



**LANE TRANSIT DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, March 21, 2018**  
**5:30 p.m.**  
**3500 E. 17<sup>th</sup> Avenue, Eugene (in Glenwood)**

**AGENDA**

<u>Time</u>		<u>Page</u>
5:30 p.m.	I. CALL TO ORDER	
5:31 p.m.	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	
5:32 p.m.	III. PRELIMINARY REMARKS BY BOARD PRESIDENT	
5:34 p.m.	IV. COMMENTS FROM THE GENERAL MANAGER <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>	
5:36 p.m.	V. ANNOUNCEMENTS AND ADDITIONS TO AGENDA <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>	
5:48 p.m.	VI. BOARD CALENDAR <i>Board members are asked to coordinate the Board Activity Calendars with their personal calendars for discussion at each Board meeting. Board members are also 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.</i>	
5:40 p.m.	VII. EMPLOYEE OF THE MONTH – APRIL	4
5:45 p.m.	VIII. AUDIENCE PARTICIPATION  ♦ <i><u>Public Comment Note:</u> 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.</i>  ♦ <i>Citizens testifying are asked to limit testimony to 3 minutes.</i>	
5:55 p.m.	IX. ITEMS FOR ACTION AT THIS MEETING  A. Consent Calendar:	5
	1. Minutes of the February 20, 2018, Board Work Session/Retreat Meeting	
	2. Minutes of the February 21, 2018, Board Work Session/Retreat Meeting	
	3. Minutes of the February 21, 2018, Special Board Meeting	
	4. Delegated Authority Report – February	
	5. Board of Directors Bylaws	
	6. Human Resources Committee Bylaws	
	7. Budget Committee Bylaws	
	8. Finance Committee Bylaws	
	9. General Manager Pro Tempore	
	10. Budget Committee Nominations	

<u>Time</u>		<u>Page</u>
6:00 p.m.	B. LTD Ordinance: Rules for Board Meetings - First Reading [Camille Gandolfi]  <i>With the development and updating of Board and committee bylaws, new Ordinance No. 52 will revise and replace Ordinance No. 45, an ordinance providing rules for LTD Board meetings. Council will review the changes made and the ordinance review process.</i>	76
6:05 p.m.	C. General Manager 2018 Performance Goals [Carl Yeh]  <i>The HR Committee will present its recommendation to the Board of Directors regarding the 2018 performance goals for the general manager.</i>	
	X. ITEMS FOR INFORMATION AT THIS MEETING	
6:15 p.m.	A. Youth Pass Program Update [Mark Johnson]  <i>Board requested information regarding the pros and cons of implementing a youth pass program in September 2018 and in September 2019.</i>	
6:30 p.m.	B. Board Member Reports [Aurora Jackson]  <i>This agenda item provides an update to Board members of the activities and reports provided at LTD Board committees and local committees that Board members attend as District representatives.</i>	98
6:50 p.m.	C. Monthly Financial Reports – January [Christina Shew]  <i>Attached is the 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.</i>	100
7:00 p.m.	D. Monthly Cash Disbursements – February (respond if questions) [Christina Shew]  <i>This agenda item is being provided in response to the Board’s request to implement financial practices consistent with other public entities. This agenda item provides a complete listing of all non-payroll disbursements for the current month.</i>	102
7:05 p.m.	E. Monthly Grant Report – February (respond if questions) [Christina Shew]  <i>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 6 months. The sources of information are Transit Award Management System (TrAMS) and Oregon Public Transit Information System (OPTIS).</i>	107
7:10 p.m.	F. Monthly Performance Reports – December/January (respond if questions) [Aurora Jackson]  <i>Monthly performance reports will be provided to the Board in response to their request for regular reporting on the District’s performance in several areas. On a quarterly basis, staff will present a review of key metrics that are trending in the performance report.</i>	120

<u>Time</u>		<u>Page</u>
7:15 p.m.	G. Monthly Department Reports – February (respond if questions) [Aurora Jackson]  <i>Monthly department activity reports, and reports throughout the District, are provided for the Board's information.</i>	124
7:20 p.m.	XI. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING  <i>Attached is a calendar of Action or Information items that will be included on the agenda for future Board meetings.</i>	132
7:25 p.m.	XII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING - REQUESTED BY THE BOARD  <i>Action or Information items the Board has requested to be included on future Board meeting agendas are listed below.</i>  A. Disadvantaged Business Enterprise Policy and Program B. Paw Print Program Update	
7:30 p.m.	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, but 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:** March 21, 2018

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

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

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### BACKGROUND:

Bus Operator Patrick Brand has been selected to receive the April Employee of the Month (EOM) award. Patrick has been with the District since July 2016 and during that time, he received the one year Safe Driving Award and the monthly value award for Take Initiative. Patrick has earned the respect and affection of fellow operators, supervisors, and his customers system-wide.

A recent compliment from a grateful customer led to Patrick's EOM nomination. Patrick was driving the last #28 Amazon and was at 44<sup>th</sup> and W. Amazon. A customer told him that he had left a project at work that needed to be completed for an early morning appointment the next day. Even though Patrick was at the end of his evening and set to deadhead back to the shop up 30<sup>th</sup> Avenue, he volunteered to drive the customer back to his work place at 11<sup>th</sup> and Mill to pick up his project. Patrick also made sure he had a way home after he retrieved the work project. The customer was so impressed that Patrick had saved him a 60 minute walk in the cold and dark that he wrote the compliment that became this EOM Award.

When asked to comment on Patrick's selection as EOM, Transit Operations Field Supervisor Jeff Hadden said:

Since he joined LTD in 2016, Patrick has consistently demonstrated a high regard for delivering exemplary customer service. He is a highly valued member of the Operations team and consistently brings his best game to each and every workday.

Patrick's commitment to quality customer service, and to building positive relationships represents LTD well to our community. He is an excellent employee who understands that *customer service* really matters.

This EOM nomination is a well-deserved honor for an exemplary employee who has taken our mission of providing the best transportation service imaginable to heart. Congratulations Patrick on this well-deserved award.

### AWARD:

Patrick will attend the March 21 Board meeting to be introduced to the Board and receive his award.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 21, 2018

**ITEM TITLE:** CONSENT CALENDAR

**PREPARED BY:** Camille Gandolfi, 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 March 21, 2018, consists of:

- Approval of the Minutes – February 20, 2018, Board Work Session/Retreat
- Approval of the Minutes – February 21, 2018, Board Work Session/Retreat
- Approval of the Minutes – February 21, 2018, Special Board Meeting
- Approval of Delegated Authority Report – February
- Approval of Board of Directors Bylaws
- Approval of Human Resources Committee Bylaws
- Approval of Budget Committee Bylaws
- Approval of Finance Committee Bylaws
- Approval of General Manager Pro Tempore
- Approval of Budget Committee Nomination

**ATTACHMENT:**

- 1) Minutes from the February 20, 2018, Board Work Session/Retreat
- 2) Minutes from the February 21, 2018, Board Work Session/Retreat
- 3) Minutes from the February 21, 2018, Special Board Meeting
- 4) Delegated Authority Report – February
- 5) Board of Directors Bylaws
- 6) Human Resources Committee Bylaws
- 7) Budget Committee Bylaws
- 8) Finance Committee Bylaws
- 9) General Manager Pro Tempore
- 10) Budget Committee Nomination

**PROPOSED MOTION:** I move that the Board approve the Consent Calendar for March 21, 2018, as presented [amended].

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

WORK SESSION/RETREAT

Tuesday, February 20, 2018

Pursuant to notice given to *The Register-Guard* for publication on February 14, 2018, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a work session/retreat on Tuesday, February 20, beginning at 12:30 p.m., at the Oregon Trail Council – Boy Scouts of America Conference Room, 2525 Martin Luther King, Jr. Boulevard, Eugene, Oregon.

Present: Gary Wildish, President  
Carl Yeh, Vice President  
Kate Reid, Secretary  
Don Nordin, Treasurer  
April Wick  
Steven Yett  
A.J. Jackson, General Manager  
Kristin Denmark, General Counsel  
Camille Gandolfi, Clerk of the Board  
Lynn Taylor, Minutes Recorder

Absent: Ed Necker

**CALL TO ORDER/ROLL CALL** — Mr. Wildish called the meeting of the Lane Transit District (LTD) Board of Directors to order on Tuesday, February 20, 2018, at 12:30 p.m. and called the roll.

**PRELIMINARY REMARKS BY BOARD PRESIDENT** — Mr. Wildish discussed some housekeeping items related to use of the facility.

**COMMENTS FROM THE GENERAL MANAGER** — Ms. Jackson thanked Board members for committing time to retreat. Staff members introduced themselves and described their length of LTD service and area of responsibility.

**ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA** — None.

**RETREAT OVERVIEW** — Ms. Jackson reviewed agendas for the retreat and special Board meeting.

**LONG-RANGE TRANSIT PLAN (LRTP), ROADMAP, AND MISSION STATEMENT** — The Director of Planning and Development, Tom Schwetz, referred to three handouts distributed to Board members; a booklet entitled *Why*, a copy of the Long-Range Transit Plan – March 2014, and a sheet entitled *Defining Mission, Vision Values and Goals*. He said the LRTP reflected LTD's vision, mission, and values. He described the structure of the plan, including four sections related to; a mission statement and guiding principles, strategic challenges and uncertainties, a strategic framework, and performance measures. He noted that the section related to the

strategic framework contained six goals that spanned a range of issues. He suggested key questions the Board could consider as it reviews the LRTP:

- Do the goals prepare LTD to effectively adapt to future conditions;
- Do specific goals reflect the broader goals in LTD's vision and values, and the community; and
- Are the goals clearly articulated

Ms. Jackson emphasized that the LRTP was adopted by the Board and became the guiding principles for making decisions about LTD operations. She said that staff would continue to follow the LRTP until it was modified by the Board. This was an opportunity for the Board and the staff leadership committee to examine the plan and determine if it was being adhered to and whether it still represented the Board's direction for the agency.

Mr. Wildish observed that only two members of the current Board had been involved in the adoption of the current plan and appreciated the opportunity to revisit the document and determine what modifications might be necessary.

Mr. Schwetz said that each goal in the LRTP included a statement of the goal, a definition of the goal's intent, and policies meant to guide action to help accomplish the goal. He said LTD's Roadmap served as a short-range transit plan connecting the LRTP mission and vision by evaluating and prioritizing capital and operational improvements. He said the Roadmap also tied what LTD did with specified performance measures and why, consistent with the LRTP. He said the Comprehensive Operational Analysis (COA) now in progress would provide the basis for updating LTD's strategic documents and a planning framework that was flexible and adaptive.

Ms. Reid said that she thought a comprehensive examination of the LRTP and related documents should occur after completion of the COA. Ms. Jackson concurred. She said an overview of the LRTP and the COA process were being presented at the retreat so the Board could determine the point at which an update of the LRTP should be considered. She said there had been many changes since the plan was adopted and the Board would need to determine, as the COA process unfolded, whether the LRTP still reflected the District's vision. Mr. Schwetz added that the LRTP was developed at the same time local partners were updating their plans and allowed LTD an opportunity to collaborate with them. He pointed out some of the policies that were consistent among local plans. He noted that the Board could be surgical in its changes to the LRTP, such as identifying policies that were no longer relevant or that needed to be updated. Those changes did not need to involve lengthy processes.

Ms. Jackson will periodically check with the Board on timing of a more comprehensive LRTP review. She said the presentation related to the COA would help clarify timelines.

**COMPREHENSIVE OPERATIONAL ANALYSIS (COA)** — The Director of Public Affairs, Edward McGlone, briefly described the COA process and expected outcomes. He stated that the COA process, which began February 1, 2018, was expected to be completed within 12 months in accordance with Board direction. He said two contracts had been executed for implementation of the process; Jarrett Walker and Associates for the technical analysis and Jean Lawson and Associates for communication and public engagement. He said this would allow LTD to have maximum control over both critical aspects of the project. Questions to be answered by the COA were:

- What the community wanted, and

- What was affordable

Mr. McGlone used a graphic to illustrate respective timelines for the COA process and *MovingAhead* project. He said the projects were not connected, but each would inform the other and it was important that the intense public involvement processes not create confusion for the public. The public engagement messages would make it very clear what issues were being addressed and what feedback was being sought. He said that currently the technical consultants were collecting and analyzing vast amounts of LTD's operational data in order to prepare a choices report that would discuss big picture options for how the community could move forward, as well as community values. That would provide a lens for filtering the information being received. He gave several examples of tradeoffs that might be factored into consideration of the choices.

Mr. McGlone noted that very specific tasks were associated with each week in the timeline, with some overlap for efficiency in order to meet the aggressive timeline of the COA. He said the public engagement consultants were also involved in developing materials and outreach strategies, with the goal of engaging the most people in the most effective manner. One innovative strategy was development of an online town hall forum that had been very successful in other agencies. He said the timeline was also designed to coordinate with *MovingAhead* in order to avoid over-engaging the public. Consultants would examine the choices report and public feedback to identify what the community wanted. He stressed that the Board and Strategic Planning Committee (SPC) would be regularly updated throughout the process. He said a key element of the process would involve a 4-day core design retreat, which transportation planners from throughout the area would be invited to participate in and discuss their communities' transportation visions.

Mr. Yett asked how staff would ensure the online engagement strategy did not exclude certain populations that might not use or have access to the internet. Mr. McGlone said outreach would not be confined to online technology, but rather would combine new and existing outreach approaches such open houses, town halls, surveys, presentations to community groups, etc.

Mr. McGlone said the COA process would result in an alternatives report that would lay out a series of potential options and decisions the community could make to alter transit. He said the report would be released in January 2019 and kick-off the final round of public engagement. He said the timing would also align well with budget and service planning timelines, allowing the Board an opportunity to adopt changes effective in the fall of 2019, which is when revenue from HB 2017 would be available.

In response to a request from Ms. Wick, Mr. McGlone said that once details of the COA schedule had been finalized, key points would be added to the Board monthly calendar. He commended Kelly Hoell for her work on the COA.

**HB 2017 - STATE TRANSPORTATION BILL** — Mr. McGlone distributed a timeline for formula fund initial implementation and a spreadsheet of one- and five-year low income indicators in Oregon counties. He said the bill included a new payroll tax of one-tenth of one percent on wages paid to employees. Proceeds from the payroll tax will be deposited into the Statewide Transportation Improvement Fund (STIF). The Department of Revenue will begin collecting revenues on or after July 1, 2018; the Oregon Department of Transportation (ODOT) would then remit funds to local areas. He said revenue was projected to generate \$100-120 million annually and funds would be divided among four categories:



- Ninety percent to counties without a mass transit district or transportation district, mass transit districts, transportation districts, and federally-recognized tribes;
- Five percent to “public transportation service providers” based on a competitive grant program adopted by the Oregon Transportation Commission (OTC);
- Four percent to public transportation service providers on a competitive grant basis to improve public transportation between two or more communities; and
- One percent to ODOT to establish a statewide public transportation technical resource center to assist public transportation providers in rural areas with training, planning, and information technology

Mr. McGlone said to be eligible to receive a portion of the 90 percent distribution under this program, a “qualified entity” must prepare and submit a public transportation improvement plan to the OTC for approval. A qualified entity was defined as a tribal government, mass transit districts, transportation districts, and counties. He said LTD would be the recipient in Lane County and would be responsible for distributing funds to other entities in the county that provided public transportation services. Ms. Jackson said that meant LTD Board of Directors would be the decision-makers for that distribution, including to entities outside the District's boundaries but within the county. A local advisory body established by LTD would make recommendations to the Board on distributions to other entities. He said guidelines would be established for distributing an appropriate amount of funds to requesting entities.

Accessible and Customer Services Manager, Cosette Rees, responded to questions regarding the current arrangements for Diamond Express service to Oakridge. She said LTD used Special Transportation Fund monies and Federal 5311 funds, along with some matching funds from Oakridge, to contract with Pacific Crest Bus Lines to provide the service, making LTD the service provider for Oakridge.

Mr. McGlone said a qualified entity, such as LTD, must develop a STIF plan to be submitted every 2 years, although the plan could cover a 2- or 4-year period. If an entity did not request funding during the 2-year period, LTD could reapportion the funds in any way the advisory committee recommended and the Board approved.

Mr. McGlone responded to a question from Mr. Nordin about providing service across county lines, such as between Florence and Reedsport, or to Drain. Mr. McGlone explained that such services would likely be established through an intergovernmental agreement between LTD and Douglas County that determined each party's share of the cost. LTD and Douglas County would each include a funding request in their STIF plan. Funding options could include either formula or 4 percent funds. He stressed the value of the COA process in helping to inform those types of decisions.

Mr. McGlone reviewed the implementation timelines, including rulemaking, planning, submission of applications, review of applications, and recommendation to the OTC for final decisions and disbursement of funds. The Board would not make decisions based on COA results until April or May of 2019, which was outside the first application window. This could constrict the ability to make service investments in the first 2-year STIF plan. The goal of the OTC was to adopt rules by August 2018 in order for local STIF planning processes to move forward. Key points and deadlines for both STIF and COA processes would be included on the Board's calendar.

Mr. McGlone said there were no statutory limits on what funds could be spent on, as long as it was related to transit. However, at a minimum, each STIF plan must specify the amount of

money from the proposed distribution that would be allocated to fund the following legislative priorities:

- Increased service frequency and expansion of bus routes in communities with a high percentage of low-income households;
- Expansion of bus routes and services to reach communities with a high percentage of low-income households;
- Fund implementation of programs to reduce fares for public transportation in communities with a high percentage of low-income households;
- Procurement of buses powered by natural gas, electricity, or other low- or no-emission propulsion for use in areas with populations of 200,000 or more;
- Improved frequency and reliability of service connections between communities inside and outside of the qualified entity's service area; and
- Coordination between public transportation service providers to reduce fragmentation of services

Ms. Reid asked if funds could be used for bike and pedestrian projects. Mr. McGlone said they could, but those were not on the list of legislative priorities. Ms. Jackson said there could be opportunities for LTD to partner with a local jurisdiction on a bike/pedestrian project and leverage other District funds.

Ms. Reid asked about the status of a proposed amendment to the funding categories. Mr. McGlone said the amendment, which would create a new category to fund student transit passes that were paid for by school districts, was currently under discussion and he would provide updates as they became available.

Mr. Yeh asked if the legislation required LTD to propose projects in all of the legislative priority categories. Mr. McGlone said that was not required; the District could choose to spend its funds on just one of the categories. He said the categories were written broadly enough to allow communities to address those that met their needs and values. Ms. Jackson noted that wherever LTD chose to spend its funds, it would still need to report on all of the categories.

Mr. McGlone said the funds could also be used to develop operating reserves, pay for administrative expenses, and purchase other vehicles that were not low- or no-emissions. He also said the new funds could be used to match grants, which could improve the competitiveness of LTD's applications.

Mr. McGlone said LTD was well connected with urban partners in Eugene and Springfield, but would need to decide how it wished to work with other local, non-urban partners. He said one option was to partner with Lane Council of Governments (LCOG) to work with those communities. He said LCOG could function as the point of contact for non-urban entities interested in receiving STIF funds and provide technical assistance in the development of applications.

Mr. Nordin expressed concern about how to work with rural communities that had no local governance structure, such as Lorane, Marcola, and Deadwood, which are not members of LCOG.

Ms. Jackson said LTD did have an existing process for engaging small outlying communities in the county. She asked the Board for its feedback on using LCOG, its relationships with many

rural communities, and ability to reach out to others instead of developing the District's own process.

Ms. Wick said that she felt that LTD should work with LCOG to reach non-urban communities as that was consistent with its mission. LTD could build on LCOG's relationships with communities instead of replicating efforts.

Mr. McGlone said that about \$7 million would be available in Lane County from the formula funds; approximately \$5 million would be available statewide in the 5 percent competitive grant category and \$4 million would be available statewide in the 4 percent competitive grant category. He emphasized that the formula funds were calculated based on where payroll was generated, not population. He estimated that between 80 and 90 percent of the formula funds would be generated within LTD's district boundary, but said that he felt there would be an expectation that LTD would provide more funding to communities than what their "fair share" might be; the advisory committee might need some guidance on that issue.

Assistant General Manager of Administrative Services, Roland Hoskins, observed that it would be more expensive for LTD to create and maintain administrative positions and structure to manage rural outreach and coordination, than to contract with LCOG for those services.

Mr. Nordin said many small communities were not members of LCOG, which was defined by those who paid dues. He said that he was concerned that small communities would not have an opportunity to access funds.

Mr. Schwetz said there was broad representation throughout Lane County by the 34 members of the LCOG Board of Directors, including rural fire districts, library districts, utility boards, and the Port of Siuslaw.

Mr. Yett suggested that the most efficient approach was for LTD to work with LCOG to communicate to entities within the county that are not currently represented. They would be considered LCOG members for purpose of accessing STIF funds.

Ms. Reid noted that LCOG had programs, such as small business loans, which engaged non-LCOG members.

Mr. Yeh said that he agreed that rural outreach and coordination was a good fit with LCOG. He encouraged LTD to consider becoming a dues-paying, voting member of LCOG.

Mr. McGlone said in order to apply for STIF funding, a qualified entity must appoint an advisory committee that met the following criteria:

- At least seven members,
- Each member must represent at least one of 16 different categories,
- The committee must include representation from three mandatory categories:
  - Low-income individuals,
  - Individuals aged 65 or over or individuals with disabilities, and
  - Public transportation service providers or non-profit entities that provide public transportation services

Ms. Wick said that she was surprised that representation was an either/or situation for seniors and people with disabilities, because where those communities' interest in transit intersected,

each had unique needs and perspectives. She stated that she hoped the advisory committee could have representation from both.

Mr. McGlone said the advisory committee also needed to include a representative who lived in Lane County, but not within LTD's service boundary. LTD's SPC had indicated an interest in being the advisory committee and, if the Board approved, it would also need to modify the SPC's current membership to align with statutory criteria. The statute required the advisory committee to meet twice annually; the SPC already meet monthly. Advisory Committee options could include:

1. Amending SPC bylaws to be compliant with state law and designating the SPC as the advisory committee,
2. Create a hybrid of the SPC by expanding membership to include the necessary representation for an advisory committee, but only require those members to participate in the two meetings each year when the SPC functioned as the advisory committee, or
3. Create a new and unique advisory body for the purpose of reviewing and recommending STIF proposals to the Board.

Ms. Reid said it would be helpful to determine which of the advisory committee categories current SPC members represented and also whether people who were not on the SPC had any interest in participating in its activities.

Mr. Nordin said the current SPC seemed primarily focused on Eugene and Springfield issues and would need representation from outside of the metro area.

Mr. Wildish said it would be more efficient to use an existing committee and include advisory committee topics at scheduled meetings than to create a new set of meetings, which would increase administrative costs and require additional staff resources. He said expanding SPC membership to represent additional categories, such as areas outside District boundaries, could bring new perspectives to the group.

Ms. Reid said that she felt the SPC should discuss in more detail the functions of the advisory committee to understand the ramifications of various options. Ms. Wick agreed.

Mr. Wildish determined there was a consensus to schedule a discussion of the topic at the March 6 SPC meeting.

Mr. McGlone briefly explained the decision-making process an advisory committee would use to develop recommendations for the Board and some of the issues that might be considered when evaluating applications. Recommendations would be forwarded to the LTD Board, who would make the final decision. He said the Board could make changes to the recommendations, but would need to explain its rationale for those changes in LTD's application to ODOT.

The Board took a break from 2:55 p.m. to 3:10 p.m.

**FARE POLICY - AD HOC COMMITTEE DISCUSSION** — Mr. Yeh said that discussion regarding changing the fare medium had been ongoing for several years and that was likely to be a part of the conversation on fare policies. He said that he hoped the Board would examine whether the District was providing the best, most equitable, and accessible fares to the community. He commended programs like the honored rider pass and the earlier youth pass program, both of which opened LTD's system to many riders who might otherwise not have been able to afford to

ride the bus. He said another issue was how to convince families to ride the bus rather than use cars by making transit convenient, affordable, and accessible.

Ms. Reid said there had been a discussion by the SPC about reinstating a youth pass program. Transit agencies were reviewing their fare systems with the possibility of the legislature establishing a set-aside for funding for specific purposes such as youth passes and services for low-income and rural connections. She proposed the formation of an ad hoc committee that included representatives from the Board, LTD staff, business, and non-profit communities representing stakeholders to examine LTD's fare policies and structure. She said that could be separate from, but could coincide with, LTD's implementation of an electronic fare management system.

Mr. Wildish said timing was a consideration as there was enthusiasm for implementing a youth pass program in September 2018. He asked for Board's feedback on establishing an ad hoc committee to discuss the fare policies and structure. He noted that staff had already gathered a significant amount of information.

Mr. Nordin commented that he had talked to all of the fare management system vendors at the recent American Public Transportation Association conference and there was a wide range of options for LTD to consider. He said HB 2017 provided a great opportunity, now that both employers and employees were paying a tax to support transit, to develop a fare medium tailored to each customer's situation and need.

Mr. Yeh said that he agreed that LTD had an opportunity to look at very innovative strategies for fare management and recovery.

In response to a question from Ms. Wick, Ms. Jackson said the COA would not address fare management issues at that level.

Ms. Reid emphasized that the ad hoc committee was intended to look at LTD's fare structure, not electronic fare management systems or fare medium.

Ms. Rees said staff groups were already working on both issues and would be making presentations to the Board in March. She said staff needed to understand the Board's goals for a fare management system. Examples included making it easier for people to access the system, increasing fare recovery, and obtaining data to inform future decisions. She said those were not mutually exclusive, but prioritizing goals would help guide the discussions.

Ms. Reid said the SPC's discussion had been about a youth pass program. She advocated for establishing an ad hoc committee to review all revenue streams and the entire fare system currently in place.

Ms. Jackson pointed out that the agenda for the Board's February 21 meeting included items related to establishing an ad hoc committee, implementing a youth pass program, and designating the SPC as the advisory committee and would afford the opportunity for additional discussion and decisions.

Ms. Reid said the purpose of the ad hoc committee was to work with the existing staff committees to develop fare policy recommendations that had been fully vetted to present to the Board.

Mr. Yeh said the ad hoc committee could also include the discussion of a youth pass program, but if the Board was interested in implementing a youth pass program in September 2018, decisions would need to be made fairly soon in order to inform the budget process.

Ms. Jackson said staff would prepare information on the previous youth pass program, financial implications, and impact of an increase in youth riders. She agreed that development of a program should begin soon if the Board wanted to implement it in September 2018.

There was a general discussion by Board and staff members regarding many issues that would need to be addressed during the review of the District's fare policies and structure, including the timing of decisions and implementation of new programs.

MOTION **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.— Mr. Yeh moved that the Board meet in Executive (Non-Public) session pursuant to ORS 192.660(2), to conduct deliberations with persons designated by the governing body to carry on labor negotiations. Mr. Yett provided the second.

The Board entered executive session at 3:50 p.m.

**ADJOURNMENT**

Mr. Wildish adjourned the meeting at 4:30 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

\_\_\_\_\_  
Kate Reid  
Board Secretary

\_\_\_\_\_  
Camille Gandolfi  
Clerk of the Board

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

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

WORK SESSION/RETREAT

Wednesday, February 21, 2018

Pursuant to notice given to *The Register-Guard* for publication on February 14, 2018, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a work session/retreat on Wednesday, February 21, beginning at 9:30 a.m., at the Oregon Trail Council – Boy Scouts of America Conference Room, 2525 Martin Luther King, Jr. Boulevard, Eugene, Oregon.

