



**LANE TRANSIT DISTRICT
BOARD OF DIRECTORS WORK SESSION/RETREAT MEETING**

Tuesday, February 20, 2018

Work Session/Retreat Meeting 12:30 p.m.

Oregon Trail Council – Boy Scouts of America Conference Room,

2525 Martin Luther King, Jr. Boulevard, Eugene

No public testimony will be heard at this meeting

AGENDA

	<u>Time</u>
I. CALL TO ORDER	
II. ROLL CALL	
<input type="checkbox"/> Wick <input type="checkbox"/> Yett <input type="checkbox"/> Wildish <input type="checkbox"/> Yeh <input type="checkbox"/> Reid <input type="checkbox"/> Necker <input type="checkbox"/> Nordin	
III. PRELIMINARY REMARKS BY BOARD PRESIDENT	
IV. BOARD AND STAFF LUNCH	12:00 p.m.
V. COMMENTS FROM THE GENERAL MANAGER	12:30 p.m.
<i>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.</i>	
VI. ANNOUNCEMENTS AND ADDITIONS TO AGENDA	12:32 p.m.
<i>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.</i>	
VII. RETREAT OVERVIEW [Aurora Jackson]	12:35 p.m.
<i>This agenda item provides an opportunity for the general manager to engage the Board of Directors about the topics for the retreat/work session.</i>	
VIII. LONG RANGE TRANSIT PLAN (LRTP), ROADMAP, AND MISSION STATEMENT [Aurora Jackson]	12:45 p.m.
<i>This agenda item provides an opportunity for staff to engage the Board of Directors in a discussion about the adopted LRTP, the Roadmap, and Mission Statement.</i>	
IX. COMPREHENSIVE OPERATIONAL ANALYSIS (COA) [Tom Schwetz]	1:30 p.m.
<i>This agenda item provides an opportunity for staff to update the Board of Directors about the status of the COA.</i>	

Time

1:50 p.m.

- X. STATE BILL 2017 – STATE TRANSPORTATION BILL
[Edward McGlone]

This agenda item provides an opportunity for staff to engage the Board of Directors in a discussion about the state transportation bill. Staff will provide an overview of the bill and its requirements, provide an update on the status of the rules and discuss the next steps. Staff will also engage the Board in a discussion about projects that meet the requirements of the transportation bill.

- XI. FARE POLICY – AD HOC COMMITTEE DISCUSSION

2:35 p.m.

The Board will discuss the development of an ad hoc committee to review the District's fare policy and how it addresses the communities' youth and low income.

- XII. EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO ORS 192.660(2)(d):
to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

3:30 p.m.

