPLOYEE OF THE MONTH – AUGUST	( 5 minutes)	7
VIII.	AUDIENCE PARTICIPATION	(10 minutes)	
	<ul style="list-style-type: none"> <li>◆ <i>Public Comment Note:</i> This part of the agenda is reserved for members of the public to address the Board on any issue. The person speaking is requested to sign-in on the Audience Participation form for submittal to the Clerk of the Board. When your name is called, please step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you may address the Board from your seat.</li> <li>◆ <i>Citizens testifying are asked to limit testimony to three minutes.</i></li> </ul>		
IX.	ITEMS FOR ACTION AT THIS MEETING		
	A. Consent Calendar:	( 1 minute)	8
	1. Minutes of the June 21, 2017, Regular Board Meeting		
	2. Delegated Authority Report - June		
	3. Contract - Independent Audit Services		
	4. Contract Amendment - Marketing and Communications Services		
	5. Emergency Procurement - Diamond Express		
	6. Emergency Procurement - Oakridge Dial-A-Ride		
	7. Emergency Procurement - Information Technology Services		
	8. Intergovernmental Agreement - Lane Council of Governments Senior and Disability Services		

- 9. Contract - Janitorial Services and Supplies for Eugene Station, Springfield Station, Neighborhood Stations, and EmX Stations
- 10. Contract Amendment - 2003-20 Lane Community College Group Pass
- 11. Contract - Associated Students of the University of Oregon Group Pass

B. Board Service Committee Discussion [Aurora Jackson]	(10 minutes)	52
C. Strategic Business Plan [Aurora Jackson]	(10 minutes)	53
D. Gateway EmX [Aurora Jackson]	(10 minutes)	54

XI. ITEMS FOR INFORMATION AT THIS MEETING

A. Board Member Reports	(10 minutes)	55
1. Meetings Held		
a. Lane Council of Governments (LCOG) Board of Directors – June 22		
b. Metropolitan Policy Committee (MPC) – July 6		
c. LTD Board Finance Committee – July 10		
d. Lane Area Commission on Transportation (LaneACT) – July 12		
2. No Meeting/No Reports		
a. Strategic Planning Committee – August 1		
b. Accessible Transportation Committee (ATC) – September 19		
c. Vision Zero Task Force		
d. LTD Board Human Relations Committee		
e. LTD Pension Trusts		
f. Main Street Projects Governance Team		
g. LTD Board Service Committee		
h. LTD Board Budget Committee Meeting		
i. MovingAhead Oversight Committee		
B. EmX West Update [Joe McCormack, Jake McCallum, Edward McGlone]	(10 minutes)	57
C. Legislative Update [Edward McGlone]	(10 minutes)	59
D. Board Support Discussion [Edward McGlone]	( 5 minutes)	60
E. 2017 Business Commute Challenge [Theresa Brand, Cody Franz]	(10 minutes)	62

F.	Transit-Oriented Development FTA Grant – River Road Transit Community Implementation Plan [Sasha Luftig]	(10 minutes)	65
G.	Monthly Financial Reports – April [Christina Shew]	( 5 minutes)	66
H.	Monthly Grant Report – June (respond if questions) [Christina Shew]		69
I.	Monthly Cash Disbursements – May (respond if questions) [Christina Shew]		82
J.	Monthly Performance Reports – April/May (respond if questions) [Aurora Jackson]		89
K.	Monthly Department Reports – June (respond if questions) [Aurora Jackson]		96
XII.	ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING		100
XIII.	ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING - REQUESTED BY THE BOARD		102
	A. Disadvantaged Business Enterprise Policy and Program (Fall)		
XV.	ADJOURNMENT		

**The facility used for this meeting is wheelchair accessible. If you require any special physical or language accommodations, including alternative formats of printed materials, please contact LTD's Administration office as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please call 682-5555 (voice) or 7-1-1 (TTY, through Oregon Relay, for persons with hearing impairments.**

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** July 19, 2017

**ITEM TITLE:** COMMENTS FROM THE GENERAL MANAGER

**PREPARED BY:** Aurora (A. J.) Jackson, General Manager

**ACTION REQUESTED:** None

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**BACKGROUND:**

This agenda item provides an opportunity for the general manager to formally communicate with the Board on any current topics or items that may need consideration.

**ATTACHMENTS:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** July 19, 2017

**ITEM TITLE:** ANNOUNCEMENTS AND ADDITIONS TO AGENDA

**PREPARED BY:** Camille Straub, Clerk of the Board

**ACTION REQUESTED:** None

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**BACKGROUND:**

This agenda item provides a formal opportunity for the Board president to announce additions to the agenda, and also for Board members to make announcements.

**ATTACHMENTS:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** July 19, 2017

**ITEM TITLE:** BOARD CALENDARS

**PREPARED BY:** Camille Straub, Clerk of the Board

**ACTION REQUESTED:** Board member communication regarding participation at LTD and community events and activities

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**BACKGROUND:**

Board members are asked to coordinate the Board Activity Calendars with their personal calendars for discussion at each Board meeting. Updated Board Activity Calendars are sent separately for Board members.

Board members also are asked to contact the clerk of the Board with any changes in availability for LTD-related meetings and events and to provide their winter vacation dates.

**ATTACHMENTS:** The link to Board activity calendars is provided separately to Board members.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** July 19, 2017

**ITEM TITLE:** AUGUST EMPLOYEE OF THE MONTH

**PREPARED BY:** Camille Straub, Clerk of the Board

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### **BACKGROUND:**

Lead Journey Mechanic Doug Covey has been selected to receive the August 2017 Employee of the Month (EOM) award. Doug was hired as a Journeyman Mechanic on August 31, 1998; and during that time, he received the Monthly Value Award for "Take Initiative": June 2009; June 2017. Doug became a Trainer on February 25, 2007.

Doug was nominated for Employee of the Month by another Mechanic who said that he went beyond his regular duties to get information about a welder that staff was purchasing for the shop to weld special metals. Doug did research and stopped by the welding retail shop on his way home to get the information so he could properly train everyone on use of the welder. He did this on his own time!

The mechanics that received the training on the welder expressed how much they appreciated Doug's extra effort.

When asked to comment on Dick's selection as Employee of the Month, Maintenance Supervisor, Don Swearingen said:

Doug's effort and positive attitude has always been appreciated by everyone in maintenance. These are just a couple of reasons why Doug has great respect from the maintenance employees not only as a Trainer and Technician, but as a good person too.

Congratulations, Doug, on receiving this well-deserved award!

### **AWARD:**

Doug will attend the July 19 meeting to be introduced to the Board and to receive his award.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** July 19, 2017

**ITEM TITLE:** CONSENT CALENDAR

**PREPARED BY:** Camille Straub, Clerk of the Board

**ACTION REQUESTED:** Approval of Consent Calendar items

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### **BACKGROUND:**

Issues that can be explained clearly in the written materials for each meeting, and that are not expected to draw public testimony or controversy, are included in the Consent Calendar for approval as a group. Board members can remove any item from the Consent Calendar for discussion before the Consent Calendar is approved each month.

The Consent Calendar for July 19, 2017, consists of:

- Approval of the Minutes of the June 21, 2017, Regular Board Meeting
- Approval of Delegated Authority Report-June
- Approval of Contract - Independent Audit Services
- Approval of Contract Amendment - Marketing and Communications Services
- Approval of Emergency Procurement - Diamond Express
- Approval of Emergency Procurement - Oakridge Dial-A-Ride
- Approval of Emergency Procurement - Information Technology Services
- Approval of Intergovernmental Agreement - Lane Council of Governments Senior and Disability Services
- Approval of Contract - Janitorial Services and Supplies for Eugene Station, Springfield Station, Neighborhood Stations, and EmX Stations
- Approval of Contract Amendment - 2003-20 Lane Community College Group Pass
- Approval of Contract - Associated Students of the University of Oregon Group Pass

- ATTACHMENT:**
- 1) Minutes of the June 21, 2017, Regular Board Meeting
  - 2) Delegated Authority Report-June
  - 3) Contract - Independent Audit Services
  - 4) Contract Amendment - Marketing and Communications Services
  - 5) Emergency Procurement - Diamond Express
  - 6) Emergency Procurement - Oakridge Dial-A-Ride
  - 7) Emergency Procurement - Information Technology Services
  - 8) Intergovernmental Agreement - Lane Council of Governments Senior and Disability Services
  - 9) Contract - Janitorial Services and Supplies for Eugene Station, Springfield Station, Neighborhood Stations, and EmX Stations
  - 10) Contract Amendment - 2003-20 Lane Community College Group Pass
  - 11) Contract - Associated Students of the University of Oregon Group Pass



**PROPOSED MOTION:** I move that the Board adopt the following resolution:

LTD Resolution No. 2017-07-19-046; It is hereby resolved that the Consent Calendar for July 19, 2017, is approved as presented [amended].

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING/PUBLIC HEARING

Wednesday, June 21, 2017

Pursuant to notice given to *The Register-Guard* for publication on June 15, 2017, 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/public hearing on Wednesday, June 21, 2017, beginning at 5:50 p.m., at the Lane Transit District (LTD) Board Room, 3500 East 17<sup>th</sup> Avenue, Eugene, Oregon.

Present: Gary Wildish, President  
Gary Gillespie, Vice President  
Ed Necker, Secretary  
Don Nordin, Treasurer  
Kate Reid  
Carl Yeh  
Steven Yett  
A.J. Jackson, General Manager  
Dwight Purdy, General Counsel  
Camille Straub, Clerk of the Board

**CALL TO ORDER/ROLL CALL:** Mr. Wildish convened the meeting and called the roll.

**PRELIMINARY REMARKS BY BOARD PRESIDENT:** Mr. Wildish welcomed Steven Yett, newly appointed Board member representing Subdistrict 1 (East Springfield to McKenzie Bridge area), to his first Board meeting.

**COMMENTS FROM THE GENERAL MANAGER:** Ms. Jackson offered to show the SharePoint video to any interested Board members after the meeting had adjourned.

**ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA:** There were no announcements or additions.

**BOARD CALENDARS:** Ms. Jackson briefly reviewed future Board activities. She noted that the August LTD Board meeting was cancelled. Ms. Jackson asked Board members to reserve Sunday, September 17, 2017 on their calendars to attend the grand opening for EmX West.

Ms. Reid said that she planned to attend the Metropolitan Planning Commission for Mr. Gillespie. When she asked why there was no Strategic Planning Committee meeting on the calendar, Mr. Yeh clarified it was scheduled in August.

Mr. Nordin added that LaneACT was not meeting in July or August.

**EMPLOYEE OF THE MONTH – JULY:** The Board recognized EmX Operator Dick Ellis as the July Employee of the Month. Mr. Wildish presented Mr. Ellis with his award and thanked

him for his outstanding service and dedication to LTD's mission. Mr. Ellis thanked the Board for his award and said he was proud of his career at LTD.

**AUDIENCE PARTICIPATION:** Mr. Wildish explained the procedures for providing testimony to the Board.

**Dr. Don Addison**, Eugene, expressed concerns regarding the proposed new vendor to provide RideSource services. He said that he hoped they neither raised fares nor lessened the quality of service. Dr. Addison also advocated for the new vendor to hire the current drivers, as they were exceptional.

**Joshua Skov**, Eugene, Board president of Better Eugene-Springfield Transportation (BEST) and member of the LTD Strategic Planning Committee, requested that LTD staff accelerate their work on the operations analysis. He said that he thought the data was critical to informing the Moving Ahead decisions.

**Rob Zako**, Eugene, BEST Executive Director, also advocated for a quicker timeline for the operations analysis. He said that he had heard concerns from some in the community regarding LTD's major capital investments. He said that if the operations analysis showed higher bus utilization rates, it would improve the return on investment for the capital projects and public opinion.

**ITEMS FOR ACTION AT THIS MEETING:**

**MOTION** **Consent Calendar:** Mr. Necker moved to remove the Minutes of the May 17, 2017, Special Board Meeting/Work Session from the Consent Calendar. Mr. Yeh seconded.

**VOTE** The motion to remove the Minutes of the May 17, 2017 Special Board Meeting/Work Session from the Consent Calendar was approved as follows:  
 AYES: Gillespie, Necker, Nordin, Reid, Wildish, Yeh (6)  
 NAYS: None  
 ABSTENTIONS: Yett (1)  
 EXCUSED: None

Mr. Nordin requested an amendment on page 4, paragraph five:  
 "Mr. Nordin suggested a small scale first mile/last mile project that could be funded through a public/private partnership. He gave the example of a cargo bike project to allow constituents of the Relief Nursery to get to and from ~~the Springfield Station~~ **Main Street**."

**MOTION** **Consent Calendar:** Mr. Yeh moved to approve the Minutes of the May 17, 2017, Special Board Meeting/Work Session as amended. Mr. Gillespie seconded.

**VOTE** The motion to approve the Minutes of the May 17, 2017 Special Board Meeting/Work Session as amended was approved as follows:  
 AYES: Gillespie, Necker, Nordin, Reid, Wildish, Yeh (6)  
 NAYS: None  
 ABSTENTIONS: Yett (1)  
 EXCUSED: None

**MOTION Consent Calendar:** Mr. Yeh moved to remove the Minutes of the Regular Board Meeting of May 17, 2017, from the Consent Calendar. Mr. Gillespie seconded.

**VOTE** The motion to remove the Minutes of the May 17, 2017 Regular Board Meeting from the Consent Calendar was approved as follows:

- AYES: Gillespie, Necker, Nordin, Reid, Wildish, Yeh (6)
- NAYS: None
- ABSTENTIONS: Yett (1)
- EXCUSED: None

**MOTION Consent Calendar:** Mr. Yeh moved to amend the Minutes of the May 17, 2017, Regular Board Meeting. On page 4, LTD Resolution No. 2017-05-17-21, the Contract No. referred to as 2017-1 should be corrected to 2017-05. Mr. Nordin seconded.

**VOTE** The motion to approve the Minutes of the May 17, 2017 Regular Board Meeting as corrected was approved as follows:

- AYES: Gillespie, Necker, Nordin, Reid, Wildish, Yeh (6)
- NAYS: None
- ABSTENTIONS: Yett (1)
- EXCUSED: None

Ms. Reid recused herself from voting on the Consent Calendar because she was an employee of the Willamalane Park and Recreation District.

**MOTION Consent Calendar:** Mr. Yeh moved adoption of the following resolution: LTD Resolution No. 2017-06-21-024; It is hereby resolved that the Consent Calendar for June 21, 2017 is approved as amended. Mr. Nordin provided the second.

The Consent Calendar consisted of: Minutes of the May 16, 2017, Special Board Meeting/Public Hearing; Intergovernmental Agreements—Safe Route to School Program; Contract Amendment—2007-12 Accessible Services RideSource, Oakridge, and Call Center Operations; Contract Amendment—2013-19 Community Transportation Services, Florence-Rhody Express; Intergovernmental Agreement—2014-43 City of Florence; Contract 2017-35 Purchase of New and Replacement Vehicles for Accessible and Customer Services; Intergovernmental Agreement—Willamalane Park and Recreation District; Intergovernmental Agreement—2002-25 Volunteer Escort Program with Lane Council of Governments; Intergovernmental Agreement—2006-42 Diamond Express; Vehicle Lease—2011-36 South Lane Wheels; Contract Amendment—2006-45 Pearl Buck Center; Intergovernmental Agreement—2010-34 City of Eugene/Hilyard Community Center; Intergovernmental Agreement—2011-30 City of Cottage Grove; Contract Amendment—2013-18 White Bird Clinic; and Contract Amendment—2013-20 Fixed-Route Transit Host and Associated Services.

**VOTE** The resolution was approved as follows:

- AYES: Gillespie, Necker, Nordin, Wildish, Yeh (5)
- NAYS: None
- ABSTENTIONS: Reid, Yett (2)
- EXCUSED: None

**Contract 2017-01 Accessible and Customer Services RideSource Call Center and Special Transportation Fleet Operation:** Human Services Transportation Coordinator Kris Lyon reviewed the procurement process which had resulted in the selection of Medical Transportation Management, Inc. (MTM). She highlighted MTM had scored 96 out of 110 points and the price proposal was more than \$1 million less than the current provider, Special Mobility Services (SMS).

When Ms. Reid asked how MTM was able to provide the services for so much less money, Ms. Lyon explained that the savings was achieved through use of the Novus software to increase efficiency. Procurement Manager Collina Washington clarified that staff had asked MTM the same question as part of the interview process. Because MTM used Novus at other sites, they were able to estimate the cost savings and build that into their bid.

Responding to Mr. Gillespie’s question regarding Medstar’s proposal being half as strong but more money, Ms. Washington explained their proposal did not address all the bid requirements. Given the low score, staff had not conducted a price analysis.

Ms. Reid referenced the earlier public input and asked about the SMS drivers being hired by MTM and the stability of the RideSource fares.

Ms. Lyon commented that MTM had conducted outreach to the existing drivers and open positions were currently posted on MTM’s website. She noted that RideSource fares were set by the LTD Board, not MTM.

Mr. Wildish added that people already familiar with the vehicles and the geographic areas were at a competitive advantage to get jobs with MTM.

**MOTION** Mr. Yeh moved the following resolution: LTD Resolution No. 2017-06-21-030; Be it resolved that the LTD Board of Directors approves Contract 2017-01 and authorized the General Manager, or designee, to: (a) negotiate and enter into a contract with Medical Transportation Management, Inc., for the purpose of the operation of the Lane Transit District’s RideSource Call Center and Special Transportation Fleet; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10% of the initial contract price or \$150,000, whichever is less. Mr. Nordin provided the second.

**VOTE** The resolution was approved as follows:  
AYES: Gillespie, Necker, Nordin, Reid, Wildish, Yeh (6)  
NAYS: None  
ABSTENTIONS: Yett (1)  
EXCUSED: None

**FY2017-2026 Capital Improvements Program (CIP):** Director of Finance Christina Shew described the process to date. She noted that there had been no additional public comments received since those shared with the Board on May 17, 2017.

**MOTION** Mr. Necker moved the following resolution: LTD Resolution No. 2017-06-21-025; It is hereby resolved that the Fiscal Year 2017-2026 Capital Improvements Program is approved as presented. Ms. Reid provided the second.

**VOTE** The resolution was approved as follows:

AYES: Gillespie, Necker, Nordin, Reid, Wildish, Yeh (6)  
 NAYS: None  
 ABSTENTIONS: Yett (1)  
 EXCUSED: None

**FY2017-2026 Long-Range Financial Plan (LRFP):** Ms. Shew referenced the Long-Range Financial Plan Budget Assumptions and FY2017-2026 Long Range Plan in the agenda packet. In response to her query if the Board had questions, there were none.

**MOTION** Ms. Reid moved the following resolution: LTD Resolution No. 2017-06-21-026; It is hereby resolved that the Fiscal Year 2017-2026 Long Range Plan is approved as presented. Mr. Necker provided the second.

**VOTE** The resolution was approved as follows:  
 AYES: Gillespie, Necker, Nordin, Reid, Wildish, Yeh (6)  
 NAYS: None  
 ABSTENTIONS: Yett (1)  
 EXCUSED: None

**Comprehensive Annual Financial Report (CAFR) and Audit Report for Fiscal Year Ending June 30, 2015 Presentation of CAFR and Audit Report:** Ryan Pasquarella of Grove, Mueller & Swank, P. C. represented the independent auditor. He explained that Oregon statute set the requirements for the CAFR. The Federal government determined the Audit Report parameters. Mr. Pasquarella reviewed the contents of the CAFR: the narrative introduction, the financial section, the statistical section, and the independent auditor's report. Focusing on the audit, he discussed two types of deficiencies in internal controls, a material weakness and a significant deficiency. Material weaknesses were identified in the CAFR: modified accrual basis of accounting; financial records preparation and maintenance. In the Federal Audit Report, a significant deficiency was identified in procurement. Because the Federal audit was submitted more than nine months past the deadline, LTD had been deemed a high risk agency for the next two years. Audit requirements were greater for agencies at high risk.

Mr. Wildish said that the findings were troubling. They demonstrated the challenges being addressed in the Finance Department.

Mr. Gillespie described the audit as "unnerving". He said that he had thought issues in Finance Operations had been stabilized several years ago but that was not the case.

Ms. Jackson noted that the Board had directed her to tighten controls on LTD's finances. Corrective actions had been taken to address the audit findings. She said that the issue was not one of staffing or culture, but rather the need to standardize processes. Ms. Jackson assured the Board that the Finance Department was moving in the right direction.

Ms. Reid thanks Ms. Shew and her staff for their efforts.

**MOTION** Mr. Necker moved the following resolution: LTD Resolution No. 2017-06-21-027; It is hereby resolved that the LTD Board of Directors received the independent audit for Fiscal Year 2015-2016 and accepts the independent auditor's reports contained in the Comprehensive

Annual Financial Report and Single Audit for the fiscal year ending June 30, 2016. Mr. Yeh provided the second.

VOTE The resolution was approved as follows:  
 AYES: Gillespie, Necker, Nordin, Reid, Wildish, Yeh (6)  
 NAYS: None  
 ABSTENTIONS: Yett (1)  
 EXCUSED: None

**Procurement Policy:** Ms. Washington discussed the Federal Transit Administration's (FTA) Procurement System Review. Subsequent to the review, LTD staff and general council drafted revisions to four elements of LTD's Purchasing Policy and Rules. She reviewed the changes to Elements (7), (11), (14), and (56). Ms. Washington noted that LTD followed Oregon Administrative Rules when they were more restrictive than those of the FTA. The proposed revisions also updated the language to reflect the creation of the procurement division within LTD.

Mr. Necker left the meeting at 7:20 p.m.

Mr. Gillespie recognized staff's work.

MOTION Mr. Yeh moved the following resolution: LTD Resolution No. 2017-06-21-043; Be it resolved that the Lane Transit District Board of Directors adopt the LTD Procurement Policy as presented. Ms. Reid provided the second.

VOTE The resolution was approved as follows:  
 AYES: Gillespie, Nordin, Reid, Wildish, Yeh (5)  
 NAYS: None  
 ABSTENTIONS: Yett (1)  
 EXCUSED: Necker (1)

**Board Committee Member Appointments:** Mr. Wildish directed the Board members to the LTD Board of Directors Committees and Special Assignments, Updated March 06, 2017 document in the agenda packet. He recommended that Mr. Nordin fill the vacant position on the MovingAhead Oversight Committee, and Mr. Yett replace Mr. Nordin on the Main Street-McVay Governance Committee.

Mr. Yeh asked about the Service Committee. He noted that the three-person committee already had one vacant position and Mr. Gillespie was leaving the Board before the next route review. Mr. Yeh posited the Strategic Planning Committee might fulfill the function now done by the Service Committee.

Ms. Jackson said that Planning and Development Manager Tom Schwetz gave the same presentation to the LTD Board as he did to the Service Committee.

Mr. Gillespie shared that he thought the Service Committee was a better forum to delve into the details about route changes and other service adjustments, e.g., transfer options.

**MOTION** Mr. Yeh moved the following resolution: LTD Resolution No. 2017-06-21-044; Be it resolved that the Lane Transit District Board of Directors approves the committees and special assignments as presented. Mr. Nordin provided the second.

**VOTE** The resolution was approved as follows:  
 AYES: Gillespie, Nordin, Reid, Wildish, Yeh (5)  
 NAYS: None  
 ABSTENTIONS: Yett (1)  
 EXCUSED: Necker (1)

**Selection of Pension Trustee-elect:** Mr. Wildish emphasized the importance of the position.

Mr. Gillespie noted the Pension Trust committee was a good example of strong collaboration between labor and management. When Ms. Reid requested more frequent reports from the Trustee, Mr. Gillespie assured her he was bringing a report to the September 15, 2017 meeting.

**MOTION** Mr. Yeh moved the following resolution: LTD Resolution No. 2017-06-21-045; The LTD Board of Directors hereby approves the appointment of Board Member Steven Yett to the position of pension trustee-elect, as defined in this document. Mr. Wildish provided the second.

**VOTE** The resolution was approved as follows:  
 AYES: Gillespie, Nordin, Reid, Wildish, Yeh, Yett (6)  
 NAYS: None  
 ABSTENTIONS: None  
 EXCUSED: Necker (1)

**Board Packet Materials – Contracts:** Mr. Wildish suggested that the Board receives sufficient information about contracts, contract amendments, and Intergovernmental Agreements (IGAs) in the associated Agenda Items Summaries (AIS). He also indicated that the boilerplate language used in the contracts was repetitive. He recommended that only the AIS be presented in the Board packet, not the actual contracts or IGAs.

When Mr. Nordin asked if a Board member was able to request a contract or IGA should s/he be interested in seeing it, Mr. Wildish assured him that was possible.

Ms. Reid observed that LTD staff had done a good job at noting any issues for the Board. She concurred with Mr. Wildish's proposal.

#### **ITEMS FOR INFORMATION AT THIS MEETING:**

**Board Member Reports:** Mr. Nordin discussed the Oregon Public Transportation Plan presentation at the June LaneACT meeting.