Present: Gary Wildish, President  
Carl Yeh, Vice President  
Kate Reid, Secretary  
Don Nordin, Treasurer  
April Wick  
Steven Yett  
Aurora Jackson, General Manager  
Kristin Denmark, General Counsel  
Camille Gandolfi, Clerk of the Board  
Lynn Taylor, Minutes Recorder

Absent: Ed Necker

**CALL TO ORDER/ROLL CALL** — Mr. Wildish called the meeting of the Lane Transit District (LTD) Board of Directors to order on Wednesday, February 21, 2018, at 9:30 a.m. and called the roll.

**PRELIMINARY REMARKS BY BOARD PRESIDENT** — Mr. Wildish said he was pleased with the February 20 work session and looked forward to continuing the Board's discussions.

**COMMENTS FROM THE GENERAL MANAGER** — Ms. Jackson announced that Senator Jeff Merkley was in town and interested in seeing LTD's new electric bus. A tour of the bus with Senator Merkley, Board members, and staff had been arranged in the afternoon.

**ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA** — Ms. Jackson said the order of training on state and federal ethics would be reversed, with federal ethics preceding the state training.

**FEDERAL TRANSIT ASSOCIATION (FTA) ETHICS TRAINING** — Ms. Denmark discussed federal conflict of interest rules and pointed out where they conflicted with Oregon law. She said conflict of interest issue typically arose on contracting matters, but could also occur in other areas. She said Board members had been provided copies of the annual conflict of interest disclosure form and asked that they be completed and returned to staff by the end of the day.

Ms. Denmark said conflict of interest rules applied to both Board members and staff, but her presentation would focus on Board members. Rules prohibited participation in the selection, award, or administration of a contract supported with FTA assistance if a real or apparent conflict

was involved. She said federal rules defined a conflict of interest more broadly than Oregon law did and applied to Board members, their immediate family, partners, and employer or potential employer when there was a financial interest in the award of an LTD contract. She noted that immediate family was not defined by federal rules, but relative was very broadly defined under Oregon law and cautioned that if someone fell into the relative family under Oregon law they should be treated as immediate family. She encouraged Board members to consult with LTD's legal counsel when questions or concerns about conflicts of interest arose.

Ms. Denmark provided a series of examples of potential conflict of interest situations and described the appropriate course of action in each situation, using guidance from both Oregon and federal laws. She responded to questions from Board members and stressed that determination of a conflict of interest was dependent on the funding source and whether state or federal rules were applicable.

Mr. Nordin arrived at 9:45 a.m.

Ms. Denmark discussed how gifts were addressed under Oregon and federal laws. She said Oregon law defined a gift as something of value given to a Board member that was not offered to others on the same terms and conditions. She said it could be challenging to make that determination under Oregon law and would require knowing the source of a gift. She gave the example of attending a conference where costs were paid by someone other than the Board member. She said it was necessary to determine whether the source of the gift had a legislative or administrative interest, defined as an economic interest distinct from that of the general public, which could be subject to a Board member's vote. She said there were many exceptions to gift rules and those were updated annually, which is why legal counsel should be consulted prior to accepting a gift. The value of a gift from one individual or entity could not exceed \$50, cumulative over the course of a calendar year and urged Board members to keep track of gifts and their value.

Ms. Jackson noted that staff made determinations regarding gifts, in consultation with legal counsel, when Board members were attending events and conferences on behalf of LTD.

Ms. Denmark provided a series of examples of gifts that might be offered and how those situations should be handled under Oregon and federal law and responded to questions from the Board.

Ms. Denmark said actual and potential conflicts of interest needed to be disclosed to the general manager through the annual disclosure form and LTD policies required that Board members disclose to each other when a conflict of interest arose. She said Board members were also required to file a statement of economic interest with the Oregon Ethics Commission by April 15 of each year. Ms. Gandolfi said the form would be transmitted to Board members via email and she could provide assistance in completing it.

**STATE ETHICS TRAINING** — Hayley Weedn, trainer with the Oregon Ethics Commission, distributed handouts entitled *Oregon Government Ethics Law and Exceptions to the Gift Limit*. She said that Oregon's ethics law applied to elected and appointed officials and public employees. She said that webinars had been scheduled to assist in filling out the statement of economic interest form discussed by Ms. Denmark; the schedule could be found on the Ethics Commission website. Commission staff could also be contacted by phone to answer questions. She stressed the importance of submitting the form by the filing deadline of April 15 to avoid the daily penalties that accrued if a form was late.



Ms. Weedn said her presentation would provide an overview of the major and most widely applicable provisions of the state ethics law. She said what government ethics laws had in common was the intent to regulate, limit, or, in some cases, outright prohibit financial benefits from a person's public position. She said that intent also extended to relatives, household members, and business associates of a public official.

Ms. Weedn briefly reviewed the specific definitions of public officials, relatives, household members, and business associates under the ethics law. She advised Board members to be cautious and consult legal counsel if in doubt about whether someone fell into one of the specified categories. She said connections to a 501(c) non-profit that did not provide any benefits, such as volunteering or serving in an unpaid position like board member, would not produce a conflict of interest if that non-profit conducted business with LTD.

Several Board members noted that it was not uncommon for an LTD Board member to serve on the board of a local non-profit and that could place them in an uncomfortable position if business related to that non-profit came before the Board. Ms. Weedn said while technically there would not be an actual conflict of interest, Board members could hold themselves to a higher standard and avoid even the appearance of conflict. Many public agencies adopted policies that an apparent conflict was the same as an actual conflict because public perception did not necessarily make a distinction between the two. She emphasized that a conflict of interest would only arise when a Board member was acting in his or her official capacity on a matter that would or could financially affect them or their relatives, household members or business associates.

Ms. Weedn discussed examples of Board action and how conflicts of interest could occur. She said in the case of service changes that could be perceived as financially affecting a business or organization (e.g., increased property value, improved accessibility, etc.) with which a Board member had an association, there would be an exception if the Board's action affected to the same degree an entire class of persons. In the example, all businesses and homeowners in the area would benefit. Likewise, special fares for certain populations would financially affect all members of a population.

Ms. Weedn said that conflicts of interest should be announced at public meetings, reflected in the minutes, and become part of public record. She briefly reviewed other exceptions and how they might apply to the Board in certain situations. She said that staff members were required to provide conflict of interest notifications in writing.

In response to a question from Mr. Nordin, Ms. Denmark explained serial conversations among Board members and when they were considered a public meeting. She said if board member A communicated with board member B about a matter, and that conversation continued with board member B communicating with board member C, who then communicated with board member D, having four board members discussing a matter would be considered a public meeting that did not follow the rules of the public meetings law. The law required deliberations to occur in a public setting.

Ms. Weedn stated the prohibited use of office provision was the cornerstone of the ethics law and most widely applicable to the Board's activities. She said the provision prohibited public officials from using their positions to obtain anything of financial benefit that would not otherwise be available if not for holding that position. The prohibition applied to the public official, relatives, household members, and business associated. It also prohibited use of a position to deter detriment. She described several scenarios related to conflict of interest and prohibited use of

office and explained how those should be handled in accordance with ethics law and responded to questions from Board members. She noted that conflict of interest and prohibited use of office issues typically arise in different situations, but could occasionally cross over.

Ms. Weedn reviewed the handout related to exceptions to the gift limit and explained how Board members could use the flow chart to determine whether an exception applied to the offer of something of economic value. She said the handout covered the most commonly occurring situations and encouraged Board members and staff to contact the Ethics Commission if questions arise.

The Board took a break from 11:00 a.m. to 11:15 a.m.

**BOARD AND COMMITTEE BYLAWS** — Ms. Jackson said that at the Board's request, staff had developed Board bylaws to standardize and assure the transparency of Board operations, copies of which were distributed at the meeting. She drew attention to Article V., Section 5.1 Officers, Duties. She said that currently Board officers were elected for terms that began in July and ended in June, consistent with the fiscal year, but this had created problems with the terms of Board appointments, which were based on the calendar. When the term of a member, who was also a Board officer, expired, another Board member had to serve in that officer position for an interim period until officers were elected in July. She said the terms of officers could be changed to coincide with appointment terms, if the Board wished.

Mr. Wildish determined there was consensus to establish January-December as the term for Board officers in order to align with the term of Board member appointments. Ms. Denmark recommended that the terms of current officers could be extended to December on an interim basis at the Board's July meeting and new elections could be held at the January 2019 Board meeting.

Ms. Jackson said that Section 5.5 required the Board treasurer to serve on and chair the Finance Committee as a voting member. She said all other Board committees were appointed by the Board president and committee members then selected a chair; staff was recommending that approach for the Finance Committee, as well as allowing the treasurer to delegate specific duties to the Director of Finance.

Ms. Reid and Mr. Nordin agreed with the recommendation.

Mr. Wildish said that he felt the proposed change would allow the Board president flexibility to make the best use of Board member's skills. He determined there was consensus to accept the proposed change.

Mr. Wildish asked staff to assure the bylaws would continue to allow the Board president to reassign members among committees to best leverage their knowledge and interests.

Ms. Jackson said staff was also working on bylaws for the Accessible Transportation Committee (ATC), Budget Committee, and SPC, all of which functioned as advisory committees, including members of the public.

Ms. Jackson described the role of the ATC as providing the Board with advice and recommendations related to issues of accessibility, paratransit, and allocation of Special Transportation Fund (STF) dollars.

Ms. Denmark added that Oregon Administrative Rules (OAR) required LTD to have a committee that made STF allocation recommendations to the Board and also mandated the composition of that committee. The proposed revisions to ATC bylaws would assure OAR compliance, but would result in reconfiguration of the committee and elimination of some current members. However, the ATC also functioned in a broader role of advising the Board on matters of accessibility. The Board would need to decide if it wished the ATC to continue to serve in that capacity, which was not envisioned in the OAR, and would complicate composition of the committee if it was serving two purposes.

Ms. Wick, who had served on the ATC, said some of the committee's work, not related to STF allocations, included reviewing service and facility/equipment design changes for accessibility impacts, discussing regulatory changes, and advising on issues such as treatment of service animals and fare programs. The ATC provided seniors and those with disabilities a forum for making their concerns known and providing valuable input on issues that affected them. She did not want to see that function lost if the ATC's focus was narrowed to STF matters.

Ms. Gandolfi said the intent was not to take away any functions, but enable the ATC to have a more effective voice within the community and with the Board of Directors, and assure its deliberations reached the Board level.

Ms. Denmark said her concern with having one committee serve those dual purposes was that the current bylaws were inconsistent with OAR and some of the positions were not permitted under the rules. She said even if the committee's scope was broader, OAR requirements would still apply.

Mr. Wildish commented that the ATC was a robust group, very dedicated, and provided a valuable service. He was concerned with removing some members and wanted to know which positions would be affected. Ms. Denmark said positions that would be eliminated in the revisions were bus operator and service providers outside of Lane County that provided service within the county.

Ms. Wick suggested there might be a creative way to retain engagement with those who did not fit into the OAR membership categories. She said having a bus operator and community members participate in the ATC meetings had provided valuable perspectives.

Ms. Jackson said another issue was the ATC currently had voting and non-voting members, which Ms. Denmark advised against for an STF allocation committee. She recognized that more work on the committee structure was necessary, depending on the Board's direction regarding the ATC's role and functions.

Ms. Gandolfi said a goal of the revisions was to formalize the process of communication. She said the Board would derive more value from the committee if it included more representatives of groups of people and took testimony from individuals in the community. Currently some members represented their own individual experiences.

Ms. Reid and Ms. Wick recommended engagement with the committee to discuss the proposed changes. Ms. Denmark added that the Board would need to determine what type of committee configuration and function would be of most benefit to the Board's work.

Ms. Jackson said a similar situation would exist with the SPC if it assumed the role of the advisory committee mandated by HB 2017.

Ms. Jackson said revisions related to the Budget Committee were fairly straightforward and non-controversial and formalized current practices. The Finance and Human Resources committees were subcommittees of the Board. Each was composed of three Board members, meetings were open to the public, but public testimony was not taken. She said LTD Ordinance No. 45 would be updated to reflect changes to the bylaws. The updated Board bylaws would be presented at the March 2018 Board meeting, with Ordinance No. 45 to be presented at the April meeting.

Ms. Jackson said additional work would be done on bylaws for the ATC and SPC once decisions about the roles and functions of those committees were made.

Ms. Jackson said the Board Service Advisory Committee had consisted of two Board members who were avid bus riders and participated in staff discussions of proposed service changes before they were presented to the Board. If the Board wished to reinstate that committee, staff would make that change.

Mr. Wildish said former Board member Gary Gillespie and outgoing Board member Ed Necker were on the Service Committee and strong advocates for involvement in the service planning process. He said the SPC, which represented transit users and broader community interests, now provided advice to LTD on its service.

Ms. Reid pointed out that the Board's meeting packets contained brief summaries of the activities of various committees in which Board members participated. She suggested that there could be an expectation that members provide a verbal update at each Board meeting about the activities of the committees on which they served. Ms. Jackson said language could be added to the bylaws to reflect that expectation. She said staff could also provide a one-page summary, reporting key items on those committee meetings they served on, that LTD managed,.

The Board took a lunch break from noon to 12:30 p.m.

**PROJECT DEVELOPMENT AND REPORTING FOR THE FISCAL YEAR 2019-2028 CAPITAL IMPROVEMENT PROGRAM (CIP)** — Ms. Jackson said the past process for presenting the CIP and budget to the Board, concurrently, allowed little time for an in depth discussion of projects. The new process separated the documents, with a draft CIP initially presented to the Board in September, followed by a period of public comment and a public hearing, then adoption of the CIP by the Board in November. The operating budget process would commence the following April, with Board approval scheduled for May. The operating budget would include appropriation of funds for the approved CIP. She said the new schedule worked well from the perspective of project development and budget alignment.

Ms. Jackson said the CIP reflected the allocation of LTD's limited resources to projects that supported regional priorities. Projects were divided into the following categories:

- State of Good Repair – maintenance and replacement of existing assets
- Community Investments – expansion of bus rapid transit and other amenities
- Grant-funded Non-Capital Projects – programs such as Point2point and accessible services

Ms. Jackson explained the project development process, as outlined in the CIP:

1. Determining the implications if the project was deferred
2. Determining the feasibility of implementation – likelihood project could be completed within the fiscal year
3. Determining the impact on the operating budget – e.g., cost of maintenance
4. Determining the direct impact on customers – quality of service delivery
5. Determining the economic impact – e.g., increase jobs, improve local economy,
6. Determining the environmental impact

Ms. Jackson said staff was committed to improving the transparency of that decision-making process. She used a flow chart to illustrate the staff work that occurred at each step in the process and the amount of communication among staff as the project moved forward. She distributed a document entitled *IBISWorld Procurement Report: Transit Buses*. She said the report highlighted the amount of analysis that was conducted during all phases of project development and provided guidelines for issues to be addressed at each step in order for a project to move forward.

In response to a question from Mr. Wildish, Ms. Jackson said individual project managers would conduct the initial analyses before bringing the proposed project before the LTD staff management group for further assessment and prioritization. She said the process was designed to assure that projects recommended to the Board for approval could be completed within the fiscal year and that the impacts on all aspects of the District's operations were known.

Mr. Wildish described his experiences with project development in the private sector and asked at what points in LTD's process, decisions were made and by whom. He used the example of purchasing several buses which would require the expenditure of a very large amount of funds. Ms. Jackson said in the past, decisions had been decentralized and there was an urgency to move projects forward. In the case of buses, the Board had adopted a policy that LTD would only purchase alternative vehicles, but she was not certain that decision was fully informed by a complete analysis of all of the factors, both financial and operational. Under the new process, all of the analysis would be completed prior to the Board being asked to make a decision and inclusion as a project in the CIP. The new centralized process would involve all parts of the organization and result in a vetting of projects for consistency with Board values and direction.

Mr. Wildish said Board members came away from events like the American Public Transportation Association (APTA) conference with information about new technology and other industry innovations. He asked when Board members would have an opportunity to raise those ideas that could potentially become projects. Ms. Jackson said a Board work session could be scheduled prior to development of a draft CIP to discuss project analyses and priorities. She illustrated how the process would appear on the Board's annual calendar and provide opportunities for the Board to have input and discussions about projects of interest early in the development process.

Assistant General Manager of Administrative Services, Roland Hoskins, said the new process was intended to address confusion in the past about how projects got into the CIP, at what point did the Board decide a project should move forward, and lack of clarity about what was being approved. He said the new process, which separated the CIP and budget development processes, was designed to be transparent and provide ample opportunity for the Board to provide input and understand how the CIP fed into the budget process. It would also align LTD's CIP development process with those of partner agencies and with state and federal funding cycles and provide for an extensive internal vetting process before projects were presented to the Board for consideration.

Ms. Jackson stressed that the Board would have the results of an extensive analysis prior to making a decision to authorize a project, as well as a clear understanding of a project's consistency with the Board's values, policies, and direction for the agency.

Ms. Reid said it was not the job of the Board, as a policy-making body, to provide project information to staff. She cautioned against becoming too involved in project planning, rather than letting people with expertise research ideas.

Mr. Wildish said his concern was that the Board be given sufficient information to fully inform their decisions. Ms. Jackson said staff would discuss how to better explain why projects were selected for the CIP and how they aligned with Board policies and previous decisions. Separating the CIP and budget processes would give staff the time to assemble that information for the Board.

Ms. Jackson distributed a handout entitled *General Services Administration: General Design Philosophy* that outlined the questions that were asked during the analysis of a project. She also provided samples of how project information was provided in the CIP. She said often that was the last time the Board heard about a project. One of the changes staff is making is to format inclusion of timelines, phases, and funding sources in each project description. That would clarify whether the Board was approving a new project or continuation of an existing project, as well as what portion of an existing project was being approved. The monthly grant report would also be reformatted to be consistent with how project information was displayed in the CIP, providing more detailed information about the status of projects approved by the Board and greater transparency about their implementation.

Mr. Nordin asked about the status of a project on Franklin Boulevard between Walnut Street and Dads' Gate. Ms. Jackson said the project was in the planning and development process and would be in the next CIP. She said LTD had received \$5 million of state dollars, although ODOT had not yet released the funds. Conversations were under way with the City of Eugene about whether the project would be managed by LTD or by the City of Eugene as part of a larger project.

Ms. Wick asked how the Board would be able to track all of the projects. Ms. Jackson said staff was revising how project information was displayed in the month status report. Each project would be given a reference code so that even if the project's working titled changed, it would retain the same code number throughout its life cycle.

In response to a question from Mr. Nordin, Ms. Jackson said a project name would be assigned when it was approved by the Metropolitan Policy Committee (MPC) and the name would follow the project through to completion, providing a common project identification among partner agencies.

Ms. Wick said her concern was the ability to do her due diligence as a Board member and track projects and their status.

Mr. Yett said it would be helpful if significant changes in a project were brought to the Board's attention. Ms. Jackson said the monthly status report on projects would also include any noteworthy changes so those could be discussed if the Board had questions. She said that information would also be available to the public in the agenda packet posted on LTD's website.

Mr. Nordin expressed his continued interest in solar energy and said that he hoped there could be an opportunity to more fully discuss LTD's involvement, such as a coalition of community organization to address the problem of global warming and resiliency.

Mr. Wildish commended staff and said the revised processes and reports were a good move in the right direction.

**FISCAL YEAR 2017-2018 AND FISCAL YEAR 2018-2019 CAPITAL IMPROVEMENT PROGRAM** — Ms. Jackson said this item would provide detailed progress reports on five projects approved by the Board in the current CIP. Those reports could be provided at regular Board meetings so that the work session could adjourn for the electric bus tour with Senator Merkley.

**ADJOURNMENT**

Mr. Wildish adjourned the meeting at 1:30 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

\_\_\_\_\_  
Kate Reid  
Board Secretary

\_\_\_\_\_  
Camille Gandolfi  
Clerk of the Board

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

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING

Wednesday, February 21, 2018

Pursuant to notice given to *The Register-Guard* for publication on February 14, 2018, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a Special board meeting on Wednesday, February 21, 2018, beginning at 2:45 p.m., at the Oregon Trail Council, Boy Scouts of America Conference Room, 2525 Martin Luther King, Jr. Boulevard, Eugene, Oregon.

Present: Gary Wildish, President  
Carl Yeh, Vice President  
Kate Reid, Secretary  
Don Nordin, Treasurer  
April Wick  
Steven Yett  
A.J. Jackson, General Manager  
Kristin Denmark, General Counsel  
Camille Gandolfi, Clerk of the Board  
Lynn Taylor, Minutes Recorder

Absent: Ed Necker, Secretary

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

**PRELIMINARY REMARKS BY BOARD PRESIDENT** — Mr. Wildish noted that prior to the meeting the Board had an opportunity to tour one of LTD's new electric buses with Senator Jeff Merkley.

**COMMENTS FROM THE GENERAL MANAGER** — There were no comments.

**ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA** — Mr. Wildish announced that under the agenda section Action Items, the items related to Ad Hoc Fare Committee and LTD Fare Policy would be taken up, following action on the Consent Calendar.

**BOARD CALENDARS** — Ms. Jackson stated that the updated calendar had been conveyed electronically to Board members.

**EMPLOYEE OF THE MONTH – MARCH** — The Board recognized Accessible Services Specialist John Ahlen as the March 2018 Employee of the Month. Mr. Wildish presented Mr. Ahlen with his award and thanked him for his outstanding service and dedication to LTD's mission. Mr. Ahlen thanked the Board and said he was humbled by the award. He appreciated the support he received from bus riders, co-workers, and the Board and highlighted some of the many ways that LTD made accessibility a priority.

**AUDIENCE PARTICIPATION** — There was no one wishing to speak.



**ITEMS FOR ACTION AT THIS MEETING**

**MOTION** **Consent Calendar** — Mr. Nordin moved that the Board approve the Consent Calendar for February 21, 2018, as presented. Ms. Wick provided the second. The Consent Calendar consisted of the Minutes of the January 17, 2018, Regular Board Meeting and the Delegated Authority Report-January.

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

**Ad Hoc Fare Committee - Youth and Low Income Fare Program** — Mr. Wildish said this item was a follow-up to the Board's discussion at its retreat the previous day. He asked Ms. Reid, Ms. Wick, and Mr. Yeh to work with staff to establish a committee to address the issue.

Ms. Reid pointed out that the intent of the ad hoc committee, as discussed at the retreat, was to examine LTD's entire fare policy rather than focus only on youth and low income fare programs; including youth and low income in the agenda item title was misleading.

Mr. Yeh agreed that the intent was to look at the whole fare policy, including youth and low income fare programs.

Ms. Jackson said provisions in the new state transportation legislation made it necessary for LTD to demonstrate it was addressing youth and low income fare programs, which is why those terms were specified.

Board members concurred that the ad hoc committee would be established to review the District's entire fare structure, including, but not limited to, fares for youth and low income populations.

**LTD Fare Policy** — Mr. Yeh stated that he had asked for a discussion of LTD's fare policy because if the Board wished to institute a youth pass program in the fall of 2018, it would be necessary to make some decisions quickly; course adjustments could be made later as necessary. He suggested that staff be directed to present a proposal for a youth pass program, including the financial impact, route adjustments, and other factors that could affect District operations.

Mr. Nordin said that he supported the concept of a youth pass program. He said that he felt it should be done in coordination with school districts and the discussion should start soon as Mr. Yeh suggested.

Ms. Wick said that she also agreed it was important to begin the discussion and establish LTD's intent regarding a youth pass program.

Mr. Yett asked if school districts would be able to request state funds to contribute to a youth pass program. Director of Public Affairs, Edward McGlone, said LTD currently received about \$10,000 annually across the multiple school districts that it served for contracts. He said that he was not certain the districts would be willing to contribute those funds and in the case of Eugene 4J, that district was considering reviving its school bus program.

Ms. Reid said she was not opposed to a youth pass program, but was concerned that efforts to implement one in the fall of 2018 could preempt necessary research to determine if it was financially feasible and consistent with what school district and students wanted. She said that she agreed the discussion should begin, but did not think the expected outcome should be implementation of a September 2018 program.

In response to questions from Mr. Yett about administration of a pass program and school district concerns, Mr. McGlone said staff would likely recommend, based on conversations with Eugene and Springfield school districts, having the districts administer the pass program. LTD would provide the fare medium and the districts would deliver services through their administrations. He said one concern related to extending the pass program to middle school students and inappropriate use of passes. He said districts preferred to have control over who had access to passes. He explained that the difference between a student pass program and "yellow bus" program was that schools were eligible for reimbursement for the cost of operating school (yellow) bus programs, but not passes. Additionally, schools could not be reimbursed for transportation costs for middle and high school students who lived within a one mile radius of the school.

Mr. Yeh observed that the discussion illustrated the complex issues involved in determining whether LTD should implement a youth pass program and stressed the importance of beginning to research the subject immediately so preliminary decisions could be made.

Ms. Reid encouraged the discussion of a youth pass program be separate from the ad hoc committee because it might generate an interim solution, while the ad hoc committee should take whatever time was necessary to examine the entire fare policy structure.

Assistant General Manager of Service Delivery, Mark Johnson, said staff could provide information at the March Board meeting that would identify the pros and cons of implementing a youth pass program in September 2018.

Ms. Jackson said staff could present data that would enable the Board to make a decision. Her concern, however, was that if the Board hoped to implement a program in the fall of 2018, she needed to assign staff to the task, but those would be the same staff that would also be supporting the ad hoc committee's examination of the entire fare structure. She shared an example from the Los Angeles transit district's pilot program to encourage ridership that reduced fares during non-peak hours. Although the program had a stated start and end date, when fares returned to the normal rate the community objected because a Title VI analysis was not conducted before the fares were raised. She cautioned that implementing an interim solution would require an analysis if adjustments were made in the future.

In response to a question from Mr. Nordin, Mr. McGlone and Ms. Reid explained Willamalane Park and Recreation District's 1Pass program, which is a partnership between Willamalane, the Eugene Parks and Recreation Department, LTD, and a number of private businesses to provide students a pass to summer activities and entertainment. Users paid a \$50 fee for a 3-month pass that gave them unlimited access to LTD, Willamalane, the City of Eugene's recreation facilities, and discounted access to private facilities. Program revenue was first used to reimburse private partners for their actual costs, and then LTD was reimbursed for its costs, followed by a three-way split of the remaining money among the three governmental partners. The pass was highly used, but was not tracked as a farebox element.

Mr. Yeh supported tasking staff with developing information about the feasibility of a youth pass program to demonstrate LTD's willingness to pursue the matter, rather than identifying reasons it would not work.

Mr. McGlone said that staff and the Strategic Planning Committee (SPC) had begun working on the issue and could provide the Board with a number of potential strategies.

Mr. Yett asked if a scholarship approach would address Title VI issues. Ms. Denmark said a Title VI analysis was required whenever service changes were made to determine if there was any disproportionate impact on certain populations, including low income and minorities. Ms. Jackson said the burden of a Title VI analysis could be shifted to another entity if that entity was making those service changes and LTD's operations were not affected.

Mr. Yeh said it would be helpful if the staff could include the option of implementing a program in January 2019 if additional time was necessary.

Ms. Wick said the youth pass program was worthwhile to pursue. Her only hesitancy was trying to implement one too quickly without sufficient information. She agreed that it was important for LTD to establish the intent, but wanted the program to be implemented thoughtfully to avoid problems.