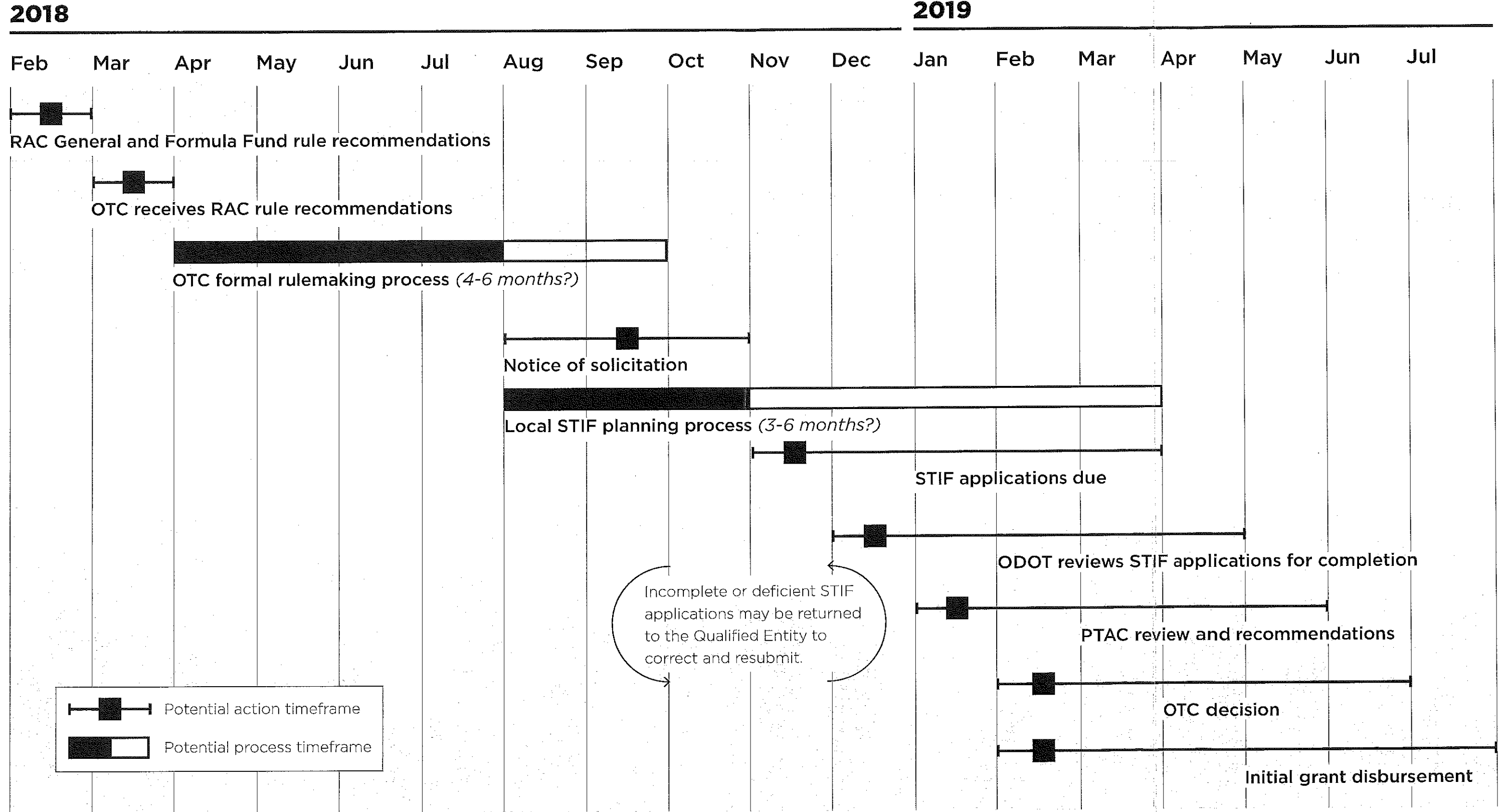
I move that the Board meet in Executive (Non-Public) Session pursuant to ORS 192.660(2)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

- XIII. 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.

Formula Fund Initial Implementation - FOR DISCUSSION

February 13, 2018



Note: Second grant disbursement expected January 2020.

LOW INCOME INDICATORS IN OREGON COUNTIES, 2016				
5-Year American Community Survey				
	% of Families Below the Poverty Level	% of Families Below 200% of the Poverty Level (inferred)	% of 65+ Householder Families Below the Poverty Level	Source:
Oregon County	10.5%	26.8%	4.2%	2016 5-Year ACS
Baker	10.1%	31.3%	4.4%	2016 5-Year ACS
Benton	8.3%	21.7%	2.3%	2016 5-Year ACS
Clackamas	6.3%	17.5%	2.9%	2016 5-Year ACS
Clatsop	10.1%	28.9%	3.1%	2016 5-Year ACS
Columbia	8.5%	24.5%	1.9%	2016 5-Year ACS
Coos	12.0%	33.9%	5.2%	2016 5-Year ACS
Crook	11.8%	35.4%	5.5%	2016 5-Year ACS
Curry	9.6%	34.0%	4.8%	2016 5-Year ACS
Deschutes	9.7%	24.4%	5.2%	2016 5-Year ACS
Douglas	13.3%	33.6%	5.0%	2016 5-Year ACS
Gilliam	2.7%	33.1%	1.3%	2016 5-Year ACS
Grant	10.6%	30.7%	2.0%	2016 5-Year ACS
Harney	12.4%	39.2%	2.8%	2016 5-Year ACS
Hood River	7.3%	21.9%	2.6%	2016 5-Year ACS
Jackson	12.6%	31.2%	4.5%	2016 5-Year ACS
Jefferson	13.4%	36.0%	3.9%	2016 5-Year ACS
Josephine	14.2%	37.0%	7.1%	2016 5-Year ACS
Klamath	13.4%	36.5%	4.8%	2016 5-Year ACS
Lake	12.1%	44.2%	4.4%	2016 5-Year ACS
Lane	11.4%	29.3%	3.9%	2016 5-Year ACS
Lincoln	12.8%	31.6%	4.7%	2016 5-Year ACS
Linn	12.2%	31.6%	4.7%	2016 5-Year ACS
Malheur	18.8%	42.9%	7.6%	2016 5-Year ACS
Marion	12.7%	31.9%	4.0%	2016 5-Year ACS
Morrow	11.4%	33.8%	0.9%	2016 5-Year ACS
Multnomah	11.2%	25.2%	5.4%	2016 5-Year ACS
Polk	10.2%	27.8%	2.6%	2016 5-Year ACS
Sherman	8.5%	26.1%	4.8%	2016 5-Year ACS
Tillamook	8.5%	31.1%	2.3%	2016 5-Year ACS
Umatilla	13.7%	33.4%	5.3%	2016 5-Year ACS
Union	12.1%	31.0%	4.6%	2016 5-Year ACS
Wallowa	12.6%	29.0%	5.1%	2016 5-Year ACS
Wasco	9.8%	30.7%	4.0%	2016 5-Year ACS
Washington	7.9%	20.4%	3.2%	2016 5-Year ACS
Wheeler	11.5%	30.1%	2.9%	2016 5-Year ACS
Yamhill	11.9%	27.3%	3.9%	2016 5-Year ACS