Ms. Reid announced that the Main Street-McVay Governance Committee planned to reconvene in the fall. The City of Springfield and the Oregon Department of Transportation (ODOT) needed to resolve some issues in the meantime.



Ms. Jackson described an earlier conversation with Mr. Yeh regarding the Strategic Planning Committee members' support for reinstatement of the Student Transit Pass program. The \$1 million program provided bus passes to students in grades 6-12.

Mr. Yeh concurred. When he raised the issue of whether or not the program should be funded by LTD if not included in the final version of the Transportation Funding Package, Mr. Nordin observed the recent *RideSource* contract netted about the amount needed to fund the program.

**Legislative Update:** Director of Public Affairs Edward McGlone informed the Board on the most recent developments regarding the proposed Transportation Funding Package. He said that he thought it stalled in the legislature. The Democrats were unwilling to consider changes to the Clean Fuel Program, a condition for Republican support of the bill. Mr. McGlone said that he expected the latest version of the bill (HB2017-4) to be published in the next few days. The final day the Oregon state legislature would be in session is July 10, 2017.

When Mr. Nordin asked what would happen were the bill not passed during the regular session, Mr. McGlone responded that it was possible the Governor would call a special session. He noted the transit funding portion was not controversial, but it was unlikely that it would be moved as a standalone bill.

Responding to Mr. Gillespie's question regarding the status of funding for passenger rail service (Amtrak), Mr. McGlone said that he was not optimistic.

**Monthly Financial Report:** Director of Finance Christina Shew reviewed the March 2017 Year-to-Date financial report provided in the agenda packet, noting key drivers for revenues and expenditures in the General Fund, Medicaid Fund, Accessible Services Fund, and Capital Projects Fund.

When Mr. Gillespie referenced the approximate \$20 million deficit in the Capital Projects Fund, Ms. Shew explained that the Board had previously approved a \$16 million General Fund transfer. The remaining gap was due to the drawdown process and project timing.

Responding to Mr. Nordin's question as to why Trillium reimbursement payments were always late, Ms. Jackson explained that LTD had added more checks and balances to the process which had both increased transparency and decreased timeliness. She said that she expected more efficiency gains. Assistant General Manager of Service Delivery Mark Johnson added that LTD had renegotiated its contract with Trillium last year and the payment timing had improved. There was still a lag, but ultimately Trillium reimbursed LTD all it was due.

**Monthly Grants Report:** There were no questions or comments.

**Monthly Cash Disbursements – April:** There were no questions or comments.

**EmX West Launch Update:** Mr. Wildish stated that the EmX West Launch event was scheduled for Saturday, September 17, 2017, from 11:00 a.m. to 3:00 p.m. The event included a ribbon-cutting to open the new bicycle/pedestrian bridges.

When Mr. Gillespie suggested LTD staff involve Skip from CD World on West 11<sup>th</sup> Avenue, Public Information Officer Therese Lange assured Mr. Gillespie she would do so.

**Delegated Authority Report – April:** There were no questions or comments.

**Monthly Performance Reports:** Mr. Wildish said that he was pleased to see the increase in ridership.

**Monthly Department Reports:** There were no questions or comments.

**ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING:**

Ms. Reid said that she had attended the Talking Transit forum sponsored by the Springfield Area Chamber of Commerce during which information from a 2015 report reflecting Gateway ridership numbers, was discussed. She said that she had been asked by Springfield Mayor Lundberg for updated ridership data on the Gateway EmX. Ms. Reid offered to email the report to Board members.

Mr. Yett reported on a similar event at the Eugene Area Chamber of Commerce. He said that the report also compared the travel speed of a standard bus to EmX. He noted the report said the EmX was only one mile per hour faster than a standard bus.

Mr. Nordin advocated for LTD to develop a solar energy program to power their electric buses. He recommended developing an RFP to see if there was interest from banks and other vendors.

Ms. Reid described a future media event sponsored by Safe Lane Transportation Coalition to promote Vision Zero.

Mr. Nordin referred to the July Fourth celebration in Creswell, noting that it was a big event for the town. He suggested that LTD collect traffic and ridership data for the event in order to provide better bus service for it in future years.

Ms. Reid asked if LTD had done any planning for the future solar eclipse (August 21, 2017). She noted all the hotels in the area were fully booked. Some sources estimated a million people were coming to Oregon to view the eclipse. Those in the Eugene area need to go north to reach the path of totality. Ms. Reid thought a special event bus service should be considered.

**ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING—REQUESTED BY THE BOARD:**

The Disadvantaged Business Enterprise Policy and Program (Fall) would be coming before the Board Fall of 2017.

**ADJOURNMENT:** Mr. Wildish adjourned the meeting at 8:21 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

\_\_\_\_\_  
Ed Necker  
Board Secretary

\_\_\_\_\_  
Camille Straub  
Clerk of the Board

Date Approved: \_\_\_\_\_

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** July 19, 2017

**ITEM TITLE:** DELEGATED AUTHORITY REPORT

**PREPARED BY:** Collina Washington, Procurement Manager

**ACTION REQUESTED:** None. Information only.

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**BACKGROUND:**

LTD Resolution No. 2017-03-15-011, a resolution establishing LTD's Public Contracting Policy, states that "[a] report regarding the General Manager's delegated authority, pursuant to Paragraphs 1 and 2 of this Resolution, shall be presented to the Board of Directors at its monthly meeting in the form of a report in a format satisfactory to the Board. The report shall include all routine annual procurements that exceed \$10,000 and all other contracting actions that exceed \$10,000 but are below \$150,000. The report will be approved by the Board in the consent agenda portion of its meeting."

**ATTACHMENTS:** Excel Spreadsheet – Delegated Authority Report, June 2017

**PROPOSED MOTION:** None. Information only.

**LANE TRANSIT DISTRICT  
DELEGATED AUTHORITY REPORT  
June 2017**

DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	SIGNER	NOTES
<b>Contracts</b>								
5/11/2017	Macerich Valley River Center	Oregon Country Fair Shuttle 2017	Revocable License Agreement	July 6, 2017 - July 10, 2017	Annual	\$1,950.00	C. Washington	
5/22/2017	Vehicle Technical Consultants	In-Plant Bus Inspection Services	Professional Services	May 22, 2017 - May 21, 2019	NA	\$100,000.00	A. Jackson	
5/23/2017	John Hachmann	Procurement Technical Assistance	Change Order	Jan 1, 2017 - June 30, 2017	NA	\$ 37,800.00	A. Jackson	Increased budget for the remainder of FY 16-17.
5/18/2017	Oregon Department of Transportation	Agreement 31923 - Rhody Express Operations	Grant	July 1, 2017 - June 30, 2019	2-year agreement	\$ 160,056.00	A. Jackson	5311 funds for administrative and operations for public transportation in and near the City of Florence, Oregon.
6/1/2017	Oregon Department of Transportation	Agreement 32010 - STF Formula Funds & STO Programs	Grant	July 1, 2017 - until funds are expended		\$ 1,754,618.00	A. Jackson	Provides financial support for special transportation services benefitting seniors and individuals with disabilities.
6/1/2017	Phyllis Walker	Procurement Technical Assistance	Professional Services	June 1, 2017 - May 31, 2018	1-year agreement	\$ 75,000.00	A. Jackson	
6/8/2017	Elms Landscape Service	Landscaping & Irrigation System Maintenance	Firm, Fixed Price	May 18, 2017 - May 17, 2019	2-year base; plus 3 options years	\$ 430,382.00	A. Jackson	Year 1 - \$82,602.00; Year 2 - \$84,254.00; Year 3 - \$86,098.00; Year 4 - \$87,834.00; Year 5 - \$89,594.00
6/9/2017	Ninfa's Elite Janitorial Service	Janitorial Service for Glenwood & RideSource Facilities	Firm, Fixed Price	June 1, 2017 - May 31, 2019	2-year base; plus 3 options years	\$ 410,085.00	A. Jackson	Year 1 - \$67,617.00; Year 2 - \$85,617.00; Year 3 - \$85,617.00; Year 4 - \$85,617.00; Year 5 - \$85,617.00
6/9/2017	Ninfa's Elite Janitorial Service	Station Cleaning	Contract Amendment	May 31, 2017 - August 31, 2017		\$ 117,231.00	A. Jackson	Total contract value is \$385,271.00 with this Change Order #10.
6/9/2017	Wildish Building Company	Willow Creek Facility Construction	Change Order	May 18, 2017 - until complete		\$ 1,270,722.09	A. Jackson	Total contract value is \$58,229,173.35 with this change order.
6/9/2017	Chambers Construction Company	Construction of Facilities Maintenance Building and Bus Lot Expansion	Firm, Fixed Price	May 18, 2017 - until complete		\$ 3,097,795.00	A. Jackson	
6/26/2017	Willamalane	Children's Celebration Partnership	Memorandum of Understanding	June 9, 2017 - July 29, 2017		\$ 2,000.00	C. Washington	
6/26/2017	Willamalane	Tap & Taste Partnership	Memorandum of Understanding	June 26, 2017 - August 19, 2017		\$ 1,000.00	C. Washington	
6/14/2017	Oregon Department of Transportation	Agreement 30840, Amendment 1	Grant	July 1, 2015 - June 30, 2018		\$ 115,410.00	A. Jackson	Amendment extends the grant through June 30, 2018, and increased the total amount to \$115,410.
6/30/2017	EAN Holdings (Enterprise Rent-a-Car)	Vanpool Services - Point2point	Firm, Fixed Price	July 1, 2017 - June 30, 2020	3-year base; plus 3 option years	\$ 60,000.00	A. Jackson	Vanpool is program provided through LTD's Transportation Options. This service subsidized through the State Transportation Options program. Contract value based upon past year's expenditures.
6/30/2017	Chambers Construction Company	On-Call Construction	Fixed Price, Labor Hour	May 18, 2017 - May 17, 2019	2-year base; plus 3 option years	\$ 2,600,000.00	A. Jackson	This contract value is based upon a potential project list that spans the full five years of the contract. Current year expenditures are estimated to not exceed \$600,000.
7/5/2017	University of Oregon Special Program	Group Pass Program for UO Employees and Graduate Student Employees	Group Pass	January 1, 2017 - Dec. 31, 2017	annual renewal	\$ 343,687.62	R. Hoskins	Change Notice #7 extends contract through December 31, 2017.
7/3/2017	Lane Council of Governments (LCOG)	Minutes Recorder Services	Agreement	July 1, 2017 - until terminated		\$ 14,000.00	C. Washington	Annual contract price is approximate. Covers minutes recording for meetings of Strategic Planning Committee, RideSource Call Center Advisory Committee, Board of Directors, and Accessible Transportation Committee.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** July 19, 2017

**ITEM TITLE:** CONTRACT APPROVAL – INDEPENDENT AUDIT SERVICES

**PREPARED BY:** Collina Washington, Procurement Manager; Christina Shew, Director of Finance

**ACTION REQUESTED:** Approval

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**Please disclose any actual or potential conflict of interest.**

**PURPOSE/OBJECTIVE:** This action will authorize the general manager to enter into contract with Moss Adams, LLP to audit the Lane Transit District's (LTD) basic financial statements and provide other auditing and accounting services, utilizing a permissive cooperative agreement in accordance with Oregon Revised Statute (ORS) 279A.215.

**DESCRIPTION/JUSTIFICATION:** In compliance with both state and federal statute, LTD is required to, within six months of the close of each fiscal year, publish a complete set of financial statements presented in accordance with generally accepted auditing standards, the standards set forth for financial audits in the General Accounting Office's (GAO) Government Auditing Standards (2007), and the provisions of the federal Single Audit Act of 1984 (as amended in 1996).

Additional requirements include the disclosures and comments required by the State of Oregon Minimum Standards (OAR 162-10-050 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations) report on information included in the National Transit Database (NTD) report on the Federal Funding Allocation Statistics Form (FFA-10) with regard to requirements of the Uniform System of Accounts and Records and Reporting System; Final Rule, as specified in 49 CFR, Part 630, Federal Register, January 15, 1993, and as presented in the current year Reporting Manual.

**CONTRACT HISTORY:** The current contract for these services was let in 2007 and awarded to Grove, Mueller, Swank, P.C. This contractor has been LTD's auditor of record for the past ten (10) years.

**PROCUREMENT IMPACT:** On May 22, 2017, LTD solicited proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2017, and the two subsequent fiscal years ending June 30, 2018 and 2019. In addition to direct email notifications, Legal Notices were published in the Register Guard, TransitTalent, an online transit trade magazine, and via LTD's e-Procurement website (<https://www.ebidexchange.com/ltd>).

Proposals were due on June 19, 2017, by not later than 2:00 p.m. (PT). Two submittals were received; however, following Staff's review of the proposals submitted in response to the subject Request for Proposals, and pursuant to ORS 279B.110, it was determined that it is in the public interest to reject all proposals and cancel the solicitation.

## **AGENDA ITEM SUMMARY**

Independent Audit Services

Page 2

Due to the brevity of time in which to engage a qualified firm to perform the audit for the current fiscal year, Staff sought to engage a firm utilizing a permissive cooperative agreement in accordance with ORS 279A.215, ORS 279A.050 and the Federal Transit Administration's Circular 4220.1F.

Staff intends to establish a contract for the provision of independent audit services utilizing an existing permissive cooperative agreement between the Tri-County Metropolitan Transportation District of Oregon and Moss Adams LLP. The base term of the contract shall be from July 1, 2017 through April 30, 2018, with LTD's unilateral option to extend the contract for four (4) additional 12 month terms, beginning May 1, 2018.

Notice of Intent to establish the permissive cooperative agreement was published on July 3, 2017 in the Register Guard and via LTD's eBid eXchange procurement portal. Interested parties have until July 17 to comment regarding the agency's decision.

### **POLICY IMPACT:**

1. LTD Resolution No. 2017-03-15-011 requires that contracts exceeding \$149,999, or amendments to the contract that exceed a cumulative total of 10% of the initial contract price or \$150,000, whichever is less, must be presented to the Board of Directors for review and approval.
2. ORS 279A.215 allows for the utilization of permissive cooperative procurements as long as the original agreement is in compliance with those requirements specified in ORS 279B.055 (Competitive sealed bidding) or 279B.060 (Competitive sealed proposals);

**ECONOMIC IMPACT:** The maximum contract value shall not exceed \$500,000 over the entire life of the contract (five years).

**FUNDING SOURCE:** Independent Auditing Services are budgeted as an element of the finance division's operating budget.

**REQUIRED REPORTING:** LTD is required to, within six months of the close of each fiscal year, publish a complete set of financial statements presented in accordance with generally accepted auditing standards and present them to the Board of Directors.

**RECOMMENDATIONS:** Authorize the general manager to enter into contract with Moss Adams LLP to audit the Lane Transit District's ("LTD") basic financial statements and provide other auditing and accounting services.

**IMPACT IF NOT APPROVED:** Staff would have to resolicit these services and delay the FY 2017 audit. This could result in LTD's inability to meet deadlines for reporting established by the state and federal regulations governing this service.

**PROJECT MANAGEMENT TEAM:** Director of Finance; Controller

**ATTACHMENTS:** Resolution No. 2017-07-19-47

## **AGENDA ITEM SUMMARY**

Independent Audit Services

Page 3

### **PROPOSED MOTION:**

Resolution No. 2017-07-19-47: be it resolved that the Lane Transit District Board of Directors, acting as the LTD Contract Review Board, passes a resolution as follows:

- 1) The contract shall be in compliance with all applicable laws and regulations.
- 2) Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into a contract with Moss Adams, LLP for the purpose of auditing the LTD basic financial statements and providing other auditing and accounting services; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10% of the initial contract price or \$150,000, whichever is less.



**RESOLUTION NO. 2017-07-19-47**

**A RESOLUTION APPROVING A PERMISSIVE COOPERATIVE AGREEMENT BETWEEN  
LANE TRANSIT DISTRICT AND MOSS ADAMS, LLP**

**WHEREAS**, Lane Transit District (LTD) is authorized to enter into contractual agreements pursuant to ORS 267.200 (3)-(4); and

**WHEREAS**, ORS 279A.215 allows for the utilization of permissive cooperative agreements as long as the original agreement is in compliance with those requirements specified in ORS 279B.055 (Competitive sealed bidding) or 279B.060 (Competitive sealed proposals); and

**WHEREAS**, LTD staff have reviewed the solicitation related to the permissive cooperative agreement between the Tri-County Metropolitan Transportation District of Oregon and Moss Adams LLP for the provision of independent audit services, and determined that the procurement and resulting contract were conducted in accordance with the Oregon Public Contracting Code and the LTD Procurement Policy; and

**WHEREAS**, pursuant to LTD resolution No. 2017-03-15-011, the LTD Board of Directors is the LTD Contract Review Board and is required to authorize all contracts exceeding \$149,999; and

**WHEREAS**, the Contract Review Board has authorized the LTD Finance Committee to review and recommend action on contracts prior to those contracts being presented to the LTD Board for review and approval;

**WHEREAS**, the Finance Committee reviewed the proposed contract between LTD and Moss Adams, LLP on Monday, July 10, 2017, and recommended adoption;

**NOW, THEREFORE, BE IT RESOLVED** that the Lane Transit District Board of Directors, acting as the LTD Contract Review Board, passes a Resolution as follows:

- 1) The contract shall be in compliance with all applicable laws and regulations.
- 2) Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into a contract with Moss Adams, LLP for the purpose of auditing the LTD basic financial statements and providing other auditing and accounting services; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10% of the initial contract price or \$150,000, whichever is less.

ADOPTED BY THE LANE TRANSIT DISTRICT ON THE 19TH DAY OF JULY 2017.

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PRESIDENT, Gary Wildish

ATTEST:

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** July 19, 2017

**ITEM TITLE:** CONTRACT AMENDMENT – MARKETING AND COMMUNICATIONS SERVICES

**PREPARED BY:** Meg Kester, Marketing and Communications Manager; Collina Washington, Procurement Manager

**ACTION REQUESTED:** Approval

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**Please disclose any actual or potential conflict of interest.**

**PURPOSE/OBJECTIVE:** This action will authorize the general manager, or designee, to exercise an option to renew the existing contract with Bell and Funk to continue marketing, media placement, and graphics production support for the Lane Transit District (“LTD”).

**DESCRIPTION/JUSTIFICATION:** This contract enables marketing and communications services in support of the District’s ongoing ridership marketing and service awareness campaign, the launch of the new EmX West BRT line and promotion of EmX, student and niche marketing, coordination of media buys, design of bus advertising, service and program marketing, and support for LTD’s brand image.

**CONTRACT HISTORY:** Bell and Funk has provided marketing and communications services since 2014. The current scope of work and anticipated cost of Bell and Funk services is based on historical activity over the past three years (2014-2017) and will be done under rates established in 2014. In addition to marketing expertise, the firm provides value to the District due to its deep knowledge of LTD’s history and insight provided through facilitated focus group research. The small firm is local, located in downtown Eugene, and its employees are not only advocates of transit but users of multi-modal transportation. This renewal is the third of four contract renewal options.

**PROCUREMENT IMPACT:** A Request for Proposals (“RFP”) for Marketing Communications, Public Relations, and Production Services for LTD was issued in April 2014, with proposals due May 20, 2014. Five responses were received from vendors, resulting in LTD staff awarding two separate contracts: one to Bell and Funk and the other to Vox Public Relations Public Affairs.

**POLICY IMPACT:**

1. LTD Resolution No. 2017-03-15-011 requires that contracts exceeding \$149,999, or amendments to the contract that exceed a cumulative total of 10% of the initial contract price or \$150,000, whichever is less, must be presented to the Board of Directors for review and approval.
2. LTD has committed to providing quality transportation services for the residents and commuters of our community, understanding who we serve, and encouraging use of LTD services and programs that meet the diverse needs of the community.

**AGENDA ITEM SUMMARY**

Contract Amendment – 2014-27-BF  
Marketing & Communications Services  
Page 2

**ECONOMIC IMPACT:** Historically, costs have averaged approximately \$272,000 annually. Anticipated costs under the current contract year are expected not to exceed \$250,000.

**FUNDING SOURCE:** Services under this contract are supported in the FY2017-18 Marketing and Communications division’s operating budget.

**REQUIRED REPORTING:** It is not anticipated the Board of Directors will receive any regular reporting on this contract, unless specifically requested.

**RECOMMENDATIONS:** Authorize the general manager, or designee, to exercise an option to renew the existing contract with Bell and Funk to continue marketing, media placement and graphics production support for the Lane Transit District.

**IMPACT IF NOT APPROVED:** The current contract for marketing and communications services expires July 8, 2017. Planned and necessary activity this summer and fall will be impacted should this contract be delayed.

**ATTACHMENTS:** Resolution No. 2017-07-19-48

**PROPOSED MOTION:**

Resolution No. 2017-07-19-48: be it resolved that the Lane Transit District Board of Directors, acting as the LTD Contract Review Board, passes a resolution as follows:

- 1) The contract shall be in compliance with all applicable laws and regulations.
- 2) The General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into a contract with Bell and Funk for the purpose of continuing marketing, media placement, and graphics production support; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10% of the initial contract price or \$150,000, whichever is less.

**RESOLUTION NO. 2017-07-19-48**

**A RESOLUTION APPROVING CONTRUACTUAL SERVICES BETWEEN LANE TRANSIT DISTRICT AND BELL AND FUNK**

**WHEREAS**, Lane Transit District (LTD) is authorized to enter into contractual agreements pursuant to ORS 267.200 (3)-(4); and

**WHEREAS**, the Oregon Public Contracting Code and the LTD Procurement Policy require that all contracts for goods, services, or public improvement projects be based upon competitive bids or proposals, unless an exception applies; and

**WHEREAS**, pursuant to LTD resolution No. 2017-03-15-011, the LTD Board of Directors is the LTD Contract Review Board and is required to authorize all contracts exceeding \$149,999; and

**WHEREAS**, the Contract Review Board has authorized the LTD Finance Committee to review and recommend action on contracts prior to those contracts being presented to the LTD Board for review and approval; and

**WHEREAS**, the Finance Committee reviewed the proposed contract between LTD and Bell and Funk on Monday, July 10, 2017, and recommended adoption; and

**NOW, THEREFORE, BE IT RESOLVED** that the Lane Transit District Board of Directors, acting as the LTD Contract Review Board, passes a Resolution as follows:

1) The contract amendment shall be in compliance with all applicable laws and regulations.

2) The General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into a contract with Bell and Funk for the purpose of continuing marketing, media placement, and graphics production support; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10% of the initial contract price or \$150,000, whichever is less.

ADOPTED BY THE LANE TRANSIT DISTRICT ON THE 19TH DAY OF JULY 2017.

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PRESIDENT, Gary Wildish

ATTEST:

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** July 19, 2017

**ITEM TITLE:** EMERGENCY PROCUREMENT – DIAMOND EXPRESS

**PREPARED BY:** Collina Washington, Procurement Manager; Cosette Rees, Accessible and Customer Services

**ACTION REQUESTED:** Approval

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**Please disclose any actual or potential conflict of interest.**

**PURPOSE/OBJECTIVE:** This action will authorize the general manager or designee to enter into contract with a vendor to operate Diamond Express transportation service between Oakridge and the metro area through June 30, 2018.

**DESCRIPTION/JUSTIFICATION:** Lane Transit District facilitates the development of transportation services to rural communities within Lane County. The Diamond Express is an intercity fixed-route bus service that operates between Oakridge and the Eugene/Springfield metropolitan area. The service provides four daily trips from Oakridge to downtown Eugene and four daily trips from Eugene to Oakridge. The service, open to anyone, costs \$2.50 one-way. Passengers paying \$5.00 will receive a round-trip ticket on the Diamond Express plus a Day Pass good on all LTD routes for the date purchased.

The service is administered by Lane Transit District through a selected Contractor. The program is funded through the City of Oakridge, the State's Special Transportation Fund, a federal transit network, and intercity grant; grants are available on a two-year cycle.

**CONTRACT HISTORY:** Historically, Diamond Express service has been operated by the RideSource contractor, as it had been determined that the only way to entice a program provider was to bundle it together with the RideSource contract. Special Mobility Services, the current contractor, has indicated they would be willing to continue operating the service throughout the extension of their current contract which will end August 31, 2017, but is not interested in continuing beyond that date.

This service was delineated from the overall RideSource service when the new solicitation was let earlier this year. This leaves LTD in a position of quickly needing to secure a new program provider to take over the service beginning September 1, 2017. It is anticipated that contracting with a new program provider will be a relatively straightforward process, as the service was designed with the intention of being a turnkey operation – LTD owns and leases the vehicles and routes are already established.

**PROCUREMENT IMPACT:** To allow sufficient time to solicit these services, procurement staff will award an emergency contract to a vendor who represents that they are able to provide the services in conformance with the scope of work outlined by accessible and customer services staff. The contract term will be for 10 months to ensure seamless provision of services to LTD's ridership utilizing the Diamond Express.

**POLICY IMPACT:** Section 8 – "Procurement Methods (Other Than Full and Open Competition)" of LTD's Procurement Policy states that "the LTD General Manager, or the LTD Contract Review Board, may

**AGENDA ITEM SUMMARY**

Emergency Procurement  
Diamond Express  
Page 2

make or authorize others to make emergency procurements of goods or services in an emergency. LTD shall document the nature of the emergency and describe the source selection methods used for the procurement.”