**Fiscal Year 2016-2017 Independent Audit Report and Comprehensive Annual Financial Report (CAFR)** — Director of Finance, Christina Shew, introduced Julie Desimone and Kevin Mullerleile of Moss Adams, LLP to present the audit report and CAFR.

Ms. Desimone gave an overview of the audit process. She said transit agency audits were complex and reviewed the standards and compliance guidelines governing LTD's audits. She said the process this time also included pension trusts in the CAFR. She said that she was pleased to report that the result was an unmodified, or clean, opinion that did not identify any problems with financial statements. She said a marked improvement in internal controls occurred over the course of the year and while material weaknesses were noted at the beginning of the year, the changes to internal controls and additions of new controls resulted in an enhanced structure that would provide very good results in the future. She commended Ms. Shew and her staff for their work.

Mr. Mullerleile reported there were no compliance findings or issues with internal controls related to federal funds and clean opinions were issued. Ms. Desimone added that all findings from the previous year's audit were resolved.

Mr. Mullerleile said the audit focused on significant audit areas, but because this was the first time Moss Adams had worked with LTD, an examination of all aspects of finance was conducted. Key areas included:

- Cash and investments
- Capital assets
- Pension plans
- Grant funding
- Oregon minimum standards

Ms. Desimone said that significant accounting policies established the rules for financial statements and any changes in policies could impact the figures being reported. It was important

to identify any policy changes to determine if there were differences in reporting between current and prior years. She reviewed some components of financial statements, such as the estimated life of assets. She said all of LTD's accounting estimates were in line with the industry and no concerns were identified. She said management was very cooperative during the audit process and there were in depth discussions about adjustments that could be made to the internal control system and information about industry best practices were shared.

Mr. Mullerleile said that new federal accounting standards were on the horizon and Moss Adams would provide training on those in April, as well as best practices for implementation. An invitation had been extended to LTD management. Ms. Desimone said Board members were also welcome to attend the training.

Ms. Desimone said that in the future all agencies would be required to include present pension obligations in financial statements, which would affect liability and equity positions. She summarized the audit results and noted that federal reporting deadlines had been met.

The Board commended Ms. Shew and her staff for their work.

Assistant General Manager of Administrative Services, Roland Hoskins, also commended staff and thanked Moss Adams for their audit work and assistance improving LTD's financial management structure.

MOTION Ms. Reid moved LTD Resolution No. 2018-02-17-005: Resolved, that the LTD Board of Directors received the independent audit for Fiscal Year 2016-2017, and accept the independent auditor's reports contained in the Comprehensive Annual Financial Report and Single Audit for the fiscal year ending June 30, 2017. Mr. Yeh provided the second.

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

**Appropriation of ConnectOregon V Grant for the Commerce Street Connect Bridge Project**  
— Ms. Jackson explained that LTD was awarded slightly over \$1 million in ConnectOregon funds in partnership with the City of Eugene to construct a Commerce Street bridge. She said the partnership included two other bridges, which were managed by LTD, but the City of Eugene managed the Commerce Street bridge project and provided the local match. The expenditures for the Commerce Street bridge project were estimated at \$601,400 in fiscal year 2016-2017 and \$471,000 in fiscal year 2017-2018, but the city did not invoice LTD for the first amount prior to closeout of the fiscal year and the funds were not expended. The \$601,400 now needed to be appropriated into the FY 2017-2018 budget in order to expend the full amount of ConnectOregon funds.

MOTION Mr. Yeh moved to approve Resolution No. 2018-02-17-006: that the LTD Board of Directors passes a Resolution as follows: Authorizing an appropriation of \$601,400 ConnectOregon V grant funds for the Commerce Street Connect Bridge Project and amend Fiscal Year 2017-2018 Amended Capital Project Fund Budget (Board Resolution 2017-11-15-62).

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

#### ITEMS FOR INFORMATION AT THIS MEETING

**Board Member Reports** — Ms. Jackson said that the summaries of meetings included in the agenda packet were derived from the published agendas of those groups and invited Board members who had attended to provide any additional information they felt might be of interest to the Board.

Ms. Wick noted that the Accessible Transportation Committee (ATC) meeting had been cancelled.

Mr. Nordin reported the LaneACT (Area Commission on Transportation) had discussed funding for the Florence-Eugene transit connection in HB 2017 and a feasibility study would be conducted.

Ms. Reid said the SPC had a long discussion of student passes and HB 2017 rulemaking, and deferred several agenda items to the next meeting. She said there was also an extended discussion of the Main-McVay corridor and the Oregon Department of Transportation's (ODOT) safety median project. She said there was still concern in the community about the project and the City of Springfield was planning an extensive public outreach project. Mr. Wildish expressed some concern that the lengthy amount of time required for the ODOT study might invalidate work that had already been done on the Main-McVay corridor.

Ms. Reid said that ODOT had made a presentation to the Metropolitan Policy Committee about its Americans with Disabilities Act (ADA) settlement regarding non-compliant curb ramps. She said 26,000 curb ramps would be replaced.

**Monthly Financial Reports - December** — Ms. Shew reviewed the December 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. She said inconsistencies and an overpayment of payroll tax receipts from the Oregon Department of Revenue continued to have an impact but was being monitored closely by staff.

Mr. Nordin asked if the Novus software transition was having problems with payments, such as those to South Lane Wheels. Ms. Jackson said there were problems with reimbursement calculations for South Lane Wheels and staff was working to resolve those issues.

Ms. Wick said the ATC was also concerned about that issue and a demonstration was planned for its next meeting to update members.

**Monthly Grants Report - January** — Ms. Shew said staff was still working to improve the report and would incorporate suggestions from the Board's retreat in the next version.

**Monthly Cash Disbursements - January** — In response to a question from Mr. Nordin, Ms. Shew said that check #97490 issued to Mark L. Hay in the amount of \$10,700 was to pay for

consultant services. Mr. Johnson explained that Mr. Hay was a former employee with parts and materials handling who advised staff on procurement systems during the agency's reorganization.

Ms. Shew invited Board members to contact her with questions about items in the report and she could provide details at meetings.

**Monthly Performance Reports - December/January** — In response to a question from Ms. Jackson about the content and format of the reports, Mr. Wildish determined there was Board consensus that the current presentation of information was acceptable. She also noted that ridership was holding steady.

**Monthly Department Reports - February** — There were no questions.

**ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING – REQUESTED BY THE BOARD** — Ms. Wick requested an update at a future meeting in 2 or 3 months regarding the service animal Paw Print program.

Mr. Wildish requested an update on the Santa Clara Community Transit Center project.

Mr. Nordin said there had been a recent traffic fatality involving a child in Cottage Grove and a local committee hoped to coordinate with Point2point on safety issues.

Ms. Reid asked for an update on the appointment of a new Board member to fill Mr. Necker's position.

**ADJOURNMENT** — Mr. Wildish adjourned the meeting at 4:30 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

\_\_\_\_\_  
Kate Reid  
Board Secretary

\_\_\_\_\_  
Camille Gandolfi  
Clerk of the Board

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

**LANE TRANSIT DISTRICT  
DELEGATED AUTHORITY REPORT  
February 2018**

DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	SIGNER	NOTES
02/02/2018	Lane Coucil of Governments	Volunteer Escort Mileage Reimbursement	Change Notice	July 1, 2017 - June 30, 2018	Annual	\$ 10,000.00	A. Jackson	Change Notice #2 extends the contract one year
02/02/2018	City of Eugene Public Works	Hilyard Community Center Vehicle Lease	Lease	July 1, 2017 - June 30, 2018	Annual	\$ 50.00	A. Jackson	Change Notice #4 extends the contract one year.
02/06/2018	Cintas Corporation	Operator Uniforms - Pants & Shorts only	IDIQ	Aug. 15, 2017 - Aug. 14, 2019	Annual	\$ 150,000.00	A. Jackson	2-year base; plus 3 options years
02/07/2018	HealthFirst Financial, LLC	Group Pass Agreement	Group Pass	Feb. 1, 2018 - ongoing	Annual	\$ 6,233.00	R. Hoskins	Auto Renewal
02/12/2018	Ninfa's Elite Janitorial Service	Amendment #1 to Contract 2017-02 (Glenwood & RideSource Administrative Building)	Amendment		Annual	\$ 6,750.00	A. Jackson	Added \$6750 to total contract value (\$410,085); Deletes service for Facilities Management trailer; adds service for new Facilities Management building
02/27/2018	JLA Public Involvement, Inc.	Public Involvement Services - Comprehensive Operational Analysis	Firm, Fixed Price	Jan. 22, 2018 - Jan. 31, 2019		\$ 79,993.00	A. Jackson	



**LANE TRANSIT DISTRICT  
BOARD OF DIRECTORS  
*BYLAWS***





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**ARTICLE I**  
**POWERS OF A MASS TRANSIT DISTRICT**

**SECTION 1.1** *Enumerated Powers of a Mass Transit District.* Lane Transit District (“LTD” or the “District”) is a mass transit district and a special district. Special districts are created by the Legislature, and thus do not have broad or inherent powers (like counties and cities). As a mass transit district, LTD only has those powers enumerated in statute, which generally are:

- a. Have and use a seal; sue and be sued;
- b. Acquire real or personal property within District boundaries for the purpose of providing or operating a mass transit system;
- c. Contract for the construction, acquisition, purchase, lease, preservation, improvement, operation or maintenance of any mass transit system;
- d. Build, construct, purchase, lease, improve, operate and maintain all improvements, facilities or equipment necessary or desirable for the mass transit system of the District;
- e. Enter into contracts and employ agents, engineers, attorneys, and other persons;
- f. Fix and collect charges for the use of the transit system and other district facilities;
- g. Construct, acquire, maintain and operate and lease, rent and dispose of passenger terminal facilities, motor vehicle parking facilities and other facilities for the purpose of encouraging use of the mass transit system within the District;
- h. Enter into contracts or intergovernmental agreements to act jointly or in cooperation to provide mass transit services to areas, provided the party contracting to receive the services shall pay to the mass transit district not less than the proportionate share of the cost of the services that the benefits to the contracting party bear to the total benefits of the service;
- i. Conduct programs and events and other actions for the purpose of maintaining employee relations;
- j. Improve, construct and maintain bridges over navigable streams; and
- k. Do such other acts or things as may be necessary or convenient for the proper exercise of powers granted to a District herein.

**ARTICLE II**  
**GOVERNANCE PROCEDURES**

**SECTION 2.1** *Governance Procedures.* The LTD Board of Directors will comply with Oregon’s Public Meetings Law, Public Records Law, and all governance procedures set forth in the LTD Ordinance Providing Rules for Meetings of the Lane Transit District Board of Directors, attached hereto as Exhibit A.



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**ARTICLE III**  
**MEMBERSHIP, COMPOSITION, APPOINTMENT**

**SECTION 3.1** *Membership.* This section intentionally left blank.

**SECTION 3.2** *Appointment.* Pursuant to ORS 267.097, Board members are appointed by the Governor of Oregon.

**SECTION 3.3** *Composition.* Pursuant to ORS 267.090(2), the Board of Directors of a mass transit district shall consist of seven members. One director shall be appointed from each of seven subdistricts. The Governor shall appoint as one of the directors a person who regularly uses the services provided by a mass transit system. Directors shall reside in the subdistrict from which they are respectively appointed. The subdistricts shall be as nearly equal in population as possible based on the latest federal census and shall be designed to ensure representation of the most populous city, other cities and unincorporated territory in the proposed district proportionate to their respective populations provided that if less than the entire district is taxed by the district, the subdistricts shall be wholly within the taxed area.

**ARTICLE IV**  
**TERMS OF SERVICE, VACANCIES**

**SECTION 4.1** *Terms of Service.* Pursuant to ORS 267.090(3), the term of office of a director is four years, but each director shall serve at the pleasure of the Governor. Before the expiration of the term of a director, the director's successor shall be appointed. A director may be eligible for reappointment.

**SECTION 4.2** *Vacancies.* Pursuant to ORS 267.090(3), in the case of a vacancy for any cause, the Governor shall appoint a person to serve for the unexpired term. A director whose term has expired shall continue to serve until the appointment of a successor, unless discharged by the Governor.

**ARTICLE V**  
**OFFICERS, DUTIES**

**SECTION 5.1** *Board Officers.* Pursuant to ORS 267.120(1), the Board shall choose from among its members, by majority vote of the members, a president, vice president, treasurer, and secretary to serve for terms of two years. Terms of office shall begin on the first day of January and end on the last day of December in even numbered years. Each director, before entering upon the duties of office, shall take and subscribe to an oath that the director will honestly, faithfully and impartially perform duties as a director and disclose any conflict of interest the director may have in any matter to be acted upon by the Board. A copy of the oath shall be filed with the secretary of the Board.

**SECTION 5.2** *President.* The president, and in the president's absence, the vice president; and in the absence of both, a director selected by the directors present to act as president pro tem, shall preside at meetings of the District directors. The presiding officer shall be entitled to vote on all matters and may make and second motions and participate in discussion and debate.

**SECTION 5.3** *Vice President.* In the event of the absence of the president, or of the president's inability to perform any of the duties of the president's office or to exercise any of the president's powers, the vice president shall perform such duties and possess such powers as are conferred on the president, and shall perform such other duties as may from time to time be assigned to the vice president by the president or the Board.

**SECTION 5.4** *Secretary.* The secretary hereby delegates the following duties to the Clerk of the Board



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as its designee, all to be completed in accordance with the requirements of Oregon law and any applicable LTD Ordinances, resolutions, or policies:

- a. Give appropriate notice of all meetings of the Board;
- b. Ensure recordings and/or minutes of all Board meetings are maintained;
- c. Act as custodian of LTD records and the seal of the Authority;
- d. Affix the seal to official documents when required;
- e. Keep a book or record containing the names and places of residence of all directors, as well as their dates of appointment and qualifications as directors; and
- f. Perform all duties generally incident to the office of secretary, and such other duties as may be from time to time assigned to the secretary by the president, the Board, or the General Manager.

**SECTION 5.5 Treasurer.** The treasurer hereby delegates the following duties to the Finance Director as its designee, all to be completed in accordance with the requirements of Oregon law and any applicable LTD Ordinances, resolutions, or policies:

- a. Perform all duties generally incident to the office of treasurer, and such other duties as may be from time to time assigned to the treasurer by the president, the Board, or the General Manager.

**SECTION 5.6 Vacancies.** In the case of a vacancy in any office other than by expiration of the officer's term, the vacancy shall be filled by election by the Board of Directors when the need arises and the newly elected officer shall take office immediately upon the occurrence of such vacancy to fill the balance of the unexpired term.

**SECTION 5.7 Committee Assignments.** The president, on the president's own motion, may appoint directors to Board subcommittees and community advisory committees.

## **ARTICLE VI** **CODE OF ETHICS AND CONFLICTS OF INTEREST POLICY**

**SECTION 6.1 Code of Ethics and Conflicts of Interest Policy.** Each Board member is governed by the Board of Directors Ethics and Conflicts of Interest Policy, attached hereto as Exhibit B, and will complete the Conflicts of Interest Acknowledgment and Disclosure Form annually.

## **ARTICLE VII** **MEETINGS**

**SECTION 7.1 Board and Committee Meetings.** The LTD Board of Directors will comply with Oregon's Public Meetings Law, Public Records Law, and all governance procedures and meeting requirements set forth in the LTD Ordinance Providing Rules for Meetings of the Lane Transit District Board of Directors, attached hereto as Exhibit A. This Article VII is intended to supplement the law and LTD's Ordinances.

- a. Board members are expected to report discussions, recommendations, and updates from their respective committee assignments to the Board of Directors at its regular monthly meeting.

**SECTION 7.2 Quorum Requirements.** A quorum of Board members is a majority of the Board members,



even if a position is vacant or a director is absent. Therefore, four (of seven) Board members are required for a quorum. A quorum is required to hold a public meeting.

**SECTION 7.3 Meeting Times.** Respect the scheduled starting and ending times for meetings. The vice president will assist the president with keeping on schedule.

**SECTION 7.4 Attendance.** All Board members are expected to regularly attend Board meetings and be fully engaged with minimal distraction (from cell phones, etc.) at regularly scheduled Board meetings, unless prevented by illness or an unavoidable cause.

**SECTION 7.5 Telephonic Attendance.** If a Board member is unable to attend a meeting, there is an option to attend telephonically. A Board meeting can also be held telephonically, without any members having to physically attend, so long as all the requirements of the Public Meetings Law are still followed (notice, recording, and a location for the public to attend and listen).

**SECTION 7.6 Meeting Preparation.** All Board members should prepare for Board meetings by reading the materials ahead of the meeting and asking questions of the General Manager prior to the day of the meeting, if possible. After discussion with the General Manager, if a Board member intends to pull something from the consent agenda, notify the Clerk of the Board and/or the General Manager as soon as possible.

**SECTION 7.7 Board Meeting Discussion.** Board discussions should be thorough yet concise and pertinent to the issues on the agenda.

**SECTION 7.8 Public Participation.** Although the Public Meetings Law guarantees the public the right to attend all public meetings, it does not provide the public the right to participate. LTD has historically allowed public participation at meetings upon recognition by the president. Public testimony will typically be limited to three (3) minute increments, but it is adjustable at the discretion of the president.

**SECTION 7.9 Scheduling.** All Board members are expected to cooperate in scheduling special meetings and/or work sessions for training and planning purposes.

## **ARTICLE VIII** **VOTING RULES**

**SECTION 8.1 Voting.** Board members are expected to cast a vote on all matters except when a conflict of interest arises.

**SECTION 8.2 Conflict of Interest.** Board members should be familiar with the Board of Directors Ethics and Conflicts of Interest Policy, attached hereto as Exhibit B. If a Board member believes he/she may have a conflict of interest, that concern should be communicated with the Clerk of the Board and/or the General Manager in advance of the Board meeting. They may consult with legal counsel.

**SECTION 8.3 Voting Requirements.** The affirmative vote of a majority of all Board members (four of seven) is required to pass a motion. Even if only five members attend the meeting, four must vote affirmatively to pass the motion.

## **ARTICLE IX** **PUBLIC MEETINGS LAW AND PUBLIC RECORDS LAW**

**SECTION 9.1 Legal Requirements.** The requirements of Oregon's Public Meetings Law must be followed whenever a quorum of Board members meet to deliberate towards a decision. All Board



communications are subject to the Public Records Law. This Article IX is intended to supplement the requirements of the Public Meetings Law and Public Records Law.

**SECTION 9.2 Serial Communications.** If Board members have serial communications among a quorum of its members, the requirements of the Public Meetings Law apply. A serial communication occurs when Board member 1 deliberates towards a decision with Board member 2; Board member 2 then deliberates towards a decision with Board member 3, and so on, until a quorum of Board members (4) is involved. While serial communications can take place in person or over the phone, they most often occur via email.

**SECTION 9.3 Board email.** The following guidelines apply to use of Board email:

- a. Board members should use their Board email account for all Board-related business;
- b. Do not reply to Board emails to deliberate towards a decision that should occur in public session;
- c. "Deliberation towards a decision" can only occur among Board members. It is acceptable to reply to an email from the General Manager and/or Clerk of the Board, so long as the General Manager and/or Clerk of the Board do not share your opinion with any other Board members; and
- d. Board emails are subject to public records request. As a general rule, do not write anything in an email that you would not want printed in the newspaper.

## **ARTICLE X** **FINANCES AND CONTRACTS**

**SECTION 10.1 Contract Review Board.** Pursuant to LTD Resolution No. 2017-03-15-011, attached hereto as Exhibit C, the LTD Board of Directors acts as the LTD Contract Review Board and shall retain or delegate its authority in accordance with that resolution, as it may be amended from time to time.

**SECTION 10.2 Preparation of Budget.** The General Manager will prepare and present a budget for consideration by the Board for the upcoming fiscal year at the time as designated by the Board.

## **ARTICLE XI** **SEVERABILITY**

**SECTION 11.1 Severability.** If any provision of these Bylaws or its application to any person or circumstances is held invalid, the remainder of these Bylaws, or the application of the provision to other persons or circumstances is not affected.

## **ARTICLE XII** **AMENDMENTS**

**SECTION 12.1 Action.** These Bylaws, as adopted by the Lane Transit District Board of Directors, may be revised or amended at any regular or special meeting of the Board by a vote of the majority of the whole membership of the Board.

## ORDINANCE NO. 52

### AN ORDINANCE PROVIDING RULES FOR MEETINGS OF THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS, AND AMENDING AND RESTATING ORDINANCE NO. 45.

WHEREAS Lane Transit District is reorganizing and updating its Board governance procedures:

BE IT ENACTED BY LANE TRANSIT DISTRICT:

Lane Transit District Ordinance No. 45 is amended and restated in its entirety to read as follows:

#### **Section 1. Meetings to Be Public**

In accordance with Public Meetings Law, all meetings of the Board of Directors shall be open to the public and all persons, unless otherwise excluded, shall be permitted to attend, except that the public may be excluded from executive sessions.

Although the Public Meetings Law guarantees the public the right to attend all public meetings, it does not provide the public the right to participate. LTD has historically allowed public participation at regular monthly Board meetings upon recognition by the president. Public testimony will typically be limited to three (3) minute increments, but it is adjustable at the discretion of the president.

#### **Section 2. Regular Meetings**

**a. Time**

The Board of Directors shall hold regular monthly meetings at the time and day as designated by the Board Resolution Setting Time and Day for Regular Monthly Board Meetings. When the day fixed for any regular meeting falls upon a day designated by law as a legal or national holiday, such meeting shall be held at the same time on the next succeeding day not a holiday, or as otherwise directed by the Board.

**b. Place**

Regular meetings shall be held in the Board Room at the District's Glenwood-area facility, or at such other location as the Board of Directors may specify from time to time and cause to be included in the notice of meeting.

**c. Notice**

Public notice shall be given, reasonably calculated to give actual notice, to interested persons of the time and place for holding regular meetings. The notice also shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of the Board of Directors to consider additional subjects.



### **Section 3. Adjourned or Canceled Meetings**

Meetings may be adjourned to a specific time and place before the day of the next regular meeting. A meeting may be adjourned by the vote of the majority of the members present, even in the absence of a quorum.

Meetings may be canceled. In the event a meeting is canceled, a notice of cancelation of meeting shall be posted on the Lane Transit District website as soon as is reasonably possible.

### **Section 4. Special Meetings**

#### ***a. Call***

The president of the Board or a majority of the directors may call special meetings.

#### ***b. Notice***

At least 24 hours' notice of special meetings shall be given to the directors, the news media which have requested notice, and the general public. The notice shall state the time, place, and purpose of the meeting.

### **Section 5. Emergency Meetings**

#### ***a. Call***

The president of the Board or a majority of the directors may call emergency meetings.

#### ***b. Notice***

In case of an actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances both to the directors and to the public. The minutes and/or recording for such a meeting shall describe the emergency justifying less than 24 hours' notice. The notice shall state the time, place, and purpose of the meeting.

### **Section 6. Executive Sessions**

The Board of Directors may hold executive sessions during a regular, special, or emergency meeting after the presiding officer has identified the specific provision of the Public Meetings Law that authorizes the executive session.

If an executive session only will be held, notice shall be given to the members of the Board of Directors and to the general public, stating the specific provision of law authorizing the executive session.

### **Section 7. Telephone or Other Electronic Communication**

Any meeting of the Board of Directors, including an executive session, may be held through the use of telephone or other electronic communication, provided it is conducted in accordance with Public Meetings Law and with this ordinance. When telephone or other

electronic means of communication is used and the meeting is not in executive session, the Board of Directors shall make available to the public a place where the public can listen to the communication at the time it occurs. The place provided may be a place where no Board member is present, but said place shall be located within the geographic boundaries of the District.

### **Section 8. Place of Meetings**

All meetings shall be held within the geographic boundaries of the District, and shall be in a place accessible to persons with disabilities. A meeting of the Board of Directors that is held through the use of telephone or other electronic communication shall be deemed held within the geographic boundaries of the District if the place provided for the public to listen to the communication is located within the geographic boundaries of the District. Training sessions may be held outside the geographic boundaries of the District as long as no deliberations towards a decision are involved.

### **Section 9. Conduct of Meetings**

#### ***a. Presiding Officer***

The president, and in the president's absence, the vice president; and in the absence of both, a director selected by the directors present to act as president pro tem, shall preside at meetings of the District directors.

The presiding officer shall be entitled to vote on all matters and may make and second motions and participate in discussion and debate.

#### ***b. Minutes***

The secretary, or a person so designated by the secretary or Board of Directors, shall keep a sound, video or digital recording or prepare written minutes of the District Board meetings. Neither a full transcript nor a full recording of the meeting is required, except as otherwise provided by law, but the written minutes or recording must give a true reflection of the matters discussed at the meeting and the views of the participants. All minutes or recordings shall be available to the public within a reasonable time after the meeting, and shall include at least the following information:

1. All members of the Board of Directors who are present at the meeting;
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
3. The substance of any discussion on any matter; and
4. Subject to Public Records Law, a reference to any document discussed at the meeting.

If written minutes are kept for a regular meeting, minutes of executive sessions shall be kept the same as the minutes of regular meetings, except that instead of written minutes, a record of any executive session may be kept in the form of a sound or video tape or digital recording which need not be transcribed unless

otherwise required by law. Material, the disclosure of which is inconsistent with the purpose for which an executive session is authorized to be held, may be excluded from disclosure unless otherwise ordered by the court in any legal action.

The approved written minutes, or the sound, video, or digital recording shall be considered the official record of the Board meeting and shall be retained by the Clerk of the Board in accordance with the Public Meetings Law and Oregon Administrative Rules regarding document retention.

**c. Quorum**

A quorum of Board members is a majority of the Board members, even if a position is vacant or a director is absent. Therefore, four (of seven) Board members are required for a quorum. A quorum is required to hold a public meeting.

**d. Rules**

Roberts' Rules of Order shall be the parliamentary procedure for meetings of the District Board, except when a specific rule is provided by statute or this ordinance, or by a resolution of this Board.

**e. Matters to be considered**

1. At regular meetings and adjourned sessions of regular meetings, the Board of Directors can consider any matters that they desire to consider, whether in the published agenda or not, except that an ordinance can be considered only at a regular meeting or an adjourned session of a regular meeting if consideration of that ordinance appeared in the published agenda for the regular meeting.
2. At special meetings, only those matters that were specified in the notice of the meeting shall be considered.
3. At emergency meetings, only the emergency matters shall be considered.
4. No final action may be taken in executive session; however, a consensus of the Board may be determined.

**Section 10. Notices**

**a. Notices to Directors**

Notice to directors shall be deemed given when sent, via e-mail, to the director's LTD email address.

**b. Public Notice**

All public notices shall be given in one or more newspapers of general circulation within the District, published on the District's website, and in such other and additional manner as the Board of Directors shall from time to time direct.

**c. News Media**

Notice of all meetings must be given to news media which have requested notice.

## **Section 11. Ordinances**

### **a. *Publication of Agenda***

1. Except in an emergency, an ordinance shall not be considered or voted upon by the Board unless the ordinance is included in the published agenda of the meeting. The agenda of a meeting shall state the time, date, and place of the meeting; give a brief description of the ordinance to be considered at the meeting; and state that copies of the ordinance are available at the office of the District.
2. The presiding officer shall cause the agenda to be published not more than ten days nor less than four days before the meeting, in one or more newspapers of general circulation within the District.