LOW INCOME INDICATORS IN OREGON COUNTIES, 2016				
1-Year American Community Survey				
	% of Families Below the Poverty Level	% of Families Below 200% of the Poverty Level	% of 65+ Householder Families Below the Poverty Level	Source:
Oregon County	8.5%	23.8%	3.7%	2016 1-year ACS
Baker				
Benton	8.0%	19.3%	0.9%	2016 1-year ACS
Clackamas	5.7%	14.6%	2.1%	2016 1-year ACS
Clatsop				
Columbia				
Coos				
Crook				
Curry				
Deschutes	6.2%	15.6%	2.9%	2016 1-year ACS
Douglas	11.5%	33.5%	5.1%	2016 1-year ACS
Gilliam				
Grant				
Harney				
Hood River				
Jackson	8.9%	27.4%	2.2%	2016 1-year ACS
Jefferson				
Josephine	14.3%	37.9%	10.5%	2016 1-year ACS
Klamath	13.0%	35.5%	1.6%	2016 1-year ACS
Lake				
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Wheeler				
Yamhill	9.4%	25.3%	7.8%	2016 1-year ACS

LONG RANGE TRANSIT PLAN (LRTP), ROADMAP, AND MISSION STATEMENT

**LTD Board Retreat
February 20, 2018**



LTD.org

Objectives

- **Review Long Range Transit Plan**
- **Review Mission-Vision and Roadmap**
- **Outline LTD's Emerging Planning Framework**



Why is the LRTP Important to the Board?

- the LRTP is about the long-term, the big picture for the organization.
- It is a reflection of LTDs vision and values, its mission.
- Board Leadership is in the control of the big picture, the long term, and those “value laden” issues and opportunities that arise in connecting the community to an organization like LTD.
- The LRTP serves as the board's articulation of who LTD is in the community, a reflection of why we do what we do, of how we can best serve the community.



L RTP Structure

There are four basic sections to the document:

1. Mission Statement and Guiding Principles
2. Strategic challenges and uncertainties facing LTD
3. LTD's strategic framework - our goals and policies
4. Performance measures designed to monitor the progress toward achieving our goals



Section 1 - Mission Statement and Guiding Principles

- We used LTD's Mission Statement at the time:
 - "LTD enhances the community's quality of life by:
 - Delivering: reliable, responsive, and accessible public transportation services
 - Offering: innovative services that reduce dependency on the automobile
 - Providing: progressive leadership for the community's transportation needs.
- Section 2 Summarized Strategic Challenges in 2014