**ECONOMIC IMPACT:** The Diamond Express route is primarily funded through Federal transit network and intercity grant funds matched by State special transportation funds and supplemented with funding from the City of Oakridge and estimated farebox revenue. Funding sources below are prorated for the 10-month duration of the contract rather than a typical 12-month fiscal year.

**FUNDING SOURCE:**

City of Oakridge Local Funds: \$6,750

Estimated Farebox Revenue: \$27,737.25

Special Transportation Fund: \$64,376.25

Transit Network Grant: \$64,376.25

**REQUIRED REPORTING:** Diamond Express service includes Federal and State grant funds and therefore require LTD contract monitoring and reporting. It is not anticipated that the Board of Directors will receive any regular reporting on this contract, unless specifically requested.

**RECOMMENDATIONS:** Recommend authorizing the general manager or designee to enter into an emergency contract with a vendor to operate Diamond Express transportation service between Oakridge and the metro area through June 30, 2018.

**IMPACT IF NOT APPROVED:** The future contract vacancy will either need to be filled by a qualified program provider or the service discontinued.

**PROJECT MANAGEMENT TEAM:** Assistant General Manager – Service Delivery, Accessible and Customer Services Manager, Human Services Transportation Coordinator, Accessible Services Specialist

**ATTACHMENTS:** Resolution No. 2017-07-19-49

**PROPOSED MOTION:**

Resolution No. 2017-07-19-49: be it resolved that the Lane Transit District Board of Directors, acting as the LTD Contract Review Board, passes a resolution as follows:

- 1) The contract shall be in compliance with all applicable laws and regulations.
- 2) The General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into a contract with a vendor for the purpose of operating Diamond Express transportation service between Oakridge and the metro area through June 30, 2018; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10% of the initial contract price or \$150,000, whichever is less.

**RESOLUTION NO. 2017-07-19-49**

**A RESOLUTION APPROVING THE EMERGENCY PROCUREMENT OF CONTRUACTUAL SERVICES BETWEEN LANE TRANSIT DISTRICT AND A VENDOR**

**WHEREAS**, Lane Transit District (LTD) is authorized to enter into contractual agreements pursuant to ORS 267.200 (3)-(4); and

**WHEREAS**, the Oregon Public Contracting Code and the LTD Procurement Policy require that all contracts for goods, services, or public improvement projects be based upon competitive bids or proposals, unless an exception applies; and

**WHEREAS**, Section 8 – “Procurement Methods (Other Than Full and Open Competition)” of LTD’s Procurement Policy states that “the LTD General Manager, or the LTD Contract Review Board, may make or authorize others to make emergency procurements of goods or services in an emergency.”; and

**WHEREAS**, the Contract Review Board has authorized the LTD Finance Committee to review and recommend action on contracts prior to those contracts being presented to the LTD Board for review and approval; and

**WHEREAS**, the Finance Committee reviewed the proposed contract between LTD and a vendor on Monday, July 10, 2017, and recommended adoption; and

**NOW, THEREFORE, BE IT RESOLVED** that the Lane Transit District Board of Directors, acting as the LTD Contract Review Board, passes a Resolution as follows:

- 1) The contract shall be in compliance with all applicable laws and regulations.
- 2) The General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into a contract with a vendor for the purpose of operating Diamond Express transportation service between Oakridge and the metro area through June 30, 2018; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10% of the initial contract price or \$150,000, whichever is less.

ADOPTED BY THE LANE TRANSIT DISTRICT ON THE 19TH DAY OF JULY 2017.

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PRESIDENT, Gary Wildish

ATTEST:

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** July 19, 2017

**ITEM TITLE:** EMERGENCY PROCUREMENT – OAKRIDGE DIAL-A-RIDE

**PREPARED BY:** Collina Washington, Procurement Manager; Cosette Rees, Customer and Accessible Services Manager

**ACTION REQUESTED:** Approval

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**Please disclose any actual or potential conflict of interest.**

**PURPOSE/OBJECTIVE:** This action will authorize the general manager or designee to enter into contract with a vendor to operate Dial-A-Ride service in Oakridge through June 30, 2018.

**DESCRIPTION/JUSTIFICATION:** Lane Transit District facilitates the development of transportation services to rural communities within Lane County. The service in Oakridge/Westfir include transporting older adults at no charge to a local meal-site twice a week.

The service is administered by Lane Transit District through a selected Contractor. The program is funded through the City of Oakridge, the State's Special Transportation Fund and a Federal transit network and intercity grant; grants are available on a two-year cycle.

**CONTRACT HISTORY:** Historically, Oakridge Dial-A-Ride service has been operated by the RideSource contractor, as it had been determined that the only way to entice a program provider was to bundle it together with the RideSource contract. Special Mobility Services, the current contractor, has indicated they would be willing to continue operating the service throughout the extension of their current contract which will end August 31, 2017, but is not interested in continuing.

This services was delineated from the overall RideSource service when the new solicitation was let earlier this year. This leaves LTD in a position of quickly needing to secure a new program provider to take over the service beginning September 1, 2017. It is anticipated that contracting with a new program provider will be a relatively straightforward process, as the service was designed with the intention of being a turnkey operation – LTD owns and leases the vehicles and routes are already established.

**PROCUREMENT IMPACT:** To allow sufficient time to solicit these services, procurement staff will award an emergency contract to a vendor who represents that they are able to provide the services in conformance with the scope of work outlined by accessible and customer services staff. The contract term will be for 10 months to ensure seamless provision of services to LTD's ridership utilizing the Diamond Express.

**POLICY IMPACT:** Section 8 – Procurement Methods (Other Than Full and Open Competition) of LTD's Procurement Policy states that "the LTD General Manager, or the LTD Contract Review Board, may make or authorize others to make emergency procurements of goods or services in an emergency. LTD shall document the nature of the emergency and describe the source selection methods used for the procurement."



**AGENDA ITEM SUMMARY**

Emergency Procurement  
Oakridge Dial-A-Ride  
Page 2

**ECONOMIC IMPACT:** The Oakridge Dial-A-Ride is primarily funded through Federal Transit Network and intercity grant funds matched by State Special Transportation Funds and supplemented with funding from the City of Oakridge and estimated donations/farebox revenue. Funding sources below are prorated for the 10-month duration of the contract rather than a typical 12-month fiscal year.

**FUNDING SOURCE:** Special Transportation Fund: \$6,187.50; Transit Network Grant: \$6,187.50

**REQUIRED REPORTING:** Dial-A-Ride service includes Federal and State grant funds and therefore require LTD contract monitoring and reporting. It is not anticipated that the Board of Directors will receive any regular reporting on this contract, unless specifically requested.

**RECOMMENDATIONS:** Recommend authorizing the general manager or designee to enter into an emergency contract with a vendor to operate the Oakridge Dial-A-Ride transportation service through June 30, 2018.

**IMPACT IF NOT APPROVED:** The upcoming contract vacancy will either need to be filled by a qualified program provider or the service discontinued.

**PROJECT MANAGEMENT TEAM:** Assistant General Manager – Service Delivery, Accessible and Customer Services Manager, Human Services Transportation Coordinator, Accessible Services Specialist

**ATTACHMENTS:** Resolution No. 2017-07-19-50

**PROPOSED MOTION:**

Resolution No. 2017-07-19-50: be it resolved that the Lane Transit District Board of Directors, acting as the LTD Contract Review Board, passes a resolution as follows:

- 1) The contract shall be in compliance with all applicable laws and regulations.
- 2) The General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into a contract with a vendor for the purpose of operating Dial-A-Ride service in Oakridge through June 30, 2018; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10% of the initial contract price or \$150,000, whichever is less.

**RESOLUTION NO. 2017-07-19-50**

**A RESOLUTION APPROVING THE EMERGENCY PROCUREMENT OF CONTRUACTUAL SERVICES BETWEEN LANE TRANSIT DISTRICT AND A VENDOR**

**WHEREAS**, Lane Transit District (LTD) is authorized to enter into contractual agreements pursuant to ORS 267.200 (3)-(4); and

**WHEREAS**, the Oregon Public Contracting Code and the LTD Procurement Policy require that all contracts for goods, services, or public improvement projects be based upon competitive bids or proposals, unless an exception applies; and

**WHEREAS**, Section 8 – “Procurement Methods (Other Than Full and Open Competition)” of LTD’s Procurement Policy states that “the LTD General Manager, or the LTD Contract Review Board, may make or authorize others to make emergency procurements of goods or services in an emergency.”; and

**WHEREAS**, the Contract Review Board has authorized the LTD Finance Committee to review and recommend action on contracts prior to those contracts being presented to the LTD Board for review and approval; and

**WHEREAS**, the Finance Committee reviewed the proposed contract between LTD and a vendor on Monday, July 10, 2017, and recommended adoption; and

**NOW, THEREFORE, BE IT RESOLVED** that the Lane Transit District Board of Directors, acting as the LTD Contract Review Board, passes a Resolution as follows:

- 1) The contract shall be in compliance with all applicable laws and regulations.
- 2) The General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into a contract with a vendor for the purpose of operating Dial-A-Ride service in Oakridge through June 30, 2018; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10% of the initial contract price or \$150,000, whichever is less.

ADOPTED BY THE LANE TRANSIT DISTRICT ON THE 19TH DAY OF JULY 2017.

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PRESIDENT, Gary Wildish

ATTEST:

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** July 19, 2017

**ITEM TITLE:** EMERGENCY PROCUREMENT – INFORMATION TECHNOLOGY SERVICES

**PREPARED BY:** Collina Washington, Procurement Manager

**ACTION REQUESTED:** Approval

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**Please disclose any actual or potential conflict of interest.**

**PURPOSE/OBJECTIVE:** This action will authorize the general manager or designee to enter into contract with a vendor to provide on-call information technology (IT) services.

**DESCRIPTION/JUSTIFICATION:** Two major positions in the IT division have been vacated in the last month: Director of IT and Business Intelligence Analyst. In addition to ongoing network and system security requirements for the agency, Lane Transit District's (LTD) Accessible and Customer Services is undergoing implementation of a new software, NOVUS, that requires a great deal of support services.

**CONTRACT HISTORY:** N/A

**PROCUREMENT IMPACT:** To fill in the gap until qualified personnel can be recruited, procurement staff will award an emergency contract to a vendor or vendors who represent that they are able to provide the services in conformance with a scope of work outlined by IT staff. The contract term will be for 12 months to ensure seamless provision of services and to facilitate any transition of staff.

**POLICY IMPACT:** Section 8 – “Procurement Methods (Other Than Full and Open Competition)” of LTD’s Procurement Policy states that “the LTD General Manager, or the LTD Contract Review Board, may make or authorize others to make emergency procurements of goods or services in an emergency. LTD shall document the nature of the emergency and describe the source selection methods used for the procurement.”

**ECONOMIC IMPACT:** Staff have estimated that they will expend not more than \$70,000 across all vendors that will be contracted to provide these services.

**FUNDING SOURCE:** Contract services are planned as an element of the IT divisions operating budget. Additionally, the unpaid salary for the two vacated positions could provide additional funds, if necessary.

**REQUIRED REPORTING:** It is not anticipated that the Board of Directors will receive any regular reporting on this contract, unless specifically requested.

**RECOMMENDATIONS:** Recommend authorizing the general manager or designee to enter into one or more emergency contracts with a vendor(s) to provide IT support services for not more than 12 months.

**IMPACT IF NOT APPROVED:** There are currently three major issues that require immediate attention:

**AGENDA ITEM SUMMARY**

Emergency Procurement  
IT Support Services  
Page 2

1. Staff are currently unable to reconcile Oregon State and Trillium reimbursements for RideSource services. The economic impact to LTD is approximately \$10 million if unresolved.
2. Staff cannot currently process invoices for Service Providers to RideSource i.e. SMS, WhiteBird Clinic, Lane County of Governments, Alternative Work Concepts. The current malfunction affects invoices for April, May and June 2017. If service providers are not paid, they *could* choose to interrupt provision of services.
3. Staff are unable to access accurate information required for reporting to the Oregon Health Association, Trillium and the Federal Transit Administration’s National Transit Database. Accurate and timely reporting to these stakeholders is a matter of compliance and affects LTD’s overall standing with its oversight agencies.

**PROJECT MANAGEMENT TEAM:** Assistant General Manager – Administrative Services; Procurement Manager

**ATTACHMENTS:** Resolution No. 2017-07-19-51

**PROPOSED MOTION:**

Resolution No. 2017-07-19-51: be it resolved that the Lane Transit District Board of Directors, acting as the LTD Contract Review Board, passes a resolution as follows:

- 1) The contract shall be in compliance with all applicable laws and regulations.
- 2) The General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into a contract with a vendor for the purpose of providing on-call information technology services; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10% of the initial contract price or \$150,000, whichever is less.

**RESOLUTION NO. 2017-07-19-51**

**A RESOLUTION APPROVING THE EMERGENCY PROCUREMENT OF CONTRUACTUAL SERVICES BETWEEN LANE TRANSIT DISTRICT AND A VENDOR**

**WHEREAS**, Lane Transit District (LTD) is authorized to enter into contractual agreements pursuant to ORS 267.200 (3)-(4); and

**WHEREAS**, the Oregon Public Contracting Code and the LTD Procurement Policy require that all contracts for goods, services, or public improvement projects be based upon competitive bids or proposals, unless an exception applies; and

**WHEREAS**, Section 8 – “Procurement Methods (Other Than Full and Open Competition)” of LTD’s Procurement Policy states that “the LTD General Manager, or the LTD Contract Review Board, may make or authorize others to make emergency procurements of goods or services in an emergency.”; and

**WHEREAS**, the Contract Review Board has authorized the LTD Finance Committee to review and recommend action on contracts prior to those contracts being presented to the LTD Board for review and approval; and

**WHEREAS**, the Finance Committee reviewed the proposed contract between LTD and a vendor on Monday, July 10, 2017, and recommended adoption; and

**NOW, THEREFORE, BE IT RESOLVED** that the Lane Transit District Board of Directors, acting as the LTD Contract Review Board, passes a Resolution as follows:

- 1) The contract shall be in compliance with all applicable laws and regulations.
- 2) The General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into a contract with a vendor for the purpose of providing on-call information technology (“IT”) services; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10% of the initial contract price or \$150,000, whichever is less.

ADOPTED BY THE LANE TRANSIT DISTRICT ON THE 19TH DAY OF JULY 2017.

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PRESIDENT, Gary Wildish

ATTEST:

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** July 19, 2017

**ITEM TITLE:** INTERGOVERNMENTAL AGREEMENT – LANE COUNCIL OF GOVERNMENTS SENIOR AND DISABILITY SERVICES

**PREPARED BY:** Cosette Rees, Accessible and Customer Services Manager; Collina Washington, Procurement Manager

**ACTION REQUESTED:** Approval

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**Please disclose any actual or potential conflict of interest.**

**PURPOSE/OBJECTIVE:** This action will authorize the general manager to enter into an intergovernmental agreement (IGA) with Lane Council of Governments Senior and Disability Services (LCOG S&DS) for the provision of functional medical assessments related to LTD's Accessible and Customer Services (ACES).

**DESCRIPTION/JUSTIFICATION:** In-person functional medical assessments, most often conducted in the client's home, are important to determine the transportation needs and capabilities of older adults, people with disabilities and people with low incomes who would use any of the integrated services provided through ACES. Transportation Coordinators from Alternative Work Concepts (AWS) and LCOG S&DS make these evaluations. The results are recorded in a centralized database and utilized to determine a client's eligibility for services.

**CONTRACT HISTORY:** This IGA began as an agreement with LCOG to coordinate volunteer escort and medical taxi service. In 2007, the agreement was amended to include ADA eligibility screenings, and in 2008 to further coordinate all mobility management assessments. This agreement is a unique consortium of service providers coordinated through the Lane Council of Governments and would be difficult to replicate utilizing another organization or entity.

**PROCUREMENT IMPACT:** As current practice has extended beyond the original intent of the agreement, it will be rewritten to better describe the current services being provided by LCOG S&DS. Additionally, procurement seeks to revise the language in the IGA to be in compliance with 2 CFR Part 200, the Office of Management and Budget's Uniform Administrative Requirements, Costs Principles and Audit Requirements (Super Circular); the Federal Transit Administration's (FTA) Circular 4220.1F Third Party Contracting Guidelines; Oregon Public Contracting Code; and, LTD's Purchasing Policy Rules, as may be amended.

**POLICY IMPACT:** Subject to the limits set forth in Resolution No. 2017-03-15-011, A Resolution Establishing Public Contracting Procedures, the general manager is required to present to the Board of Directors any Intergovernmental Agreements prior to having entered into such agreement.

**ECONOMIC IMPACT:** Total operating costs for the current year total \$385,280.

## AGENDA ITEM SUMMARY

Intergovernmental Agreement – LCOG S&DS  
Accessible & Customer Services  
Page 2

**FUNDING SOURCE:** This agreement is funded through Federal §5310 formula funds (\$148,656), matched with State of Oregon Special Transportation Fund (STF) dollars (\$17,014), supplemented with direct Medicaid reimbursements (\$219,610).

- §5310 Enhanced Mobility of Seniors and Individuals with Disabilities - This program is intended to enhance mobility for older adults and persons with disabilities by providing funds for programs to serve the special needs of transit-dependent populations beyond traditional public transportation services and Americans with Disabilities Act (ADA) complementary paratransit services.
- Special Transportation Fund - Agencies designated by statute (transportation districts, county governments, and Native American tribal governments) are given an annual formula based allocation from the cigarette tax and other state resources approved by the Legislature that go into the Fund. This money often is used as local match for federal grants. A portion of the STF funds that are allocated for Lane County are dedicated to projects that operate within LTD's service district (In-District), and the remaining funds are distributed to providers who operate outside of LTD's service district (Out-of-District).

**REQUIRED REPORTING:** Metro ADA Services include federal and state grant funds and, therefore, require LTD contract monitoring and reporting, along with monthly and yearly National Transit Database reports. Medicaid Services require monthly reporting to both the state and Trillium. It is not anticipated the Board of Directors will receive any regular reporting on this contract, unless specifically requested.

**RECOMMENDATIONS:** To authorize the general manager to enter into an intergovernmental agreement with Lane Council of Governments Senior and Disability Services for the provision of functional medical assessments related to LTD's Accessible and Customer Services; and to amend the agreement, as may be necessary.

**IMPACT IF NOT APPROVED:** ADA eligibility assessments are a mandatory service necessary to provide paratransit service. Alternatively, LTD could choose to continue the assessment practice without an agreement while researching other alternatives. However, staff believes that it would not be in the public interest to obtain these services through full and open competition in light of the overall coordinated services provided through ACES.

**PROJECT MANAGEMENT TEAM:** Assistant General Manager – Service Delivery, Accessible and Customer Services Manager, Human Services Transportation Coordinator, Accessible Services Specialist

**ATTACHMENTS:** Resolution No. 2017-07-19-52

### PROPOSED MOTION:

Resolution No. 2017-07-19-52: be it resolved that the Lane Transit District Board of Directors, acting as the LTD Contract Review Board, passes a resolution as follows:

- 1) The IGA between LTD and Lane Council of Governments Senior and Disability Services regarding the provision of functional medical assessments related to LTD's Accessible and Customer Services shall be in compliance with all applicable laws and regulations.

**AGENDA ITEM SUMMARY**

Intergovernmental Agreement – LCOG S&DS

Accessible & Customer Services

Page 3

2) The General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into an IGA for the purpose of the provision of functional medical assessments related to LTD's Accessible and Customer Services in an amount not to exceed \$385,000; and (b) as needed, execute amendments to the IGA not to exceed a cumulative total of 10% of the initial IGA price or \$150,000, whichever is less.



**RESOLUTION NO. 2017-07-19-52**

**A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN LANE TRANSIT DISTRICT AND LANE COUNCIL OF GOVERNMENTS SENIOR AND DISABILITY SERVICES REGARDING THE PROVISION OF FUNCTIONAL MEDICAL ASSESSMENTS RELATED TO LTD'S ACCESSIBLE AND CUSTOMER SERVICES**

**WHEREAS**, Lane Transit District (LTD) is authorized to enter into intergovernmental agreements ("IGAs") with other units of local government pursuant to ORS 190.010; and

**WHEREAS**, pursuant to LTD resolution No. 2017-03-15-011, the LTD Board of Directors is the LTD Contract Review Board and is required to authorize all IGAs exceeding \$149,999; and

**WHEREAS**, the Contract Review Board has authorized the LTD Finance Committee to review and recommend action on IGAs prior to those IGAs being presented to the LTD Board for review and approval; and

**WHEREAS**, the Finance Committee reviewed the proposed IGA between LTD and Lane Council of Governments Senior and Disability Services regarding the provision of functional medical assessments related to LTD's Accessible and Customer Services, and recommended adoption.

**NOW, THEREFORE, BE IT RESOLVED** that the Lane Transit District Board of Directors, acting as the LTD Contract Review Board, passes a Resolution as follows:

- 1) The IGA between LTD and Lane Council of Governments Senior and Disability Services regarding the provision of functional medical assessments related to LTD's Accessible and Customer Services shall be in compliance with all applicable laws and regulations.
- 2) The General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into an IGA for the purpose of the provision of functional medical assessments related to LTD's Accessible and Customer Services in an amount not to exceed \$385,000; and (b) as needed, execute amendments to the IGA not to exceed a cumulative total of 10% of the initial IGA price or \$150,000, whichever is less.

ADOPTED BY THE LANE TRANSIT DISTRICT ON THIS 19TH DAY OF JULY, 2017.

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PRESIDENT, Gary Wildish

ATTEST:

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** July 19, 2017

**ITEM TITLE:** CONTRACT – JANITORIAL SERVICES AND SUPPLIES FOR EUGENE STATION, SPRINGFIELD STATION, NEIGHBORHOOD STATIONS, AND EMX STATIONS

**PREPARED BY:** Joe McCormack, Director of Facilities Management; Collina Washington, Procurement Manager

**ACTION REQUESTED:** Approval

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**Please disclose any actual or potential conflict of interest.**

**PURPOSE/OBJECTIVE:** This action will authorize the general manager, or designee, to execute a contract with Ninfa's Elite Janitorial Services (Ninfa's) for the provision of cleaning services for LTD's facilities.

**DESCRIPTION/JUSTIFICATION:** Daily, weekly, and monthly professional cleaning is needed in the public spaces throughout the District.

**CONTRACT HISTORY:** To encourage competition and the utilization of Emerging Small Businesses (ESB) and Disadvantaged Business Enterprises (DBE), Facilities Management decided to break out its overall janitorial services into smaller bid packages. Those packages are: Glenwood Campus and RideSource Facility; Eugene Station and Springfield Station; Neighborhood Stations; and, EmX Stations. Ninfa's is currently under contract for these services which was originally executed in 2011. The contract was due to expire May 31, 2017; however, the Board authorized an extension of these contracts through August 31 to allow for solicitation of these services, as well as time for staff to review the resulting submittals.

The Board of Directors approved an award to Ninfa's for the Glenwood Campus and RideSource Facility during its regular meeting in May 2017.

**PROCUREMENT IMPACT:** The remaining packages were all let on June 2, 2017, with bids due by not later than 11:00 a.m. on June 29, 2017. As in the earlier solicitation, only a single responsive and responsible proposal was received from Ninfa's Elite Janitorial Service. In accordance with established governmental procurement practice, potential proposers who had expressed an interest in proposing were contacted to verify that the specification was not unduly restrictive and that the solicitation did not require modification in a manner that would result in greater competition. There was no response provided that led staff to believe that competition was restricted in any manner. The file was documented accordingly.

**POLICY IMPACT:**

1. LTD Resolution No. 2017-03-15-011 requires that contracts exceeding \$149,999, or amendments to the contract that exceed a cumulative total of 10% of the initial contract price

**AGENDA ITEM SUMMARY**

Contract Award – Ninfa’s Elite Janitorial

Page 2

or \$150,000, whichever is less, must be presented to the Board of Directors for review and approval.

2. Within the “What Drives Us” Mission Statement; LTD has committed to “practicing safety and maintaining safe and accessible vehicles, services, and facilities”. Maintaining a safe and healthy workplace and environment for visiting public and customers is a core service the LTD Facilities Management Division provides. Janitorial services is a critical component of those services.