### **b. *Adoption***

Except as provided by subsection 3 of this section, before an ordinance is adopted, it shall be read during regular meetings of the District Board on two different days at least six days apart. If the ordinance as initially read is substantially amended prior to adoption, it shall be read as amended during regular meetings of the District Board on two different days at least six days apart, the first of which may be the meeting at which it is amended.

1. The reading of an ordinance shall be full and distinct unless at the meeting:
  - 1.1. A copy of the ordinance is available for each person who desires a copy; and
  - 1.2. The Board directs that the reading be by title only.
2. Except as provided by subsection 3 of this section, the affirmative vote of a majority of the members of the District Board is required to adopt an ordinance.
3. An ordinance to meet an emergency may be introduced, read once and put on its final passage at a regular, special, or emergency Board meeting, without being described in a published agenda, if the reasons requiring immediate action are described in the ordinance. The unanimous approval of all members of the Board at the meeting, a quorum being present, is required to adopt an emergency ordinance. No emergency ordinance shall be adopted imposing an income tax nor changing the boundaries of the District.

### **c. *Signing and Filing***

1. Within seven days after adoption of an ordinance, the enrolled ordinance shall be:

- 1.1. Signed by the presiding officer;
  - 1.2. Attested by the person who served as recording secretary of the District Board at the session at which the Board adopted the ordinance; and
  - 1.3. Filed in the records of the District.
2. A certified copy of each ordinance shall be filed with the county clerk, available for public inspection.
  3. Within 15 days after adoption of an emergency ordinance, notice of the adoption of the ordinance shall be published in one or more newspapers of general circulation within the District. The notice shall:
    - 3.1. Briefly describe the ordinance;
    - 3.2. State the date when the ordinance was adopted and the effective date of the ordinance; and
    - 3.3. State that a copy is on file at the District office and at the office of the county clerk of the county, available for public inspection.

**d. *Effective Date***

1. Except as provided by subsection 2 of this section, an ordinance shall take effect on the 30<sup>th</sup> day after it is adopted, unless a later date is prescribed by the ordinance. If an ordinance is referred to the voters of the District, it shall not take effect until approved by a majority of those voting on the ordinance.
2. An emergency ordinance may take effect upon adoption.

**e. *Petition to Adopt, Amend, or Repeal an Ordinance***

Any interested person who is a landowner within the District or an elector registered in the District may petition the Board of Directors to adopt, amend, or repeal an ordinance. Any such person may appear at any regular meeting of the Board and shall be given a reasonable opportunity to be heard.

**Section 12. Resolutions and Motions**

- a. All matters, other than legislation coming before the District Board and requiring Board action, shall be handled by resolution or motion. A motion approved by the vote of the majority of all Board members shall have the same force and effect as a resolution.
- b. The affirmative vote of a majority of all Board members (four of seven) is required to pass a motion. Even if only five members attend the meeting, four must vote affirmatively to pass the motion.

**Section 13. Officers**

The Board shall choose from among its members, by majority vote of the members, a president, vice president, treasurer, and secretary to serve for terms of two years. Terms of office shall begin on the first day of January and end on the last day of December in even-numbered years. In case of a vacancy in any office other than by expiration of the officer's term, the vacancy shall be filled by election by the Board of Directors when the need arises and the newly-elected officer shall take office immediately upon the occurrence of such vacancy to fill the balance of the unexpired term.

**Section 14. Committees**

The president, on the president's own motion, or the directors by majority vote, may appoint committees to make investigations, to study problems, and to make recommendations to the Board of Directors. A committee that reports directly to the Board is a "Board subcommittee" or a "community advisory committee." Board subcommittees only include directors. Community advisory committees may include persons who are not directors. The appointment shall include a designation of a president of the committee. All provisions of this ordinance shall apply to committees and their meetings to the extent relevant, substituting "committee" for "Board of Directors," and "committee members" for "directors."

Two or more committees may meet jointly so long as a quorum of the Board of Directors is not present, unless the required notice for a Board meeting has been given. Although two or more committees may meet jointly, separate minutes or recordings and separate votes must be taken for each committee.

**Section 15. General Manager**

The general manager shall attend all Board meetings and may participate in such meetings, but has no vote. The Board of Directors may appoint a general manager pro tempore during the absence or disability of the general manager.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
President and Presiding Officer

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Recording Secretary

**Board of Directors**  
**Ethics and Conflicts of Interest Policy**

As a member of the Lane Transit District Board of Directors (the “Board”), I recognize that I owe a fiduciary duty of loyalty to Lane Transit District (“LTD”). This duty requires me to avoid conflicts of interest and to act at all times in the best interest of LTD. The purpose of the Ethics and Conflicts of Interest Policy is to:

1. Assist the Board in understanding the enumerated powers of LTD;
2. Inform the Board about what constitutes a conflict of interest;
3. Assist the Board in identifying and disclosing actual and potential conflicts;
4. Inform the Board about the use of office prohibition; and
5. Assist the Board in understanding the rules regarding acceptance of gifts.

LTD Board members are public officials and, as such, are subject to Oregon’s Government Ethics Law, found in Oregon Revised Statutes Chapter 244 and Oregon Administrative Rules Chapter 199. For any projects that are federally funded through the Federal Transit Administration (“FTA”), LTD Board members are also subject to the conflict of interest provisions of FTA Circular 4220.1F. Pertinent laws and rules are summarized below.

**A. The Enumerated Powers of a Mass Transit District**

LTD is a mass transit district and a special district. Special districts are created by the Legislature, and thus do not have broad or inherent general powers (like counties and cities). As a mass transit special district, LTD only has those powers enumerated in statute, which generally are:

1. Have and use a seal; sue and be sued;
2. Acquire real or personal property within the District boundaries for the purpose of providing or operating a mass transit system;
3. Contract for the construction, acquisition, purchase, lease, preservation, improvement, operation or maintenance of any mass transit system;
4. Build, construct, purchase, lease, improve, operate and maintain all improvements, facilities or equipment necessary or desirable for the mass transit system of the District;
5. Enter into contracts and employ agents, engineers, attorneys and other persons;
6. Fix and collect charges for the use of the transit system and other district facilities;
7. Construct, acquire, maintain and operate and lease, rent and dispose of passenger terminal facilities, motor vehicle parking facilities and other facilities for the purpose of encouraging use of the mass transit system within the District;

8. Enter into contracts or intergovernmental agreements to act jointly or in cooperation to provide mass transit services to areas, provided the party contracting to receive the services shall pay to the mass transit district not less than the proportionate share of the cost of the services that the benefits to the contracting party bear to the total benefits of the service;
9. Conduct programs and events and other actions for the purpose of maintaining employee relations;
10. Improve, construct and maintain bridges over navigable streams; and
11. Do such other acts or things as may be necessary or convenient for the proper exercise of the powers granted to a District herein.

**B. Conflicts of Interest When Federal Funds May Be Involved**

Board members are prohibited from participating in the selection, award, or administration of a contract supported with assistance from the Federal Transit Administration if a conflict of interest, real or apparent, would be involved. Such a conflict arises when:

1. The Board member;
2. Any member of the Board member's immediate family;
3. The Board member's partner; or
4. The Board member's employer or prospective employer

has a financial or other interest in the entity awarded a contract with LTD. When a conflict of interest, real or apparent, arises, you are prohibited from participating in the selection, award, or administration of the contract.

“Immediate family member” is not defined in the FTA Circular, but should be given its common meaning, which likely includes a “spouse, parent, stepparent, child, sibling, stepsibling, son-in-law or daughter-in-law.”

**C. Conflicts of Interest Under Oregon Law (Applies All the Time)**

An *actual/potential* conflict of interest means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which *would/could* be to the private pecuniary benefit or detriment of the person or the person's relative or any business with which the person or a relative of the person is associated.

“Relative” means the following:

- a) The spouse, parent, stepparent, child, sibling, stepsibling, son-in-law or daughter-in-law of the public official;
- b) The parent, stepparent, child, sibling, stepsibling, son-in-law or daughter-in-



law of the *spouse* of the public official; or

- c) Any individual for whom the public official has a legal support obligation or provides benefits arising from the public official's public employment, or from whom the public official receives benefits arising from that individual's employment.

"Business with which the person is associated" means the following:

- a) Any private business or closely held corporation of which the person or the person's relative is a director, officer, owner or employee, or agent;
- b) Any private business or closely held corporation of which the person or the person's relative owns or has owned stock, or another form of equity interest, \$1,000 or more at any point in the preceding year; or
- c) Any publicly held corporation in which the person or the person's relative owns or has owned \$100,000 or more in stock or another form of equity interest at any point in the preceding calendar year.

#### **D. What If I Have a Conflict?**

1. Potential Conflict. If you are met with a **potential** conflict of interest, you must publicly announce the nature of the conflict before participating in any official action on the issue giving rise to the conflict of interest. Following the public announcement, you may participate in official action on that issue **unless** federal funds are or may be involved. If federal funds are or may be involved, you must refrain from further participation, even in the instance of a potential or apparent conflict. Even if the Board member's vote is necessary to meet the minimum number of votes required for official action, the Board member must refrain from participation if federal funds are involved.
2. Actual Conflict. If you are met with an **actual** conflict of interest, you must publicly announce the nature of the conflict. Following the public announcement, you must refrain from further participation in official action on the issue that gave rise to the conflict of interest.

In very limited circumstances, and only when federal funds are **not** involved, you may be able to vote despite an actual conflict of interest. This exception only applies when a Board member's vote is necessary to meet the minimum number of votes required for official action. In this circumstance, you must make the announcement and refrain from any discussion, but may participate in the vote required for official action by the Board. This provision does **not** apply in situations where there are insufficient votes because of a member's absence when the Board is convened. Rather, it applies in circumstances when all Board members are present and the number of members who must refrain due to actual

conflicts of interest make it impossible for the Board to take official action.

When there is a conflict between federal law and Oregon law, the stricter standard shall apply.

**E. Disclosure Requirements**

All actual and potential conflicts of interest shall be disclosed by Board members to the General Manager through the annual Disclosure Form and to the Board whenever a conflict of interest arises. On an annual basis, all Board members shall be provided with a copy of this policy and are required to complete and sign the Acknowledgment and Disclosure Form, below.

Under Oregon law, LTD Board members are required to file with the Oregon Government Ethics Commission a verified statement of economic interest (“SEI”) on or before April 15 of each year. If needed, additional information regarding the SEI can be obtained from the Clerk of the Board, or from the Oregon Government Ethics Commission.

**F. Use of Office Prohibition**

Generally, a Board member may not use or attempt to use official position or office to obtain financial gain or avoidance of financial detriment for the Board member, a relative or member of the household of the Board member, or any business with which the Board member, relative or a member of the household is associated, if the financial gain or avoidance of financial debt would not otherwise be available but for the Board member’s holding of official position.

The following are exceptions to the use of office prohibition:

1. Any part of an official compensation package;
2. Receipt of an honorarium;
3. An unsolicited award for professional achievement; and
4. Permitted gifts / items expressly excluded from the definition of “gift.”

**G. Gifts**

Under Oregon law, a Board member, or a relative, or a member of your household, may not solicit or receive, directly or indirectly, any **gift** or gifts with an aggregate value in excess of **\$50** from any single source that could reasonably be known to have a **legislative or administrative interest**.

1. What is a “Gift”? A “gift” is something of economic value given to a Board member, a relative, or a member of the household that is: (1) free or discounted; and (2) not offered on the same terms to others who are not public officials, or relatives or members of a public official’s household.
2. What is NOT a “Gift”? Under Oregon law, and in pertinent part only, the following are excluded from the definition of gift:
  - a. Gifts from relatives or members of the Board member’s household;

- b. An unsolicited token or award of appreciation with a resale value less than \$25;
  - c. Admission provided to or the cost of food or beverage consumed by a Board member, relative, or member of the household accompanying the Board member at a reception, meal, or meeting held by an organization when the Board member is representing LTD;
  - d. Entertainment provided to a Board member, relative, or member of the household that is incidental to the main purpose of another event.
3. Legislative or Administrative Interest. Under Oregon law, the receipt of gifts must be analyzed when the source has a “legislative or administrative interest” in the Board member. A source has a “legislative or administrative” interest in a Board member when the source has:
- a. An economic interest, distinct from that of the general public; and
  - b. In any matter that is or would be subject to the decision or vote of a Board member.

Under federal law, a personal conflict of interest arises when a Board member solicits or accepts gifts, gratuities, favors or anything of monetary value from a contractor, potential contractor, or party to a sub-agreement. However, federal law allows the acceptance of gifts where the financial interest is “not substantial” or the gift is an “unsolicited item of intrinsic value.” Therefore, by following Oregon’s \$50 gift limit, Board members will comply with the requirements under federal law.

#### **H. Financial Interest in Public Contract**

Under Oregon law, a Board member who ceases to hold a position as a public official may not have a “direct beneficial financial interest” in a public contract for two years after the date the contract was “authorized.”

A contract is “authorized” by a Board member if the Board member performed a significant role in the selection process of a contractor or the execution of the contract. A “significant role” can include recommending approval or signing of the contract, including serving on a selection committee or team, or having the final authorizing authority for the contract.

This law is most relevant in the following scenario. A former Board member becomes employed by Company. Company has a public contract with LTD. Board member is prohibited from working on the contract with LTD for two years from the date the contract was authorized.

**I. Penalties**

The Oregon Government Ethics Commission has jurisdiction to investigate alleged violations of the Oregon Government Ethics Laws. After an investigation, if the Commission finds that a violation occurs, it may impose sanctions that include, but are not limited to, letters of reprimand or civil penalties (of up to \$10,000). Any financial gain that a public official realized from a violation of Oregon Government Ethics Laws is subject to a forfeiture of twice the gain.

**Conflicts of Interest Acknowledgment and Disclosure Form**

I have read the Conflicts of Interest Policy set forth above and agree to comply fully with its terms and conditions at all times during my service as an LTD Board member. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the LTD Board of Directors and the General Manager in writing.

*Please answer the questions below by circling 'Yes' or 'No'. Some of these questions may seem repetitive. Please answer each question. If you circle 'Yes' an explanation is required.*

1. Do **you** have a financial, or any other, interest in an entity that could be, or has been, awarded a contract with LTD?

NO                      YES (Explain)                      \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Does any **member of your immediate family** have a financial, or any other, interest in an entity that could be, or has been, awarded a contract with LTD?  
a. A "member of your immediate family" means your spouse, parent, stepparent, child, sibling, son-in-law or daughter-in-law.

NO                      YES (Explain)                      \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Does **your partner** have a financial, or any other, interest in an entity that could be, or has been, awarded a contract with LTD?

NO                      YES (Explain)                      \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Does **your current or prospective employer** have a financial, or any other, interest in an entity that could be, or has been, awarded a contract with LTD?

NO                      YES (Explain)                      \_\_\_\_\_

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5. Are there any businesses with which **you** are associated?

NO            YES (Explain)            \_\_\_\_\_

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6. Do you know of any circumstance in which **you** could receive a financial benefit or detriment from an action **you** may undertake in your capacity as a Board member?

NO            YES (Explain)            \_\_\_\_\_

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7. Do you know of any circumstance in which a **business with which you are associated** could receive a financial benefit or detriment from an action **you** may undertake in your capacity as a Board member?

NO            YES (Explain)            \_\_\_\_\_

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8. Are there any businesses with which **your relative** is associated?  
a. Please refer to Section B, page 2 of the Policy for the definition of "relative."

NO            YES (Explain)            \_\_\_\_\_

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9. Do you know of any circumstance in which **your relative** could receive a financial benefit or detriment from an action **you** may undertake in your capacity as a Board member?

NO                      YES (Explain)                      \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Do you know of any circumstance in which a **business with which your relative is associated** could receive a financial benefit or detriment from an action **you** may undertake in your capacity as a Board member?

NO                      YES (Explain)                      \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Are there any other actual or potential conflicts of interest to disclose?

NO                      YES (Explain)                      \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In my individual capacity:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

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



Lane Transit District  
P. O. Box 7070  
Springfield, Oregon 97401

(541) 682-6100  
Fax: (541) 682-6111

LTD RESOLUTION NO. 2017-03-15-011

A RESOLUTION ESTABLISHING PUBLIC CONTRACTING POLICIES

WHEREAS, the LTD Board of Directors acts as the LTD Contract Review Board;

WHEREAS, the LTD Board of Directors, acting as the LTD Contract Review Board, may adopt rules by Resolution; and

WHEREAS, the LTD Contract Review Board desires to establish: (1) levels of contracting authority for the General Manager; (2) public contracting policies; (3) approval policies for Real Property Agreements and Intergovernmental Agreements; and (4) levels of review for non-standard procurements.

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

Effective April 1, 2017:

1. Levels of Contracting Authority. The LTD Contract Review Board hereby delegates to the General Manager the authority and responsibility to approve, negotiate and execute procurements and contracts which do not exceed \$149,999.
2. Routine Annual Procurements. The LTD Contract Review Board hereby delegates to the General Manager the authority and responsibility to approve, negotiate, and execute routine annual procurements and contracts, regardless of amount, for operational goods and services including but not limited to diesel, fuel, gasoline, engine oil and lubricants, tires, bus batteries, bus and facilities parts, printing, and facilities maintenance.
3. Contract Amendments and Change Orders. For those contracts authorized by the LTD Board of Directors, the LTD Contract Review Board hereby delegates to the General Manager the authority and responsibility to approve and execute contract amendments and change orders as may be necessary. Individual or cumulative contract amendments and change orders cannot exceed the lesser of \$150,000 or ten-percent (10%) of the initial contract.
4. Contract Documents. The LTD Contract Review Board hereby delegates to the General Manager the authority and responsibility to approve and execute all

LTD BOARD MEETING  
[03/15/17] HANDOUT



contract documents including purchase orders, blanket purchase orders, contracts, contract amendments, and change orders after any necessary authorization by the Board of Directors.

5. Budget and Policies. All authority delegated herein shall be exercised consistent with the adopted LTD budget and established policies and approved projects of LTD.
6. Intergovernmental Agreements. Subject to the limits set forth in Paragraphs 1 and 2, Intergovernmental Agreements shall be presented to the Board of Directors prior to entering into. "Intergovernmental Agreements" shall include any contract between governmental entities that is not a Real Property Agreement.
7. Real Property Agreements. Real Property Agreements shall be presented to the Board of Directors prior to entering into. "Real Property Agreements" shall include:
  - a. Agreements for the sale or purchase of real property;
  - b. Agreements for the granting of an easement or other encumbrance on real property; and
  - c. Lease agreements that exceed those limits set forth in Paragraphs 1 and 2, or that have a lease term of ten years or more.
8. Levels of Review for Non-Standard Procurements. The Procurement Manager and General Manager must approve, in writing, any non-standard procurement before it is solicited and/or published. "Non-standard procurement" is intended to include procurements other than Invitations for Bid and Requests for Proposals solicited using full and open competition. Micro-purchases and small procurements shall be excluded from this definition of "non-standard procurements."
9. Contracting Actions Requiring Board Authorization. For those contracts authorized by the LTD Board of Directors, the Board shall do the following concurrent with contract award:
  - a. Identify the "Project Closeout Team" for the project, such team being responsible for ensuring project milestones (substantial completion, final completion, acceptance) are met in accordance with the contract terms;
  - b. Authorize the payment plan for the contract; and
  - c. Identify the reporting, if any, the Board expects to receive on the project.
10. Delegated Authority Report. 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.

11. Delegation. The General Manager may delegate in writing any of the authorities granted under this Resolution; provided, however, any such authority delegated to staff shall not exceed the authority delegated herein to the General Manager.

3/15/2017  
Date

  
President LTD Board of Directors



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## **HUMAN RESOURCES COMMITTEE BOARD SUBCOMMITTEE BYLAWS**

### **ARTICLE I PURPOSE**

**SECTION 1.1 *Purpose.*** The Human Resources Committee (“Committee”) was established by the Lane Transit District (“LTD” or the “District”) Board of Directors (the “Board”) to facilitate and make recommendations regarding the General Manager’s goals, annual performance evaluation, and contract terms.

### **ARTICLE II GOVERNANCE PROCEDURES**

**SECTION 2.1 *Governance Procedures.*** The Human Resources Committee will comply with Oregon’s Public Meetings Law, Public Records Law, and all applicable governance procedures set forth in the LTD Ordinance Providing Rules for Meetings of the Lane Transit Board of Directors, attached hereto as Exhibit A.

### **ARTICLE III MEMBERSHIP, COMPOSITION, APPOINTMENT**

**SECTION 3.1 *Membership.*** The Human Resources Committee shall consist of three (3) Board members. All members of the Committee are voting members.

**SECTION 3.2 *Composition.*** This section intentionally left blank.

**SECTION 3.3 *Appointment.*** Appointment to the Committee will be made by the Board president.

### **ARTICLE IV TERMS OF SERVICE, VACANCIES**

**SECTION 4.1 *Terms of Service.*** Members shall serve for the duration of their Board appointment, or as otherwise determined by the Board president.

**SECTION 4.2 *Vacancies.*** The Board president shall appoint a Board member to fill any vacancy.

### **ARTICLE V OFFICERS, DUTIES**

**SECTION 5.1 *Officers.*** The Committee shall choose from among its members, by majority vote of the members, a president to serve a one (1) year term. Terms of office shall begin on the first day of January and end on the last day of December each year. Each member, before entering upon the duties of office, shall take and subscribe to an oath that the member will honestly, faithfully and impartially perform duties as a member and disclose any conflict of interest the member may have in any matter to be acted upon by the Committee.



**SECTION 5.2 President.** The president, and in the president's absence, a member selected by the members present to act as president pro tem, shall preside at the Committee meetings. The presiding officer shall be entitled to vote on all matters and may make and second motions and participate in discussion and debate.

**SECTION 5.3 Vice President.** This section intentionally left blank.

**SECTION 5.4 Secretary.** This section intentionally left blank.

**SECTION 5.5 Treasurer.** This section intentionally left blank.

**SECTION 5.6 Vacancies.** In the case of a vacancy in any office other than by expiration of an officer's term, the vacancy shall be filled by election by the Committee members when the need arises and the newly elected officer shall take office immediately upon the occurrence of such vacancy to fill the balance of the unexpired term.

**SECTION 5.7 Committee Assignments.** This section intentionally left blank.

## **ARTICLE VI** **CODE OF ETHICS AND CONFLICT OF INTEREST POLICY**

**SECTION 6.1 Code of Ethics and Conflicts of Interest Policy.** Each Committee member, as a member of the LTD Board of Directors, is governed by the Board of Directors Ethics and Conflicts of Interest Policy, attached hereto as Exhibit B, and will complete the Conflicts of Interest Acknowledgment and Disclosure Form annually.

## **ARTICLE VII** **MEETINGS**

**SECTION 7.1 Committee Meetings.** The Human Resources Committee will comply with Oregon's Public Meetings Law, Public Records Law, and all governance procedures and meeting requirements set forth in the LTD Ordinance Providing Rules for Meetings of Lane Transit District Board of Directors, attached hereto as Exhibit A. This Article VII is intended to supplement the law and LTD's Ordinances.

**SECTION 7.2 Quorum Requirements.** A quorum of Committee members is a majority of the Committee members, even if a member is absent or a position is vacant.

**SECTION 7.3 Meeting Times.** The Human Resources Committee will meet on an as needed basis. Respect the scheduled starting and ending times for meetings.

**SECTION 7.4 Attendance.** All Committee members are expected to regularly attend Committee meetings and be fully engaged with minimal distraction (from cell phones, etc.) at regularly scheduled Committee meetings, unless prevented by illness or an unavoidable cause.

**SECTION 7.5 Telephonic Attendance.** If a Committee member is unable to attend a meeting, there is an option to attend telephonically. A Committee meeting can also be held telephonically, without any members having to physically attend, so long as all the requirements of the Public Meetings Law are still followed (notice, recording, and a location for the public to attend and listen).

**SECTION 7.6 Meeting Preparation.** All Committee members should prepare for Committee meetings by reading the materials ahead of the meeting.

Q:  
Adopted: 04\_16\_03  
Revised: 10\_18\_17



**SECTION 7.7 Committee Meeting Discussion.** Committee discussions should be thorough yet concise and pertinent to the issues on the agenda.

**SECTION 7.8 Public Participation.** Although Public Meetings Law guarantees the public the right to attend all public meetings, it does not provide the public the right to participate. Public testimony is typically not received at Committee meetings, although it is adjustable at the discretion of the president and the Board of Directors.

**SECTION 7.9 Scheduling.** All Committee members are expected to cooperate in scheduling special meetings and/or work sessions for training purposes.

## **ARTICLE VIII** **VOTING RULES**

**SECTION 8.1 Voting.** Committee members are expected to cast a vote on all matters except when a conflict of interest arises.

**SECTION 8.2 Conflict of Interest.** Committee members should be familiar with the Board of Directors Ethics and Conflicts of Interest Policy, attached hereto as Exhibit B. If a Committee member believes he/she may have a conflict of interest, that concern should be communicated with the Clerk of the Board and/or the General Manager in advance of the Board meeting. They may consult with legal counsel.

**SECTION 8.3 Voting Requirements.** The affirmative vote of a majority of all Committee members (two of three) is required to pass a motion. Even if only two members attend the meeting, two must vote affirmatively to pass the motion.

## **ARTICLE IX** **PUBLIC MEETINGS LAW AND PUBLIC RECORDS LAW**

**SECTION 9.1 Legal Requirements.** The requirements of Oregon's Public Meetings Law must be followed whenever a quorum of Committee members meet to deliberate toward a decision. All Committee communications are subject to the Public Records Law. This Article IX is intended to supplement the requirements of the Public Meetings Law and Public Records Law.

**SECTION 9.2 Serial Communications.** If Committee members have serial communications among a quorum of its members, the requirements of the Public Meetings Law apply. A serial communication occurs when Committee member 1 deliberates toward a decision with Committee member 2, which is a quorum of Committee members. While serial communications can take place in person or over the phone, they most often occur via email.

**SECTION 9.3 Committee email.** The following guidelines apply to use of Committee email:

- a. Committee members should use their LTD email account for all Committee-related business;
- b. Do not reply to Committee emails to deliberate towards a decision that should occur in public session;
- c. "Deliberation towards a decision" can only occur among Committee members. It is acceptable to reply to an email from the General Manager and/or Clerk of the Board, so long as the General Manager and/or Clerk of the Board do not share your opinion with any other Committee members; and

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Adopted: 04\_16\_03

Revised: 10\_18\_17



- d. Committee emails are subject to public records request. As a general rule, do not write anything in an email that you would not want printed in the newspaper.

**ARTICLE X**  
**SEVERABILITY**

**SECTION 10.1 *Severability*.** If any provision of these Bylaws or its application to any person or circumstances is held invalid, the remainder of these Bylaws, or the application of the provision to other persons or circumstances is not affected.

**ARTICLE XI**  
**AMENDMENTS**

**SECTION 11.1 *Action*.** These Bylaws, as adopted by the Board, may be revised or amended at any regular or special meeting of the Board by a vote of the majority of the whole membership of the Board.

Q:  
Adopted: 04\_16\_03  
Revised: 10\_18\_17



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**BUDGET COMMITTEE  
COMMUNITY ADVISORY COMMITTEE  
BYLAWS**

**ARTICLE I  
NAME AND PURPOSE**

**SECTION 1.1 *Purpose.*** The Budget Committee (the “Committee”) was established by the Lane Transit District (“LTD” or the “District”) Board of Directors (the “Board”) to review and approve the operating and capital budget proposed by LTD’s budget officer.