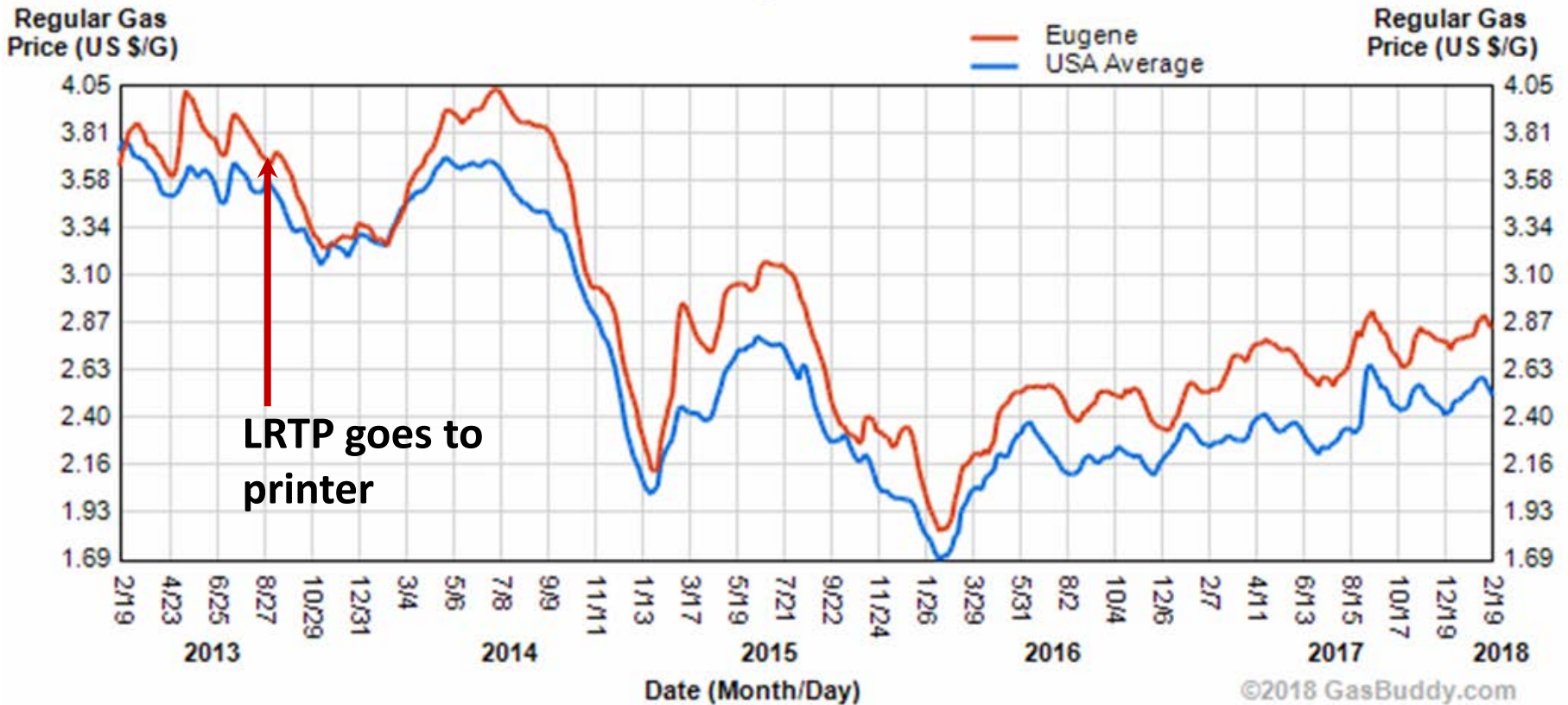
Section 2 - Strategic challenges and uncertainties facing LTD

- Challenges related to energy, climate, economics, and population.
- Some of that strategic context has played out as we thought, other elements are still in question
 - Federal funding levels for transit



Gas Price Assumptions and Reality

60 Month Average Retail Price Chart



Section 3 - LTD's strategic framework – our goals and policies

1. Provide attractive travel options to improve ease of connectivity throughout LTD's service area
2. Sustain and enhance economic prosperity, environmental health, and quality of life in the community through investment in transit service and infrastructure
3. Ensure equitable and accessible transit service throughout LTD's service area
4. Maintain and enhance safety and security of LTD's services
5. Use LTD's resources sustainably in adapting to future conditions
6. Engage the regional community in LTD's short- and long-term planning processes