**ECONOMIC IMPACT:**

<b>CONTRACT NO. 2017-03 EMX STATIONS</b>					
<b>LOCATION</b>	<b>BASE YEAR 1</b>	<b>BASE YEAR 2</b>	<b>OPTION YEAR 3</b>	<b>OPTION YEAR 4</b>	<b>OPTION YEAR 5</b>
Franklin - 12 Platforms	\$ 56,640.00	\$ 56,640.00	\$ 56,640.00	\$ 56,640.00	\$ 56,640.00
Pioneer Parkway - 22 Platforms	\$ 74,640.00	\$ 74,640.00	\$ 74,640.00	\$ 74,640.00	\$ 74,640.00
West Eugene - 26 Platforms	\$ 121,200.00	\$ 121,200.00	\$121,200.00	\$121,200.00	\$121,200.00
<b>ANNUAL GRAND TOTAL</b>	<b>\$ 252,480.00</b>	<b>\$ 252,480.00</b>	<b>\$252,480.00</b>	<b>\$252,480.00</b>	<b>\$252,480.00</b>
<b>5 YEAR CONTRACT TOTAL</b>	<b>\$1,262,400.00</b>				

<b>CONTRACT NO. 2017-04 NEIGHBORHOOD STATIONS AND SHELTERS</b>					
<b>LOCATION</b>	<b>BASE YEAR 1</b>	<b>BASE YEAR 2</b>	<b>OPTION YEAR 3</b>	<b>OPTION YEAR 4</b>	<b>OPTION YEAR 5</b>
River Road Station	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00
Amazon Station	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00
University Station - North	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00
University Station - South	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00
Gateway Station	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00
Valley River Station	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00
Thurston Station	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00
Seneca Station	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00
Shelters	\$102,964.32	\$102,964.32	\$102,964.32	\$102,964.32	\$102,964.32
<b>ANNUAL GRAND TOTAL</b>	<b>\$160,204.32</b>	<b>\$160,204.32</b>	<b>\$160,204.32</b>	<b>\$160,204.32</b>	<b>\$160,204.32</b>
<b>5 YEAR CONTRACT TOTAL</b>	<b>\$801,021.60</b>				

<b>CONTRACT NO. 2017-05 EUGENE, SPRINGFIELD AND WILLOW CREEK</b>					
<b>LOCATION</b>	<b>BASE YEAR 1</b>	<b>BASE YEAR 2</b>	<b>OPTION YEAR 3</b>	<b>OPTION YEAR 4</b>	<b>OPTION YEAR 5</b>
Eugene Stations	\$ 176,885.04	\$176,885.04	\$176,885.04	\$176,885.04	\$176,885.04
Springfield Station	\$ 75,699.24	\$ 75,699.24	\$ 75,699.24	\$ 75,699.24	\$ 75,699.24
Willow Creek Facility	\$ 28,560.00	\$ 28,560.00	\$ 28,560.00	\$ 28,560.00	\$ 28,560.00
<b>ANNUAL GRAND TOTAL</b>	<b>\$ 281,144.28</b>	<b>\$281,144.28</b>	<b>\$281,144.28</b>	<b>\$281,144.28</b>	<b>\$281,144.28</b>
<b>5 YEAR CONTRACT TOTAL</b>	<b>\$1,405,721.40</b>				

**AGENDA ITEM SUMMARY**

Contract Award – Ninfa’s Elite Janitorial

Page 3

**FUNDING SOURCE:** Janitorial Services are budgeted as an element of the Facilities Management division’s operating budget.

**REQUIRED REPORTING:** It is not anticipated the Board of Directors will receive any regular reporting on this contract, unless specifically requested.

**RECOMMENDATIONS:** Authorize the General Manager, or designee, to execute a contract with Ninfa’s Elite Janitorial Services (“Ninfa’s”) for the provision of cleaning services at the Eugene and Springfield Station; Neighborhood Stations; and, EmX Stations.

**IMPACT IF NOT APPROVED:** Current contract for janitorial services will expire leaving the agency without these services until a new contractor can be brought on board.

**ATTACHMENTS:** Resolution No. 2017-07-19-53

**PROPOSED MOTION:**

Resolution No. 2017-07-19-53: be it resolved that the Lane Transit District Board of Directors, acting as the LTD Contract Review Board, passes a resolution as follows:

- 1) The contract shall be in compliance with all applicable laws and regulations.
- 2) Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into a contract with Ninfa’s Elite Janitorial Services for the purpose of the provision of cleaning services for LTD’s facilities; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10% of the initial contract price or \$150,000, whichever is less.

**RESOLUTION NO. 2017-07-19-53**

**A RESOLUTION APPROVING CONTRUACTUAL SERVICES BETWEEN LANE TRANSIT DISTRICT AND NINFA'S ELITE JANITORIAL SERVICES**

**WHEREAS**, Lane Transit District (LTD) is authorized to enter into contractual agreements pursuant to ORS 267.200 (3)-(4); and

**WHEREAS**, the Oregon Public Contracting Code and the LTD Procurement Policy require that all contracts for goods, services, or public improvement projects be based upon competitive bids or proposals, unless an exception applies; and

**WHEREAS**, pursuant to LTD resolution No. 2017-03-15-011, the LTD Board of Directors is the LTD Contract Review Board and is required to authorize all contracts exceeding \$149,999; and

**WHEREAS**, the Contract Review Board has authorized the LTD Finance Committee to review and recommend action on contracts prior to those contracts being presented to the LTD Board for review and approval; and

**WHEREAS**, the Finance Committee reviewed the proposed contract between LTD and Ninfa's Elite Janitorial Services on Monday, July 10, 2017, and recommended adoption; and

**NOW, THEREFORE, BE IT RESOLVED** that the Lane Transit District Board of Directors, acting as the LTD Contract Review Board, passes a Resolution as follows:

- 1) The contract shall be in compliance with all applicable laws and regulations.
- 2) Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into a contract with Ninfa's Elite Janitorial Services for the purpose of the provision of cleaning services for LTD's facilities; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10% of the initial contract price or \$150,000, whichever is less.

ADOPTED BY THE LANE TRANSIT DISTRICT ON THE 19TH DAY OF JULY 2017.

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PRESIDENT, Gary Wildish

ATTEST:

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** July 19, 2017

**ITEM TITLE:** CONTRACT AMENDMENT – 2003-20 LANE COMMUNITY COLLEGE GROUP PASS

**PREPARED BY:** Meg Kester, Marketing and Communications Manager; Collina Washington, Procurement Manager

**ACTION REQUESTED:** Approval

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**Please disclose any actual or potential conflict of interest.**

**PURPOSE/OBJECTIVE:** This action will authorize the general manager, or designee, to enter into contract with the Lane Community College (LCC) for the purpose of providing a Group Pass Program (GPP) for LCC students.

**DESCRIPTION/JUSTIFICATION:** In an effort to increase ridership, encourage transit rider convenience, and stabilize revenues, LTD offers Group Pass arrangements to many employers and schools throughout the community. The Group Pass Program is authorized under LTD Ordinance 49.

**CONTRACT HISTORY:** LCC has participated in LTD's GPP to provide prepaid transit service to LCC students since the 2003-04 school year. The current contract amendment is for the 2017-18 school year. This contractual partnership allows all LCC students unlimited access to LTD bus routes, including access to both the main and downtown LCC campuses.

**PROCUREMENT IMPACT:** The LTD Group Pass Program is a type of Revenue Contract. As defined in FTA circular 4220.1F Third Party Contracting Requirements, a revenue contract is a contract in which the "recipient or sub-recipient provides access to public transportation assets for the primary purpose of either producing revenues in connection with an activity related to public transportation, or creating business opportunities with the use of FTA assisted property." Revenue contracts are allowable so long as the "recipient is willing and able to provide contracts or license to other parties similarly situated..."

**POLICY IMPACT:** LTD Resolution No. 2017-03-15-011 requires that contracts exceeding \$149,999 must be presented to the Board of Directors for approval.

**ECONOMIC IMPACT:** This contract is anticipated to generate \$569,200.00 in revenue to LTD. Anticipated annual revenue is an estimate based on forecasted enrollment numbers at the standard GPP rate of \$18.90 per student totaling \$426,457 and a standard bus service fee of \$142,743 per year. Revenue receipts may fluctuate based on actual quarterly student enrollment levels.

**TERMINATION TERMS:** Either party may terminate with 30 days' written notice.

**FUNDING SOURCE:** N/A

**AGENDA ITEM SUMMARY**

LCC Student Group Pass Program

Page 2

**REQUIRED REPORTING:** To facilitate program review and evaluation, LTD will provide LCC with LTD's annual audited comprehensive financial report and other information reasonably requested during the term of the term of this Agreement.

**RECOMMENDATIONS:** Authorize the general manager, or designee, to enter into contract with the Lane Community College (LCC) for the purpose of providing a Group Pass Program ("GPP") for LCC students.

**IMPACT IF NOT APPROVED:** LCC students would be required to purchase full fare to ride LTD EmX or other fixed-route bus service.

**PROJECT MANAGEMENT TEAM:** Director of Public Affairs; Marketing and Communications Manager

**ATTACHMENTS:** Resolution No. 2017-07-19-54

**PROPOSED MOTION:**

Resolution No. 2017-07-19-54: be it resolved that the Lane Transit District Board of Directors, acting as the LTD Contract Review Board, passes a resolution as follows:

- 1) The contract amendment shall be in compliance with all applicable laws and regulations.
- 2) The General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into a contract with Lane Community College for the purpose of providing a Group Pass Program and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10% of the initial contract price or \$150,000, whichever is less.

**RESOLUTION NO. 2017-07-19-54**

**A RESOLUTION APPROVING CONTRUACTUAL SERVICES BETWEEN LANE TRANSIT DISTRICT AND LANE COMMUNITY COLLEGE**

**WHEREAS**, Lane Transit District (LTD) is authorized to enter into contractual agreements pursuant to ORS 267.200 (3)-(4); and

**WHEREAS**, the Oregon Public Contracting Code and the LTD Procurement Policy require that all contracts for goods, services, or public improvement projects be based upon competitive bids or proposals, unless an exception applies; and

**WHEREAS**, pursuant to LTD resolution No. 2017-03-15-011, the LTD Board of Directors is the LTD Contract Review Board and is required to authorize all contracts exceeding \$149,999; and

**WHEREAS**, the Contract Review Board has authorized the LTD Finance Committee to review and recommend action on contracts prior to those contracts being presented to the LTD Board for review and approval; and

**WHEREAS**, the Finance Committee reviewed the proposed contract between LTD and Lane Community College on Monday, July 10, 2017, and recommended adoption; and

**NOW, THEREFORE, BE IT RESOLVED** that the Lane Transit District Board of Directors, acting as the LTD Contract Review Board, passes a Resolution as follows:

- 1) The contract amendment shall be in compliance with all applicable laws and regulations.
- 2) The General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into a contract with Lane Community College for the purpose of providing a Group Pass Program and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10% of the initial contract price or \$150,000, whichever is less.

ADOPTED BY THE LANE TRANSIT DISTRICT ON THE 19TH DAY OF JULY 2017.

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PRESIDENT, Gary Wildish

ATTEST:

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** July 19, 2017

**ITEM TITLE:** CONTRACT – ASSOCIATED STUDENTS OF THE UNIVERSITY OF OREGON GROUP PASS

**PREPARED BY:** Edward McGlone, Director of Public Affairs; Collina Washington, Procurement Manager

**ACTION REQUESTED:** Approval

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**Please disclose any actual or potential conflict of interest.**

**PURPOSE/OBJECTIVE:** This action will authorize the general manager to enter into contract with the University of Oregon (UO) for the Associated Students of the University of Oregon (ASUO) for the purpose of funding a Group Pass Program (GPP) for UO undergraduate students and 10 non-student, non-university employees of the ASUO.

**DESCRIPTION/JUSTIFICATION:** In an effort to increase ridership, ease passenger convenience, and stabilize revenues, LTD offers Group Pass arrangements to employers and schools with greater than five employees or students. The Group Pass Program is authorized under by LTD Ordinance 49.

**CONTRACT HISTORY:** LTD has been under contract with the University to provide prepaid transit service to UO students since the 1988-89 school year. The current contract amendment is for the 2017-18 school year. This contractual partnership allows all UO undergraduate students and 10 employees of the ASUO to access transit services.

**PROCUREMENT IMPACT:** The LTD Group Pass Program is a type of Revenue Contract. As defined in FTA circular 4220.1F Third Party Contracting Requirements, a revenue contract is a contract in which the” recipient or sub-recipient provides access to public transportation assets for the primary purpose of either producing revenues in connection with an activity related to public transportation, or creating business opportunities with the use of FTA assisted property.” Revenue contracts are allowable so long as the “recipient is willing and able to provide contracts or license to other parties similarly situated...”

**POLICY IMPACT:** LTD Resolution No. 2017-03-15-011 requires that contracts exceeding \$149,999 must be presented to the Board of Directors for approval.

**ECONOMIC IMPACT:** This contract is anticipated to generate \$1,111,180 in revenue to LTD. Anticipated revenue is an estimate based on forecasted enrollment numbers and may change with fluctuations in enrollment.

**TERMINATION TERMS:** Either party may terminate with 30 days’ written notice for cause if terms of contract are not fulfilled.

**FUNDING SOURCE:** N/A

**AGENDA ITEM SUMMARY**

UO Student Group Pass

Page 2

**REQUIRED REPORTING:** To facilitate program review and evaluation, LTD will provide the University with LTD's annual audited comprehensive financial report and other information reasonably requested during the term of the term of this Agreement.

LTD will also provide information to the University regarding student ridership within six weeks after the beginning of the Fall Term

**IMPACT IF NOT APPROVED:** UO Students would have to purchase full fares to utilize EmX or other of the LTD services.

**PROJECT MANAGEMENT TEAM:** Director of Public Affairs; Marketing and Communications Manager

**RECOMMENDATIONS:** Authorize the general manager, or designee, to enter into contract with the University of Oregon for the purpose of providing a GPP for UO students.

**ATTACHMENTS:** Resolution No. 2017-07-19-55

**PROPOSED MOTION:**

Resolution No. 2017-07-19-55: be it resolved that the Lane Transit District Board of Directors, acting as the LTD Contract Review Board, passes a resolution as follows:

- 1) The contract amendment shall be in compliance with all applicable laws and regulations.
- 2) The General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into a contract with the University of Oregon for the purpose of funding a Group Pass Program; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10% of the initial contract price or \$150,000, whichever is less.

**RESOLUTION NO. 2017-07-19-55**

**A RESOLUTION APPROVING CONTRUACTUAL SERVICES BETWEEN LANE TRANSIT DISTRICT AND THE UNIVERSITY OF OREGON**

**WHEREAS**, Lane Transit District (LTD) is authorized to enter into contractual agreements pursuant to ORS 267.200 (3)-(4); and

**WHEREAS**, the Oregon Public Contracting Code and the LTD Procurement Policy require that all contracts for goods, services, or public improvement projects be based upon competitive bids or proposals, unless an exception applies; and

**WHEREAS**, pursuant to LTD resolution No. 2017-03-15-011, the LTD Board of Directors is the LTD Contract Review Board and is required to authorize all contracts exceeding \$149,999; and

**WHEREAS**, the Contract Review Board has authorized the LTD Finance Committee to review and recommend action on contracts prior to those contracts being presented to the LTD Board for review and approval; and

**WHEREAS**, the Finance Committee reviewed the proposed contract between LTD and the University of Oregon on Monday, July 10, 2017, and recommended adoption; and

**NOW, THEREFORE, BE IT RESOLVED** that the Lane Transit District Board of Directors, acting as the LTD Contract Review Board, passes a Resolution as follows:

1) The contract amendment shall be in compliance with all applicable laws and regulations.

2) The General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into a contract with the University of Oregon for the purpose of funding a Group Pass Program; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10% of the initial contract price or \$150,000, whichever is less.

ADOPTED BY THE LANE TRANSIT DISTRICT ON THE 19TH DAY OF JULY 2017.

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PRESIDENT, Gary Wildish

ATTEST:

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** July 19, 2017

**ITEM TITLE:** BOARD SERVICE COMMITTEE DISCUSSION

**PREPARED BY:** Aurora Jackson, General Manager

**ACTION REQUESTED:** Discussion

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**BACKGROUND:**

Staff will lead a discussion to gather information from the Board of Directors about what role they would like the Board Service Committee to serve in making recommendation to the rest of the Board.

**ATTACHMENTS:** None.

**PROPOSED MOTION:** None.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** July 19, 2017

**ITEM TITLE:** Strategic Business Plan

**PREPARED BY:** Aurora Jackson, General Manager

**ACTION REQUESTED:** Discussion

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**BACKGROUND:**

At the June 6 Strategic Planning Committee, the members unanimously approved a recommendation to the Board of Directors to direct staff to develop a timeline that would expedite the development of a Comprehensive Operational Analysis (COA) that would inform the decision making for MovingAhead.

Staff will provide information about the COA process and provide a draft timeline. Staff will also gather feedback from the Board of Director regarding specific questions they would like answered from the COA.

**ATTACHMENTS:** None.

**PROPOSED MOTION:** None.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** July 19, 2017

**ITEM TITLE:** GATEWAY EMX

**PREPARED BY:** Aurora Jackson, General Manager

**ACTION REQUESTED:** Discussion

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**BACKGROUND:**

In June, three Board members attended a presentation arranged by the Springfield Area Chamber about a transit study that was funded by a local business. This agenda item is to brief the entire Board about the presentation and to gather input.

**ATTACHMENTS:** None.

**PROPOSED MOTION:** None.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** July 19, 2017

**ITEM TITLE:** BOARD MEMBER REPORTS

**PREPARED BY:** Camille Straub, Clerk of the Board

**ACTION REQUESTED:** None

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### BACKGROUND:

Board members have been appointed to Board committees and to the Metropolitan Policy Committee (MPC), the Lane Council of Governments (LCOG) Board of Directors, and, on occasion, to other local, regional, or national committees. Board members also present testimony at public hearings on specific issues as the need arises. After meetings, public hearings, or other activities attended by individual Board members on behalf of LTD, time will be scheduled on the next Board meeting agenda for an oral report by the Board member. The following activities have occurred since the last Board meeting:

### MEETINGS HELD:

Board members may take this opportunity to report briefly on any one-on-one meetings they have held with local officials or other meetings that they have attended on behalf of LTD.

1. **Lane Council of Governments (LCOG) Board of Directors:** LTD Board Member Carl Yeh represents LTD on the LCOG Board of Directors as a non-voting member, with Board Member Don Nordin as alternate. At the June 22 meeting, a presentation on LCOG Division reports was given, a public hearing was held on the FY 2018 Budget and the budget was adopted; and reports were given on the Executive Committee, Advisory Council, and a report was received from the Executive Director.
2. **Metropolitan Policy Committee (MPC):** Board Member Gary Wildish and Board Member Gary Gillespie are LTD's MPC representatives. MPC meetings are held on the first Thursday of each month. At the July 6 meeting, committee members received a report on FY18 Congestion Mitigation and Air Quality (CMAQ) and Surface Transportation Block Grant (STBG) Funding, FY19-21 Congestion Mitigation and Air Quality (CMAQ) Funding, and a legislative update.
3. **LTD Board Finance Committee:** The Board Finance Committee is composed of Chair Gary Wildish and Board Members Carl Yeh and Ed Necker. Meetings are scheduled on an as-needed basis. At the July 10 meeting, committee members reviewed the contracts to be presented to the Board for approval at its July Board meeting.

### NO MEETINGS HELD:

4. **Strategic Planning Committee (SPC):** This committee generally meets every two months and is composed of Chair Carl Yeh and Board Members Gary Gillespie and Kate Reid, members of local units of government, and community representatives. The next meeting is scheduled for August 1.

5. **Lane Area Commission on Transportation (LaneACT)**: In 2009 the Oregon State Legislature directed Lane County to develop an Area Commission on Transportation (ACT). Commission membership includes representatives from Lane County, cities within the county, Lane Council of Governments, and LTD, and meets on the second Wednesday of the month. Board Member Don Nordin serves as LTD's representative on the LaneACT. The July 17 meeting was canceled; the next meeting is scheduled for August 9.
6. **Accessible Transportation Committee (ATC)**: The 16-member ATC is composed of both consumers and providers who are interested in transportation services for people with disabilities, people with low incomes, and older adults. The Committee meets six to seven times per year on the third Tuesday of the month. Board Member Ed Necker was appointed to the ex officio position representing the LTD Board on this committee. The next meeting is scheduled for September 19.
7. **Vision Zero Task Force**: The City of Eugene, as part of its Vision Zero implementation, has developed a Vision Zero Task Force. Board Member Carl Yeh has been appointed the LTD representative to the Task Force. The next meeting has not been scheduled.
8. **LTD Board Human Relations Committee**: The Board Human Relations Committee is composed of Chair Gary Gillespie and Board members Gary Wildish and Carl Yeh. The next meeting has not been scheduled.
9. **LTD Pension Trusts**: LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. The pension trustees generally meet three times a year, and Board Member Gary Gillespie serves as one of the trustees and Board Member Steven Yett serves as the Pension Trustee-elect. The next meeting has not been scheduled.
10. **Main Street Projects Governance Team**: This committee was formed to provide informed direction and collaborative decision making to support the Main Street-McVay Transit Study and four other concurrent projects along Main Street in Springfield. Board Members Steven Yett and Kate Reid serve as LTD's representatives on this committee. The next meeting has not been scheduled.
11. **LTD Board Service Committee**: The Board Service Committee is composed of Chair Ed Necker and Board Member Gary Gillespie; the third position is vacant. Meetings are scheduled on an as-needed basis. The next meeting has not been scheduled.
12. **MovingAhead Oversight Committee**: This committee is composed of representatives from the City of Eugene, LTD, and regional partners with the goal of a system-level approach to corridor improvements. LTD Board members Don Nordin and Gary Gillespie serve as LTD's representative on this committee; the second position is currently vacant. The next meeting has not been scheduled.



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** July 19, 2017

**ITEM TITLE:** EMX WEST UPDATE

**PREPARED BY:** Joe McCormack, Director of Facilities Management; Jake McCallum, Director of Transit Operations

**ACTION REQUESTED:** None. Information only.

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### **FACILITIES:**

#### **Road Construction**

Major roadway-widening and BAT lane construction were complete before the July 4 holiday. Intermittent work will continue to finish new storm water facilities and utility patches in discrete areas along West 11<sup>th</sup>.

#### **Station Construction**

Major station construction is complete with a few minor roofing elements still to be completed. Station amenities will be installed now through the end of August, which will include artwork, ticket vending machines, static and dynamic passenger information displays/signage, and furniture.

#### **Driver Relief Facility**

The new bus turnaround and parking area adjacent to Walmart was completed in June. The small driver relief building is approximately 50 percent complete. This building will house a restroom and a break area for bus operators.

#### **Systems Install and Commissioning**

The biggest push has been the new fiber optic connectivity for all traffic signals from Eugene Station to Beltline. The fiber install was completed before the July 4 holiday, and the City has been working hard to verify connections and activate the new programming that includes signal priority for the EmX operation. The big deadline for the team has been July 15 to provide a traversable corridor for LTD Operations so they can begin training. Optimization and continuous signal timing improvement will continue now through the start of revenue service in September.

### **OPERATIONS:**

#### **EmX Leadership**

Operations staff are working on several areas to prepare for the start-up of the West Eugene leg of the EmX. The first part of the process was to identify a project leader in Operations to facilitate a smooth transition into the new service. Operations Supervisor Marcus Hecker was appointed as the EmX project leader. Marcus is the newest operations supervisor and was previously an EmX instructor, as well as an operator who drove the BRT system. Mr. Hecker will work with the team and the instructor team to develop the training plan and procedures for Operations.

**Training schedule**

The Training Division has taken buses through the new line to identify any and all hazards to the buses. This would include but is not limited to signs, tree limbs, poles, and other objects that might conflict with bus travel. The Training Division will start training EmX instructors on the new line July 15. A total of 19 instructors will be trained and will then be responsible for training all other bus operators. Currently, there are more than 150 bus operators who will need training, and that training is tentatively scheduled to begin August 15. This is the minimum number of operators that will be trained; additional operator training is dependent on the outcome of Fall bidding.

Staff are currently meeting weekly with several internal divisions, outside contractors, and construction crews to coordinate the completion of construction while meeting the training requirements of the new line.

**ATTACHMENTS:**                   None.

**PROPOSED MOTION:**           None.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** July 19, 2017

**ITEM TITLE:** LEGISLATIVE UPDATE

**PREPARED BY:** Edward McGlone, Director of Public Affairs

**ACTION REQUESTED:** None

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**BACKGROUND:**

This will be an update on the 2017 development of a transportation package.

**ATTACHMENTS:** None.

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** July 19, 2017

**ITEM TITLE:** BOARD SUPPORT DISCUSSION

**PREPARED BY:** Camille Straub, Clerk of the Board

**ACTION REQUESTED:** None. Information only.

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Over the past several months the role of the clerk of the Board has undergone some review and responsibility adjustments. The role adjustment began in 2015 with the reorganization of the District when roles and responsibilities were adjusted in a variety of areas. With the retirement of the previous clerk of the Board, this role has been further reviewed in the areas of position tasks and support provided to the Board of Directors.

Today's purpose is to provide an overview of the support that is currently provided to the Board and some areas that are still being reviewed. The desire is to form a small Board support workgroup to discuss the areas that are still being assessed. Listed below is the support that is currently being provided to the Board and the support areas to be addressed in the workgroup.