**ARTICLE II  
GOVERNANCE PROCEDURES**

**SECTION 2.1 *Governance Procedures.*** The Budget Committee will comply with Oregon’s Public Meetings Law, Public Records Law, Local Budget Law, and all applicable governance procedures set forth in the LTD Ordinance Providing Rules for Meetings of the Lane Transit Board of Directors, attached hereto as Exhibit A.

**ARTICLE III  
MEMBERSHIP, COMPOSITION, APPOINTMENT**

**SECTION 3.1 *Membership.*** Knowledge of general finance and an understanding of the business operated by the District are helpful, but not absolutely necessary, since information is presented in a manner consistent with basic accounting principles. It is expected that members of the Committee will develop a general understanding of the budget process and the programs or funds included in the budget document.

**SECTION 3.2 *Composition.*** The Budget Committee shall consist of fourteen (14) members as follows: seven (7) Board members and seven (7) appointed members who live within the LTD service area. All members of the Committee have equal authority.

**SECTION 3.3 *Appointment.*** Each Board member may appoint one (1) member to the Committee so long as the member resides within LTD’s service area, regardless of whether the member resides within that Board member’s sub-district.

**ARTICLE IV  
TERMS OF SERVICE, VACANCIES**

**SECTION 4.1 *Terms of Service.*** Board members shall serve on the Budget Committee throughout the duration of their Board appointment. Appointed Committee members shall serve for three year, staggered terms, with the member’s term beginning July 1 of the respective year. Appointed Committee members may be reappointed for additional terms, at the discretion of the LTD Board of Directors.

**SECTION 4.2 *Vacancies.*** If a vacancy is created because an appointed member is unable to complete his/her term, or resigns before the term is over, the LTD Board of Directors will appoint another member to serve out the unexpired portion of the term.



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**ARTICLE V**  
**OFFICERS, DUTIES**

**SECTION 5.1 Officers.** The Committee shall choose from among its members, by majority vote of the members, a president and vice president to serve one (1) year terms. Terms of office shall begin on the first day of January and end on the last day of December each year. Each member, before entering upon the duties of office, shall take and subscribe to an oath that the member will honestly, faithfully and impartially perform duties as a member and disclose any conflict of interest the member may have in any matter to be acted upon by the Committee.

**SECTION 5.2 President.** The president, and in the president's absence, the vice president, and in the absence of both, a member selected by the members present to act as president pro tem, shall preside at the Committee meetings. The presiding officer shall be entitled to vote on all matters and may make and second motions and participate in discussion and debate.

**SECTION 5.3 Vice President.** In the event of the absence of the president, or of the president's inability to perform any of the duties of the president's office or to exercise any of the president's powers, the vice president shall perform such duties and possess such powers as are conferred on the president, and shall perform such other duties as may from time to time be assigned to the vice president by the president or Committee.

**SECTION 5.4 Secretary.** This section intentionally left blank.

**SECTION 5.5 Treasurer.** This section intentionally left blank.

**SECTION 5.6 Vacancies.** In the case of a vacancy in any office other than by expiration of an officer's term, the vacancy shall be filled by election by the Committee members when the need arises and the newly elected officer shall take office immediately upon the occurrence of such vacancy to fill the balance of the unexpired term.

**SECTION 5.7 Committee Assignments.** This section intentionally left blank.

**ARTICLE VI**  
**CODE OF ETHICS AND CONFLICT OF INTEREST POLICY**

**SECTION 6.1 Code of Ethics and Conflicts of Interest Policy.** Each Committee member is governed by Oregon's Government Ethics law and the Federal Transit Administration Circular 4220.1F regarding conflicts of interest.

**ARTICLE VII**  
**MEETINGS**

**SECTION 7.1 Committee Meetings.** The Budget Committee will comply with Oregon's Public Meetings Law, Public Records Law, Local Budget Law and all governance procedures and meeting requirements set forth in the LTD Ordinance Providing Rules for Meetings of Lane Transit District Board of Directors, attached hereto as Exhibit A. This Article VII is intended to supplement the law and LTD's Ordinances.

**SECTION 7.2 Quorum Requirements.** A quorum of Committee members is a majority of the Committee members, even if a member is absent or a position is vacant.

**SECTION 7.3 Meeting Times.** The Budget Committee will meet on an as-needed basis. However, the Committee will meet at least once in the fourth quarter of the fiscal year to review and approve the proposed





budget, prior to the LTD Board of Directors' adoption of the annual budget. Respect the scheduled starting and ending times for meetings. The vice president will assist the president with keeping on schedule.

**SECTION 7.4 Attendance.** All Committee members are expected to regularly attend Committee meetings and be fully engaged with minimal distraction (from cell phones, etc.) at regularly scheduled Committee meetings, unless prevented by illness or an unavoidable cause.

**SECTION 7.5 Telephonic Attendance.** If a Committee member is unable to attend a meeting, there is an option to attend telephonically. A Committee meeting can also be held telephonically, without any members having to physically attend, so long as all the requirements of the Public Meetings Law are still followed (notice, recording, and a location for the public to attend and listen).

**SECTION 7.6 Meeting Preparation.** All Committee members should prepare for Committee meetings by reading the materials ahead of the meeting.

**SECTION 7.7 Committee Meeting Discussion.** Committee discussions should be thorough yet concise and pertinent to the issues on the agenda.

**SECTION 7.8 Public Participation.** In accordance with Local Budget Law, all meetings of the Budget Committee shall be open to the public. The Committee must hold at least one meeting in which the public may ask questions and comment on the budget. Public testimony will typically be limited to three (3) minute increments, but it is adjustable at the discretion of the president and Board of Directors.

**SECTION 7.9 Scheduling.** All Committee members are expected to cooperate in scheduling special meetings and/or work sessions for training purposes.

## **ARTICLE VIII** **VOTING RULES**

**SECTION 8.1 Voting.** Committee members are expected to cast a vote on all matters except when a conflict of interest arises.

**SECTION 8.2 Conflict of Interest.** Committee members should be familiar with Oregon's Government Ethics Law and the Federal Transit Administration Circular 4220.1F regarding conflicts of interest. If a Committee member believes he/she may have a conflict of interest, that concern should be communicated with the Clerk of the Board and/or the General Manager in advance of the Committee meeting. They may consult with legal counsel.

**SECTION 8.3 Voting Requirements.** The affirmative vote of a majority of all Committee members (eight of fourteen) is required to pass a motion. Even if only nine members attend the meeting, eight must vote affirmatively to pass the motion.

## **ARTICLE IX** **PUBLIC MEETINGS LAW AND PUBLIC RECORDS LAW**

**SECTION 9.1 Legal Requirements.** The requirements of Oregon's Public Meetings Law must be followed whenever a quorum of Committee members meet to deliberate toward a decision. All Committee communications are subject to the Public Records Law. This Article IX is intended to supplement the requirements of the Public Meetings Law and Public Records Law.

**SECTION 9.2 Serial Communications.** If Committee members have serial communications among a quorum of its members, the requirements of the Public Meetings Law apply. A serial communication occurs



when Committee member 1 deliberates towards a decision with Committee member 2; Committee member 2 then deliberates towards a decision with Committee member 3, and so on, until a quorum of Committee members (8) is involved. While serial communications can take place in person or over the phone, they most often occur via email.

**SECTION 9.3 Committee email.** The following guidelines apply to use of Committee email:

- a.
  - a. Do not reply to Committee emails to deliberate towards a decision that should occur in public session;
  - b. "Deliberation towards a decision" can only occur among Committee members. It is acceptable to reply to an email from the General Manager and/or Clerk of the Board, so long as the General Manager and/or Clerk of the Board do not share your opinion with any other Committee members; and
  - c. Committee emails are subject to public records request. As a general rule, do not write anything in an email that you would not want printed in the newspaper.

#### **ARTICLE X** **SEVERABILITY**

**SECTION 10.1 Severability.** If any provision of these Bylaws or its application to any person or circumstances is held invalid, the remainder of these Bylaws, or the application of the provision to other persons or circumstances is not affected.

#### **ARTICLE XI** **AMENDMENTS**

**SECTION 11.1 Action.** These Bylaws, as adopted by the Board, may be revised or amended at any regular or special meeting of the Board by a vote of the majority of the whole membership of the Board.



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## **FINANCE COMMITTEE BOARD SUBCOMMITTEE BYLAWS**

### **ARTICLE I PURPOSE**

**SECTION 1.1 *Purpose.*** The Finance Committee (“Committee”) was established by the Lane Transit District (“LTD” or the “District”) Board of Directors (the “Board”) to review and make recommendations to the Board regarding contracts that exceed the General Manager’s delegated contract authority.

### **ARTICLE II GOVERNANCE PROCEDURES**

**SECTION 2.1 *Governance Procedures.*** The Finance Committee will comply with Oregon’s Public Meetings Law, Public Records Law, and all applicable governance procedures set forth in the LTD Ordinance Providing Rules for Meetings of the Lane Transit Board of Directors, attached hereto as Exhibit A.

### **ARTICLE III MEMBERSHIP, COMPOSITION, APPOINTMENT**

**SECTION 3.1 *Membership.*** The Finance Committee shall consist of three (3) Board members. All members of the Committee are voting members.

**SECTION 3.2 *Composition.*** This section intentionally left blank.

**SECTION 3.3 *Appointment.*** Appointment to the Committee will be made by the Board president.

### **ARTICLE IV TERMS OF SERVICE, VACANCIES**

**SECTION 4.1 *Terms of Service.*** Members shall serve for the duration of their Board appointment, or as otherwise determined by the Board president.

**SECTION 4.2 *Vacancies.*** The Board president shall appoint a Board member to fill any vacancy.

### **ARTICLE V OFFICERS, DUTIES**

**SECTION 5.1 *Officers.*** The Committee shall choose from among its members, by majority vote of the members, a president to serve a one (1) year term. Terms of office shall begin on the first day of January and end on the last day of December each year. Each member, before entering upon the duties of office, shall take and subscribe to an oath that the member will honestly, faithfully and impartially perform duties as a member and disclose any conflict of interest the member may have in any matter to be acted upon by the Committee.



**SECTION 5.2 President.** The president, and in the president's absence, a member selected by the members present to act as president pro tem, shall preside at the Committee meetings. The presiding officer shall be entitled to vote on all matters and may make and second motions and participate in discussion and debate.

**SECTION 5.3 Vice President.** This section intentionally left blank.

**SECTION 5.4 Secretary.** This section intentionally left blank.

**SECTION 5.5 Treasurer.** This section intentionally left blank.

**SECTION 5.6 Vacancies.** In the case of a vacancy in any office other than by expiration of an officer's term, the vacancy shall be filled by election by the Committee members when the need arises and the newly elected officer shall take office immediately upon the occurrence of such vacancy to fill the balance of the unexpired term.

**SECTION 5.7 Committee Assignments.** This section intentionally left blank.

## **ARTICLE VI** **CODE OF ETHICS AND CONFLICT OF INTEREST POLICY**

**SECTION 6.1 Code of Ethics and Conflicts of Interest Policy.** Each Committee member, as a member of the LTD Board of Directors, is governed by the Board of Directors Ethics and Conflicts of Interest Policy, attached hereto as Exhibit B, and will complete the Conflicts of Interest Acknowledgment and Disclosure Form annually.

## **ARTICLE VII** **MEETINGS**

**SECTION 7.1 Committee Meetings.** The Finance Committee will comply with Oregon's Public Meetings Law, Public Records Law, and all governance procedures and meeting requirements set forth in the LTD Ordinance Providing Rules for Meetings of Lane Transit District Board of Directors, attached hereto as Exhibit A. This Article VII is intended to supplement the law and LTD's Ordinances.

**SECTION 7.2 Quorum Requirements.** A quorum of Committee members is a majority of the Committee members, even if a member is absent or a position is vacant.

**SECTION 7.3 Meeting Times.** The Finance Committee will meet approximately once a month, in advance of the regular Board meeting. Respect the scheduled starting and ending times for meetings.

**SECTION 7.4 Attendance.** All Committee members are expected to regularly attend Committee meetings and be fully engaged with minimal distraction (from cell phones, etc.) at regularly scheduled Committee meetings, unless prevented by illness or an unavoidable cause.

**SECTION 7.5 Telephonic Attendance.** If a Committee member is unable to attend a meeting, there is an option to attend telephonically. A Committee meeting can also be held telephonically, without any members having to physically attend, so long as all the requirements of the Public Meetings Law are still followed (notice, recording, and a location for the public to attend and listen).

**SECTION 7.6 Meeting Preparation.** All Committee members should prepare for Committee meetings by reading the materials ahead of the meeting and asking questions of the General Manager prior to the day of the meeting, if possible



**SECTION 7.7 Committee Meeting Discussion.** Committee discussions should be thorough yet concise and pertinent to the issues on the agenda.

**SECTION 7.8 Public Participation.** Although Public Meetings Law guarantees the public the right to attend all public meetings, it does not provide the public the right to participate. Public testimony is typically not received at Committee meetings, although it is adjustable at the discretion of the president and the Board of Directors.

**SECTION 7.9 Scheduling.** All Committee members are expected to cooperate in scheduling special meetings and/or work sessions for training purposes.

## **ARTICLE VIII** **VOTING RULES**

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**SECTION 8.2 Conflict of Interest.** Committee members should be familiar with the Board of Directors Ethics and Conflicts of Interest Policy, attached hereto as Exhibit B. If a Committee member believes he/she may have a conflict of interest, that concern should be communicated with the Clerk of the Board and/or the General Manager in advance of the Board meeting. They may consult with legal counsel.

**SECTION 8.3 Voting Requirements.** The affirmative vote of a majority of all Committee members (two of three) is required to pass a motion. Even if only two members attend the meeting, two must vote affirmatively to pass the motion.

## **ARTICLE IX** **PUBLIC MEETINGS LAW AND PUBLIC RECORDS LAW**

**SECTION 9.1 Legal Requirements.** The requirements of Oregon's Public Meetings Law must be followed whenever a quorum of Committee members meet to deliberate toward a decision. All Committee communications are subject to the Public Records Law. This Article IX is intended to supplement the requirements of the Public Meetings Law and Public Records Law.

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- c. "Deliberation towards a decision" can only occur among Committee members. It is acceptable to reply to an email from the General Manager and/or Clerk of the Board, so long as the General Manager and/or Clerk of the Board do not share your opinion with any other Committee members; and



- d. Committee emails are subject to public records request. As a general rule, do not write anything in an email that you would not want printed in the newspaper.

**ARTICLE X**  
**SEVERABILITY**

**SECTION 10.1 Severability.** If any provision of these Bylaws or its application to any person or circumstances is held invalid, the remainder of these Bylaws, or the application of the provision to other persons or circumstances is not affected.

**ARTICLE XI**  
**AMENDMENTS**

**SECTION 11.1 Action.** These Bylaws, as adopted by the Board, may be revised or amended at any regular or special meeting of the Board by a vote of the majority of the whole membership of the Board.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 21, 2018

**ITEM TITLE:** GENERAL MANAGER PRO TEMPORE

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

**ACTION REQUESTED:** Board approval of resolution designating general manager pro tempore

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### **BACKGROUND:**

In the event of the absence or disability of the general manager, it is necessary for the Board to appoint a general manager pro tempore. Doing so will ensure that official District documents can be signed and other official business can be conducted in a timely manner.

The assistant general manager is the general manager pro tempore. With the resignation of Assistant General Manager of Administrative Services, Roland Hoskins, he can no longer serve as general manager pro tempore.

The attached resolution names the assistant general manager as the general manager pro tempore. In the event that the general manager and the general manager pro tempore are unavailable for a certain period, the Board of Directors authorizes the general manager to designate another general manager pro tempore.

**ATTACHMENT:** Resolution Designating General Manager Pro Tempore

### **RESULTS OF RECOMMENDED ACTION:**

This action assures that there is always someone to serve in the capacity of the general manager. For planned absences, the general manager will provide notice to the Board and staff that the designation of general manager pro tempore would be in effect for a specific period. For unforeseen or emergency absences of the general manager, the designation would take effect without prior notice.

### **PROPOSED MOTION:**

I move approval of Resolution No. 2018-02-17-006, designating the General Manager Pro Tempore.

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**LTD RESOLUTION NO. 2018-02-17-006**

**DESIGNATING GENERAL MANAGER PRO TEMPORE**

WHEREAS, ORS Chapter 267.145 (2) allows the LTD Board of Directors to designate a general manager pro tempore during the absence or disability of the general manager; and

WHEREAS, the official business of the District must continue during such times when the general manager may be absent or disabled;

NOW, THEREFORE, BE IT RESOLVED that the LTD Board of Directors appoints the assistant general manager to serve as the general manager pro tempore for LTD during the absence or disability of the general manager.

For planned absences, the general manager will provide notice to the LTD Board and staff that the designation of general manager pro tempore will be in effect for a specific period. For unforeseen or emergency absences of the general manager, the designation will take effect without prior notice. In the event that the general manager and general manager pro tempore are unavailable for a certain period, the Board authorizes the general manager to designate another general manager pro tempore.

This appointment shall remain in effect until the LTD Board appoints a new general manager pro tempore.

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, LTD Board of Directors

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Lane Transit District  
P. O. Box 7070  
Springfield, Oregon 97475

(541) 682-6100  
Fax: (541) 682-6111

**CONSENT CALENDAR ITEM:  
LTD BOARD BUDGET COMMITTEE NOMINATION**

March 21, 2018

**Background:**

The LTD Board Budget Committee is composed of the seven members of LTD's Board of Directors and seven community members who are nominated and approved by the Board and serve for 3-year terms. The non-Board Budget Committee members must reside within the District's service boundaries, but are not required to live in the same subdistrict as the Board member making the appointment.

Board Member Gary Wildish is nominating Jody Cline to a new 3-year term, which will expire on January 1, 2021. The nomination form for Ms. Cline is attached. Also attached is a list of Budget Committee members showing the term expiration date for each and the nominating Board member.

**Attachments:**

- 1) List of 2017-18 Budget Committee Members
- 2) Nomination Form for Jody Cline

**Recommended Action:**

The Board is asked to approve the nomination for Jody Cline to serve an additional term as a Budget Committee member.

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## LANE TRANSIT DISTRICT BUDGET COMMITTEE MEMBERS

(FY 2017-2018 Budget)

*Note: Budget Committee members are not required to live in the same subdistrict as the nominating Board member.*

SUBDISTRICT	NOMINATING BOARD MEMBER	TERM EXPIRES	BUDGET COMMITTEE MEMBER	TERM EXPIRES
1	Steven Yett	12/31/21	Kim Thompson	1/01/19
2	Carl Yeh	12/31/21	Kathryn Bruebaker	1/01/20
3	Don Nordin	12/31/18	Vacant	
4	Vacant		Jody Cline	1/01/21
5	April Wick	12/31/21	Jennifer Smith	1/01/19
6	Gary Wildish	12/31/18	Dean Kortge	1/01/20
7	Kate Reid	12/31/21	Vacant	



**LANE TRANSIT DISTRICT  
NOMINATION FOR BUDGET COMMITTEE**

**BUDGET COMMITTEE APPOINTMENT QUALIFICATIONS: ORS 294.414**

Budget Committee: (2) The budget committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of qualified electors of the municipal corporation appointed by the governing body. . . . (5) The appointive members of the budget committee shall be appointed for terms of 3 years. The terms shall be so staggered that one-third or approximately one-third of the appointive members' terms ends each year.

Board Member:  Gary Wildish

Date of Nomination:  March 21, 2015

Term of Budget Committee Appointment:  March 21, 2018   January 1, 2021   
Effective Date Term Expiration Date

Approved by Board: \_\_\_\_\_  
Date

**NOMINEE'S NAME:**  Jody Cline

**Home Address:**  5546 Charles Way, Eugene, OR 97402

**Telephone Number:**  541-517-7554

**Business Address:**  LCOG Senior & Disability Services; 1015 Willamette Street, Eugene, OR 97401

**Telephone Number:**  (541) 682-4432

**PREFERRED MAILING/DELIVERY ADDRESS:**  LCOG

**Occupation:**  Director, Senior and Disability Services

**Brief statement of nominee's background that is relevant to budget committee appointment:**  
 I work with consumer advocates, community partners, elected officials, and other stakeholders to promote quality services to seniors and people with disabilities. I am familiar with budget creation and management. In addition, I am interested in transportation options for vulnerable adults.   
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 21, 2018

**ITEM TITLE:** LTD ORDINANCE ADMINISTRATIVE REVIEW: RULES FOR BOARD MEETINGS

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

**ACTION REQUESTED:** First Reading by Title Only

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**BACKGROUND:**

With the development and updating of Board and committee bylaws, new Ordinance No. 52 will revise and replace Ordinance No. 45, an ordinance providing rules for LTD Board meetings. The ordinance was last updated in 2013; therefore, some revisions were made during this process. The three primary modifications to the ordinance include:

- (1) Language specific to public attendance and testimony was added.
- (2) Language regarding the location of Board trainings was added.
- (3) Language regarding minute requirements was updated.
- (4) Language regarding quorum requirements was updated.
- (5) Language regarding resolution and motion requirements was updated.
- (6) Language regarding Officers was updated.
- (7) Language regarding committees was updated.

Attorney Kristin Denmark with Thorp Purdy Jewett Urness & Wilkinson, P.C. will be attending the March 21 Board meeting to give the Board a brief overview of the ordinance review process and to discuss the primary revisions to Ordinance 45.

**ATTACHMENTS:** Ordinance No. 45, with Revisions  
New Ordinance No. 52

**PROPOSED MOTION:** I move that Lane Transit District Ordinance No. 52 be read by title only.

Following an affirmative vote, the ordinance title should be read:

**ORDINANCE NO. 52, AN ORDINANCE PROVIDING RULES FOR MEETINGS OF THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS, AND AMENDING AND RESTATING ORDINANCE NO. 45.**

ORDINANCE NO. \_\_\_\_\_

Deleted: 45

**AN ORDINANCE PROVIDING RULES FOR MEETINGS OF THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS, AND AMENDING AND RESTATING ORDINANCE NO. 45.**

Deleted: 1

WHEREAS Lane Transit District is reorganizing and updating its Board governance procedures:

Deleted: following a recent review of its ordinances, Lane Transit District determined that its ordinances should be better organized so as to make them more accessible to the public

BE IT ENACTED BY LANE TRANSIT DISTRICT:

Lane Transit District Ordinance No. 45 is amended and restated in its entirety to read as follows:

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**Section 1. Meetings to Be Public**

In accordance with Public Meetings Law, all meetings of the Board of Directors shall be open to the public and all persons shall be permitted to attend, except that the public may be excluded from executive sessions.

Although the Public Meetings Law guarantees the public the right to attend all public meetings, it does not provide the public the right to participate. LTD has historically allowed public participation at meetings upon recognition by the president. Public testimony will typically be limited to three (3) minute increments, but it is adjustable at the discretion of the president.

Commented [KD1]: What do you think about adding it here? I thought it made sense to go ahead and put it in. It is the same language from the bylaws.

**Section 2. Regular Meetings**

**a. Time**

The Board of Directors shall hold regular monthly meetings at the time and day to be designated by Board Resolution. When the day fixed for any regular meeting falls upon a day designated by law as a legal or national holiday, such meeting shall be held at the same time on the next succeeding day not a holiday, or as otherwise directed by the Board.

Commented [KD2]: Let's make sure that we have the Board resolution that states when regular meetings will be (i.e. the third Wednesday of each month). If we can't locate it, then let's just state in this Ordinance when the meetings will be, but that the Board may adjust this time.

**b. Place**

Regular meetings shall be held in the Board Room at the District's Glenwood-area facility, or at such other location as the Board of Directors may specify from time to time and cause to be included in the notice of meeting.

Commented [KD3]: Is this how you want to refer to this or should it be updated?

Deleted: by resolution

**c. Notice**

Public notice shall be given, reasonably calculated to give actual notice, to interested persons of the time and place for holding regular meetings. The notice also shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of the Board of Directors to consider additional subjects.

Deleted: , provided, however, that if any ordinance is to be

Deleted: considered or voted upon at the meeting, in such event, the notice shall comply with the provisions of Section 10.

**Section 3. Adjourned or Canceled Meetings**

Meetings may be adjourned to a specific time and place before the day of the next regular meeting. A meeting may be adjourned by the vote of the majority of the members present, even in the absence of a quorum.

Meetings may be canceled. In the event a meeting is canceled, a notice of cancellation of meeting shall be posted on the Lane Transit District website as soon as is reasonably possible.

**Section 4. Special Meetings**

**a. Call**

The president of the Board or a majority of the directors may call special meetings.

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**b. Notice**

At least 24 hours' notice of special meetings shall be given to the directors, the news media which have requested notice, and the general public. The notice shall state the time, place, and purpose of the meeting.

**Section 5. Emergency Meetings**

**a. Call**

The president of the Board or a majority of the directors may call emergency meetings.

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**b. Notice**

In case of an actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances both to the directors and to the public. The minutes and/or recording for such a meeting shall describe the emergency justifying less than 24 hours' notice. The notice shall state the time, place, and purpose of the meeting.

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**Section 6. Executive Sessions**

The Board of Directors may hold executive sessions during a regular, special, or emergency meeting after the presiding officer has identified the specific provision of the Public Meetings Law that authorizes the executive session.

Commented [KD5]: Just trying to be consistent and mirror the language of the statute.

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Deleted: for the holding of such

If an executive session only will be held, notice shall be given to the members of the Board of Directors and to the general public, stating the specific provision of law authorizing the executive session.

**Section 7. Telephone or Other Electronic Communication**

Any meeting of the Board of Directors, including an executive session, may be held through the use of telephone or other electronic communication, provided it is conducted in accordance with Public Meetings Law and with this ordinance. When telephone or other electronic means of communication is used and the meeting is not in executive session, the Board of Directors shall make available to the public a place where the public can listen to the communication at the time it occurs. The place provided may be a place

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Commented [KD6]: Again, the statutory language ends here, so I am just cutting off the sentence here to be consistent.

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where no Board member is present, but said place shall be located within the geographic boundaries of the District.

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**Section 8. Place of Meetings**

All meetings shall be held within the geographic boundaries of the District, and shall be in a place accessible to persons with disabilities. A meeting of the Board of Directors that is held through the use of telephone or other electronic communication shall be deemed held within the geographic boundaries of the District if the place provided for the public to listen to the communication is located within the geographic boundaries of the District. Training sessions may be held outside the geographic boundaries of the District as long as no deliberations towards a decision are involved.

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**Section 9. Conduct of Meetings**

**a. Presiding Officer**

The president, and in the president's absence, the vice president; and in the absence of both, a director selected by the directors present to act as president pro tem, shall preside at meetings of the District directors.

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The presiding officer shall be entitled to vote on all matters and may make and second motions and participate in discussion and debate.