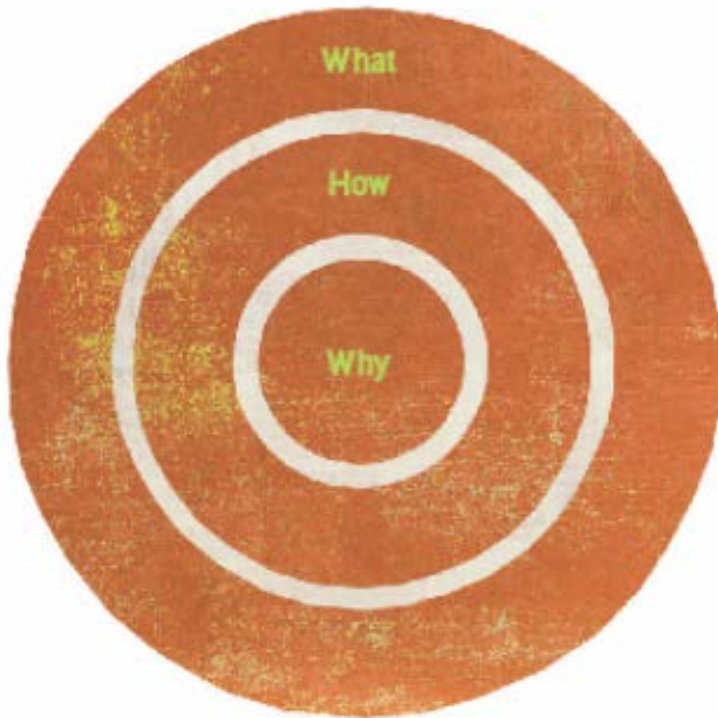
Do we have the right goals in place?

Questions to ask:

- (1) Do they prepare the organization to effectively adapt as the future unfolds?
- (2) Do the specific goals reflect the broader goals encompassed in LTD's Vision and Values?
- (3) Is each goal clearly articulated?



LTD's Roadmap - 2014



At Lane Transit District, we asked ourselves why we do what we do. What we heard is summarized like this:

We provide people the independence to achieve their goals, creating a more vibrant, sustainable, and equitable community.

Roadmap Objectives

1. Clearly articulate our Mission and Vision
– Our 'Why'
2. Tie What We Do to our "Why" through specified performance measures
3. Prioritize our capital investments and operational improvements based on these performance metrics



LTD's Emerging Planning Framework

1. As described, the Roadmap is intended to serve as the tie between our strategic documents (LRTP, WHY?) and our short-term decision-making process
2. The current COA process will be the basis for updating the 2014 Roadmap
3. Completion of the Strategic Business Plan will complete the district's planning framework



LTD's Emerging Planning Framework

Strategic Business Plan

Short-
Range 1

Short-
Range 2

Short-
Range 3

1

2

3

4

5

6

7

8

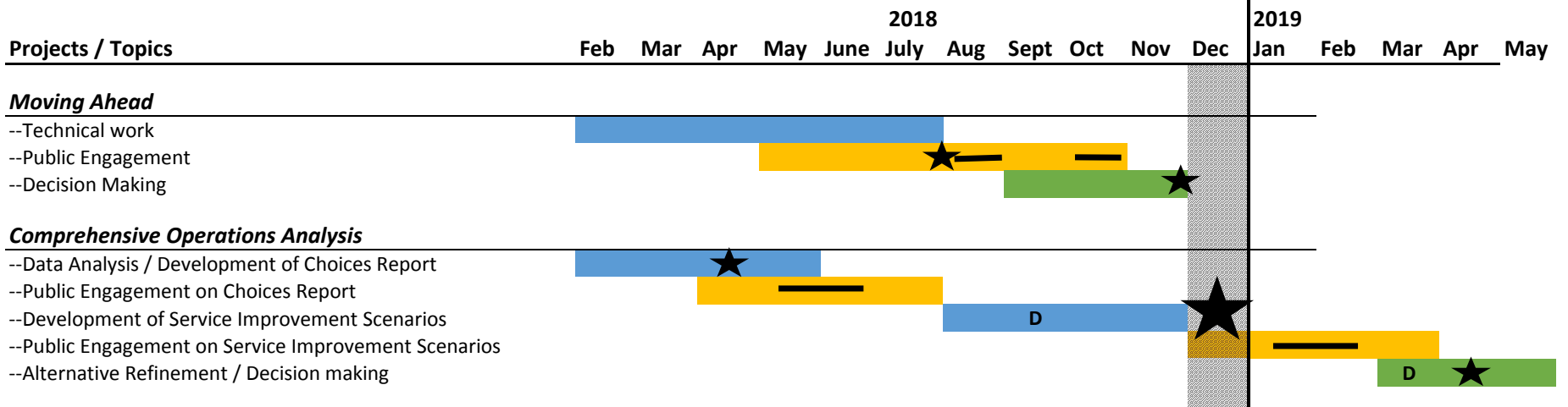
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Foundational Strategic Elements:

- Long Range Transit Plan
- WHY?