### **SUPPORT CURRENTLY BEING PROVIDED TO THE BOARD:**

**Board Member Orientation and Training.** The Board member orientation and training process have been restructured to a more streamlined collection of information delivered to Board members in a more time-efficient and productive manner. New Board members will now have a two-hour orientation with the general manager, Board president, director of public affairs, and clerk of the Board. The orientation will also include training on ethics and conflicts of interest provided by the District's legal counsel. An abundance of training, regulatory, and District information has been made available electronically via the District's Board member SharePoint site.

**Board Calendaring.** Board calendars are available for live viewing at the convenience of Board members via the Board members SharePoint site. Calendars are printed for Board members at each regular Board meeting.

**Board Packet Completion and Formatting.** The clerk of the Board works with staff, the general manager and assistant general managers to set agendas and compile Board packet reports.

**Meeting Minutes Management.** The clerk of the Board coordinates minute takers for all Board and Board committee meetings, proofreads and edits the minutes, and maintains the current filing system.

**Website Management of Board Activities.** The clerk of the Board works with the webmaster to maintain Board member, Board meeting, and Board committee meeting information, and calendaring on the LTD website.

**Board Committee Support.** The clerk of the Board works with staff to schedule meetings and compile Board committee agendas and packets.

**Document Management.** The clerk of the Board keeps and maintains all Board, Board meeting, and Board committee meeting related documentation.

**Public Records Requests Management.** The clerk of the Board receives, manages, and works with staff on all public records requests that are received.

**SharePoint Information Resource Management.** The clerk of the Board has created and maintains an internal Board of Directors SharePoint site which contains an abundance of reference and calendar information.

**Records Retention Management.** The clerk of the Board manages records retention associated with Board related documents and assists with ensuring that the admin support staff in other departments are aware of the records retention regulations that pertain to their departments.

**SOME AREAS TO ADDRESS:**

**Board Packet Quality.** Does the Board feel that the reports provided in the meeting packet are satisfactorily informative?

**Approval of Committee Minutes.** Committee meeting minutes from committees that meet infrequently are unable to approve minutes in a timely manner. Would it be prudent and feasible to approve the minutes from those committee meetings at regular Board meetings?

- Budget Committee
- HR Committee
- Pension Trust Committee

**Communication Process from committees to the Board.** Discuss the communication flow from committee meetings to the Board of Directors. Is an adjustment in process needed to improve communication?

**Board Community involvement.** Discuss the Board's current level of involvement in the community. Is it satisfactory, or do adjustments need to be made?

**ATTACHMENTS:** None.

**PROPOSED MOTION:** None.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** July 19, 2017

**ITEM TITLE:** 2017 BUSINESS COMMUTE CHALLENGE

**PREPARED BY:** Cody Franz, Business Commute Challenge/Acting Outreach and Special Events Coordinator; Warren Claus, BCC Program Assistant

**ACTION REQUESTED:** None. For Board Information Only

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### **BACKGROUND:**



The Business Commute Challenge was developed in 2000 and was coordinated by the City of Eugene Transportation Options Program. The Challenge was a weeklong event for Eugene-only businesses, and took place every October. There was a designated “Challenge Day,” and the total number of participants and mileage were counted for that one day.

Over the years, more employees and employers from the neighboring cities of Springfield, Coburg, and Lane County (MPO area only) wanted to participate. The Regional Transportation Options Advisory Committee (TOAC) recommended that the Business Commute Challenge become a regional program. Point2point, the Regional Transportation Options Program for the Central Lane area, was selected as the lead agency. As a result, the Business Commute Challenge event transitioned from the City of Eugene’s Transportation Options Program to Point2point in 2010. Over the last seven years, Point2point has increased participation and rebranded the Challenge and made it even more successful. The 2017 Challenge is a great example of this effort.

### **2017 BUSINESS COMMUTE CHALLENGE RESULTS:**

The 2017 Business Commute Challenge had 2,824 participants (1,175 first-time participants) who represented 240 work teams in the region. There were 100,162 miles reported (miles not driven alone) in one week, equaling 98,413 lbs. of Co2 that was not emitted into the atmosphere.

***In the Months of April and May there were a number of BCC related events offered in the region including:***

***Pre BCC:***

- **BCC Kick Off Event at Oakshire Brewing, Thursday, April 27 (est. 185 attended)**



***BCC Week:***

- **BCC Eugene Poker Walkabout in Downtown Eugene, Monday, May 15 (105 attended)**
- **Breakfast at the Bridges at DeFazio Bridge, co-sponsored with City of Eugene, Tuesday, May 16 (est. 35 attended)**
- **Breakfast at the Next Stop for Transit Users, Wednesday, May 17 (est. 60 attended)**
- **Drive the Big Rig – the winning team drove an LTD bus through a course at the Glenwood Campus, Wednesday, May 17 (3 attended)**



- **BCC Springfield Poker Walkabout in Downtown Springfield, Thursday, May 18 (81 attended)**
- **Wheels by the Willamette – Springfield, Friday, May 19 (est. 75 attended)**

***Post BCC:***

- **BCC Wrap-up Party at Sweet Cheeks Tasting Room, Thursday, May 25 (est. 150 attended)**



These events attracted hundreds of people who were excited about participating in choosing different modes of transportation such as transit, biking, walking, and carpooling.

In addition, Lane Transit District employees participated in the 2017 Business Commute Challenge and “**Elite Fleet**” (Team LTD) came in first place in the 249+ employees and above team category. Although LTD came in first place, we did not accept the trophy as we are the sponsoring agency.

**ATTACHMENT:** None

**PROPOSED MOTION:** None



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** July 19, 2017

**ITEM TITLE:** TRANSIT ORIENTED DEVELOPMENT FTA GRANT - RIVER ROAD  
TRANSIT COMMUNITY IMPLEMENTATION PLAN

**PREPARED BY:** Sasha Luftig, Senior Project Manager

**ACTION REQUESTED:** None. Information Only.

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### BACKGROUND:

On October 11, 2016, LTD, in partnership with the City of Eugene, was awarded \$450,000 from the Federal Transit Administration's (FTA) Transit-Oriented Development Planning Pilot Program. This agenda item is intended to provide the Board of Directors with a brief overview of the River Road Transit Community Implementation Plan and how it relates to other LTD and City of Eugene projects.

FTA's TOD Pilot Program provides grants for planning work around the country, helping communities integrate land-use and transportation planning efforts as they improve their transit systems. The program helps localities plan improved access to transit, jobs, education and services, and helps revitalize communities by attracting new business opportunities, jobs, and housing. In addition, the program seeks to connect people to opportunities through multi-modal access to transit stations and to enhance connectivity of disadvantaged populations to essential services.

One of the requirements of eligibility for FTA's TOD Pilot Program grant is that the project be associated with an eligible transit capital project. The River Road Corridor, one of five corridors being evaluated as part of the MovingAhead Project, is the only Corridor with a design alternative that meets the eligibility requirements.

Along with MovingAhead, the City of Eugene will soon begin work on the River Road-Santa Clara neighborhood plan. Additionally, River Road is the site of LTD's Santa Clara Community Transit Center. These projects provide context and create important synergy for the River Road Transit Community Implementation Plan.

The Plan will examine ways to increase density, mixed-use development and bicycle and pedestrian access while maintaining desired aspects of neighborhood character in a corridor where a bus rapid transit line is planned. Final outcomes will include comprehensive plan changes, zoning code changes, amendments to the city's capital improvement program, and an analysis of the plans' impacts on transit ridership and revenues.

**ATTACHMENTS:** None.

**PROPOSED MOTION:** None. Information Only.

## AGENDA ITEM SUMMARY

**DATE:** July 19, 2017

**ITEM TITLE:** MONTHLY FINANCIAL REPORT

**PREPARED BY:** Christina Shew, Director of Finance

**ACTION REQUESTED:** None

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Please find attached the April 2017 Year-to-Date Financial Report. Financial reports are considered a draft until the conclusion of the fiscal year and completion of the Comprehensive Annual Financial Report.

**ATTACHMENTS:** April 2017 Financial Reports

**PROPOSED MOTION:** None

6/30/2017

DRAFT

**Lane Transit District  
Revenue and Expenditure by Fund**

Fiscal Year: P10 2017 (April 30, 2017)

	Year-To-Date through March 31, 2017						
	Annual Budget	P10 YTD Budget	Actual	P10 % of annual budget	P10 YTD B/(W) than Budget		Comments
					(pts)	\$\$	

**GENERAL FUND**

General Fund Revenues	47,822,707	39,852,256	37,482,008	78%	-5 pts	(2,370,248)	A
General Fund Expenditures	47,377,996	39,481,663	36,525,344	77%	6 pts	2,956,319	B
General Fund Revenues higher/(lower) than expenditures	444,711	370,593	956,664				

**NOTE: Excludes Transfers to Accessible Services, Medicaid & Capital Projects Funds as well as the Operating contingency and the self-insured liability reserve.**

A: General Fund revenues are **2.4M** unfavorable to budget P10 YTD FY17 (April). The key driver for this is payroll taxes (**-\$1.9M**) and grant timing (**-\$0.7M**). Forecasting out from P10 based on the \$28M through P10, payroll taxes would end the year at \$34M, **-\$2M short**. Grant shortage is timing related due to the application & coordination processes and will not resolve by year-end

B: General Fund Expenditures are **+3.0M** favorable to P10 YTD FY17 (April). The key drivers for this are: lower wages and associated fringe costs (**+\$1.7M**) & lower materials and services costs, specifically: 1) non security professional & contract services (**+\$0.5M**) and 2) computer hardware support (**+\$0.2M**), 3) cleaning (**+\$0.1M**), 4) general maintenance & repair (**+\$0.1M**), 4) revenue vehicle maintenance (**+\$0.1M**).

**MEDICAID FUND**

Medicaid Fund Revenues	11,630,347	9,691,956	6,837,391	59%	-25 pts	(2,854,565)	C
Medicaid Fund Expenditures	11,993,763	9,994,803	7,884,319	66%	18 pts	2,110,483	C
Medicaid Fund Revenues higher/(lower) than expenditures	(363,416)	(302,847)	(1,046,928)				C

**NOTE: Excludes transfers from the General Fund and operating contingencies. Budget shortfall is covered by the following: Beginning working capital (\$0.2M) and operating contingency (\$0.1M).**

C: Medicaid revenues are lower than expenditures by **\$1.0M** P10 YTD FY17. This is due to the following: 1) Trillium claims reimbursement timing (**-\$0.8M**), 2) Waiverd (non-medical) reimbursement (**-\$0.3M**). Both of these are on target reimbursement timing lags. Trillium claims are <\$1.0M and waived non medical is as budgeted. Payments received as of 5/31/17 YTD from Trillium total \$7.6M.

**Lane Transit District  
Revenue and Expenditure by Fund**

6/30/2017

DRAFT

Fiscal Year: P10 2017 (April 30, 2017)

	Year-To-Date through March 31, 2017						
	Annual Budget	P10 YTD Budget	Actual	P10 % of annual budget	P10 YTD B/(W) than Budget		Comments
					(pts)	\$\$	

**ACCESSIBLE SERVICES FUND**

Accessible Services Fund Revenues	4,462,404	3,718,670	2,876,816	64%	-19 pts	(841,854)	D
Accessible Services Fund Expenditures	7,053,395	5,877,829	4,771,630	68%	16 pts	1,106,200	D
Accessible Services Fund Revenues higher/(lower) than expenditures	(2,590,991)	(2,159,159)	(1,894,814)				D

**NOTE: Excludes transfers from the General Fund and operating contingencies. Budget shortfall is covered by the following: a planned \$2.5M transfer from the General Fund, a beginning working capital balance (\$0.2M), and an operating contingency (\$0.1M).**

D: The Accessible Services Fund provides transit services to seniors and people with disabilities. These services are partially funded through 5310, STF, and 5311 programs with the balance coming from the General Fund. Accessible Service Fund revenues are lower than expenditures by **-\$1.9M**, which is **+0.3M** better than the P10 YTD FY17 budgeted loss of \$2.2M. The annual revenue to expenditure shortage is covered by the General Fund. Increases in ADA ridership would increase the loss in this fund.

**CAPITAL PROJECTS FUND**

Capital Projects Fund Revenues	47,196,140	39,330,116	18,480,714	39%	-44 pts	(20,849,402)	E
Capital Projects Fund Expenditures	63,147,005	52,622,504	30,962,981	49%	34 pts	21,659,523	F
Capital Projects Fund Revenues higher/(lower) than expenditures	(15,950,865)	(13,292,388)	(12,482,267)				
Revenues as a % of expenditures	75%	75%	60%				

**NOTE: Excludes transfers from the General Fund (\$18.5M) and reserve for future capital (\$2.5M)**

E: Capital Projects Fund revenues are **-\$21M** unfavorable to budget P10 YTD FY17 (April) due to grants still in the application or drawdown process & project timing. Note that the budgeted grant revenue to expenditure ratio is 75%. P10 YTD ratio is 60% (**-\$4.7M short**). Revenues will be accrued at year-end against expenditures incurred, but not drawn down which should align revenues with expenditures closer to Budget. In P10 we had a drawdown totaling \$2.6M. In June we had 2 drawdowns of \$3.5M and \$0.3M.

F: Capital Projects Fund expenditures are **+\$22M** favorable to budget P10 YTD FY17 (April) due to project and associated payment timing. Large projects that are contributing to the favorability: Franklin Blvd Transit Stations (**+\$5.9**), Stations, Shelters & Facilities (**+\$5.0M**), Revenue Vehicles (**\$2.6M**), EmX extension (**+\$1.9M**), Willow Creek Station (**+\$1.0M**). Favorability is due to project timing. 2016-17 expenditures are expected to be below budgeted requirements.

## AGENDA ITEM SUMMARY

**DATE:** July 19, 2017

**ITEM TITLE:** MONTHLY GRANT REPORT - JUNE

**PREPARED BY:** Christina Shew, Director of Finance

**ACTION REQUESTED:** None. Information only.

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### BACKGROUND:

The Grant Report contains financial data for all Federal Transit Administration (FTA) and Oregon Department of Transportation (ODOT) grants that have a remaining balance or that have had activity within the last six months. The sources of the information are Transit Award Management System (TrAMS) and Oregon Public Transit Information System (OPTIS). All grant totals are reported as of June 30, 2017. Drawdowns were processed for FTA and Connect Oregon grants, as well as WEEE Lottery Funds.

1. [OR-03-0128-00 | FY14 5309 B West Eugene EmX Extension](#)

Current Status: Active (Executed)  
Key Number: 16779

This grant was awarded for \$1,546,565 using FY 2014 Section 5309 funds for the purchase of systems and rolling stock for the West Eugene EmX Extension (WEEE) project. The bus under this grant was purchased in tandem with OR-04-0048 (October 2015) and is currently in service. This grant is in tandem with OR-03-0127, OR-04-0048 (closed), and OR-39-0008 (final draw down in progress).

49 USC 5309 - Bus and Bus Facilities (FY 2005 and prior)	\$1,546,565
Local	\$ 386,641
Total Eligible Amount	\$1,933,206
Funds Remaining	\$ 534,329

2. [OR-39-0008-00 | FY14 5339 AA for West Eugene EmX Extension](#)

Current Status: Active (Executed)  
Key Number: 16779

This grant was awarded for \$1,834,000 using FY 2014 Section 5339 Alternatives Analysis funds and \$15,000,000 in FY 2014 using Section 5339 Alternatives Analysis funds. The West Eugene EmX Extension (WEEE) project is proceeding as scheduled. With respect to this particular grant, the final draw down has been processed and the grant close-out activities have been initiated.

49 USC 5339 - Alternatives Analysis Program (FY 2012 and Prior)	\$16,834,000
Local	\$ 4,208,500
Total Eligible Amount	\$21,042,500
Funds Remaining	\$ 0

3. [OR-03-0127-00 | FY14 & 15 5309 CIG for West Eugene EmX Extension](#)

Current Status: Active (Executed)  
Key Number: 16779

This grant was awarded for \$821,254 using FY 2014 Section 5309 Capital Investment Grant (CIG) funds and \$50,576,520 in FY 2015 using Section 5309 CIG funds. These funds will be used for project development (including design, right-of-way acquisition, and utility relocation) and construction and implementation of the West Eugene EmX Extension (WEEE) project. This grant is in tandem with OR-03-0128 (purchase of one bus), OR-04-0048 (closed), and OR-39-0008 (grant close-out activities initiated).

49 USC 5309 - New Starts	\$51,397,774
Local	\$12,849,445
Total Eligible Amount	\$64,247,219
Funds Remaining	\$10,304,844

4. [OR-90-X179-02 | 13/14/15 5307 PM/Equipment/Construction/Security](#)

Current Status: Active (Executed)  
Key Numbers: 19268/19375

This grant was awarded for computer software, facility improvements, security improvements, and support vehicles. Preventive Maintenance activities also were funded for FY 2014-15 and FY 2015-16. With the exception of security improvements, all activity line items (ALIs) have been completed. Upon conclusion of security upgrades, the grant closeout activities will be initiated.

49 USC 5307 - (MAP 21) Urbanized Area Formula (FY 2013 and forward)	\$13,457,460
Local	\$ 3,364,366
Total Eligible Amount	\$16,821,826
Funds Remaining	\$ 120,739

5. [OR-04-0049-00 | FY14 5309 Ladders - Vehicles and Equipment](#)

Current Status: Active (Executed)  
Key Number: 19485

This grant was awarded for the purchase of eleven (11) replacement accessible services vehicles [eight (8) Eldorado Aerotechs and three (3) minivans] utilizing the State of Oregon

Pricing Agreement #4729. The grant also funded security cameras for existing Accessible Services vehicles.

As previously reported, LTD management has evaluated the needs/demands of the Accessible Services program in conjunction with an analysis of the unliquidated balance in the grant. Based on the cost savings in ALIs 11.12.04, 11.12.15, and 11.42.09, and an assessment of program needs, LTD will acquire additional accessible services vehicles. LTD has communicated this proposal to FTA and is currently finalizing the grant budget revision.

49 USC 5309 - Bus and Bus Facilities (FY 2006 forward)	\$1,064,145
Local	\$ 209,355
Total Eligible Amount	\$1,273,500

Funds Remaining	\$ 215,867
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6. [OR-16-X045-00 | 13/14 5310 Accessible Services Vehicles](#)

Current Status: Active (Executed)  
Key Number: 19106/19107

This grant was awarded for the purchase of six (6) Accessible Services vehicles [five (5) Eldorado Aerotechs and one (1) EK Coaches vehicle]. The milestone dates for this project have been revised. The Project Team is working to ensure that the revised project schedule is maintained. Acquiring the accessible services vehicles are an essential aspect of LTD's mobility management program; more importantly, the new vehicles will ensure the safe transport and security of the program's passengers.

49 USC 5310 - (MAP 21) Formula Grants for Enhanced Mobility of Seniors and Individuals with Disabilities	\$474,358
Local	\$ 83,710
Total Eligible Amount	\$558,068

Funds Remaining	\$304,871
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7. [OR-37-X024-00 | 12 5316 JARC Mobility Management](#)

Current Status: Active (Executed)  
Key Number: 15219

This Job Access and Reverse Commute (JARC) grant funds Mobility Management (transportation assessments and transit training and host services). The project is proceeding as scheduled.

49 USC 5316 - JARC/TEA-21 3037	\$171,819
Local	\$ 42,955
Total Eligible Amount	\$214,774

Funds Remaining	\$ 45,845
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8. [OR-57-X014-00 | 12 5317 New Freedom Mobility Management](#)

Current Status: Active (Executed)  
 Key Number: 15215

This New Freedom grant funds ongoing Mobility Management (in-person transportation assessments and transit training and host services). A draw down was processed which has essentially exhausted the unliquidated balance. Grant closeout activities will be initiated upon final reimbursement.

49 USC 5317 - New Freedom	\$78,524
Local	\$19,631
Total Eligible Amount	\$98,155
Funds Remaining	\$2,897

9. [OR-04-0038-00 | 2011/2012 5309 SGR Bus Replacement](#)

Current Status: Active (Executed)  
 Key Number: 17959

This grant was awarded for the purchase of three (3) replacement articulated, hybrid-electric buses and five (5) replacement 40-foot, hybrid-electric buses. All of the five 40-foot, hybrid electric buses have been received and accepted; and the invoices have been processed. The grant closeout activities will be initiated by the end of the fiscal year.

49 USC 5309 - Bus and Bus Facilities (FY 2006 forward)	\$5,500,000
Local	\$1,375,000
Total Eligible Amount	\$6,875,000
Funds Remaining	\$295,476

10. [OR-39-0007-00 | 2011 5339 Main Street-McVay Planning](#)

Current Status: Active (Executed)  
 Key Number: 17958

This grant funds a transit improvement planning study along the Main Street-McVay corridor in the Eugene-Springfield area. The phase of the project funded by FTA has essentially been completed; grant closeout activities are being finalized.

49 USC 5339 - Alternatives Analysis Program (FY 2012 and prior)	\$750,000
Local	\$187,500
Total Eligible Amount	\$937,500
Funds Remaining	\$ 0



11. [OR-95-X055-02 | 13/14/15 STP Mobility Management/Planning/Bus/Construction/PM](#)

Current Status: Active (Executed)  
 Key Numbers: 17796, 18825, 18755

This grant was awarded for replacement of rolling stock, transit corridor planning, and ongoing mobility management, including marketing and outreach for car/van/bike sharing/group pass programs. This project is progressing as scheduled; however, revisions to the established milestone dates were necessary for the bus replacement project.

49 USC 5307 - Urbanized Area Formula (FHWA <sup>1</sup> transfer FY 2007 forward)	\$5,649,011
Local	\$ 646,554
Total Eligible Amount	\$6,295,565

Funds Remaining	\$2,079,312
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12. [OR-95-X035-00 | 2012 STP - PM, TDM/Rideshare](#)

Current Status: Active (Executed)  
 Key Numbers: 17353, 16724, 16228

This grant funds Rideshare (Safe Routes to Schools) activities. The project is ongoing.

49 USC 5307 - Urbanized Area Formula (FHWA <sup>1</sup> transfer FY 2007 forward)	\$ 971,101
Local	\$ 76,810
Total Eligible Amount	\$1,047,911

Funds Remaining	\$ 35,266
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13. [OR-95-X030-01 | 11 STP - UO Station Renovation/Smart Trips](#)

Current Status: Active (Executed)  
 Key Number: 17162

This grant was awarded for University of Oregon station construction and the Regional Smart Trips Program in the Gateway EmX Corridor. Closeout activities are currently in progress.

49 USC 5307 - Urbanized Area Formula (FHWA <sup>2</sup> transfer FY 2007 forward)	\$2,190,000
Local	\$ 250,655
Total Eligible Amount	\$2,440,655

Funds Remaining	\$ 210,669
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<sup>1</sup> Federal Highway Administration  
<sup>2</sup> Federal Highway Administration

14. [OR-04-0041-00 | 11 5309 VTCLI RideSource Call Center](#)

Current Status: Active (Executed)  
 Key Number: 17964

This grant was awarded using 2011 5309B funds through the Veterans Transportation and Community Living Initiative (VTCLI). This grant funds the RideSource Call Center systems improvements.

49 USC 5309 - Bus and Bus Facilities (FY 2006 forward)	\$1,088,000
Local	\$ 272,000
Total Eligible Amount	\$1,360,000
Funds Remaining	\$ 77,132

15. [OR-03-0122-01 | 07/08/09 5309 Small Starts Pioneer Parkway](#)

Current Status: Active (Executed)  
 Key Number: 15516

This Small Starts grant award funds \$14,797,040 of the \$18,562,240 total project cost. This grant was to be used for the construction of the Pioneer Parkway EmX corridor; and for one (plus) hybrid-electric articulated bus. LTD is processing a budget revision for the redirection of balances in various activity line items to fund the purchase of replacement vehicle(s). To optimize available funding, LTD will coordinate the purchase of the vehicle funded by grant OR-2016-020-00. As such, the milestone dates have been revised for the 2017-2018 fiscal year.

49 USC 5309 - New Starts	\$29,597,040
Local	\$ 7,465,200
Total Eligible Amount	\$37,062,240
Funds Remaining	\$ 1,336,346

16. [OR-2016-020-00 | FY13 5339 Hybrid-Electric Bus Purchase](#)

Current Status: Active (Executed)

This grant award is for \$582,947 using FY 2013 Section 5339 funding for the purchase of one (1) 60-foot, articulated hybrid-electric bus to replace a bus that has met its useful life. This grant was awarded on September 21, 2016. This purchase aligns with LTD's diesel bus replacement plan that replaces buses after they have exceeded their useful life expectancy. As indicated above, LTD will coordinate this bus purchase with the two buses being acquired under grant OR-03-0122 to optimize available funding.

49 USC 5339 - (MAP 21) Bus and Bus Facilities Formula (FY 2013 & forward)	\$582,947
Local	\$145,736
Total Eligible Amount	\$728,683
Funds Remaining	\$582,947

17. [30476 ODOT | 2015-17 Rural 5311 Program Rhody Express and ADA Service to Florence](#)

Current Status: Active (Executed, expires June 30, 2017)

This grant award is for \$160,056 using Rural 5311 funds. This grant funds administrative and operation services to provide general public service(s) within the city limits of Florence, with the exception of a stop at the local tribal casino, which is approximately four miles outside of the city limits. The service is general public fixed-route and complementary paratransit. The final expenditures are being reconciled to facilitate grant closeout.