**b. Minutes**

The secretary, or a person so designated by the Secretary or Board of Directors, shall keep a sound, video or digital recording or prepare written minutes of the District Board meetings. Neither a full transcript nor a full recording of the meeting is required, except as otherwise provided by law, but the written minutes or recording must give a true reflection of the matters discussed at the meeting and the views of the participants. All minutes or recordings shall be available to the public within a reasonable time after the meeting, and shall include at least the following information:

**Commented [KD7]:** I have modified this language to be consistent with the statute and to permit recordings or minutes. The language in the statute simply says the recordings or minutes must be available "within a reasonable time after the meeting." I know at our meeting we discussed 30 days. As a matter of practice, I think we should ensure recordings and/or minutes are available within that timeframe at the latest. But, publicly I would not put a time limit on us that is not required by the law. The internal practice could be just that – a practice. Or you could codify that in the form of some type of Standard Operating Procedure issued by the General Manager.

A caution here and a bit of a side note – if we document requirements in the form of procedures and rules, we must comply with them (if we are involved in a dispute it could be a legal liability to not comply with our own policies, procedures, etc.)

1. All members of the Board of Directors who are present at the meeting;
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
3. The results of all votes and the vote of each director by name; ↓
4. The substance of any discussion on any matter; and
5. Subject to Public Records Law, a reference to any document discussed at the meeting.

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If written minutes are kept for a regular meeting, minutes of executive sessions shall be kept the same as the minutes of regular meetings, except that instead of written minutes, a record of any executive session may be kept in the form of a sound or video tape or digital recording which need not be transcribed unless otherwise required by law. Material, the disclosure of which is inconsistent with the

purpose for which an executive session is authorized to be held, may be excluded from disclosure unless otherwise ordered by the court in any legal action.

The approved written minutes, or the sound, video, or digital recording shall be considered the official record of the Board meeting and shall be retained by the Clerk of the Board in accordance with the Public Meetings Law and Oregon Administrative Rules regarding document retention.

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**c. Quorum**

A quorum of Board members is a majority of the Board members, even if a position is vacant or a director is absent. Therefore, four (of seven) Board members are required for a quorum. A quorum is required to hold a public meeting.

Commented [KD9]: This is the exact same language in our bylaws. I want to be consistent and I also think it provides better guidance than what was previously in this section.

Deleted: A majority of the members of the directors constitutes a quorum

**d. Rules**

Roberts' Rules of Order shall be the parliamentary procedure for meetings of the District Board, except when a specific rule is provided by statute or this ordinance, or by a resolution of this Board.

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**e. Matters to be considered**

1. At regular meetings and adjourned sessions of regular meetings, the Board of Directors can consider any matters that they desire to consider, whether in the published agenda or not, except that an ordinance can be considered only at a regular meeting or an adjourned session of a regular meeting if consideration of that ordinance appeared in the published agenda for the regular meeting.
2. At special meetings, only those matters that were specified in the notice of the meeting shall be considered.
3. At emergency meetings, only the emergency matters shall be considered.
4. No final action may be taken in executive session; however, a consensus of the Board may be determined.

**Section 10. Notices**

**a. Notices to Directors**

Notice to directors shall be deemed given when sent, via e-mail, to the director's LTD email address.

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**b. Public Notice**

All public notices shall be given in one or more newspapers of general circulation within the District, published on the District's website, and in such other and additional manner as the Board of Directors shall from time to time direct.

Commented [KD10]: We expect Board members to use their email address, and they should to protect themselves and the District with regard to public records issues. I'd prefer not to give the Directors the option to provide an alternative address, and to expect them only to use their LTD addresses.

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**c. News Media**

Notice of all meetings must be given to news media which have requested notice.



**Section 11. Ordinances**

**a. Publication of Agenda**

1. Except in an emergency, an ordinance adopting, amending, or repealing a regulation shall not be considered or voted upon by the Board unless the ordinance is included in the published agenda of the meeting. The agenda of a meeting shall state the time, date, and place of the meeting; give a brief description of the ordinance to be considered at the meeting; and state that copies of the ordinance are available at the office of the District;
2. The presiding officer shall cause the agenda to be published not more than ten days nor less than four days before the meeting, in one or more newspapers of general circulation within the District.

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**Commented [KD11]:** Do you want to be more specific than saying "office of the District." This is fine as-is, but you could indicate the particular office.

The language at the end is stricken. That is a requirement for all meetings, not just those in which an ordinance is part of the agenda. I deleted it from this portion so as not to be confusing.

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**Deleted:** and, in accordance with the Americans with Disabilities Act, state that persons needing an accommodation may contact the District office 48 hours prior to the meeting to request the necessary accommodation.

**Commented [KD12]:** Just mirroring the language of the statute.

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**b. Adoption**

Except as provided by subsection 3 of this section, before an ordinance is adopted, it shall be read during regular meetings of the District Board on two different days at least six days apart. If the ordinance as initially read is substantially amended prior to adoption, it shall be read as amended during regular meetings of the District Board on two different days at least six days apart, the first of which may be the meeting at which it is amended.

1. The reading of an ordinance shall be full and distinct unless at the meeting:
  - 1.1. A copy of the ordinance is available for each person who desires a copy; and
  - 1.2. The Board directs that the reading be by title only.
2. Except as provided by subsection 3 of this section, the affirmative vote of a majority of the members of the District Board is required to adopt an ordinance.
3. An ordinance to meet an emergency may be introduced, read once and put on its final passage at a regular or special Board meeting, without being described in a published agenda, if the reasons requiring immediate action are described in the ordinance. The unanimous approval of all members of the Board at the meeting, a quorum being present, is required to adopt an emergency ordinance. No emergency ordinance shall be adopted imposing an income tax nor changing the boundaries of the District.
4. ↓

**Deleted:** An ordinance receiving a favorable vote of a majority of Board members . . . present, but not a majority of the entire Board, will remain on the agenda for . . . the succeeding meeting, unless otherwise disposed of by a duly adopted . . . motion. If, at the succeeding meeting, the ordinance receives a favorable . . . vote of a majority of Board members present, but not a majority of the entire . . . Board, the ordinance shall remain on the agenda for one additional . . . succeeding meeting, unless otherwise disposed of by a duly adopted . . . motion.

**c. Signing and Filing**

1. Within seven days after adoption of an ordinance, the enrolled ordinance shall be:
  - 1.1. Signed by the presiding officer;

- 1.2. Attested by the person who served as recording secretary of the District Board at the session at which the Board adopted the ordinance; and
- 1.3. Filed in the records of the District.
- 2. A certified copy of each ordinance shall be filed with the county clerk, available for public inspection.
- 3. Within 15 days after adoption of an emergency ordinance, notice of the adoption of the ordinance shall be published in one or more newspapers of general circulation within the District. The notice shall:
  - 3.1. Briefly describe the ordinance;
  - 3.2. State the date when the ordinance was adopted and the effective date of the ordinance; and
  - 3.3. State that a copy is on file at the District office and at the office of the county clerk of the county, available for public inspection.

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**d. Effective Date**

- 1. Except as provided by subsection 2 of this section, an ordinance shall take effect on the 30<sup>th</sup> day after it is adopted, unless a later date is prescribed by the ordinance. If an ordinance is referred to the voters of the District, it shall not take effect until approved by a majority of those voting on the ordinance.
- 2. An emergency ordinance may take effect upon adoption.

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**e. Petition to Adopt, Amend, or Repeal an Ordinance**

Any interested person who is a landowner within the District or an elector registered in the District may petition the Board of Directors to adopt, amend, or repeal an ordinance. Any such person may appear at any regular meeting of the Board and shall be given a reasonable opportunity to be heard.

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**Section 12. Resolutions and Motions**

- a. All matters, other than legislation coming before the District Board and requiring Board action, shall be handled by resolution or motion. A motion approved by the vote of the majority of all Board members shall have the same force and effect as a resolution.
- b. The affirmative vote of a majority of all Board members (four of seven) is required to pass a motion. Even if only five members attend the meeting, four must vote affirmatively to pass the motion.

Commented [KD14]: Camille, FYI. Resolution or motion (does not always require resolution). I have clarified here they have the same force.  
 In the next paragraph, I made clear that a majority of all Directors is required to pass a motion. The Board will always make a motion to take action – whether it is a motion to approve a resolution, an ordinance, or simply an oral motion to take some action.  
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 Deleted: A resolution may be adopted by the vote of the majority of the directors present at any meeting at which a quorum is present.  
 Deleted: <#>A motion approved by the vote of the majority of the directors present at any meeting at which a quorum is present shall have the same force and effect as a resolution and shall be characterized and recorded in the minutes as the passage of a resolution.¶

**Section 13. Officers**

The Board shall choose from among its members, by majority vote of the members, a president, vice president, treasurer, and secretary to serve for terms of two years. Terms of office shall begin on the first day of July and end on the last day of June in even-numbered years. In case of a vacancy in any office other than by expiration of the officer's term, the vacancy shall be filled by election by the Board of Directors when the need arises and the newly-elected officer shall take office immediately upon the occurrence of such vacancy to fill the balance of the unexpired term.

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**Section 14. Committees**

The president, on the president's own motion, or the directors by majority vote, may appoint committees to make investigations, to study problems, and to make recommendations to the Board of Directors. A committee that reports directly to the Board is an "advisory committee." Advisory committees may include persons who are not directors. The appointment shall include a designation of a chairperson of the committee. All provisions of this ordinance shall apply to committees and their meetings to the extent relevant, substituting "committee" for "Board of Directors," "committee members" for "directors," and "committee chairperson" for "president."

Deleted: resolution

Commented [KD15]: I think we need to be really careful with our language.

We have committees that report directly to the Board. We need to call those something consistent. They can either be advisory committees or subcommittees, but we should choose one and stick to it. Those committees that make recommendations to the Board must follow public meetings law requirements.

Two or more committees may meet jointly so long as a quorum of the Board of Directors is not present, unless the required notice for a Board meeting has been given. Although two or more committees may meet jointly, separate minutes or recordings and separate votes must be taken for each committee.

Then, there are the "other" committees that do not report to the Board. Those are not intended to be addressed in this Section. I do not believe public meetings law applies (although I'll double check this). We should call those committees something (Work Groups?), or just be clear that they are not advisory committees/steering committees (whatever you decide to call the other committees).

**Section 15. General Manager**

The general manager shall attend all Board meetings and may participate in such meetings, but has no vote. The Board of Directors may appoint a general manager pro tempore during the absence or disability of the general manager.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_

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\_\_\_\_\_  
President and Presiding Officer

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Recording Secretary

ORDINANCE NO. \_\_\_

**AN ORDINANCE PROVIDING RULES FOR MEETINGS OF THE  
LANE TRANSIT DISTRICT BOARD OF DIRECTORS, AND  
AMENDING AND RESTATING ORDINANCE NO. 45.**

WHEREAS Lane Transit District is reorganizing and updating its Board governance procedures:

BE IT ENACTED BY LANE TRANSIT DISTRICT:

Lane Transit District Ordinance No. 45 is amended and restated in its entirety to read as follows:

**Section 1. Meetings to Be Public**

In accordance with Public Meetings Law, all meetings of the Board of Directors shall be open to the public and all persons, unless otherwise excluded, shall be permitted to attend, except that the public may be excluded from executive sessions.

Although the Public Meetings Law guarantees the public the right to attend all public meetings, it does not provide the public the right to participate. LTD has historically allowed public participation at regular monthly Board meetings upon recognition by the president. Public testimony will typically be limited to three (3) minute increments, but it is adjustable at the discretion of the president.

**Commented [KD1]:** What do you think about adding it here? I thought it made sense to go ahead and put it in. It is the same language from the bylaws.

**Commented [CG2R1]:** I think that makes sense.

**Section 2. Regular Meetings**

**a. Time**

The Board of Directors shall hold regular monthly meetings at the time and day as designated by the Board Resolution Setting Time and Day for Regular Monthly Board Meetings. When the day fixed for any regular meeting falls upon a day designated by law as a legal or national holiday, such meeting shall be held at the same time on the next succeeding day not a holiday, or as otherwise directed by the Board.

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**Commented [KD3]:** Let's make sure that we have the Board resolution that states when regular meetings will be (i.e. the third Wednesday of each month). If we can't locate it, then let's just state in this Ordinance when the meetings will be, but that the Board may adjust this time.

**Commented [CG4R3]:** I found the resolution, however, it appears that at the time it was adopted (1998) resolution numbers were not being used. Would it be sufficient to reference the title and date?

**b. Place**

Regular meetings shall be held in the Board Room at the District's Glenwood-area facility, or at such other location as the Board of Directors may specify from time to time and cause to be included in the notice of meeting.

**Commented [KD5]:** Is this how you want to refer to this or should it be updated?

**Commented [CG6R5]:** I think its fine to leave it.

**c. Notice**

Public notice shall be given, reasonably calculated to give actual notice, to interested persons of the time and place for holding regular meetings. The notice also shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of the Board of Directors to consider additional subjects.

**Section 3. Adjourned or Canceled Meetings**

Meetings may be adjourned to a specific time and place before the day of the next regular meeting. A meeting may be adjourned by the vote of the majority of the members present, even in the absence of a quorum.

Meetings may be canceled. In the event a meeting is canceled, a notice of cancellation of meeting shall be posted on the Lane Transit District website as soon as is reasonably possible.

**Section 4. Special Meetings**

**a. Call**

The president of the Board or a majority of the directors may call special meetings.

**b. Notice**

At least 24 hours' notice of special meetings shall be given to the directors, the news media which have requested notice, and the general public. The notice shall state the time, place, and purpose of the meeting.

**Section 5. Emergency Meetings**

**a. Call**

The president of the Board or a majority of the directors may call emergency meetings.

**b. Notice**

In case of an actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances both to the directors and to the public. The minutes and/or recording for such a meeting shall describe the emergency justifying less than 24 hours' notice. The notice shall state the time, place, and purpose of the meeting.

**Section 6. Executive Sessions**

The Board of Directors may hold executive sessions during a regular, special, or emergency meeting after the presiding officer has identified the specific provision of the Public Meetings Law that authorizes the executive session.

If an executive session only will be held, notice shall be given to the members of the Board of Directors and to the general public, stating the specific provision of law authorizing the executive session.

**Section 7. Telephone or Other Electronic Communication**

Any meeting of the Board of Directors, including an executive session, may be held through the use of telephone or other electronic communication, provided it is conducted in accordance with Public Meetings Law and with this ordinance. When telephone or other

electronic means of communication is used and the meeting is not in executive session, the Board of Directors shall make available to the public a place where the public can listen to the communication at the time it occurs. The place provided may be a place where no Board member is present, but said place shall be located within the geographic boundaries of the District.

**Section 8. Place of Meetings**

All meetings shall be held within the geographic boundaries of the District, and shall be in a place accessible to persons with disabilities. A meeting of the Board of Directors that is held through the use of telephone or other electronic communication shall be deemed held within the geographic boundaries of the District if the place provided for the public to listen to the communication is located within the geographic boundaries of the District. Training sessions may be held outside the geographic boundaries of the District as long as no deliberations towards a decision are involved.

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**Section 9. Conduct of Meetings**

**a. Presiding Officer**

The president, and in the president's absence, the vice president; and in the absence of both, a director selected by the directors present to act as president pro tem, shall preside at meetings of the District directors.

The presiding officer shall be entitled to vote on all matters and may make and second motions and participate in discussion and debate.

**b. Minutes**

The secretary, or a person so designated by the ~~secretary~~ or Board of Directors, shall keep a sound, video or digital recording or prepare written minutes of the District Board meetings. Neither a full transcript nor a full recording of the meeting is required, except as otherwise provided by law, but the written minutes or recording must give a true reflection of the matters discussed at the meeting and the views of the participants. All minutes or recordings shall be available to the public within a reasonable time after the meeting, and shall include at least the following information:

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1. All members of the Board of Directors who are present at the meeting;
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
3. The substance of any discussion on any matter; and
- ~~4.~~ Subject to Public Records Law, a reference to any document discussed at the meeting.

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If written minutes are kept for a regular meeting, minutes of executive sessions shall be kept the same as the minutes of regular meetings, except that instead of written minutes, a record of any executive session may be kept in the form of a sound or video tape or digital recording which need not be transcribed unless

otherwise required by law. Material, the disclosure of which is inconsistent with the purpose for which an executive session is authorized to be held, may be excluded from disclosure unless otherwise ordered by the court in any legal action.

The approved written minutes, or the sound, video, or digital recording shall be considered the official record of the Board meeting and shall be retained by the Clerk of the Board in accordance with the Public Meetings Law and Oregon Administrative Rules regarding document retention.

**c. Quorum**

A quorum of Board members is a majority of the Board members, even if a position is vacant or a director is absent. Therefore, four (of seven) Board members are required for a quorum. A quorum is required to hold a public meeting.

**d. Rules**

Roberts' Rules of Order shall be the parliamentary procedure for meetings of the District Board, except when a specific rule is provided by statute or this ordinance, or by a resolution of this Board.

**e. Matters to be considered**

1. At regular meetings and adjourned sessions of regular meetings, the Board of Directors can consider any matters that they desire to consider, whether in the published agenda or not, except that an ordinance can be considered only at a regular meeting or an adjourned session of a regular meeting if consideration of that ordinance appeared in the published agenda for the regular meeting.
2. At special meetings, only those matters that were specified in the notice of the meeting shall be considered.
3. At emergency meetings, only the emergency matters shall be considered.
4. No final action may be taken in executive session; however, a consensus of the Board may be determined.

**Section 10. Notices**

**a. Notices to Directors**

Notice to directors shall be deemed given when sent, via e-mail, to the director's LTD email address.

**b. Public Notice**

All public notices shall be given in one or more newspapers of general circulation within the District, published on the District's website, and in such other and additional manner as the Board of Directors shall from time to time direct.

**c. News Media**

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Notice of all meetings must be given to news media which have requested notice.

### **Section 11. Ordinances**

#### **a. Publication of Agenda**

1. Except in an emergency, an ordinance shall not be considered or voted upon by the Board unless the ordinance is included in the published agenda of the meeting. The agenda of a meeting shall state the time, date, and place of the meeting; give a brief description of the ordinance to be considered at the meeting; and state that copies of the ordinance are available at the office of the District.
2. The presiding officer shall cause the agenda to be published not more than ten days nor less than four days before the meeting, in one or more newspapers of general circulation within the District.

Deleted: adopting, amending, or repealing a regulation

#### **b. Adoption**

Except as provided by subsection 3 of this section, before an ordinance is adopted, it shall be read during regular meetings of the District Board on two different days at least six days apart. If the ordinance as initially read is substantially amended prior to adoption, it shall be read as amended during regular meetings of the District Board on two different days at least six days apart, the first of which may be the meeting at which it is amended.

1. The reading of an ordinance shall be full and distinct unless at the meeting:
  - 1.1. A copy of the ordinance is available for each person who desires a copy; and
  - 1.2. The Board directs that the reading be by title only.
2. Except as provided by subsection 3 of this section, the affirmative vote of a majority of the members of the District Board is required to adopt an ordinance.
3. An ordinance to meet an emergency may be introduced, read once and put on its final passage at a regular, special, or emergency Board meeting, without being described in a published agenda, if the reasons requiring immediate action are described in the ordinance. The unanimous approval of all members of the Board at the meeting, a quorum being present, is required to adopt an emergency ordinance. No emergency ordinance shall be adopted imposing an income tax nor changing the boundaries of the District.

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#### **c. Signing and Filing**

1. Within seven days after adoption of an ordinance, the enrolled ordinance shall be:



- 1.1. Signed by the presiding officer;
- 1.2. Attested by the person who served as recording secretary of the District Board at the session at which the Board adopted the ordinance; and
- 1.3. Filed in the records of the District.
2. A certified copy of each ordinance shall be filed with the county clerk, available for public inspection.
3. Within 15 days after adoption of an emergency ordinance, notice of the adoption of the ordinance shall be published in one or more newspapers of general circulation within the District. The notice shall:
  - 3.1. Briefly describe the ordinance;
  - 3.2. State the date when the ordinance was adopted and the effective date of the ordinance; and
  - 3.3. State that a copy is on file at the District office and at the office of the county clerk of the county, available for public inspection.

**d. *Effective Date***

1. Except as provided by subsection 2 of this section, an ordinance shall take effect on the 30<sup>th</sup> day after it is adopted, unless a later date is prescribed by the ordinance. If an ordinance is referred to the voters of the District, it shall not take effect until approved by a majority of those voting on the ordinance.
2. An emergency ordinance may take effect upon adoption.

**e. *Petition to Adopt, Amend, or Repeal an Ordinance***

Any interested person who is a landowner within the District or an elector registered in the District may petition the Board of Directors to adopt, amend, or repeal an ordinance. Any such person may appear at any regular meeting of the Board and shall be given a reasonable opportunity to be heard.

**Section 12. Resolutions and Motions**

- a.** All matters, other than legislation coming before the District Board and requiring Board action, shall be handled by resolution or motion. A motion approved by the vote of the majority of all Board members shall have the same force and effect as a resolution.
- b.** The affirmative vote of a majority of all Board members (four of seven) is required to pass a motion. Even if only five members attend the meeting, four must vote affirmatively to pass the motion.

**Section 13. Officers**

The Board shall choose from among its members, by majority vote of the members, a president, vice president, treasurer, and secretary to serve for terms of two years. Terms of office shall begin on the first day of January and end on the last day of December in even-numbered years. In case of a vacancy in any office other than by expiration of the officer's term, the vacancy shall be filled by election by the Board of Directors when the need arises and the newly-elected officer shall take office immediately upon the occurrence of such vacancy to fill the balance of the unexpired term.

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**Section 14. Committees**

The president, on the president's own motion, or the directors by majority vote, may appoint committees to make investigations, to study problems, and to make recommendations to the Board of Directors. A committee that reports directly to the Board is a "Board subcommittee" or a "community advisory committee." Board subcommittees only include directors. Community advisory committees may include persons who are not directors. The appointment shall include a designation of a president of the committee. All provisions of this ordinance shall apply to committees and their meetings to the extent relevant, substituting "committee" for "Board of Directors," and "committee members" for "directors."

Commented [KD7]: I think we need to be really careful with our language.

We have committees that report directly to the Board. We need to call those something consistent. They can either be advisory committees or subcommittees, but we should choose one and stick to it. Those committees that make recommendations to the Board must follow public meetings law requirements.

Two or more committees may meet jointly so long as a quorum of the Board of Directors is not present, unless the required notice for a Board meeting has been given. Although two or more committees may meet jointly, separate minutes or recordings and separate votes must be taken for each committee.

Then, there are the "other" committees that do not report to the Board. Those are not intended to be addressed in this Section. I do not believe public meetings law applies (although I'll double check this). We should call those committees something (Work Groups?), or just be clear that they are not advisory committees/steering committees (whatever you decide to call the other committees).

**Section 15. General Manager**

The general manager shall attend all Board meetings and may participate in such meetings, but has no vote. The Board of Directors may appoint a general manager pro tempore during the absence or disability of the general manager.

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Deleted: and "committee chairperson" for "president."

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
President and Presiding Officer

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Recording Secretary

## ORDINANCE NO. 52

### AN ORDINANCE PROVIDING RULES FOR MEETINGS OF THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS, AND AMENDING AND RESTATING ORDINANCE NO. 45.

WHEREAS Lane Transit District is reorganizing and updating its Board governance procedures:

BE IT ENACTED BY LANE TRANSIT DISTRICT:

Lane Transit District Ordinance No. 45 is amended and restated in its entirety to read as follows:

#### **Section 1. Meetings to Be Public**

In accordance with Public Meetings Law, all meetings of the Board of Directors shall be open to the public and all persons, unless otherwise excluded, shall be permitted to attend, except that the public may be excluded from executive sessions.

Although the Public Meetings Law guarantees the public the right to attend all public meetings, it does not provide the public the right to participate. LTD has historically allowed public participation at regular monthly Board meetings upon recognition by the president. Public testimony will typically be limited to three (3) minute increments, but it is adjustable at the discretion of the president.

#### **Section 2. Regular Meetings**

##### **a. Time**

The Board of Directors shall hold regular monthly meetings at the time and day as designated by the Board Resolution Setting Time and Day for Regular Monthly Board Meetings. When the day fixed for any regular meeting falls upon a day designated by law as a legal or national holiday, such meeting shall be held at the same time on the next succeeding day not a holiday, or as otherwise directed by the Board.

##### **b. Place**

Regular meetings shall be held in the Board Room at the District's Glenwood-area facility, or at such other location as the Board of Directors may specify from time to time and cause to be included in the notice of meeting.

##### **c. Notice**

Public notice shall be given, reasonably calculated to give actual notice, to interested persons of the time and place for holding regular meetings. The notice also shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of the Board of Directors to consider additional subjects.

### **Section 3. Adjourned or Canceled Meetings**

Meetings may be adjourned to a specific time and place before the day of the next regular meeting. A meeting may be adjourned by the vote of the majority of the members present, even in the absence of a quorum.

Meetings may be canceled. In the event a meeting is canceled, a notice of cancelation of meeting shall be posted on the Lane Transit District website as soon as is reasonably possible.

### **Section 4. Special Meetings**

#### **a. Call**

The president of the Board or a majority of the directors may call special meetings.

#### **b. Notice**

At least 24 hours' notice of special meetings shall be given to the directors, the news media which have requested notice, and the general public. The notice shall state the time, place, and purpose of the meeting.

### **Section 5. Emergency Meetings**

#### **a. Call**

The president of the Board or a majority of the directors may call emergency meetings.

#### **b. Notice**

In case of an actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances both to the directors and to the public. The minutes and/or recording for such a meeting shall describe the emergency justifying less than 24 hours' notice. The notice shall state the time, place, and purpose of the meeting.

### **Section 6. Executive Sessions**

The Board of Directors may hold executive sessions during a regular, special, or emergency meeting after the presiding officer has identified the specific provision of the Public Meetings Law that authorizes the executive session.

If an executive session only will be held, notice shall be given to the members of the Board of Directors and to the general public, stating the specific provision of law authorizing the executive session.

### **Section 7. Telephone or Other Electronic Communication**

Any meeting of the Board of Directors, including an executive session, may be held through the use of telephone or other electronic communication, provided it is conducted in accordance with Public Meetings Law and with this ordinance. When telephone or other

electronic means of communication is used and the meeting is not in executive session, the Board of Directors shall make available to the public a place where the public can listen to the communication at the time it occurs. The place provided may be a place where no Board member is present, but said place shall be located within the geographic boundaries of the District.

### **Section 8. Place of Meetings**

All meetings shall be held within the geographic boundaries of the District, and shall be in a place accessible to persons with disabilities. A meeting of the Board of Directors that is held through the use of telephone or other electronic communication shall be deemed held within the geographic boundaries of the District if the place provided for the public to listen to the communication is located within the geographic boundaries of the District. Training sessions may be held outside the geographic boundaries of the District as long as no deliberations towards a decision are involved.

### **Section 9. Conduct of Meetings**

#### ***a. Presiding Officer***

The president, and in the president's absence, the vice president; and in the absence of both, a director selected by the directors present to act as president pro tem, shall preside at meetings of the District directors.

The presiding officer shall be entitled to vote on all matters and may make and second motions and participate in discussion and debate.

#### ***b. Minutes***

The secretary, or a person so designated by the secretary or Board of Directors, shall keep a sound, video or digital recording or prepare written minutes of the District Board meetings. Neither a full transcript nor a full recording of the meeting is required, except as otherwise provided by law, but the written minutes or recording must give a true reflection of the matters discussed at the meeting and the views of the participants. All minutes or recordings shall be available to the public within a reasonable time after the meeting, and shall include at least the following information:

1. All members of the Board of Directors who are present at the meeting;
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
3. The substance of any discussion on any matter; and
4. Subject to Public Records Law, a reference to any document discussed at the meeting.