LTD PROJECT ESTIMATED TIMELINES - Draft 2/18/18



LEGEND

- Technical work
- Public Engagement (Comment Period)
- Decision Making by LTD Board
- Major Deliverable Due
- D = Core Design Retreat
- Major Holiday time period

Sources of Project Risk

- Number of reviews needed for key deliverables
- Availability of key staff from Partner Jurisdictions
- Desire by community for more Public Engagement
- More time needed by decision makers to digest information and make decisions
- Data availability and completeness

General Services Administration

General Design Philosophy

The following characteristics distinguish GSA buildings from privately owned buildings.

Design Quality.

GSA is committed to the highest quality of design in the development of its sites and buildings. GSA buildings are the places where most of the interaction between citizens and Government occurs. Federal buildings express the image of the Government to the public.

Life Expectancy.

Federal buildings exist for a long time. They need to age well. They should be designed to a level of quality and durability that will endure many decades. Since most GSA buildings remain under the same ownership for their lifetime, expansion potential is an important concern in site, building and systems design.

Frequent Changes.

Federal buildings undergo many changes during their lifetime. As Government missions change, Federal agencies are created or abolished, or are assigned new tasks. As a consequence, requirements for space and services change frequently, and space must be renovated often. The flexibility to accommodate continual change needs to be "built in" to the building design from the outset and respected in subsequent alterations. Systems flexibility and modular design should become by-words in GSA buildings.

Cost Effectiveness.

Federal buildings must be cost effective. Since it is the taxpayer who pays the bill, the designer should always ask: "Is there a more cost effective design that will suit the requirements of the project?" This question is equally valid whether it concerns a whole building or a small part of one system. It also reaches across architecture and engineering disciplines. Sometimes a slightly higher expense in one building system results in significant savings in another.

Building Maintenance.

Building service equipment should be organized to be accessible for maintenance, repair or replacement without causing significant disturbance in occupied space. Ease of operation should be considered when selecting mechanical and electrical equipment.

Art in Architecture.

GSA has a policy of incorporating fine art into the design of new Federal buildings and in major repair and alterations of existing Federal buildings. Up to 0.5 percent of the estimated construction costs is reserved for commissioning works by living artists, and these works are acquired through a commissioning process that involves public participation by art professionals, representatives of the community, and the architect of the building. Art and architecture should complement one another; to that end, cooperation between artists and building designers is strongly encouraged.

Facilities Management Philosophy

The objective of LTD's Facilities Management Division is to operate, maintain, and improve the facilities to provide reliable, safe, healthful, energy efficient, and effective performance of the facilities to meet their designated purpose throughout their life cycle.

The following philosophy is described in a way that aligns with the District's broader WHY mission statement. The Facilities Management philosophy / approach to the work is broken down into:

"WHY we do this work"

"HOW we execute the work"

"WHAT product/service is produced"

WHY

Care _____ Passion to help others and protect the environment.

Create _____ Drive to solve problems and find new solutions to old or emerging problems.

Facilitate _____ Make space for others to care, create and live.

HOW

Durable _____ Utilize materials, equipment, and features that reduce repair and replacement.

Enduring _____ Plan for long-term use, flexibility, and aesthetics that last.

Commitment _____ Provide proper care and maintenance to realize the entire useful life.

WHAT

Safe _____ Ensure a safe and accessible environment for employees, customers and general public.

Functional _____ Implement and maintain operational, administrative and customer spaces that are effective, efficient, and adapt to change.

Experience _____ Create comfortable and positive environments for employees and customers that enhance experiences and attract usage.

The core of the Facilities Management philosophy resides in HOW the work is executed. Every decision is made through a life-cycle lens and analysis. The analysis may take on different forms but the objective is to be aware of the long-term implications and total-cost-of-ownership when decisions are made about new investment or ongoing maintenance.

As general guidance the Facilities Management Division references the General Services Administration (GSA) general design philosophy (attached).