Rural 5311 Funds for Rhody Express & ADA Services to Florence	\$160,056
Local	\$122,951
Total Eligible Amount	\$283,007
Funds Remaining	\$ 9,067

18. [30567 ODOT | 2015-17 Special Transportation Services \(State Formula STF\)](#)

Current Status: Active (Executed, expires June 30, 2017)

This grant award is for \$2,139,440 using state formula funds. This grant provides financial support for special transportation services benefiting seniors and individuals with disabilities. All grant funds have been exhausted.

Special Transportation Services (State Formula)	\$2,139,448
Local	\$ 0
Total Eligible Amount	\$2,139,448
Funds Remaining	\$ 0

19. [30744 ODOT | 2015-17 5310 Services for Seniors and Individuals with Disabilities](#)

Current Status: Active (Executed)

This grant award is for \$2,124,548 using 5310 funds. This grant provides funding for seniors and individuals with disabilities as follows: (1) to purchase services to provide public transportation; (2) to support the administrative costs required to manage the purchased service contract; (3) to provide mobility management; and (4) to provide vehicle preventative maintenance. Currently, LTD has contracted service for metro ADA, Pearl Buck Preschool, volunteer escort, veterans, Crucial Connections, and mental health services. The final expenditures are being reconciled to facilitate grant closeout.

Services for Seniors and Individuals with Disabilities	\$2,124,548
Local	\$ 243,164
Total Eligible Amount	\$2,367,712
Funds Remaining	\$ 321,405

20. [30805 ODOT | 5311\(f\) Intercity Program Funding the Diamond Express](#)

Current Status: Active (Executed, expires June 30, 2017)

This grant award is for \$190,508 using 5311(f) Inter-city funds. This grant funds inter-city public transportation, preventative maintenance, marketing, and transit service operations for customers traveling between Eugene and Oakridge. The final expenditures are being reconciled to facilitate grant closeout.

5311(f) Intercity Transit Service	\$190,508
Local	\$173,348
Total Eligible Amount	\$363,856
Funds Remaining	\$ 25,216

21. [30840 ODOT | 2015-17 | FHWA-TO Rideshare](#)

Current Status: Active (Executed, expires June 30, 2018)

This grant award is for \$115,410 and funds services to reduce single-owner vehicle (SOV) travel using Point2point to create, coordinate, and disseminate information to encourage non-SOV modes, including but not limited to, rideshare, walking, bicycling, and public transportation. Point2point maintains programs and policies consistent with the Oregon Transportation Options Plan. As indicated, the grant was extended another year; the project is ongoing.

Funding to Reduce Single-Owner Vehicle Travel	\$ 115,410
Local	\$ 0
Total Eligible Amount	\$115,410
Funds Remaining	\$ 52,982

22. [31386 ODOT | 2016-19 Discretionary Operating for Accessible Transportation Eligibility Pilot](#)

Current Status: Active (Executed, expires June 30, 2019)

This grant award is for \$492,688 and provides funding for seniors and individuals with disabilities as follows: (1) accessible transportation eligibility pilot program, including a half-fare program and an optional animal eligibility program; (2) a coordinated volunteer driving pool; and (3) service between Florence and Yachats.

Senior and Disabled Services Pilot Program	\$492,688
Local	\$ 0
Total Eligible Amount	\$492,688
Funds Remaining*	\$492,688

23. [30136 ODOT | 2016 – 17 ConnectOregon V - W 11<sup>th</sup> Bicycle-Pedestrian Bridge Connections](#)

Current Status: Active (Extended to December 31, 2017)

This is a *ConnectOregon* multimodal transportation grant, which was extended to December 31, 2017. The grant is to fund bicycle-pedestrian bridges and associated connectors between the Fern Ridge Path, and West 11<sup>th</sup> Avenue at three locations. The improvements include lighting, landscaping, security, and walkway enhancements.

<i>ConnectOregon</i> Bicycle-Pedestrian Bridge	\$3,583,306
Local	\$2,255,726
Total Eligible Amount	\$5,839,032
Funds Remaining	\$2,593,438

24. [30139 ODOT | 2016-17 ConnectOregon V - Franklin Boulevard Phase I Transit Stations](#)

Current Status: Active (Extended to December 31, 2017)

This is a *ConnectOregon* multimodal transportation grant, which was extended to December 31, 2017. The grant is to fund the removal and replacement of the temporary stations at the McVay Highway intersection with permanent stations that function with the current roundabout design. The stations will be ADA accessible. Each station platform will include bicycle parking, a ticket vending machine, benches, lighting, real-time signs, shelter structures and exclusive guideways.

<i>ConnectOregon</i> Franklin Boulevard Phase I Transit Stations	\$810,000
Local	\$125,000
Total Eligible Amount	\$935,000
Funds Remaining	\$646,274

25. [31675 ODOT | 2016-18 5311 35ft Vehicle purchase](#)

Current Status: Active (Extended to December 31, 2019)

This is a 5311 Transit Network grant, which funds the purchase of a heavy-duty, 35-foot transit vehicle to be used for an ADA pilot program for service between Florence and Yachats.

Heavy-duty ADA transit vehicle for service between Florence and Yachats	\$89,730
Local	\$10,270
Total Eligible Amount	\$100,000
Funds Remaining	\$89,730

26. [31923 ODOT | 2017-19 5311 Project Administration and Operations](#)

Current Status: Active

This is a Rural Areas Program 5311 formula funded grant. The 5311 allocation of \$160,056 requires a 43.92 percent match for operating and a 10.27 percent match for capital, planning, and administration. This project includes funding for administrative and operations activities in support of public transportation service in and near the City of Florence.

Project Administration and Operations for service in and near the City of Florence	\$160,056
Local	\$122,950
Total Eligible Amount	\$283,006
Funds Remaining*	\$160,056

\*Note: No expenditures are reflected as this grant was just recently awarded; expenditures will be initiated during this Fiscal Year.

27. [32010 ODOT | 2017-19 Region 2 STF Operating](#)

Current Status: Active

This STF grant funds special transportation services benefitting seniors and individuals with disabilities.

Operating	\$1,754,618
Local	\$0
Total Eligible Amount	\$1,754,618
Funds Remaining*	\$1,754,618

\*Note: No expenditures are reflected as this grant was just recently awarded; expenditures will be initiated during this Fiscal Year.

28. [32197 ODOT | 2017-19 Region 2 5310 Capital, Operating and Planning](#)

Current Status: Active

This 5310 grant program will fund special transportation services benefitting seniors and individuals with disabilities. This project includes funding for contracted service, Mobility Management, Preventive Maintenance and the acquisition of one vehicle.

Operating	\$2,029,738
Local	\$232,313
Total Eligible Amount	\$2,262,051
Funds Remaining*	\$2,029,738

\*Note: No expenditures are reflected as this grant was just recently awarded; expenditures will be initiated during this Fiscal Year.

29. [31971 ODOT | 2017-19 Region 2 Transit Network Diamond Express](#)

Current Status: Active

The Transit Network Program supports projects that enhance the state's fixed route transit network by investing in key transit hubs, improving collaboration/coordination between agencies that result in functional benefits, or other activities that enhance the overall transit network. Specific project activities include funding for contracted service and Preventive Maintenance related to the Diamond Express that operates between Oakridge and Eugene.

Operating	\$188,170
Local	\$172,764
Total Eligible Amount	\$360,934
Funds Remaining*	\$188,170

\*Note: No expenditures are reflected as this grant was just recently awarded; expenditures will be initiated during this Fiscal Year.

30. [HU-17-10-09 ODOT | 2016 -19 Point2Point SRTS](#)

Current Status: Active

This ODOT grant in the amount of \$134,652 provides funding for the Springfield Safe Routes to Schools (SRTS) program, which continues ongoing efforts to establish a long-term SRTS program within the Springfield School District. The required \$134,427 match will be through the Springfield School District with 10.27 percent of the match from ODOT Surface Transportation Program-Urban funds. Activities are ongoing.

Point2Point SRTS	\$134,652
Local	\$132,427
Total Eligible Amount	\$267,079
Funds Remaining*	\$134,652

\*Note: No expenditures are reflected as this grant was just recently awarded.

31. [31655 ODOT | ConnectOregon VI Santa Clara Community Transit Center and Park & Ride](#)

Current Status: Active

This project will provide a five-bay transit station, a 66-space Park & Ride, secure bike parking, and electric charging stations for the growing Santa Clara area. Facilitating the City of Eugene’s growth vision for the corridor, it will serve as a community hub connecting 20,000 residents to regional jobs and services using transit, walking, and biking.

As indicated below, the ConnectOregon grant funds \$3,000,000 of the total project cost of \$8,142,502 which includes the value of the land already paid for when the Santa Clara School site was purchased early last year. Funds from the sale of the other portions of the Santa Clara School site and from the sale of the current River Road Station site will complete the funding package for this project.

Total Project Cost	\$8,142,502
ConnectOregon VI Santa Clara Community Transit Center and Park & Ride	\$3,000,000
Local	\$5,142,502
Total Eligible Amount	\$8,142,502
Funds Remaining*	\$3,000,000

\*Note: No expenditures are reflected as this grant was just recently awarded.

**ADDITIONAL GRANT ACTIVITY:**

**Federal Transit Administration TrAMS Grant Applications**

LTD has submitted two grant applications for bus purchases utilizing existing formula appropriations (Section 5337 and 5339 – each fund source requires its own application) from fiscal years ending 2014, 2015, and 2016. A grant application for a vehicle replacement project in support of the mobility management program (Section 5310) has also been submitted. The applications are undergoing FTA review. In addition, an application for the ongoing Mobility Management/Point2Point program utilizing STP funds (FHWA transfer to Section 5307) has also been submitted and is undergoing FTA review.

**Federal Transit Administration 2016-2017 Formula Funds Application**

LTD had submitted its application for 2016-2017 Section 5307 Formula Funds in the amount of \$8,931,200. The application includes requests for the funding of the West Eugene EmX Extension, the Willow Creek Terminus Station, the Santa Clara Station, and the Glenwood bus parking lot reconfiguration projects. The application is being revised to also include 5307 funds for preventive maintenance expenditures that will occur during FY 2017-2018.

**Federal Transit Administration Grant**

LTD has been awarded a grant from FTA for its River Road Transit Community Implementation Plan. The grant will cover \$450,000 of the \$564,000 project costs. The project will be managed by the City of Eugene. The required match of \$114,000 will be made by the City, which will contribute \$79,800 (70 percent), and LTD, which will contribute the remaining \$34,200 (30 percent). Both the City and LTD



matched costs will consist of employee staff time and related labor costs; and will not require either agency to contribute additional resources. The project specifically focuses on identifying opportunities and enabling the development of transit-oriented development. The grant has been entered into TrAMS and is undergoing FTA review.

**Federal Transit Administration Low or No Emission Vehicle Program Grant**

LTD has been awarded a grant through the Section 5339(c) Low or No Emission Vehicle grants program. The grant will cover \$3,479,675 to purchase zero-emission, battery-electric buses that will operate on bus routes servicing the Eugene and Springfield metropolitan areas. The required match is \$347,967 (10 percent). The application has been entered into TrAMS and is undergoing FTA review.

**PROPOSED MOTION:**       None.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** July 19, 2017

**ITEM TITLE:** MONTHLY CASH DISBURSEMENTS

**PREPARED BY:** Christina Shew, Director of Finance

**ACTION REQUESTED:** None

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**BACKGROUND:**

This agenda item is being provided in response to the Board's request for the implementation of financial practices that are consistent with other public entities. This agenda item provides a complete listing of all non-payroll disbursements for June 2017.

**ATTACHMENTS:** June 2017 Cash Disbursements

**PROPOSED MOTION:** None



### Check History Listing

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
95854	06/01/2017	BARRETT BUSINESS SERVICES INC	308.57
95855	06/01/2017	THERESA M BRAND	88.50
95856	06/01/2017	CENTURY LINK	236.52
95857	06/01/2017	CITY OF SPRINGFIELD	146.25
95858	06/01/2017	COMCAST	199.45
95859	06/01/2017	TRACY L ELLIS	88.50
95860	06/01/2017	EUGENE WATER & ELECTRIC BOARD	0.00
95861	06/01/2017	EUGENE WATER & ELECTRIC BOARD	930.84
95862	06/01/2017	CODY B FRANZ	88.50
95863	06/01/2017	LLC FUSSYS @ VALLEY RIVER PLAZA	72.10
95864	06/01/2017	ROLAND M. HOSKINS	288.00
95865	06/01/2017	AURORA E. JACKSON	288.00
95866	06/01/2017	LOOMIS ARMORED US, LLC	7,581.62
95867	06/01/2017	EDWARD S. MCGLONE	50.00
95868	06/01/2017	SECRETARY OF STATE AUDITS DIV	400.00
95869	06/01/2017	SIX ROBBLEES' INC	910.60
95870	06/01/2017	SMART GROWTH AMERICA	1,250.00
95871	06/01/2017	SPRINGFIELD UTILITY BOARD	0.00
95872	06/01/2017	SPRINGFIELD UTILITY BOARD	1,378.59
95873	06/01/2017	STAPLES BUSINESS ADVANTAGE	309.04
95874	06/01/2017	THOMSON REUTERS - WEST	707.88
95875	06/01/2017	VERIZON WIRELESS	8,323.43
95876	06/01/2017	WHITE BIRD CLINIC	8,771.00
95877	06/01/2017	DEPARTMENT OF HUMAN SERVICES	36,735.77
95878	06/01/2017	EAN HOLDINGS, LLC	8,245.00
95879	06/01/2017	GLORIA, J GALLARDO	10,000.00
95880	06/01/2017	GILLESPIE DECALS, INC.	1,980.82
95881	06/01/2017	GILLIG CORPORATION	47.36
95882	06/01/2017	GRAINGER INC	240.00
95883	06/01/2017	LANE COUNCIL OF GOVERNMENTS	16,674.63
95884	06/01/2017	MOHAWK MANUFACTURING & SUPPLY	1,569.23
95885	06/01/2017	MYRMO & SONS	1,480.12
95886	06/01/2017	THE PAPE GROUP	49,793.00
95887	06/01/2017	RICOH USA, INC.	1,357.72
95888	06/01/2017	SPECIAL MOBILITY SERVICES INC.	199,206.24
95889	06/01/2017	SPX CORPORATION	10,195.00
95890	06/01/2017	THORP, PURDY, JEWETT, URNESS,	28,711.03
95891	06/01/2017	WILDISH BUILDING COMPANY	2,103,314.58
95892	06/08/2017	BRATTAIN INTERNATIONAL TRUCKS	158.29
95893	06/08/2017	CROCKETTS INTERSTATE TOWING	1,000.00
95894	06/08/2017	LARSCO, INC	382.87
95895	06/08/2017	MID-STATE INDUSTRIAL SERVICE	403.75
95896	06/08/2017	R E AUTO ELECTRIC, INC.	6,477.06
95897	06/08/2017	SAFETY BRAKE SET, INC.	3,195.00
95898	06/08/2017	SIX ROBBLEES' INC	1,081.28
95899	06/08/2017	SMALL WORLD AUTO CENTER, INC	288.57
95900	06/08/2017	SPRINGFIELD MOTORS, INC.	148.09
95901	06/08/2017	STAPLES BUSINESS ADVANTAGE	206.17
95902	06/08/2017	VALLEY FREIGHTLINER, INC	372.63
95903	06/08/2017	VANNER, INC.	3,984.96
95904	06/08/2017	WYATT'S TIRE COMPANY	27,185.25
95905	06/08/2017	THE AFTERMARKET PARTS COMPANY LLC	0.00
95906	06/08/2017	THE AFTERMARKET PARTS COMPANY LLC	6,292.18
95907	06/08/2017	CJ FIRE PROTECTION, LLC	750.00



## Check History Listing

6/30/2017 06:08 PM  
Page 2 of 6

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
95908	06/08/2017	CUMMINS NORTHWEST, INC.	9,282.32
95909	06/08/2017	GILLIG CORPORATION	38,956.60
95910	06/08/2017	GRAINGER INC	3,847.01
95911	06/08/2017	KUHN INVESTMENTS, INC.	15,615.24
95912	06/08/2017	MOHAWK MANUFACTURING & SUPPLY	1,212.93
95913	06/08/2017	MOTION & FLOW CONTROL PRD, INC	340.67
95914	06/08/2017	MUNCIE TRANSIT SUPPLY	787.04
95915	06/08/2017	MYRMO & SONS	4,311.48
95916	06/08/2017	PACIFIC POWER GROUP, LLC	22,672.04
95917	06/08/2017	REXEL OF AMERICA, LLC	425.10
95918	06/08/2017	UTC FIRE-SECURITY AMERICAS INC	1,489.27
95919	06/08/2017	WOODBURY ENERGY CO. INC.	71,504.48
95920	06/13/2017	SPECIAL MOBILITY SERVICES INC.	194,509.86
95921	06/15/2017	A-1 AUTO GLASS	75.00
95922	06/15/2017	ADVERTEISING PRODUCTS & PROMOS	958.00
95923	06/15/2017	AIRGAS USA, LLC	315.33
95924	06/15/2017	AMERICAN FAMILY LIFE	1,401.75
95925	06/15/2017	BOURLAND PRINTING, INC.	6,682.59
95926	06/15/2017	BRATTAIN INTERNATIONAL TRUCKS	18.53
95927	06/15/2017	CAMP CREEK ELECTRIC, LLC	2,124.51
95928	06/15/2017	CAPITAL ONE COMMERCIAL	46.33
95929	06/15/2017	CHAPTER 13 TRUSTEE	595.38
95930	06/15/2017	CHILD SUPPORT ENFORCEMENT AGCY	160.00
95931	06/15/2017	CINTAS CORPORATION	0.00
95932	06/15/2017	CINTAS CORPORATION	7,909.77
95933	06/15/2017	CITY OF EUGENE	41,665.33
95934	06/15/2017	COURTESY DELIVERY SERVICE	26.00
95935	06/15/2017	ELMS LANDSCAPE MAINTENANCE INC	11,055.00
95936	06/15/2017	ERGOFLEX CONSULTING, INC.	217.50
95937	06/15/2017	EUGENE WATER & ELECTRIC BOARD	85,177.41
95938	06/15/2017	LLC FUSSY'S @ VALLEY RIVER PLAZA	53.00
95939	06/15/2017	GAYDOS, CHURNSIDE,&BALTHROP PC	6,699.80
95940	06/15/2017	GROVE MUELLER & SWANK, P.C.	13,000.00
95941	06/15/2017	THE HARTFORD	370.00
95942	06/15/2017	IPSENAULT COMPANY	1,431.13
95943	06/15/2017	KAISER BRAKE & ALIGNMENT INC.	159.00
95944	06/15/2017	LANE COMMUNITY COLLEGE	395.29
95945	06/15/2017	LIFEMAP ASSURANCE COMPANY	1,719.53
95946	06/15/2017	LTD REIMBURSEMENT PLAN	3,784.05
95947	06/15/2017	MAN-DATA, INC.	312.08
95948	06/15/2017	MCKENZIE SEW-ON	1,846.50
95949	06/15/2017	MIDWEST BUS	1,293.00
95950	06/15/2017	MOTOR VEHICLES DIVISION	18.00
95951	06/15/2017	CHERYL D MUNKUS	215.50
95952	06/15/2017	NIELSEN FASTENER	78.96
95953	06/15/2017	OIL PRICE INFORMATION SERVICE	232.00
95954	06/15/2017	OREGON DEPARTMENT OF REVENUE	665.83
95955	06/15/2017	OREGON SPINE/PHYSICAL THERAPY	1,140.00
95956	06/15/2017	PIVOT ARCHITECTURE	14,097.73
95957	06/15/2017	PROTECTIVE SERVICE LLC	754.33
95958	06/15/2017	RAY KLEIN, INC	561.45
95959	06/15/2017	RG MEDIA COMPANY	257.50
95960	06/15/2017	SIX ROBBLEES' INC	88.94
95961	06/15/2017	SMALL WORLD AUTO CENTER, INC	205.74

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## Check History Listing

6/30/2017 06:08 PM  
Page 3 of 6

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
95962	06/15/2017	SPRINGFIELD MOTORS, INC.	207.06
95963	06/15/2017	SPRINGFIELD PUBLIC SD 19	393.68
95964	06/15/2017	STAPLES BUSINESS ADVANTAGE	370.77
95965	06/15/2017	THERMO KING NORTHWEST, INC.	125.72
95966	06/15/2017	TTT RANCH III, LLC	949.00
95967	06/15/2017	WHA INSURANCE AGENCY, INC.	840.05
95968	06/15/2017	WILLAMETTE COMM HEALTH SOLUTNS	1,153.01
95969	06/15/2017	WSP USA INC.	66,873.69
95970	06/15/2017	THE AFTERMARKET PARTS COMPANY LLC	2,411.90
95971	06/15/2017	ANA LABORATORIES, INC	625.40
95972	06/15/2017	BELL+FUNK	464.25
95973	06/15/2017	BPA VEBA-HRA SERVICES	79.00
95974	06/15/2017	BUCK'S SANITARY SERVICE, INC.	86.50
95975	06/15/2017	CAIC PRIMARY	1,220.92
95976	06/15/2017	CH2M HILL, INC.	39,597.83
95977	06/15/2017	COMPONENTS HANDLING, INC.	2,143.52
95978	06/15/2017	CUMMINS NORTHWEST, INC.	11,097.06
95979	06/15/2017	DEPARTMENT OF HUMAN SERVICES	18,224.14
95980	06/15/2017	FIELDPRINT, INC.	50.00
95981	06/15/2017	GILLIG CORPORATION	5,481.59
95982	06/15/2017	GRAINGER INC	1,672.55
95983	06/15/2017	JOHN O. HACHMANN	5,560.00
95984	06/15/2017	JERRY'S HOME IMPROVEMENT CTR	200.29
95985	06/15/2017	LANE COUNCIL OF GOVERNMENTS	673.70
95986	06/15/2017	LTD & ATU PENSION TRUST	99,692.79
95987	06/15/2017	LTD EMPLOYEES FUND	210.00
95988	06/15/2017	LTD SALARIED EMP. PENSION PLAN	18,594.83
95989	06/15/2017	MODA HEALTH	27,175.33
95990	06/15/2017	MOHAWK MANUFACTURING & SUPPLY	605.52
95991	06/15/2017	MUNCIE TRANSIT SUPPLY	1,291.82
95992	06/15/2017	NINFA'S ELITE CORPORATION	45,732.84
95993	06/15/2017	OFFICEMAX CONTRACT, INC.	447.24
95994	06/15/2017	ONE CALL CONCEPTS, INC.	47.25
95995	06/15/2017	PARKEON, INC.	1,470.00
95996	06/15/2017	PRE-PAID LEGAL SERVICES INC.	289.10
95997	06/15/2017	SMART SNACKS-PORTLAND LLC	570.47
95998	06/15/2017	SPECIAL MOBILITY SERVICES INC.	246,902.57
95999	06/15/2017	TOUCHPOINT NETWORKS LLC	130.00
96000	06/15/2017	UNITED WAY OF LANE COUNTY	554.00
96001	06/15/2017	WOODBURY ENERGY CO. INC.	375.72
96002	06/21/2017	JERAD R DEJONG	219.92
96003	06/22/2017	A-1 AUTO GLASS	105.00
96004	06/22/2017	A-1 FIRE PROTECTION	140.00
96005	06/22/2017	AMAL TRANSIT UNION #757	17,375.86
96006	06/22/2017	CHAPTER 13 TRUSTEE	595.38
96007	06/22/2017	CHILD SUPPORT ENFORCEMENT AGCY	160.00
96008	06/22/2017	CINTAS CORPORATION	4,907.80
96009	06/22/2017	CITY OF EUGENE	4,752.00
96010	06/22/2017	DISH NETWORK	107.02
96011	06/22/2017	DUKANE RADIATOR & SHEETMETAL	215.00
96012	06/22/2017	ERGOFLX CONSULTING, INC.	521.50
96013	06/22/2017	EUGENE WATER & ELECTRIC BOARD	0.00
96014	06/22/2017	EUGENE WATER & ELECTRIC BOARD	0.00
96015	06/22/2017	EUGENE WATER & ELECTRIC BOARD	8,630.70