If written minutes are kept for a regular meeting, minutes of executive sessions shall be kept the same as the minutes of regular meetings, except that instead of written minutes, a record of any executive session may be kept in the form of a sound or video tape or digital recording which need not be transcribed unless

otherwise required by law. Material, the disclosure of which is inconsistent with the purpose for which an executive session is authorized to be held, may be excluded from disclosure unless otherwise ordered by the court in any legal action.

The approved written minutes, or the sound, video, or digital recording shall be considered the official record of the Board meeting and shall be retained by the Clerk of the Board in accordance with the Public Meetings Law and Oregon Administrative Rules regarding document retention.

**c. Quorum**

A quorum of Board members is a majority of the Board members, even if a position is vacant or a director is absent. Therefore, four (of seven) Board members are required for a quorum. A quorum is required to hold a public meeting.

**d. Rules**

Roberts' Rules of Order shall be the parliamentary procedure for meetings of the District Board, except when a specific rule is provided by statute or this ordinance, or by a resolution of this Board.

**e. Matters to be considered**

1. At regular meetings and adjourned sessions of regular meetings, the Board of Directors can consider any matters that they desire to consider, whether in the published agenda or not, except that an ordinance can be considered only at a regular meeting or an adjourned session of a regular meeting if consideration of that ordinance appeared in the published agenda for the regular meeting.
2. At special meetings, only those matters that were specified in the notice of the meeting shall be considered.
3. At emergency meetings, only the emergency matters shall be considered.
4. No final action may be taken in executive session; however, a consensus of the Board may be determined.

**Section 10. Notices**

**a. Notices to Directors**

Notice to directors shall be deemed given when sent, via e-mail, to the director's LTD email address.

**b. Public Notice**

All public notices shall be given in one or more newspapers of general circulation within the District, published on the District's website, and in such other and additional manner as the Board of Directors shall from time to time direct.

**c. News Media**

Notice of all meetings must be given to news media which have requested notice.

**Section 11. Ordinances**

**a. Publication of Agenda**

1. Except in an emergency, an ordinance shall not be considered or voted upon by the Board unless the ordinance is included in the published agenda of the meeting. The agenda of a meeting shall state the time, date, and place of the meeting; give a brief description of the ordinance to be considered at the meeting; and state that copies of the ordinance are available at the office of the District.
2. The presiding officer shall cause the agenda to be published not more than ten days nor less than four days before the meeting, in one or more newspapers of general circulation within the District.

**b. Adoption**

Except as provided by subsection 3 of this section, before an ordinance is adopted, it shall be read during regular meetings of the District Board on two different days at least six days apart. If the ordinance as initially read is substantially amended prior to adoption, it shall be read as amended during regular meetings of the District Board on two different days at least six days apart, the first of which may be the meeting at which it is amended.

1. The reading of an ordinance shall be full and distinct unless at the meeting:
  - 1.1. A copy of the ordinance is available for each person who desires a copy; and
  - 1.2. The Board directs that the reading be by title only.
2. Except as provided by subsection 3 of this section, the affirmative vote of a majority of the members of the District Board is required to adopt an ordinance.
3. An ordinance to meet an emergency may be introduced, read once and put on its final passage at a regular, special, or emergency Board meeting, without being described in a published agenda, if the reasons requiring immediate action are described in the ordinance. The unanimous approval of all members of the Board at the meeting, a quorum being present, is required to adopt an emergency ordinance. No emergency ordinance shall be adopted imposing an income tax nor changing the boundaries of the District.

**c. *Signing and Filing***

1. Within seven days after adoption of an ordinance, the enrolled ordinance shall be:
  - 1.1. Signed by the presiding officer;
  - 1.2. Attested by the person who served as recording secretary of the District Board at the session at which the Board adopted the ordinance; and
  - 1.3. Filed in the records of the District.
2. A certified copy of each ordinance shall be filed with the county clerk, available for public inspection.
3. Within 15 days after adoption of an emergency ordinance, notice of the adoption of the ordinance shall be published in one or more newspapers of general circulation within the District. The notice shall:
  - 3.1. Briefly describe the ordinance;
  - 3.2. State the date when the ordinance was adopted and the effective date of the ordinance; and
  - 3.3. State that a copy is on file at the District office and at the office of the county clerk of the county, available for public inspection.

**d. *Effective Date***

1. Except as provided by subsection 2 of this section, an ordinance shall take effect on the 30<sup>th</sup> day after it is adopted, unless a later date is prescribed by the ordinance. If an ordinance is referred to the voters of the District, it shall not take effect until approved by a majority of those voting on the ordinance.
2. An emergency ordinance may take effect upon adoption.

**e. *Petition to Adopt, Amend, or Repeal an Ordinance***

Any interested person who is a landowner within the District or an elector registered in the District may petition the Board of Directors to adopt, amend, or repeal an ordinance. Any such person may appear at any regular meeting of the Board and shall be given a reasonable opportunity to be heard.

**Section 12. Resolutions and Motions**

- a. All matters, other than legislation coming before the District Board and requiring Board action, shall be handled by resolution or motion. A motion approved by the vote of the majority of all Board members shall have the same force and effect as a resolution.



- b. The affirmative vote of a majority of all Board members (four of seven) is required to pass a motion. Even if only five members attend the meeting, four must vote affirmatively to pass the motion.

**Section 13. Officers**

The Board shall choose from among its members, by majority vote of the members, a president, vice president, treasurer, and secretary to serve for terms of two years. Terms of office shall begin on the first day of January and end on the last day of December in even-numbered years. In case of a vacancy in any office other than by expiration of the officer's term, the vacancy shall be filled by election by the Board of Directors when the need arises and the newly-elected officer shall take office immediately upon the occurrence of such vacancy to fill the balance of the unexpired term.

**Section 14. Committees**

The president, on the president's own motion, or the directors by majority vote, may appoint committees to make investigations, to study problems, and to make recommendations to the Board of Directors. A committee that reports directly to the Board is a "Board subcommittee" or a "community advisory committee." Board subcommittees only include directors. Community advisory committees may include persons who are not directors. The appointment shall include a designation of a president of the committee. All provisions of this ordinance shall apply to committees and their meetings to the extent relevant, substituting "committee" for "Board of Directors," and "committee members" for "directors."

Two or more committees may meet jointly so long as a quorum of the Board of Directors is not present, unless the required notice for a Board meeting has been given. Although two or more committees may meet jointly, separate minutes or recordings and separate votes must be taken for each committee.

**Section 15. General Manager**

The general manager shall attend all Board meetings and may participate in such meetings, but has no vote. The Board of Directors may appoint a general manager pro tempore during the absence or disability of the general manager.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
President and Presiding Officer

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Recording Secretary

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 21, 2018

**ITEM TITLE:** BOARD MEMBER REPORTS

**PREPARED BY:** Camille Gandolfi, 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. **LTD Board Human Resources Committee**: The Board Human Relations Committee are composed of Chair Carl Yeh and Board members Gary Wildish and April Wick. At the February 22 meeting, committee members discussed the development of the general managers 2018 performance goals. At the March 9 meeting, committee members discussed the draft 2018 goals for the General Manager. At the March 19 meeting, committee members discussed the General Managers' next contract renewal that will be due at the end of 2018.
2. **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 February 22 meeting, committee members reviewed quarterly financials, the budget process, and received a real estate update. Committee members also received reports on the Executive Committee, the Advisory Council, and a report from the Executive Director.
3. **Strategic Planning Committee (SPC)**: This committee generally meets every 2 months and is composed of Board Members Carl Yeh and Kate Reid, members of local units of government, and community representatives. At the March 6 meeting, committee members received an update regarding HB 2017 rule-making, discussed the requirements and structure needed for a HB 2017 advisory committee, and received an brief update regarding the recent LTD Board retreat that was held in February.
4. **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 Steven Yett serves as one of the. At the March 14 meeting, committee members received reports on the 2017 LTD ATU and salaried performance for Q4, an asset allocation review, and a global equity structure study.

5. **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. At the March 20 meeting, committee members discussing problem solving efforts for metro riders who are unable to use RideSource cutaways, and received a NOVUS demo.
6. **Ad Hoc Fare Committee**: This is an ad hoc committee that has been created for the purpose of reviewing the District's fare system. The committee is composed of Board members Kate Reid, Carl Yeh, and April Wick.

#### **NO MEETINGS HELD:**

7. **LTD Board Budget Committee**: The Budget Committee is composed of all seven Board members and seven citizen members. The Budget Committee meets multiple times a year to give guidance regarding LTD's annual budget. Each LTD Board member selects one citizen member to fill a term of 3 years. The next meeting is scheduled for April 4.
8. **Metropolitan Policy Committee (MPC)**: Board Member Gary Wildish and Board Member Kate Reid are LTD's MPC representatives. MPC meetings are held on the first Thursday of each month. The March 1 meeting was canceled. The next meeting is scheduled for April 5.
9. **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. The March 12 meeting was canceled. The next meeting is scheduled for April 9.
10. **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 March 14 meeting was canceled. The next meeting is scheduled for April 11.
11. **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.
12. **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.
13. **Moving Ahead 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 member Don Nordin serves as LTD's representative on this committee; the second position is currently vacant. The next meeting has not been scheduled.
14. **LTD Board Service Committee**: The Board Service Committee is composed of Chair Ed Necker; the second and third positions are currently vacant. Meetings are scheduled on an as-needed basis. The next meeting has not been scheduled.

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

1/31/2018

DRAFT

Fiscal Year: P7 2018 (January 31, 2018)

Year-To-Date through January 31, 2018

	Annual Budget	P7 YTD Budget	Actual	P7 % of annual budget	P7 YTD B/(W) than Budget		Comments
					(pts)	\$\$	

**GENERAL FUND**

General Fund Revenues	51,396,601	29,981,351	25,003,010	49%	-10 pts	(4,978,340)	A
General Fund Expenditures	53,440,493	31,173,621	27,212,655	51%	7 pts	3,960,966	B
General Fund Revenues higher/(lower) than expenditures	(2,043,892)	(1,192,270)	(2,209,645)				

**NOTE: Excludes Transfers & Insurance Reserves**

A - Revenues are **-\$5M** unfavorable YTD P7 FY 2018 (January 2018). The drivers of this unfavorability are: 1) payroll taxes **(-\$2.4M)**; 2) federal assistance **(-\$1.5M)**; 3) self-employment taxes **(-\$0.8M)**; and 4) cash fares & passes **(-\$0.5M)**. Federal assistance is due to timing and is expected to be on target by year-end. Payroll taxes are **(-\$0.3M)** lower than the same time a year ago (January YTD 2017 was \$20M vs. \$19.7M YTD January 2018), in part because of taxpayer overpayment errors that were corrected in the fourth quarter of FY 2017. Unfortunately, these errors continue and the department of revenue has notified us that another \$0.5M error was made in FY17 that will be corrected in the 4th quarter of FY 2018. These continued corrections make payroll tax forecasting challenging. Self-employment taxes are down due to seasonality of collections. Versus the same period a year ago, self-employment taxes are up **~14%**. **We expect self-employment taxes to meet budget.** Cash fares and passes are expected to end the year below budget as a result of unanticipated increases in transfers on EmX West and promotional passes in the first half of 2018.

B - Expenditures are **+\$4.0M** favorable to YTD P7 FY 2018 (January 2018). The drivers of this favorability are due to: 1) benefits/pension **+\$0.6M)**; 2) materials & services **+\$1.8M)**; 3) unutilized contingency **(\$1.0M)**; and 4) insurance & risk services **+\$0.6M)**. Pension and insurance and risk service favorability is timing related. Materials & service favorability stem from lower fuel and lubricant costs and timing related costs for professional and support services.

**MEDICAID FUND**

Medicaid Fund Revenues	9,711,915	5,665,284	2,800,064	29%	-30 pts	(2,865,220)	C
Medicaid Fund Expenditures	10,106,075	5,895,210	1,767,563	17%	41 pts	4,127,648	C
Medicaid Fund Revenues higher/(lower) than expenditures	(394,160)	(229,927)	1,032,501				C

**NOTE: Excludes Transfers from the General Fund**

C - Medicaid revenues are higher than expenditures by **\$1.0M** P7 YTD FY 2018. It is unusual for the revenues to exceed expenditures. The reason for this is that our Medical Transportation Management (MTM) vendor has been out of compliance with their contract, in part due to Novus clean-up issues. LTD did not reimburse MTM for provider trips from October-December until February (see disbursement check listing check # 97874) for \$1.9M. Adjusting for the February payment and finalizing expenditures and subsequent processing grant reimbursements, we anticipate that overall expenditures and revenues will be consistent with the forecasted budgeted amounts. Please note that the revenue claims backlog had planned to be cleared by mid-February, but key personnel were unavailable, delaying the claims processing. Expectation is that claims backlog will be caught up by mid-April.

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

1/31/2018

DRAFT

Fiscal Year: P7 2018 (January 31, 2018)

Year-To-Date through January 31, 2018

	Annual Budget	P7 YTD Budget	Actual	P7 % of annual budget	Year-To-Date through January 31, 2018		Comments
					P7 YTD B/(W) than Budget (pts)	\$\$	

**ACCESSIBLE SERVICES FUND**

Accessible Services Fund Revenues	4,515,862	2,634,253	1,460,981	32%	-26 pts	(1,173,272)	D
Accessible Services Fund Expenditures	7,265,200	4,238,033	2,236,095	31%	28 pts	2,001,938	D
Accessible Services Fund Revenues higher/(lower) than expenditures	(2,749,338)	(1,603,781)	(775,115)				D

**NOTE: Excludes Transfers from the General Fund**

D - The Accessible Services Fund provides transit services to older adults and people with disabilities. These services are partially funded through 5310, 5311, and STF grants with the balance for mandatory paratransit services coming from the General Fund. Accessible Services Fund expenditures are currently higher than revenues by \$0.8M, while we finalize expenditures and subsequently process grant reimbursements. We anticipate that overall expenditures and revenues will be consistent with the forecasted budgeted amounts by the end of the fiscal year closeout. Changes in ADA ridership could still impact the overall funds needed throughout the year.

**P2P FUND**

P2P Fund Revenues	957,717	558,668	182,497	19%	-39 pts	(376,171)	E
P2P Fund Expenditures	1,149,717	670,668	136,345	12%	46 pts	534,323	E
P2P Fund Revenues higher/(lower) than expenditures	(192,000)	(112,000)	46,152				E

**NOTE: Excludes Transfers from the General Fund**

E - Point2point revenues are higher than expenditures by \$46K P7 YTD FY 2018 due to a combination of drawdown timing and spending Expenditures to date are for Driveless Connect, Safe Routes to Schools, and vanpool.

**CAPITAL PROJECTS FUND**

Capital Projects Fund Revenues	18,583,649	10,840,462	4,816,168	26%	-32 pts	(6,024,294)	F
Capital Projects Fund Expenditures	26,436,276	15,421,161	7,980,258	30%	28 pts	7,440,903	G
Capital Projects Fund Revenues higher/(lower) than expenditures	(7,852,627)	(4,580,699)	(3,164,091)				
Revenues as a % of expenditures	70%	70%	60%				

**NOTE: Excludes transfers from the General Fund**

F - Capital Projects Fund revenues are -\$6.0M unfavorable to budget P7 YTD FY 2018 (January) due to internal grant reconciliation process and drawdown timing. Drawdowns made through the beginning of March for both FY 2017 and FY 2018 total \$11.2M, \$4.6M which were for FY 2017 expenditures. Expectation is that once the reconciliation process is completed, revenues to expenditure ratio will be as budgeted.

G - Capital Projects Fund expenditures are +\$7.4M favorable to budget P7 YTD FY 2018 (January). Significant expenditures P7 YTD are as follows: 1) West Eugene EmX (\$3.7M); 2) bus parking lot (\$3.0M); and 3) Willow Creek Station (\$0.7M).



### Check History Listing

Check #	Date	Vendor	Check Amount
97681	02/01/2018	AMERICAN FAMILY LIFE	1,758.13
97682	02/01/2018	BARRETT BUSINESS SERVICES INC	3,283.36
97683	02/01/2018	CENTURY LINK	236.52
97684	02/01/2018	CHAPTER 13 TRUSTEE	265.39
97685	02/01/2018	CHILD SUPPORT ENFORCEMENT AGCY	160.00
97686	02/01/2018	COMCAST	202.45
97687	02/01/2018	CREDIT SERVICES OF OREGON, INC	519.57
97688	02/01/2018	ERGO FLEX CONSULTING, INC.	186.25
97689	02/01/2018	EUGENE WATER & ELECTRIC BOARD	233.05
97690	02/01/2018	HANNAH MOTOR COMPANY	419.46
97691	02/01/2018	HEDDINGER FAMILY TRUST	41,100.00
97692	02/01/2018	MARK JOHNSON	225.00
97693	02/01/2018	KAISER BRAKE & ALIGNMENT INC.	100.70
97694	02/01/2018	LIFEMAP ASSURANCE COMPANY	1,909.99
97695	02/01/2018	DAVID B LINDELIEN	241.50
97696	02/01/2018	LOOMIS ARMORED US, LLC	21,434.79
97697	02/01/2018	MCKENZIE SEW-ON	128.00
97698	02/01/2018	OFFICE DEPOT	26.06
97699	02/01/2018	OIL PRICE INFORMATION SERVICE	250.00
97700	02/01/2018	OMLID&SWINNEY FIRE PROTECTION	0.00
97701	02/01/2018	OMLID&SWINNEY FIRE PROTECTION	3,465.00
97702	02/01/2018	DIANNE C. PRESLEY	68.25
97703	02/01/2018	RECORDXPRESS OF CALIFORNIA,LLC	62.93
97704	02/01/2018	SIX ROBBLEES' INC	1,957.77
97705	02/01/2018	SPRINGFIELD MOTORS, INC.	482.23
97706	02/01/2018	SPRINGFIELD UTILITY BOARD	0.00
97707	02/01/2018	SPRINGFIELD UTILITY BOARD	912.35
97708	02/01/2018	STANS AUTO UPHOLSTERY, INC.	100.00
97709	02/01/2018	STAPLES BUSINESS ADVANTAGE	288.38
97710	02/01/2018	TROY M SLONECKER, ATTORNEY	572.51
97711	02/01/2018	WILLAMALANE PARK & RECREATION	516.57
97712	02/01/2018	THE AFTERMARKET PARTS COMPANY LLC	0.00
97713	02/01/2018	THE AFTERMARKET PARTS COMPANY LLC	0.00
97714	02/01/2018	THE AFTERMARKET PARTS COMPANY LLC	0.00
97715	02/01/2018	THE AFTERMARKET PARTS COMPANY LLC	24,652.63
97716	02/01/2018	CAIC PRIMARY	1,560.27
97717	02/01/2018	LTD & ATU PENSION TRUST	107,342.85
97718	02/01/2018	LTD EMPLOYEES FUND	208.00
97719	02/01/2018	LTD SALARIED EMP. PENSION PLAN	94,605.14
97720	02/01/2018	MODA HEALTH	14,666.90
97721	02/01/2018	OGLETREE, DEAKINS, NASH, SMOAK	4,383.66
97722	02/01/2018	PACIFIC POWER GROUP, LLC	335.02
97723	02/01/2018	PARKEON, INC.	2,450.00
97724	02/01/2018	PRE-PAID LEGAL SERVICES INC.	309.00
97725	02/01/2018	UNITED WAY OF LANE COUNTY	561.00
97726	02/01/2018	WOODBURY ENERGY CO. INC.	68,255.20
97727	02/08/2018	A-1 FIRE PROTECTION	278.00
97728	02/08/2018	BARRETT BUSINESS SERVICES INC	597.26
97729	02/08/2018	CINTAS CORPORATION	3,331.77
97730	02/08/2018	CITY OF EUGENE - PSB	911.50
97731	02/08/2018	DEFENSIVE FIREARMS INSTRUCTION	355.00
97732	02/08/2018	DISH NETWORK	112.02
97733	02/08/2018	ERGO FLEX CONSULTING, INC.	155.00
97734	02/08/2018	EUGENE FORMS, INC.	924.00

*WEE Property Acq. Replaced voided check #97691*

*Sept-Jun TUM Collections*

*Data spanned more than one ~~check~~ page. 1st pages are voided automatically by the system. These 4 cks are one*

*Labor Relations legal fees*

*Diesel Fuel*





Check History Listing

Check #	Date	Vendor	Check Amount
97735	02/08/2018	EUGENE WATER & ELECTRIC BOARD	1,554.18
97736	02/08/2018	VICKI FALSGRAF	140.00
97737	02/08/2018	LLC FUSSY'S @ VALLEY RIVER PLAZA	143.80
97738	02/08/2018	KELLY E HOELL	50.00
97739	02/08/2018	KAISER BRAKE & ALIGNMENT INC.	279.02
97740	02/08/2018	KUHN INVESTMENTS, INC. <i>Rhody Express</i>	13,105.68
97741	02/08/2018	CAROL K. MASSEY	215.00
97742	02/08/2018	MID-STATE INDUSTRIAL SERVICE	201.90
97743	02/08/2018	NORTHWEST NATURAL GAS	5,877.86
97744	02/08/2018	OFFICE DEPOT	433.85
97745	02/08/2018	TYMOTHY C PEARSON	160.00
97746	02/08/2018	PNW SECURITY, LLC <i>Switches for facilities Bldg 3 Annual Maint</i>	6,958.25
97747	02/08/2018	PROTECTIVE SERVICE LLC	754.33
97748	02/08/2018	RIDGELINE MONTESSORI CHARTER	33.40
97749	02/08/2018	SANIPAC	3,154.34
97750	02/08/2018	SMALL WORLD AUTO CENTER, INC	2,899.28
97751	02/08/2018	SPECIAL DISTRICTS INSURANCE SV	200.00
97752	02/08/2018	SPRINGFIELD MOTORS, INC.	287.91
97753	02/08/2018	SPRINGFIELD UTILITY BOARD	16,127.79
97754	02/08/2018	THERMO KING NORTHWEST, INC.	3,318.68
97755	02/08/2018	(NORTH AMERICA), INC. UNITED RENTALS	4,504.00
97756	02/08/2018	UNIVERSITY OF SOUTH FLORIDA <i>Transit Study on Impacts of BRT on Property values</i>	10,000.00
97757	02/08/2018	VERIZON WIRELESS	271.07
97758	02/08/2018	WHA INSURANCE AGENCY, INC.	738.00
97759	02/08/2018	BPA VEBA-HRA SERVICES	73.00
97760	02/08/2018	BUCK'S SANITARY SERVICE, INC.	86.50
97761	02/08/2018	DATALED TECHNOLOGIES, INC.	1,080.00
97762	02/08/2018	EUROFINS ANA LABORATORIES, INC	495.60
97763	02/08/2018	GORDON TRUCK CENTERS, INC.	655.50
97764	02/08/2018	JERRY'S HOME IMPROVEMENT CTR	131.85
97765	02/08/2018	LTD SALARIED EMP. PENSION PLAN	76,661.00
97766	02/08/2018	MODA HEALTH	9,293.80
97767	02/08/2018	NINFA'S ELITE CORPORATION	63,303.71
97768	02/08/2018	TECHNOLOGY, INC. POWEREX - IWATA AIR	12,151.00
97769	02/08/2018	RICOH USA, INC.	2,238.91
97770	02/08/2018	WILDISH BUILDING COMPANY	176,078.99
97771	02/08/2018	WOODBURY ENERGY CO. INC. <i>Engine Oil</i>	34,967.65
97772	02/08/2018	WSP USA INC. <i>WEE</i>	22,444.61
97773	02/15/2018	A-1 AUTO GLASS	304.00
97774	02/15/2018	ADVERTEISING PRODUCTS & PROMOS	2,697.50
97775	02/15/2018	ALTERNATIVE WORK CONCEPTS <i>ADA Eligibility Assessments</i>	26,717.00
97776	02/15/2018	AMAL TRANSIT UNION #757	16,755.56
97777	02/15/2018	BARRETT BUSINESS SERVICES INC	5,431.17
97778	02/15/2018	BUDGET TAXI	13.00
97779	02/15/2018	WINONA J CARLSON	196.00
97780	02/15/2018	CHAPTER 13 TRUSTEE	265.39
97781	02/15/2018	CHILD SUPPORT ENFORCEMENT AGCY	160.00
97782	02/15/2018	CINTAS CORPORATION	1,610.66
97783	02/15/2018	COURTESY DELIVERY SERVICE	13.00
97784	02/15/2018	CREDIT SERVICES OF OREGON, INC	438.57
97785	02/15/2018	CRESWELL CHAMBER OF COMMERCE	290.00
97786	02/15/2018	ELMS LANDSCAPE MAINTENANCE INC	7,447.00
97787	02/15/2018	ERGO FLEX CONSULTING, INC.	210.25
97788	02/15/2018	EUGENE WATER & ELECTRIC BOARD	0.00



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Check #	Date	Vendor	Check Amount
97789	02/15/2018	EUGENE WATER & ELECTRIC BOARD	8,378.55
97790	02/15/2018	FORMFOX, INC.	50.00
97791	02/15/2018	GOVERNMENT ETHICS COMMISSION	760.19
97792	02/15/2018	HEYMAN'S ENTERPRISES, LTD	237.05
97793	02/15/2018	IC PROJECTS LIMITED <i>ABSB membership</i>	21,250.00
97794	02/15/2018	THERESE A LANG	333.00
97795	02/15/2018	MARKETING & TECHNICAL MATERIAL	351.80
97796	02/15/2018	NORTHWEST NATURAL GAS	1,376.45
97797	02/15/2018	OFFICE DEPOT	873.72
97798	02/15/2018	OREGON SPINE/PHYSICAL THERAPY <i>Pre-employment Strengths tests</i>	760.00
97799	02/15/2018	PIVOT ARCHITECTURE	862.72
97800	02/15/2018	RECORDXPRESS OF CALIFORNIA,LLC	62.93
97801	02/15/2018	RG MEDIA COMPANY	60.00
97802	02/15/2018	SECRETARY OF STATE AUDITS DIV	400.00
97803	02/15/2018	SPECIAL DISTRICTS INSURANCE SV	15,543.30
97804	02/15/2018	SPRINGFIELD MOTORS, INC.	78.69
97805	02/15/2018	SPRINGFIELD UTILITY BOARD	2,991.27
97806	02/15/2018	ST VINCENT DE PAUL SOCIETY	2,325.00
97807	02/15/2018	SUNSHINE PLANT CARE	150.00
97808	02/15/2018	TRI-COUNTY CHAMBER OF COMMERCE	255.00
97809	02/15/2018	TROY M SLONECKER, ATTORNEY	600.63
97810	02/15/2018	WYATT'S TIRE COMPANY	10,905.82
97811	02/15/2018	1996 LLC <i>FM Bldg &amp; Bus lot expansion</i>	387,234.73
97812	02/15/2018	BEDFORD FALLS, LLC	4,779.00
97813	02/15/2018	BELL+FUNK	3,535.72
97814	02/15/2018	C & K PETROLEUM EQUIPMENT CO,	299.15
97815	02/15/2018	CENTRO LATINO AMERICANO	55.68
97816	02/15/2018	CUMMINS NORTHWEST, INC.	0.00
97817	02/15/2018	CUMMINS NORTHWEST, INC.	0.00
97818	02/15/2018	CUMMINS NORTHWEST, INC.	0.00
97819	02/15/2018	CUMMINS NORTHWEST, INC.	43,432.70
97820	02/15/2018	LANE COUNCIL OF GOVERNMENTS <i>Eligibility Assessments</i>	29,040.44
97821	02/15/2018	LTD & ATU PENSION TRUST	109,984.58
97822	02/15/2018	LTD SALARIED EMP. PENSION PLAN	22,739.81
97823	02/15/2018	MODA HEALTH	5,582.10
97824	02/15/2018	NINFA'S ELITE CORPORATION	6,961.88
97825	02/15/2018	NORTH COAST ELECTRIC	808.10
97826	02/15/2018	OXLEY & ASSOCIATES, INC.	5,000.00
97827	02/15/2018	RICOH USA, INC.	807.75
97828	02/15/2018	SMART SNACKS-PORTLAND LLC	443.30
97829	02/15/2018	SMITH DAWSON & ANDREWS, INC.	2,415.00
97830	02/15/2018	AKA: SENIOR WHEELS, INC. SOUTH LANE WHEELS	3,232.30
97831	02/15/2018	SPRAGUE PEST SOLUTIONS	115.00
97832	02/15/2018	TAC TRANSPORTATION, INC. <i>Diamond Express</i>	22,572.56
97833	02/15/2018	THORP, PURDY, JEWETT, URNESS,	6,084.85
97834	02/15/2018	TRAPEZE ITS USA, LLC	275.00
97835	02/15/2018	UNITED WAY OF LANE COUNTY	561.00
97836	02/15/2018	WANNAMAKER CONSULTING, INC.	8,967.63
97837	02/15/2018	WILDISH BUILDING COMPANY <i>WEE</i>	247,461.49
97838	02/15/2018	WOODBURY ENERGY CO. INC.	43,601.91
97839	02/22/2018	BARRETT BUSINESS SERVICES INC	4,425.05
97840	02/22/2018	DUKANE RADIATOR & SHEETMETAL <i>Transmission Coolers</i>	24,000.00
97841	02/22/2018	EDWARD PRICE CO-TRUSTEE ACCT	1,252.80
97842	02/22/2018	ELMS LANDSCAPE MAINTENANCE INC	7,034.00