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## Check History Listing

6/30/2017 06:08 PM  
Page 4 of 6

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
96016	06/22/2017	FASTENAL COMPANY	216.67
96017	06/22/2017	FEDEX EXPRESS SHIPPING	267.14
96018	06/22/2017	SHAWNA HOLMES	50.00
96019	06/22/2017	FRASER M MAC CARTNEY, JR	450.00
96020	06/22/2017	DAN MACNAUGHTAN	650.00
96021	06/22/2017	MAN-DATA, INC.	287.24
96022	06/22/2017	MID-STATE INDUSTRIAL SERVICE	219.68
96023	06/22/2017	NORTHWEST NATURAL GAS	2,029.86
96024	06/22/2017	OREGON DEPARTMENT OF REVENUE	657.60
96025	06/22/2017	JOSEPH P PISHIONERI	282.17
96026	06/22/2017	PIVOT ARCHITECTURE	1,717.37
96027	06/22/2017	QUICK COLLECT, INC.	926.40
96028	06/22/2017	RATHBONE BARTON OLSEN PC	145,000.00
96029	06/22/2017	RAY KLEIN, INC	761.66
96030	06/22/2017	SANIPAC	2,922.45
96031	06/22/2017	SIX ROBBLEES' INC	66.88
96032	06/22/2017	SMALL WORLD AUTO CENTER, INC	158.67
96033	06/22/2017	SPECIAL DISTRICTS INSURANCE	2,003.00
96034	06/22/2017	SPECIAL DISTRICTS INSURANCE SV	135.00
96035	06/22/2017	SPRINGFIELD MOTORS, INC.	818.45
96036	06/22/2017	SPRINGFIELD PUBLIC SD 19	57.68
96037	06/22/2017	SPRINGFIELD UTILITY BOARD	14,912.49
96038	06/22/2017	STAPLES BUSINESS ADVANTAGE	344.59
96039	06/22/2017	THERMO KING NORTHWEST, INC.	389.68
96040	06/22/2017	UNIV OF OR NERO NETWORK	4,440.00
96041	06/22/2017	VALLEY FREIGHTLINER, INC	225.24
96042	06/22/2017	VERIZON WIRELESS	7,809.32
96043	06/22/2017	THE AFTERMARKET PARTS COMPANY LLC	1,926.83
96044	06/22/2017	CJ FIRE PROTECTION, LLC	1,523.50
96045	06/22/2017	CUMMINS NORTHWEST, INC.	2,030.38
96046	06/22/2017	EDGE CONSTRUCTION SUPPLY INC	680.00
96047	06/22/2017	ENVIRONMENTAL SCIENCE &	1,432.75
96048	06/22/2017	GILLIG CORPORATION	4,016.62
96049	06/22/2017	GRAINGER INC	2,995.00
96050	06/22/2017	LEWIS AUDIO & VIDEO, INC.	461,687.25
96051	06/22/2017	LTD & ATU PENSION TRUST	95,941.02
96052	06/22/2017	LTD SALARIED EMP. PENSION PLAN	95,706.04
96053	06/22/2017	MOHAWK MANUFACTURING & SUPPLY	241.85
96054	06/22/2017	MOTION & FLOW CONTROL PRD, INC	348.69
96055	06/22/2017	MUNCIE TRANSIT SUPPLY	570.07
96056	06/22/2017	MYRMO & SONS	1,542.62
96057	06/22/2017	OFFICEMAX CONTRACT, INC.	82.91
96058	06/22/2017	SMART SNACKS-PORTLAND LLC	836.50
96059	06/22/2017	SPECIAL MOBILITY SERVICES INC.	234,400.70
96060	06/22/2017	TRAPEZE ITS USA, LLC	55,125.00
96061	06/22/2017	UNITED WAY OF LANE COUNTY	554.00
96062	06/22/2017	WANNAMAHER CONSULTING, INC.	7,280.00
96063	06/30/2017	BARRETT BUSINESS SERVICES INC	10,179.16
96064	06/30/2017	BATTERIES PLUS	1,559.80
96065	06/30/2017	CAMP CREEK ELECTRIC, LLC	2,000.00
96066	06/30/2017	WINONA J CARLSON	111.20
96067	06/30/2017	CINTAS CORPORATION	1,821.73
96068	06/30/2017	CITY OF EUGENE	37,712.96
96069	06/30/2017	DHS RECEIPTING & TRUST	90,350.67

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## Check History Listing

6/30/2017 06:08 PM  
Page 5 of 6

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
96070	06/30/2017	TALLMADGE DOYLE	24,139.00
96071	06/30/2017	DUKANE RADIATOR & SHEETMETAL	452.62
96072	06/30/2017	ELMS LANDSCAPE MAINTENANCE INC	7,439.00
96073	06/30/2017	ERGOFLEX CONSULTING, INC.	179.00
96074	06/30/2017	EUGENE FORMS, INC.	283.70
96075	06/30/2017	EUGENE WATER & ELECTRIC BOARD	208.73
96076	06/30/2017	EUGENE WATER & ELECTRIC BOARD	4,331.32
96077	06/30/2017	HERSHNER HUNTER	504.00
96078	06/30/2017	IVIEW SYSTEMS	8,836.97
96079	06/30/2017	KAISER BRAKE & ALIGNMENT INC.	159.00
96080	06/30/2017	LANE COMMUNITY COLLEGE	72.75
96081	06/30/2017	LOOMIS ARMORED US, LLC	5,468.12
96082	06/30/2017	GERALD P MORSELLO	800.00
96083	06/30/2017	NIELSEN FASTENER	112.45
96084	06/30/2017	OFFICE WORLD	2,332.08
96085	06/30/2017	OGLETREE, DEAKINS, NASH, SMOAK	13,133.45
96086	06/30/2017	OREGON SPINE/PHYSICAL THERAPY	95.00
96087	06/30/2017	OREGON STATE POLICE	160.00
96088	06/30/2017	RECORDXPRESS OF CALIFORNIA,LLC	62.93
96089	06/30/2017	DON ROSS	650.00
96090	06/30/2017	SAIF CORPORATION	282,226.00
96091	06/30/2017	SMALL WORLD AUTO CENTER, INC	156.04
96092	06/30/2017	SPECIAL DISTRICTS INSURANCE SV	1,808.01
96093	06/30/2017	SPRINGFIELD UTILITY BOARD	461.19
96094	06/30/2017	SUNSHINE PLANT CARE	300.00
96095	06/30/2017	TFS-PORTLAND	2,591.74
96096	06/30/2017	THERMO KING NORTHWEST, INC.	885.56
96097	06/30/2017	VERIZON WIRELESS	30.92
96098	06/30/2017	THE AFTERMARKET PARTS COMPANY LLC	3,363.75
96099	06/30/2017	ART THREAD, LLC	86,960.81
96100	06/30/2017	DOUGLAS M. BARBER	6,000.00
96101	06/30/2017	BEDFORD FALLS, LLC	364.50
96102	06/30/2017	BELL+FUNK	44,312.75
96103	06/30/2017	C & K PETROLEUM EQUIPMENT CO,	9,784.80
96104	06/30/2017	CENTRO LATINO AMERICANO	34.80
96105	06/30/2017	COMPONENTS HANDLING, INC.	741.14
96106	06/30/2017	CUMMINS NORTHWEST, INC.	38,150.00
96107	06/30/2017	EDGE CONSTRUCTION SUPPLY INC	2,248.75
96108	06/30/2017	GLORIA, J GALLARDO	10,000.00
96109	06/30/2017	GILLIG CORPORATION	6,266.08
96110	06/30/2017	GRAINGER INC	76.84
96111	06/30/2017	IVOXY CONSULTING, LLC.	41,656.80
96112	06/30/2017	LANE COUNCIL OF GOVERNMENTS	1,625.94
96113	06/30/2017	LEWIS AUDIO & VIDEO, INC.	10,283.86
96114	06/30/2017	MOTION & FLOW CONTROL PRD, INC	25.62
96115	06/30/2017	NORTHWEST INFORMATION SVCS	412.50
96116	06/30/2017	RICOH USA, INC.	26,763.23
96117	06/30/2017	TIM SIMON	648.00
96118	06/30/2017	SITECRAFTING, INC.	400.00
96119	06/30/2017	SMITH DAWSON & ANDREWS, INC.	2,415.00
96120	06/30/2017	SPECIAL MOBILITY SERVICES INC.	209,665.20
96121	06/30/2017	SPRAGUE PEST SOLUTIONS	115.00
96122	06/30/2017	TRAPEZE ITS USA, LLC	493,493.64
96123	06/30/2017	WOODBURY ENERGY CO. INC.	63,563.00

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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
91070117	06/30/2017	BENEFIT PLANS ADMIN SVCS, LLC	24,740.00
92070117	06/30/2017	BENEFIT PLANS ADMIN SVCS, LLC	614.00
802266686	06/09/2017	VALIC %CHASE BANK OF TEXAS	83,843.00
802286218	06/23/2017	VALIC %CHASE BANK OF TEXAS	71,743.94
803131385	06/14/2017	INTERNAL REVENUE SERVICE-EFTPS	69.09
803312113	06/02/2017	BANK OF AMERICA	24.90
803312118	06/02/2017	BANK OF AMERICA	1,873.99
803312119	06/02/2017	BANK OF AMERICA	2,209.10
810160607	06/09/2017	OREGON DEPARTMENT OF REVENUE	47,753.64
813564659	06/23/2017	MASS MUTUAL FINANCIAL GROUP	3,588.11
816474653	06/09/2017	MASS MUTUAL FINANCIAL GROUP	3,512.68
818160621	06/23/2017	OREGON DEPARTMENT OF REVENUE	48,054.87
822160612	06/16/2017	OREGON DEPARTMENT OF REVENUE	113.61
824160531	06/07/2017	OREGON DEPARTMENT OF REVENUE	5.02
852293771	06/23/2017	OREGON DEPARTMENT OF JUSTICE	1,759.00
853409187	06/09/2017	OREGON DEPARTMENT OF JUSTICE	1,759.00
853937990	06/09/2017	INTERNAL REVENUE SERVICE-EFTPS	199,169.93
867160609	06/14/2017	OREGON DEPARTMENT OF REVENUE	15.43
872265516	06/07/2017	INTERNAL REVENUE SERVICE-EFTPS	121.54
884179107	06/23/2017	INTERNAL REVENUE SERVICE-EFTPS	200,596.09
893449361	06/16/2017	INTERNAL REVENUE SERVICE-EFTPS	522.33
291 <b>Checks</b>			<b>\$7,178,774.46</b>



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** July 19, 2017

**ITEM TITLE:** MONTHLY PERFORMANCE REPORTS

**PREPARED BY:** Planning and Development

**ACTION REQUESTED:** None

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**BACKGROUND:**

In response to a request by the Board for regular reporting on the District's performance in several areas, monthly performance reports are provided for the Board's information. On a quarterly basis, staff will present a review of key metrics that are trending in the performance report.

**ATTACHMENTS:**

- 1) April 2017 Performance Reports
- 2) May 2017 RideSource Activity and Productivity Reports

**PROPOSED MOTION:** None

## LANE TRANSIT DISTRICT April 2017 Performance Report

05-July-2017

Performance Measure	Current Month	Prior			Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change
		Year's Month	% Change							
<b>Fixed Route Service</b>										
Passenger Boardings	906,718	948,307	- 4.4%	8,433,487	8,541,989	- 1.3%	10,139,876	10,238,912	- 1.0%	
Mobility Assisted Riders	12,259	14,717	- 16.7%	128,520	136,051	- 5.5%	157,234	163,586	- 3.9%	
<u>Average Passenger Boardings:</u>										
Weekday	37,702	38,407	- 1.8%	33,140	33,946	- 2.4%	33,200	33,959	- 2.2%	
Saturday	19,304	20,014	- 3.5%	18,960	19,471	- 2.6%	18,782	19,227	- 2.3%	
Sunday	11,233	10,425	+ 7.8%	10,631	9,893	+ 7.5%	10,503	9,686	+ 8.4%	
Monthly Revenue Hours	23,239	22,661	+ 2.6%	232,886	223,168	+ 4.4%	277,728	265,459	+ 4.6%	
Boardings Per Revenue Hour	39.0	41.8	- 6.8%	36.21	38.28	- 5.4%	36.51	38.57	- 5.3%	
Weekly Revenue Hours	5,367	5,233	+ 2.6%	5,378	5,120	+ 5.0%	5,345	5,093	+ 5.0%	
Weekdays	20	21		217	215		261	257		
Saturdays	5	5		44	43		52	52		
Sundays	5	4		43	45		52	55		

### Passenger Revenues & Sales

Passenger revenues and sales information will be updated in the online version of the performance report when the April 2017 financial reports are presented to the Board of Directors in the July Board packet.

Go to <https://www.ltd.org/monthly-performance-reports> to access the updated report at that time.

### Fleet Services

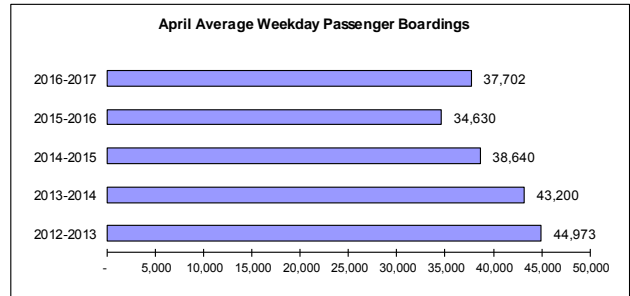
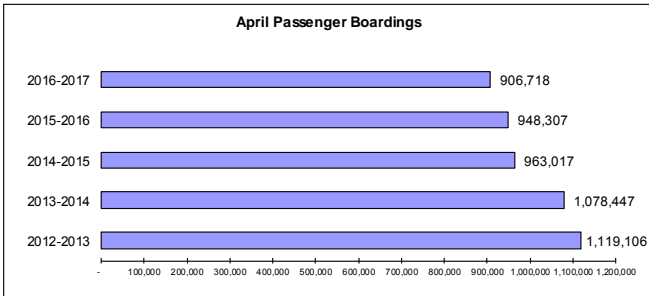
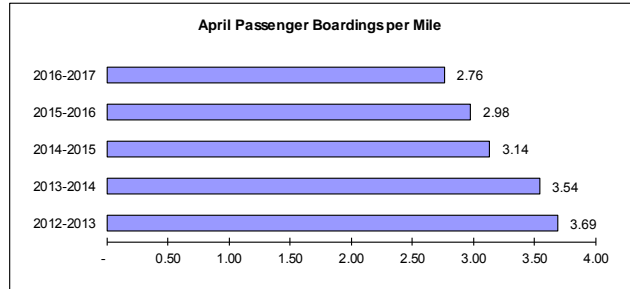
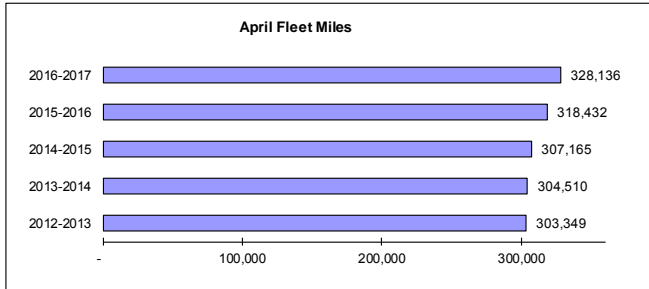
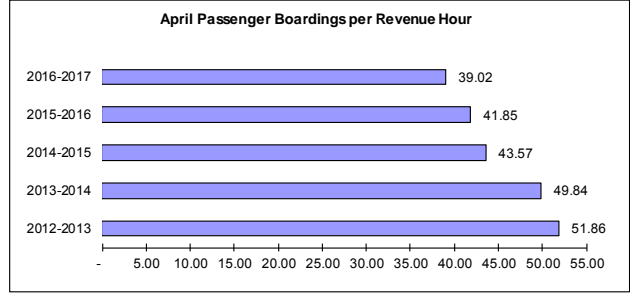
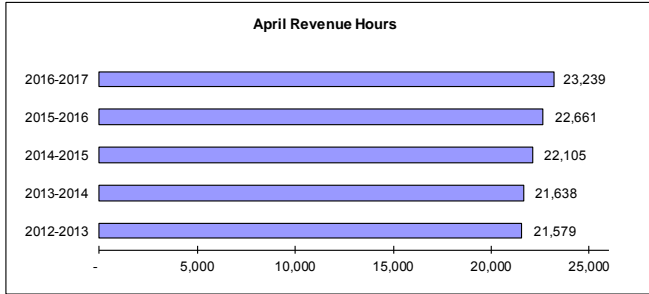
Fleet Miles	328,136	318,432	+ 3.0%	3,254,101	3,119,130	+ 4.3%	3,885,488	3,707,120	+ 4.8%
Average Passenger Boardings/Mile	2.76	2.98	- 7.2%	2.59	2.74	- 5.4%	2.61	2.76	- 5.5%
Fuel Cost	\$155,790	\$289,706	- 46.2%	\$2,136,321	\$1,478,438	+ 44.5%	\$2,744,707	\$1,837,652	+ 49.4%
Fuel Cost Per Mile	\$0.475	\$0.910	- 47.8%	\$0.657	\$0.474	+ 38.5%	\$0.706	\$0.496	+ 42.5%
Repair Costs	\$299,565	\$208,395	+ 43.7%	\$2,589,328	\$2,303,700	+ 12.4%	\$3,045,870	\$2,724,752	+ 11.8%
Total Repair Cost Per Mile	\$0.913	\$0.654	+ 39.5%	\$0.796	\$0.739	+ 7.7%	\$0.784	\$0.735	+ 6.7%
Preventive Maintenance Costs	\$41,115	\$33,581	+ 22.4%	\$359,714	\$317,137	+ 13.4%	\$434,995	\$373,587	+ 16.4%
Total PM Cost Per Mile	\$0.125	\$0.105	+ 18.8%	\$0.111	\$0.102	+ 8.7%	\$0.112	\$0.101	+ 11.1%
Mechanical Road Calls	39	23	+ 69.6%	332	395	- 15.9%	399	483	- 17.4%
Miles/Mech. Road Call	8,414	13,845	- 39.2%	9,802	7,897	+ 24.1%	9,738	7,675	+ 26.9%

### Special Mobility Service

Data Unavailable at Time of Printing

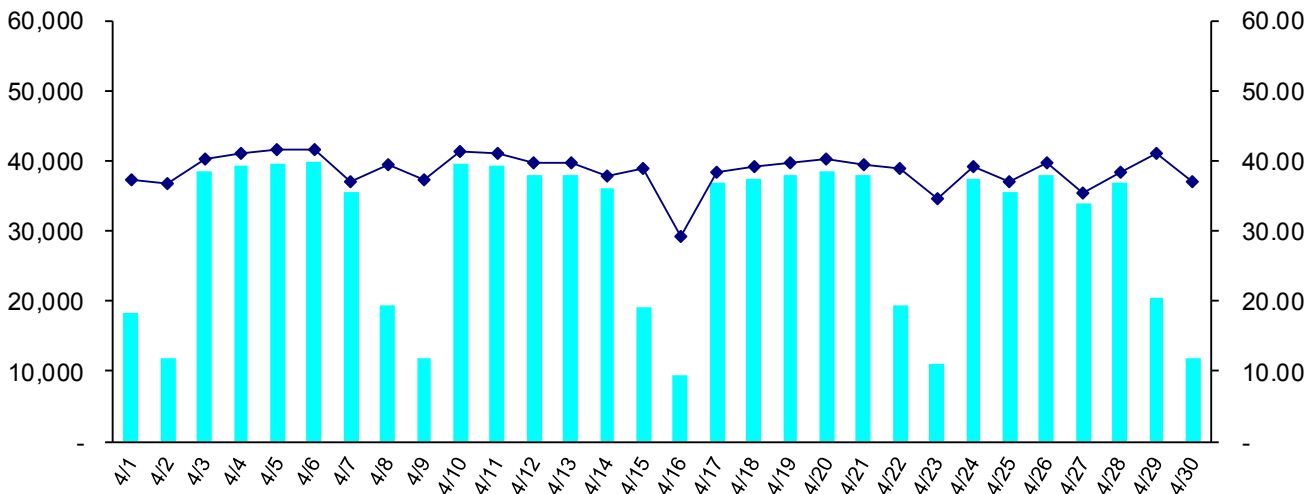
SMS Rides*	-	16,296	-	130,582	159,234	- 18.0%	161,642	191,715	- 15.7%
SMS Ride Refusals*	-	-	+ 0.0%	-	8	- 100.0%	-	8	- 100.0%
RideSource*	-	7,424	-	64,754	74,087	- 12.6%	79,525	89,389	- 11.0%
RideSource Refusals*	-	-	+ 0.0%	-	2	- 100.0%	-	4	- 100.0%

\*Some SMS data was unavailable. This report will be updated once the data becomes available.



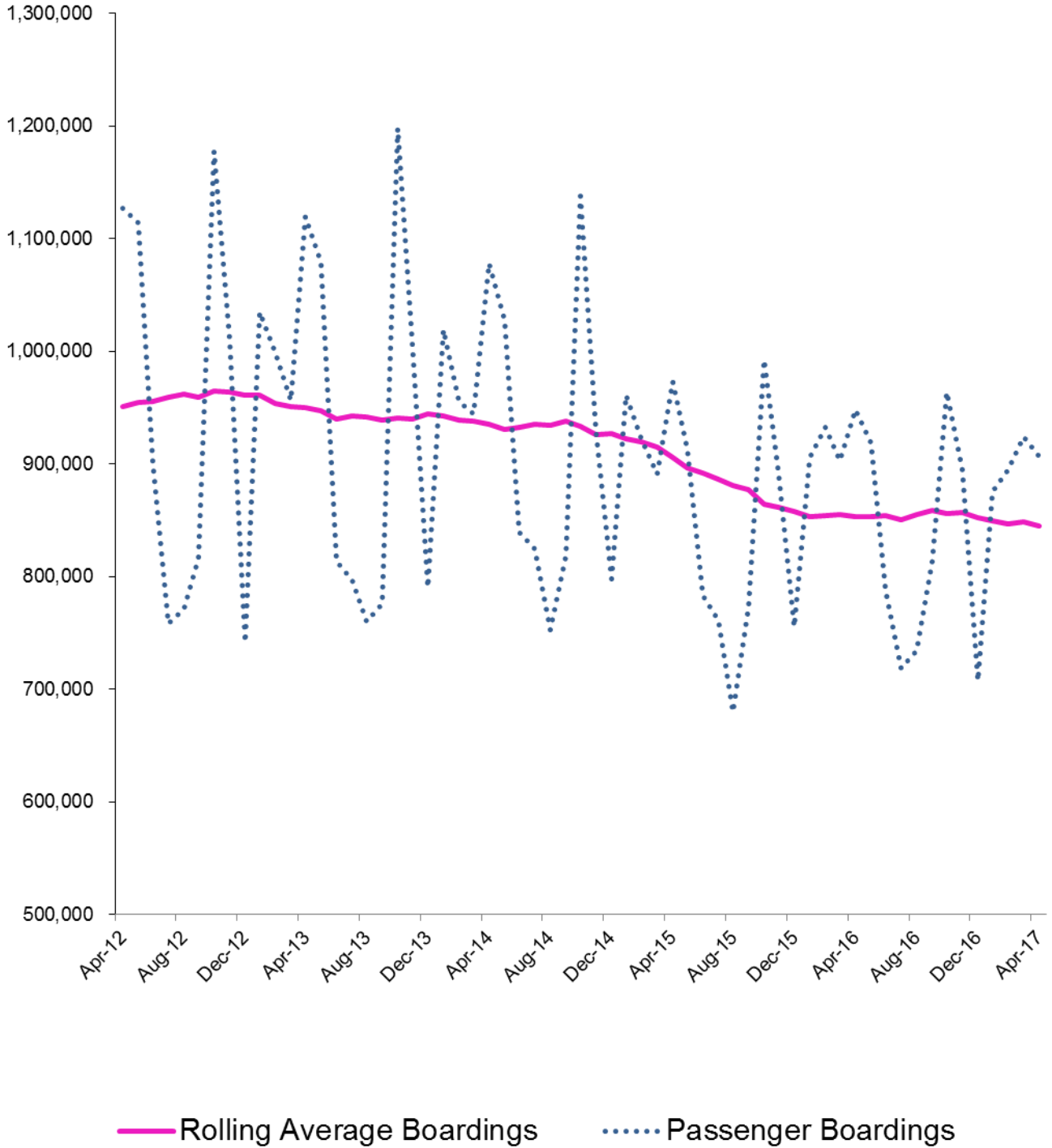
## Daily Ridership Recap April 2017

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
4/1/2017	Saturday	Saturday	18,187	393	489	37.19
4/2/2017	Sunday	Sunday	11,814	195	322	36.69
4/3/2017	Monday	Weekday	38,455	622	957	40.18
4/4/2017	Tuesday	Weekday	39,182	599	954	41.07
4/5/2017	Wednesday	Weekday	39,686	570	956	41.51
4/6/2017	Thursday	Weekday	39,935	490	959	41.64
4/7/2017	Friday	Weekday	35,396	359	956	37.03
4/8/2017	Saturday	Saturday	19,465	320	493	39.48
4/9/2017	Sunday	Sunday	11,933	245	321	37.17
4/10/2017	Monday	Weekday	39,458	558	956	41.27
4/11/2017	Tuesday	Weekday	39,185	480	954	41.07
4/12/2017	Wednesday	Weekday	38,047	471	957	39.76
4/13/2017	Thursday	Weekday	38,064	363	959	39.69
4/14/2017	Friday	Weekday	36,167	473	959	37.71
4/15/2017	Saturday	Saturday	19,124	336	492	38.87
4/16/2017	Sunday	Sunday	9,373	178	322	29.11
4/17/2017	Monday	Weekday	36,792	444	959	38.36
4/18/2017	Tuesday	Weekday	37,435	487	959	39.04
4/19/2017	Wednesday	Weekday	37,993	416	960	39.58
4/20/2017	Thursday	Weekday	38,495	393	960	40.10
4/21/2017	Friday	Weekday	37,949	544	961	39.49
4/22/2017	Saturday	Saturday	19,316	312	496	38.94
4/23/2017	Sunday	Sunday	11,134	177	321	34.69
4/24/2017	Monday	Weekday	37,530	428	956	39.26
4/25/2017	Tuesday	Weekday	35,423	475	959	36.94
4/26/2017	Wednesday	Weekday	38,012	395	961	39.55
4/27/2017	Thursday	Weekday	33,986	480	961	35.37
4/28/2017	Friday	Weekday	36,844	506	958	38.46
4/29/2017	Saturday	Saturday	20,427	354	499	40.94
4/30/2017	Sunday	Sunday	11,911	196	323	36.88
<b>Totals</b>			<b>906,718</b>	<b>12,259</b>	<b>23,239</b>	<b>39.02</b>



# LANE TRANSIT DISTRICT

## Five Year History of Passenger Boardings



### Special Mobility Services: RideSource Activity and Productivity Information

May-17	Prior			Current YTD	Previous YTD	%	Current		
	Current Month	Year's Month	% Change				Current 12 Month	Prior 12 Month	% Change
<b>RideSource Ridership</b>	16,222	15,567	4.2%	162,603	175,556	-7.4%	178,169	192,247	-7.3%
RideSource(All Modes)	14,173	13,347	6.2%	139,906	148,436	-5.7%	152,410	162,599	-6.3%
Shopper	523	576	-9.2%	5,438	6,405	-15.1%	5,979	7,103	-15.8%
Escort Volunteers-Metro	1,125	1,312	-14.3%	12,669	15,138	-16.3%	14,529	16,399	-11.4%
Escort Volunteers-Rural	401	332	20.8%	4,590	5,577	-17.7%	5,251	6,146	-14.6%
<b>RideSource Cost per Ride*</b>	-	\$ 26.55	-	-	\$ 23.61	-	-	\$ 23.61	-
RideSource(All Modes)*	-	\$ 29.88	-	-	\$ 26.79	-	-	\$ 26.79	-
RideSource Shopper*	-	\$ 13.16	-	-	\$ 12.33	-	-	\$ 12.21	-
RideSource Escort*	-	\$ 4.27	-	-	\$ 4.30	-	-	\$ 4.29	-
<b>Ride Reservations</b>	14,855	14,681	1.2%	154,637	165,589	-6.6%	168,750	181,347	-6.9%
Cancelled Number	1,484	1,416	4.8%	19,021	16,755	13.5%	20,492	18,233	12.4%
Cancelled % of Total	9.99%	9.65%		12.30%	10.12%		12.14%	10.05%	
No-Show Number	66	65	1.5%	784	1058	-25.9%	857	1,209	-29.1%
No-Show % of Total	0.44%	0.44%		0.51%	0.64%		0.51%	0.67%	
Ride Refusals Number*	-	-	0.0%	-	8	-100.0%	-	8	-100.0%
Ride Refusals % of Total*	0.00%	0.00%		0.00%	0.00%		0.00%	0.00%	
<b>Service Hours</b>	9,175	8,145	12.6%	91,123	87,781	3.8%	99,299	96,044	3.4%
Agency Staff	9,175	8,062	13.8%	91,117	86,765	5.0%	99,211	94,900	4.5%
Agency SMS Volunteer*	-	83	-100.0%	6	1,016	-99.4%	88	1,144	-92.3%

Avg. Trips/Service Hr.	1.60	1.71	-6.4%	1.60	1.76	-9.1%	1.60	1.77	-9.6%
<b>RideSource System Miles</b>	108,463	98,805	9.8%	1,080,754	1,101,558	-1.9%	1,176,651	1,206,828	-2.5%
Avg. Miles/Trip	7.38	7.10	4.0%	7.44	7.11	4.5%	7.43	7.11	4.5%
Miles/Vehicle Hour	11.82	12.13	-2.5%	11.86	12.55	-5.5%	11.85	12.57	-5.7%
<b>On-Time Performance %</b>	88.8%	87.2%	1.8%	87.4%	86.5%	1.1%	87.3%	86.3%	1.2%
Sample	12,647	12,049		126,985	135,680		138,430	148,624	
On-Time	11,227	10,510		110,996	117,330		120,912	128,303	

- RideSource (All Modes) includes all rides except Shopper, Escort, & Taxi

- Escort Volunteers-Metro includes in-district volunteer rides and SMS volunteer escort rides.- Escort Volunteers-Rural is out of district volunteer rides.

- RideSource System Miles includes miles by volunteers in agency vehicles.

- On-Time Performance reflects a 100% sample of all rides with scheduled pickup times, plus will-call rides. The standard is +/- 10 minutes for scheduled pickups and within 30 minutes of will-call request.

\* Some SMS data was unavailable. This report will be updated once additional data becomes available.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** July 19, 2017

**ITEM TITLE:** MONTHLY DEPARTMENT REPORTS

**PREPARED BY:** Aurora Jackson, General Manager

**ACTION REQUESTED:** None

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**BACKGROUND:**

Monthly reports on activities within departments and throughout the District are provided for the Board's information.

**ATTACHMENT:** Monthly Department Reports – July 2017





## MONTHLY DEPARTMENT REPORTS

July 19, 2017

### OFFICE OF THE GENERAL MANAGER

*Aurora Jackson, General Manager*

There is no department report this month.

### SERVICE DELIVERY

*Mark Johnson, Assistant General Manager*

#### **POINT2POINT**

*Theresa Brand, Transportation Options Manager*

Point2point staff attended the quarterly Statewide Transportation Options Working Group meeting and the ToGo (Transportation Options Group of Oregon) Board meeting in June.

#### **School Programs:**

The Safe Routes to School program is participating in community events throughout the region this summer with engagement activities focused on safe walking and bicycling. Key summer initiatives that SRTS program is working on include a push to identify and prioritize infrastructure needs around schools, creating back-to-school packets, creating a communications strategy, and finalizing the six-year strategic plan. A day-retreat for SRTS coordinators is scheduled for early September and will be an opportunity to coordinate efforts identified in the strategic plan.

#### **Education and Outreach**

Point2point provided transportation options information at the following employer and community events:

- June 3 – We Are Bethel
- June 6 – UO New Employee Orientation
- June 9 – IntroDUCKtion
- June 24 – Oregon State Hospital, Junction City
- June 30 – IntroDUCKtion

**CarShare Program**

May 2017 statistics for the regional Carshare program operated by Enterprise CarShare:  
 (CarShare reporting experiences a 30-day lag)

Measure	Current Month	Prior Year's Month	Current YTD	Previous YTD
Cars in Fleet	5	8	5	8
New Members	0	7	35	88
Reservations	87	152	942	1,616
Hours	419	1,012	5,214	8,241
Fleet Utilization	12%	17%	10%	12%

**Drive Less Connect/Oregon Drive Less Challenge**

Point2point has begun planning for the Oregon Drive Less Challenge scheduled for September 16–30. The solicitation of prize donations and local sponsors has begun. During June, Point2point was pledged around \$400 worth of prize donations.

Lane County Drive Less Connect (DLC) statistics for June are:

	Current Month	Prior Year's Month	Current YTD	Previous YTD
New Users	16	16	957	621
Ridematch Searches Performed	25	14	605	666
Match Success Rate	56%	71%	34%	32%
Ridematch Requests Sent	4	3	144	204
Non SOV Miles Reported	21,580	22,201	444,762	626,895
Non SOV Trips Reported	929	1,481	34,038	49,274
CO2 Savings	16,048	16,341	328,852	410,461

**Vanpool Program**

May statistics: (*vanpool reporting experiences a 30-day lag*)

Measure	Current Month	Prior Year's Month	Current YTD	Previous YTD
# of Vanpools	17	17	17	17
# of Riders	146	141	147	160
Passenger Boardings	3,802	3,639	37,746	37,644
Total Passenger Miles	187,996	205,849	2,054,318	2,218,667
CO2 Reduced	114,301	125,156	1,249,025	1,348,949

**ADMINISTRATION**

*Roland Hoskins, Assistant General Manager*

There is no department report this month.

**PUBLIC AFFAIRS**

*Edward McGlone, Director of Public Affairs*

There is no department report this month.

**PLANNING AND DEVELOPMENT**

*Tom Schwetz, Director of Planning and Development*

There is no department report this month.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** July 19, 2017

**ITEM TITLE:** ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

**PREPARED BY:** Camille Straub, Clerk of the Board

**ACTION REQUESTED:** None

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**BACKGROUND:**

Attached is a calendar of Action or Information items that will be included on the agenda for future Board meetings.

**ATTACHMENTS:** LTD Board Meeting Annual Agenda Calendar

XII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

LTD Board Meeting Annual Calendar

Action Items  
Information Items

2017-18

<p style="text-align: center;"><b>June: 6/21/2017</b></p> <p><b>Regular BD Meeting:</b></p> <ul style="list-style-type: none"> <li>● Executive Session (Closed)</li> <li>● Procurement Policy</li> <li>● Committee Member Appointment</li> <li>● Pension Trustee-elect Selection</li> <li>● FY 2016 Financial Report (CAFR)</li> <li>● BCC Report</li> <li>● Legislative Update</li> <li>● EmX West Launch Update</li> </ul> <p><b>Work Session:</b> None</p>	<p style="text-align: center;"><b>July: 7/19/2017</b></p> <p><b>Regular BD Meeting:</b></p> <ul style="list-style-type: none"> <li>● Board Service Committee</li> <li>● BCC Update</li> <li>● EmX Project Update</li> <li>● End of Session Legislative Update</li> </ul> <p><b>Work Session:</b></p> <ul style="list-style-type: none"> <li>● FTA Transit oriented Grant-Zach Galloway City of Eugene – Sasha</li> <li>● Board Support</li> <li>● SharePoint Training</li> </ul>	<p style="text-align: center;"><b>August: 8/16/2017</b></p> <p style="text-align: center;"><b>NO MEETING</b></p>
<p style="text-align: center;"><b>September: 9/20/2017</b></p> <p><b>Regular BD Meeting:</b></p> <ul style="list-style-type: none"> <li>● Contract Claims Review Policy (?)</li> <li>● DBE – POP Agreement</li> <li>● MOU w/LCOG</li> <li>● ESMS/Sustainability</li> <li>● Strategic Plan Update</li> <li>● Rural Services Update</li> </ul> <p><b>Work Session:</b></p> <ul style="list-style-type: none"> <li>●</li> </ul>	<p style="text-align: center;"><b>October: 10/18/2017</b></p> <p><b>Regular BD Meeting:</b></p> <ul style="list-style-type: none"> <li>● CIP/LRFP Public Hearing (?)</li> <li>● Contract Claims Review Policy (?)</li> </ul> <p><b>Work Session:</b></p> <ul style="list-style-type: none"> <li>● Parliamentary Procedure Training</li> </ul>	<p style="text-align: center;"><b>November: 11/15/2017</b></p> <p><b>Regular BD Meeting:</b></p> <ul style="list-style-type: none"> <li>● CIP/LRFP Adoption (?)</li> </ul> <p><b>Work Session:</b></p> <ul style="list-style-type: none"> <li>●</li> </ul>
<p style="text-align: center;"><b>December: 12/20/2017</b></p> <p><b>Regular BD Meeting:</b></p> <p>Consider alternate dates – 12/13 or 12/18</p> <p><b>Work Session:</b></p> <ul style="list-style-type: none"> <li>●</li> </ul>	<p style="text-align: center;"><b>January: 1/17/2018</b></p> <p><b>Regular BD Meeting:</b></p> <ul style="list-style-type: none"> <li>● FY 2017 Financial Report</li> </ul> <p><b>Work Session:</b></p> <ul style="list-style-type: none"> <li>●</li> </ul>	<p style="text-align: center;"><b>February: 2/21/2018</b></p> <p><b>Regular BD Meeting:</b></p> <ul style="list-style-type: none"> <li>●</li> </ul> <p><b>Work Session:</b></p> <ul style="list-style-type: none"> <li>● Ethics Training</li> <li>● BOARD RETREAT-Determine Date</li> </ul>
<p style="text-align: center;"><b>March 3/21/2018</b></p> <p><b>Regular BD Meeting:</b></p> <ul style="list-style-type: none"> <li>●</li> </ul> <p><b>Work Session:</b></p> <ul style="list-style-type: none"> <li>●</li> </ul>	<p style="text-align: center;"><b>April 4/18/2018</b></p> <p><b>Regular BD Meeting:</b></p> <ul style="list-style-type: none"> <li>● FY 2018 Budget Public Hearing</li> </ul> <p><b>Work Session:</b></p> <ul style="list-style-type: none"> <li>●</li> </ul>	<p style="text-align: center;"><b>May 5/16/2018</b></p> <p><b>Regular BD Meeting:</b></p> <ul style="list-style-type: none"> <li>● FY 2018 Budget Adoption</li> </ul> <p><b>Work Session:</b></p> <ul style="list-style-type: none"> <li>●</li> </ul>

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** July 19, 2017

**ITEM TITLE:** ITEMS FOR ACTION OR INFORMATION AT A FUTURE MEETING - REQUESTED BY THE BOARD

**PREPARED BY:** Camille Straub, Clerk of the Board

**ACTION REQUESTED:** None

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**BACKGROUND:**

Listed below are Action or Information items that the Board has requested be included on the agendas for future Board meetings.

- A. **Disadvantaged Business Enterprise (DBE)**: In Fall 2017 the Board will be provided with information related to LTD's DBE program.



# business commute challenge

Cody Franz  
Acting Outreach and Special Events Coordinator  
Point2point at Lane Transit District

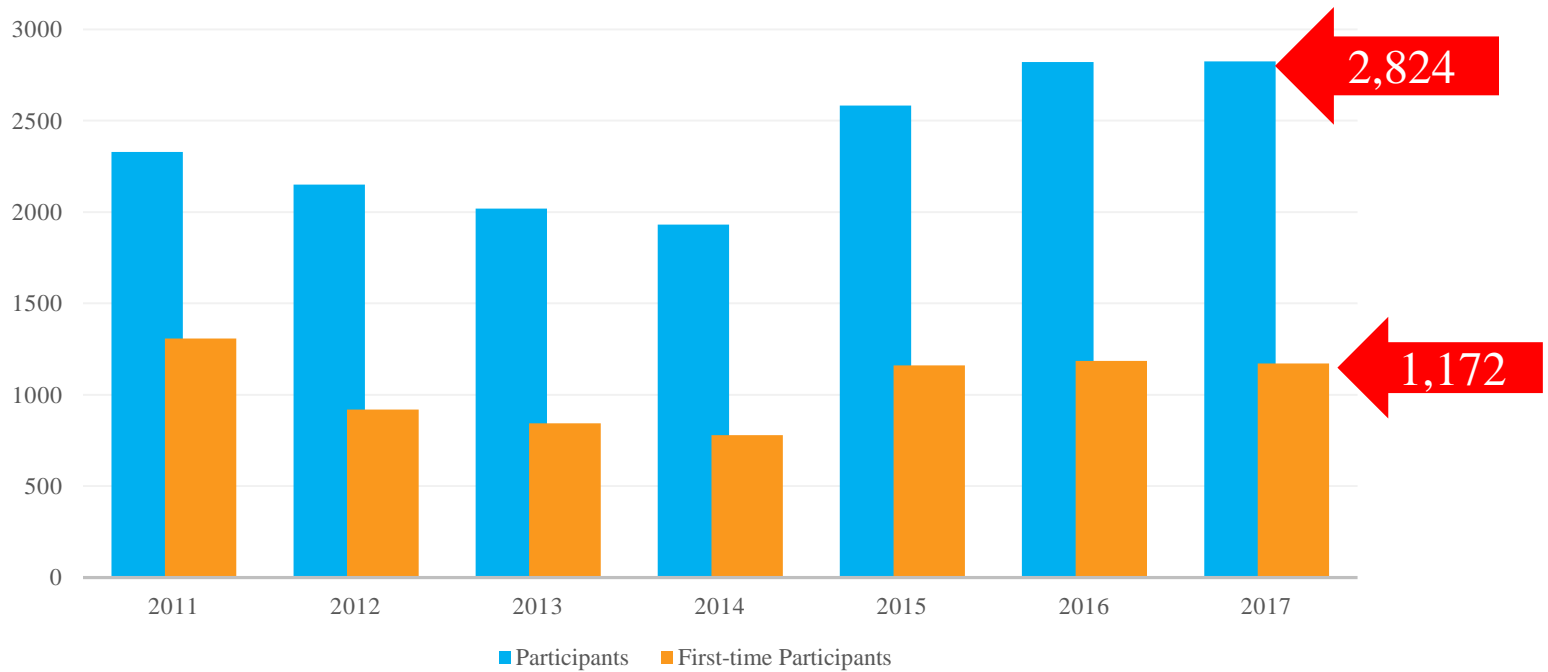


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# 2017 Results

## BCC Participants



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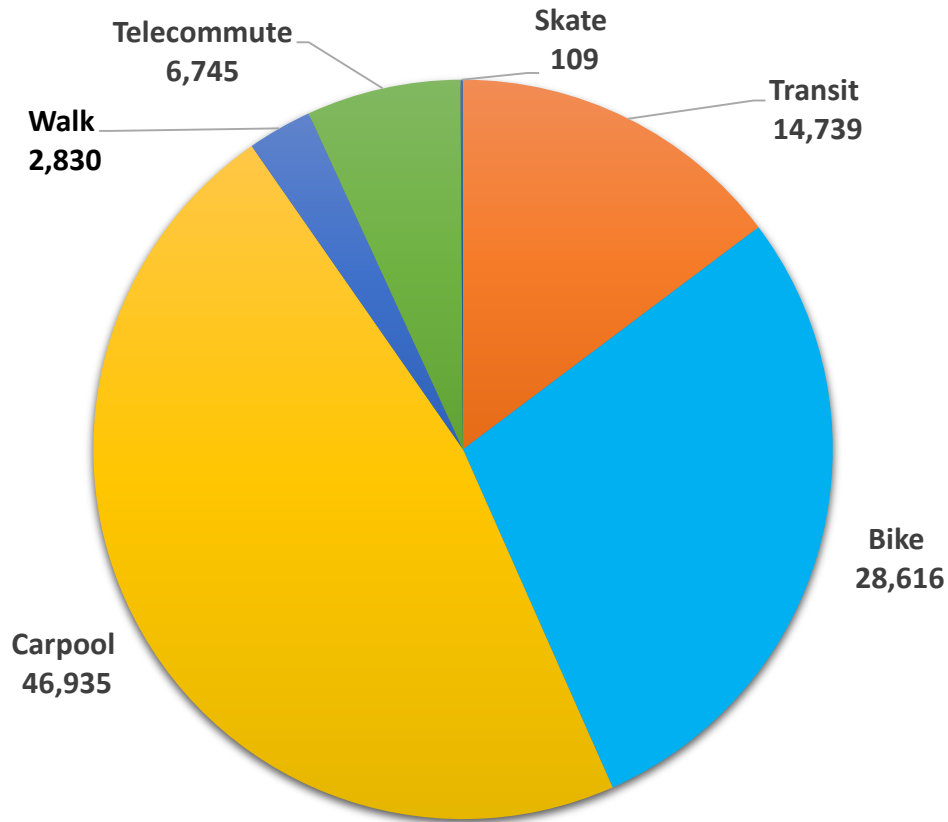




# Miles Traveled Per Mode During BCC

Total miles = 100,162

**← New Record!**

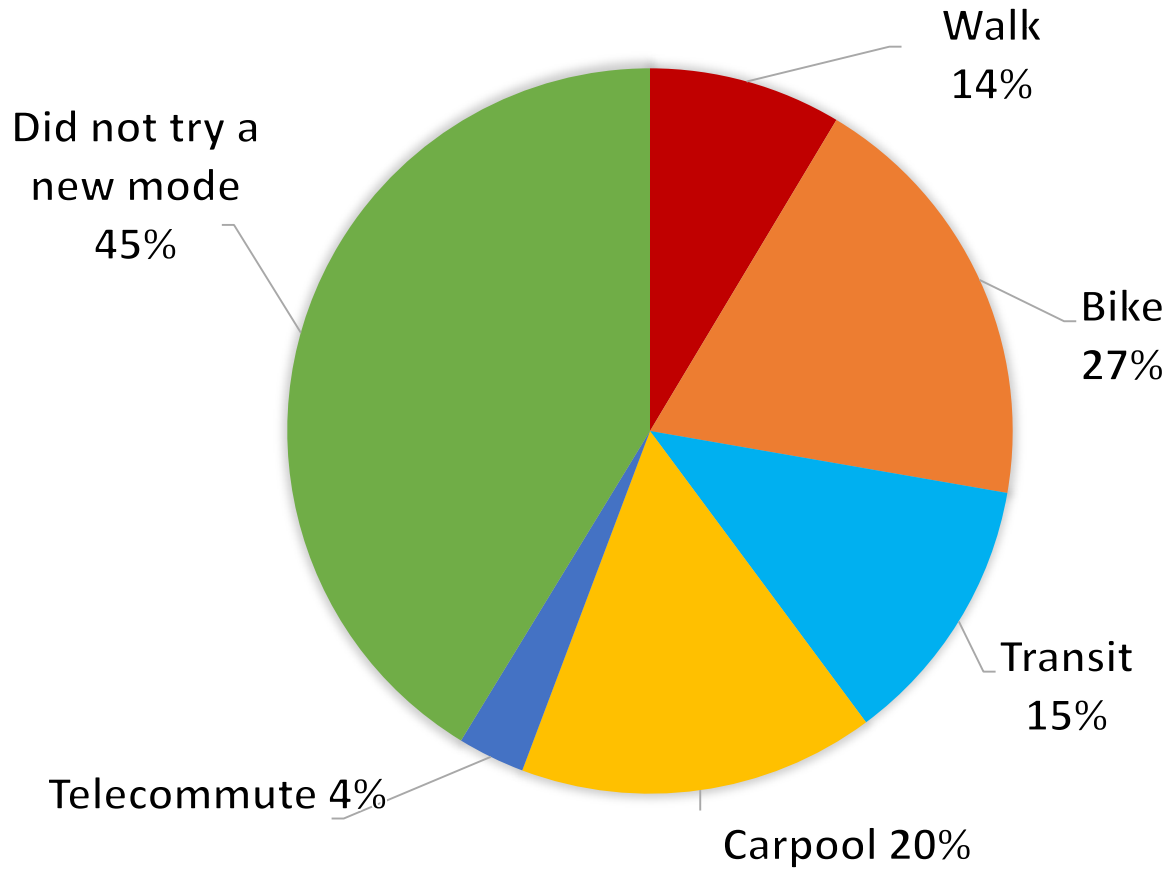


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# Tried a New Mode During BCC

Based on the Post BCC Survey, 22% response rate



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# Partnerships



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# Events

## Kick-off Party at Oakshire Brewing



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# Eugene Poker Walkabout at NextStop Center



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# Transit Day



Point2point



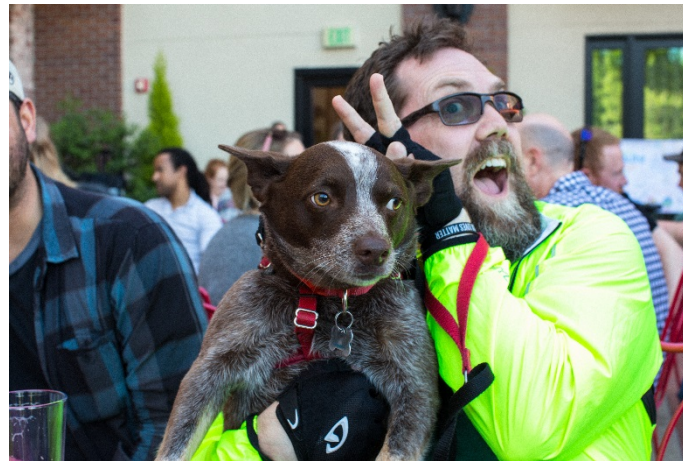
# Springfield Poker Walkabout at Nedco Sprout



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# Wrap-up Party at Sweet Cheeks Tasting Room



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# Follow-up

Post-Event survey emailed to all participants with a 22% response rate

- Typical commute mode prior to the BCC
- Frequency of using that mode
- Try a new mode during the BCC
- Level of satisfaction with the event

6-Month Post Survey emailed to all participants

- Participants will be asked the same questions
- Determine long-term mode shift or increase in frequency



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## Quote from Post-BCC Survey

*"I always drive to work, even though I live rather close. I decided to dive in and commit to commuting by walking for a whole week. I learned that the distance from my front door to the front door of my office is exactly 1 mile! Knowing that it's such a short distance has encouraged me to walk to work more frequently, especially if the weather is nice."*



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# Questions?



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