*These 4 checks are 1  
For bus parts  
Eligibility Assessments*





Check History Listing

Check #	Date	Vendor	Check Amount
97843	02/22/2018	EUGENE WATER & ELECTRIC BOARD	1,100.07
97844	02/22/2018	OFFICE DEPOT	233.98
97845	02/22/2018	OREGON STATE POLICE	348.00
97846	02/22/2018	PETTY CASH - CASSIE MOSTERT	362.53
97847	02/22/2018	SPECIAL DISTRICTS INSURANCE	210,920.00
97848	02/22/2018	SPRINGFIELD UTILITY BOARD	435.65
97849	02/22/2018	THOMSON REUTERS - WEST	250.12
97850	02/22/2018	VERIZON WIRELESS	7,809.26
97851	02/22/2018	WHA INSURANCE AGENCY, INC.	29,260.00
97852	02/22/2018	WHITE BIRD CLINIC	7,845.01
97853	02/22/2018	WYATT'S TIRE COMPANY	7,532.11
97854	02/22/2018	C & K PETROLEUM EQUIPMENT CO,	2,059.00
97855	02/22/2018	FIELDPRINT, INC.	112.50
97856	02/22/2018	GLORIA, J GALLARDO	20,000.00
97857	02/22/2018	LANE COUNCIL OF GOVERNMENTS	15,819.60
97858	02/22/2018	MODA HEALTH	2,484.59
97859	02/22/2018	MOSS ADAMS LLP	10,535.00
97860	02/22/2018	NORTH COAST ELECTRIC	283.56
97861	02/22/2018	SCOFIELD ELECTRIC CO.	1,648.00
97862	02/22/2018	SIGN LANGUAGE	1,415.00
97863	02/22/2018	SITECRAFTING, INC.	400.00
97864	02/22/2018	TOUCHPOINT NETWORKS LLC	390.00
97865	02/22/2018	WOODBURY ENERGY CO. INC.	20,311.00
97866	02/23/2018	BRATTAIN INTERNATIONAL TRUCKS	8,942.99
97867	02/23/2018	ELMS LANDSCAPE MAINTENANCE INC	98.00
97868	02/23/2018	FERN RIDGE CHAMBER OF COMMERCE	300.00
97869	02/23/2018	MARGUERITE C KESTER	333.00
97870	02/23/2018	THERESE A LANG	333.00
97871	02/23/2018	ROBERT T. MASON	730.00
97872	02/23/2018	SPRINGFIELD CITY CLUB	250.00
97873	02/23/2018	USPS DISBURSING OFFICE	3.00
97874	02/27/2018	MEDICAL TRANSPORTATION MGT <i>M Tm Brokerage Pmts Out - Dec</i>	1,867,967.84
91030118	02/28/2018	BENEFIT PLANS ADMIN SVCS, LLC	25,665.00
92030118	02/28/2018	BENEFIT PLANS ADMIN SVCS, LLC	7,000.00
93020518	02/09/2018	BENEFIT PLANS ADMIN SVCS, LLC	9,008.30
93021718	02/21/2018	BENEFIT PLANS ADMIN SVCS, LLC	17,624.50
802126095	02/01/2018	INTERNAL REVENUE SERVICE-EFTPS	12,255.51
802561888	02/01/2018	VALIC %CHASE BANK OF TEXAS	76,523.67
802579280	02/15/2018	VALIC %CHASE BANK OF TEXAS	104,202.70
804503867	02/02/2018	BANK OF AMERICA	24.90
804503872	02/02/2018	BANK OF AMERICA	2,435.70
804503873	02/02/2018	BANK OF AMERICA	2,403.58
810060855	02/15/2018	MASS MUTUAL FINANCIAL GROUP	3,848.65
812090559	02/01/2018	MASS MUTUAL FINANCIAL GROUP	3,792.18
812160214	02/15/2018	OREGON DEPARTMENT OF REVENUE	1,032.86
822160131	02/01/2018	OREGON DEPARTMENT OF REVENUE	47,544.05
824211861	02/08/2018	INTERNAL REVENUE SERVICE-EFTPS	6,182.18
825273754	02/15/2018	INTERNAL REVENUE SERVICE-EFTPS	184,692.15
825589974	02/15/2018	INTERNAL REVENUE SERVICE-EFTPS	11,374.68
849160201	02/01/2018	OREGON DEPARTMENT OF REVENUE	2,671.39
851384153	02/01/2018	INTERNAL REVENUE SERVICE-EFTPS	199,555.94
851976030	02/01/2018	OREGON DEPARTMENT OF JUSTICE	1,924.00
855924019	02/15/2018	OREGON DEPARTMENT OF JUSTICE	1,924.00
859160205	02/08/2018	OREGON DEPARTMENT OF REVENUE	1,404.43



# Check History Listing

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
873271264	02/08/2018	INTERNAL REVENUE SERVICE-EFTPS	192.18
880160208	02/08/2018	OREGON DEPARTMENT OF REVENUE	0.19
889160214	02/15/2018	OREGON DEPARTMENT OF REVENUE	48,684.78
			<hr/>
219 Checks			\$4,994,509.97

## AGENDA ITEM SUMMARY

**DATE:** March 21, 2018

**ITEM TITLE:** MONTHLY GRANT REPORT

**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 February 28, 2018. Drawdowns were processed for FTA and ODOT grants; as well as WEEE Lottery funds during the reporting period.

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. This grant is in tandem with OR-03-0127, OR-04-0048 (closed), and OR-39-0008 (closed).

The grant Closeout Amendment has been approved by FTA; accordingly, this grant is closed.

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	\$ 0

2. [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 (closed), OR-04-0048 (closed), and OR-39-0008 (closed).

The budget revision to realign funds allocated within the various activity line items is in progress.

49 USC 5309 - New Starts	\$51,397,774
Local	\$12,849,445
Total Eligible Amount	\$64,247,219
Funds Remaining	\$ 2,212,314

3. [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	\$ 85,955

4. [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) EIDorado Aerotechs and three (3) minivans] utilizing the State of Oregon Pricing Agreement #4729. The grant also funded security cameras for existing Accessible Services vehicles.

Based on the cost savings in this grant and an assessment of program needs, LTD will acquire additional accessible services vehicles. The procurement process, consistent with ODOT requirements, is currently in progress.

49 USC 5309 - Bus and Bus Facilities (FY 2006 forward)	\$1,064,145
Local	\$ 209,355
Total Eligible Amount	\$1,273,500
Funds Remaining	\$ 214,057

5. [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.

The procurement process, consistent with ODOT requirements, is currently in progress.

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

6. [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). Although the Mobility Management Program is ongoing, reconciliation of final expenditures are in progress at which time closeout activities will be initiated.

49 USC 5316 - JARC/TEA-21 3037	\$171,819
Local	\$ 42,955
Total Eligible Amount	\$214,774
Funds Remaining	\$ 10,165

7. [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.

Maintenance staff have conducted research in relation to procurement of spare parts/tooling for the new vehicles. The grant will be closed upon final reconciliation/payment of associated expenditures.

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

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

Current Status: Active (Closed)  
Key Number: 17958

Although this particular grant has been closed, the Main Street/McVay project is ongoing. LTD has processed a new FTA grant application to continue ongoing activities related to this project.

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

9. [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. Mobility management activities under this grant are completed; remaining balances will be redirected to the bus purchase.

To that end, all three of the all-electric buses have been delivered, and the vehicles are undergoing testing. In addition, maintenance staff are working with the manufacturer's engineering staff relative to various "punch list" items.

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	\$2,072,328

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<sup>1</sup> Federal Highway Administration

10. [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 grant Closeout Amendment has been approved by FTA; accordingly, this grant is closed.

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	 \$ 0

11. [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. The final expenditures related to the UofO Station have been processed. Based on an assessment of the remaining funds and the enhanced EmX services that were recently launched, a request was made to redirect the remaining balance to the SmartTrips activity, which has been approved by FTA. The budget revision is in progress.

LTD will conduct public outreach (SmartTrips) relative to the enhanced EmX service, which will be beneficial to the business community. More importantly, increasing awareness of transportation resources and the various options available (walking, bicycling, carpool, vanpool and transit trips), in addition to the enhanced EmX service, will facilitate the establishment of long-term and sustainable transportation practices.

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

12. [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

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<sup>2</sup> Federal Highway Administration



improvements. The final disbursement has been made by FTA; accordingly, the grant closeout activities have been initiated.

49 USC 5309 - Bus and Bus Facilities (FY 2006 forward)	\$1,088,000
Local	\$ 272,000
Total Eligible Amount	\$1,360,000
Funds Remaining	\$ 0

13. [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 FY 2017-18.

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

14. [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



15. [OR-2017-015-00 | FY14/15 5339 Bus Replacement Project](#)

Current Status: Active (Executed)

This grant award in the amount of \$943,814 utilizes FY 2014 and FY 2015 Section 5339 funding for the purchase of two (2) 40-foot, zero-emissions, battery-electric buses that have an expected useful life of twelve years/500,000 miles. This purchase aligns with LTD’s diesel bus replacement plan that replaces buses after they have exceeded their useful life expectancy. This grant is in tandem with OR-0127-116-00 (SGR).

49 USC 5339 - (MAP 21) Bus and Bus Facilities Formula (FY 2013 & forward)	\$ 943,814
Local	\$ 235,953
Total Eligible Amount	\$1,179,767
Funds Remaining	\$ 943,814

16. [OR-2017-016-00 | FY15/16 5337 Bus Replacement Project \(SGR\)](#)

Current Status: Active (Executed)

This grant award in the amount of \$943,814 utilizes FY 2015 and FY 2016 Section 5337 funding for the purchase of two (2) 40-foot, zero-emissions, battery-electric buses that have an expected useful life of twelve years/500,000 miles. This purchase aligns with LTD’s diesel bus replacement plan that replaces buses after they have exceeded their useful life expectancy. This grant is in tandem with OR-0127-115-00.

49 USC 5337 - (MAP 21) State of Good Repair Formula Grants	\$331,113
Local	\$ 82,778
Total Eligible Amount	\$413,891
Funds Remaining	\$331,113

17. [OR-2017-019-00 | FY16 MAP-21 Sec 20005 \(b\) TOD Pilot Program RIVER ROAD TRANSIT COMMUNITY IMPLEMENTATION PLAN](#)

Current Status: Active (Executed)

This grant award in the amount of \$450,000 utilizes FY 2016 20005(b) of MAP-21 - Pilot Program TOD Planning funds for the River Road Transit Community Implementation Plan in the furtherance of Transit Oriented Development. The River Road Corridor (RRC) is an aspect of the MovingAhead project, a system-level evaluation of extending LTD’s EmX (BRT) along multiple corridors. The project is in progress.

20005(b) of MAP-21 - Pilot Program for TOD Planning	\$450,000
Local	\$114,000
Total Eligible Amount	\$564,000
Funds Remaining	\$450,000

18. [OR-2017-024-00 | FY16 STP Mobility Management](#)

Current Status: Active (Executed)

This grant award in the amount of \$439,695 utilizes FY 2016 STP funds transferred to Section 5307 funding for LTD’s Mobility Management (Point2point) program. The project is in progress.

49 USC 5307 - Urbanized Area Formula (FHWA xfer FY 2007 fwd)	\$439,695
Local	\$ 50,325
Total Eligible Amount	\$490,020
Funds Remaining	\$210,553

19. [OR-2017-026-00 | FY15 5310 Replacement ADA Vehicles](#)

Current Status: Active (Executed)

This grant award in the amount of \$439,695 utilizes FY 2015 5310 funding for the purchase of approximately two (2) ADA accessible, less than 30-foot, replacement buses. The procurement process, consistent with ODOT requirements, is currently in progress.

49 USC 5310 - (MAP 21) Formula Grants for Enhanced Mobility of Senior & Individuals with Disabilities	\$232,854
Local	\$ 58,214
Total Eligible Amount	\$291,068
Funds Remaining	\$232,854

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

Current Status: Active (Closed)

This grant award is for \$190,508 using 5311(f) Inter-city funds. This grant funds intercity 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	\$ 5,791

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 in progress.

Funding to Reduce Single-Owner Vehicle Travel	\$ 115,410
Local	\$ 0
Total Eligible Amount	\$115,410
Funds Remaining	\$ 42,275

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	\$488,989

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	\$2,394,246

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	\$463,860

25. [31675 ODOT | 2016-18 5311 35-foot 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. The purchase order for the vehicle has been submitted and is undergoing final review and processing.

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, which is ongoing, 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	\$136,774

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. The project is progressing.

Operating	\$1,754,618
Local	\$ 0
Total Eligible Amount	\$1,754,618
Funds Remaining	\$1,096,637

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	\$1,884,950

29. [32306 ODOT | 2017-19 Region 2 \(FHWA\) Transportation Options](#)

Current Status: Active

This Transportation Options (Federal Highway) grant program will fund activities that promote options other than single-occupant motor vehicle transportation. This project is in progress and will promote efficient use of existing transportation infrastructure and results in a more resilient, healthier, and cost-effective transportation system.

Demand Management	\$394,571
Local	\$ 45,160
Total Eligible Amount	\$439,731
Funds Remaining	\$394,571

30. [31971 ODOT I 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	\$172,881

31. [31455 ODOT I 2017-18 5339 Capital Diamond Express](#)

Current Status: Active

This agreement provides funding to purchase passenger transportation vehicles(s) to be used to provide public transportation services. The vehicle(s) will be used to coordinate public and human service transportation services with other agencies.

Capital Vehicle Purchase	\$169,069
Local	\$34,629
Total Eligible Amount	\$203,698
Funds Remaining	\$169,069

32. [HU-18-10-09 ODOT I 2016 -19 Point2point Safe Routes to School](#)

Current Status: Active

This ODOT grant (formerly HU-17-10-09) in the amount of \$132,652 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	\$132,652
Local	\$134,427
Total Eligible Amount	\$267,079
Funds Remaining	\$ 85,092

33. [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
<i>ConnectOregon</i> 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

**ADDITIONAL GRANT ACTIVITY:**

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

As requested by FTA, LTD has revised the original application for 2016-2017 Section 5307 Formula Funds into two separate applications for the West Eugene EmX Extension and Willow Creek Terminus Station project; and the Glenwood bus parking lot reconfiguration and Preventive Maintenance (FY 2017-18) projects. The grants are undergoing FTA review.

**Federal Transit Administration Grant Applications**

LTD has submitted grant applications for the MovingAhead System (\$2,300,000); Main Street/McVay (\$315,000); and Mobility Management (Safe Routes to School - \$307,840) projects. The grant applications have been entered into TrAMS and are in progress.

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

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-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.

**LANE TRANSIT DISTRICT**  
**January 2018 Performance Report**  
27-February-2018

Performance Measure	Current Month	Prior Year's Month	% Change	Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change
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**Fixed Route Service**

Passenger Boardings	<b>915,435</b>	874,928	+ 4.6%	<b>5,752,514</b>	5,707,631	+ 0.8%	<b>10,248,583</b>	10,197,726	+ 0.5%
Mobility Assisted Riders	<b>11,471</b>	10,536	+ 8.9%	<b>87,936</b>	91,912	- 4.3%	<b>151,678</b>	162,581	- 6.7%

Average Passenger Boardings:

Weekday	<b>35,563</b>	34,207	+ 4.0%	<b>32,031</b>	31,473	+ 1.8%	<b>33,627</b>	33,254	+ 1.1%
Saturday	<b>18,766</b>	17,470	+ 7.4%	<b>19,663</b>	18,901	+ 4.0%	<b>19,244</b>	18,723	+ 2.8%
Sunday	<b>11,596</b>	11,221	+ 3.3%	<b>11,197</b>	10,570	+ 5.9%	<b>11,295</b>	10,344	+ 9.2%
Monthly Revenue Hours	<b>26,060</b>	24,255	+ 7.4%	<b>173,387</b>	162,094	+ 7.0%	<b>292,573</b>	275,583	+ 6.2%
Boardings Per Revenue Hour	<b>35.1</b>	36.1	- 2.6%	<b>33.18</b>	35.21	- 5.8%	<b>35.03</b>	37.00	- 5.3%
Weekly Revenue Hours	<b>5,885</b>	5,477	+ 7.4%	<b>5,730</b>	5,278	+ 8.6%	<b>5,660</b>	5,257	+ 7.7%
Weekdays	<b>22</b>	23		<b>149</b>	154		<b>257</b>	263	
Saturdays	<b>4</b>	4		<b>31</b>	31		<b>52</b>	52	
Sundays	<b>5</b>	4		<b>32</b>	30		<b>53</b>	51	

**Farebox Revenues & Sales\***

Farebox Revenue	<b>\$153,002</b>	\$161,910	- 5.5%	<b>\$988,293</b>	\$1,070,243	- 7.7%	<b>\$1,681,873</b>	\$1,844,128	- 8.8%
Adult Pass	<b>3,044</b>	2,763	+ 10.2%	<b>18,743</b>	17,145	+ 9.3%	<b>33,290</b>	29,173	+ 14.1%
Youth Pass	<b>841</b>	1,249	- 32.7%	<b>4,511</b>	5,569	- 19.0%	<b>8,777</b>	10,567	- 16.9%
Reduced Fare Pass	<b>949</b>	977	- 2.9%	<b>6,423</b>	7,461	- 13.9%	<b>33,290</b>	29,173	+ 14.1%
Adult 3 Month Pass	<b>225</b>	205	+ 9.8%	<b>997</b>	1,001	- 0.4%	<b>1,759</b>	1,836	- 4.2%
Youth 3 Month Pass	<b>142</b>	64	+ 121.9%	<b>551</b>	529	+ 4.2%	<b>777</b>	734	+ 5.9%
Reduced Fare 3 Month Pass	<b>60</b>	44	+ 36.4%	<b>358</b>	347	+ 3.2%	<b>636</b>	600	+ 6.0%
Adult 10-Ride Ticket Book	<b>2,115</b>	1,745	+ 21.2%	<b>12,125</b>	12,184	- 0.5%	<b>21,595</b>	20,862	+ 3.5%
Half-Fare 10-Ride Ticket Book	<b>385</b>	404	- 4.7%	<b>2,469</b>	2,783	- 11.3%	<b>4,177</b>	4,867	- 14.2%
RideSource 10-Ride Ticket Book	<b>369</b>	352	+ 4.8%	<b>2,672</b>	2,791	- 4.3%	<b>4,704</b>	5,168	- 9.0%

\*Group Pass Program revenues, which typically make up about 1/3 of all passenger revenues, are not included in this report. Finance reports total passenger revenues inclusive of Group Pass on a quarterly basis.

**Fleet Services**

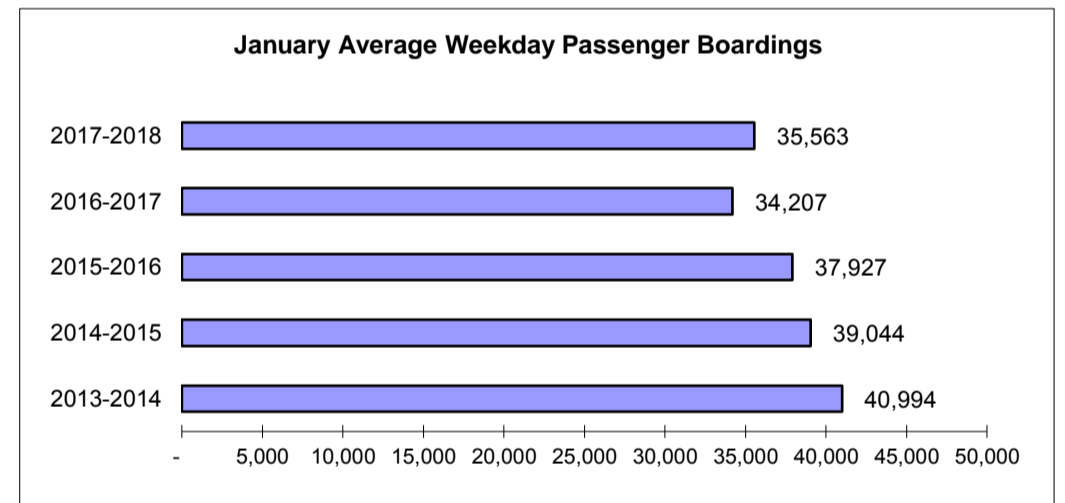
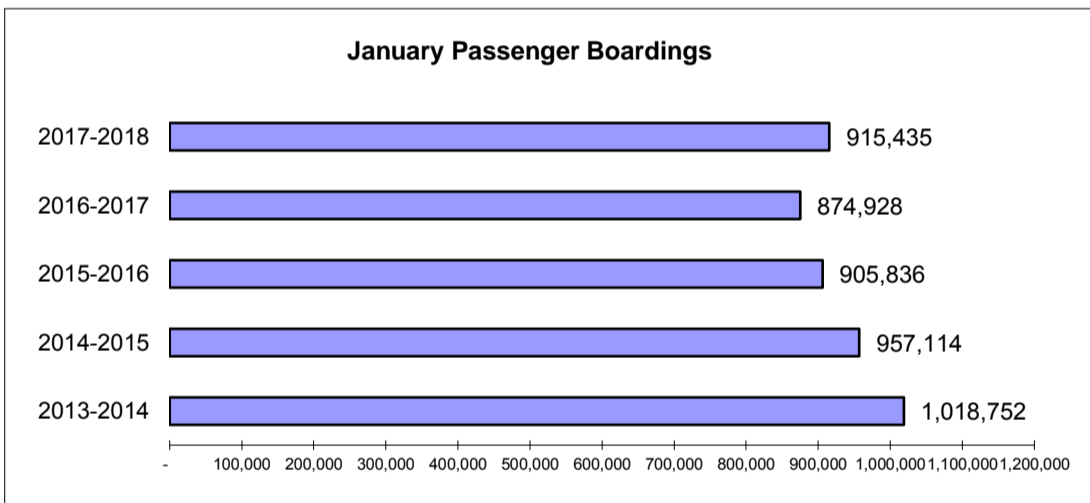
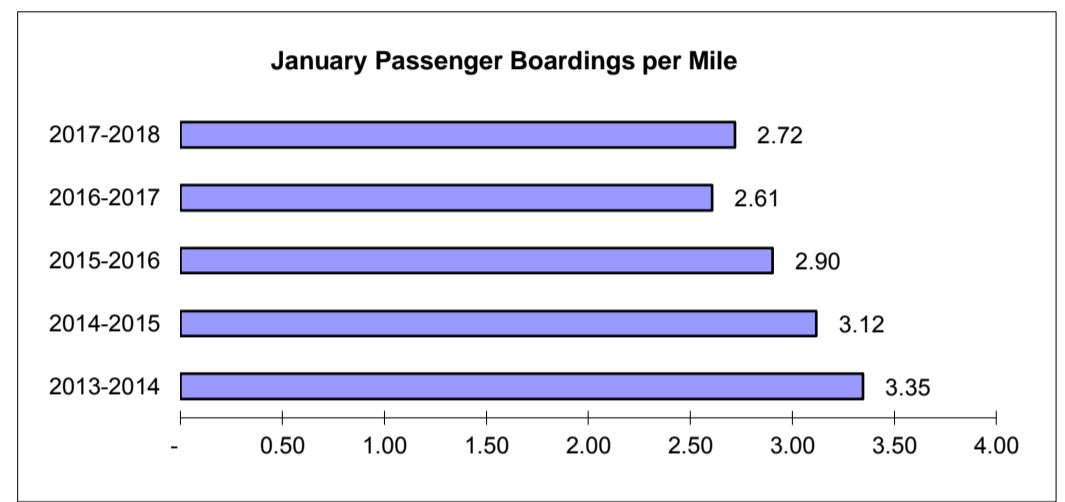
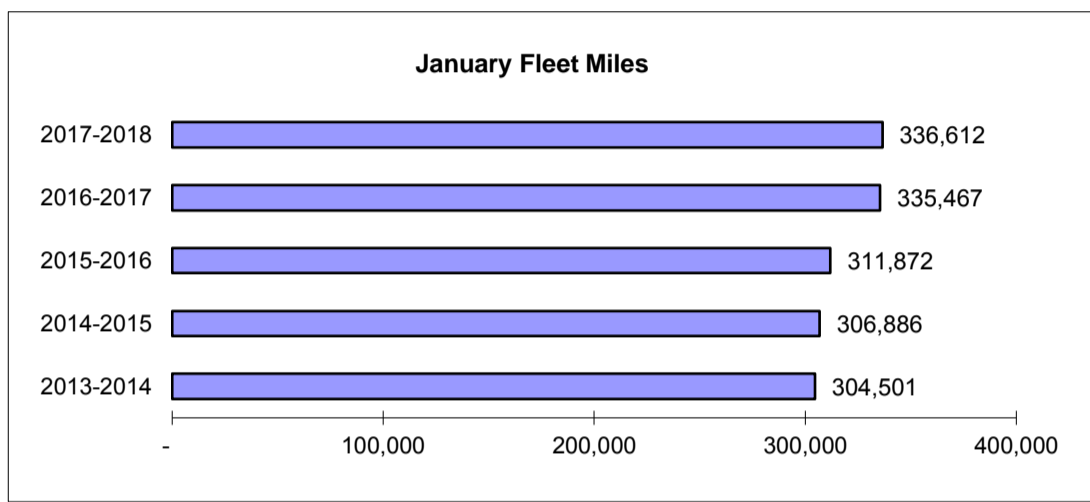
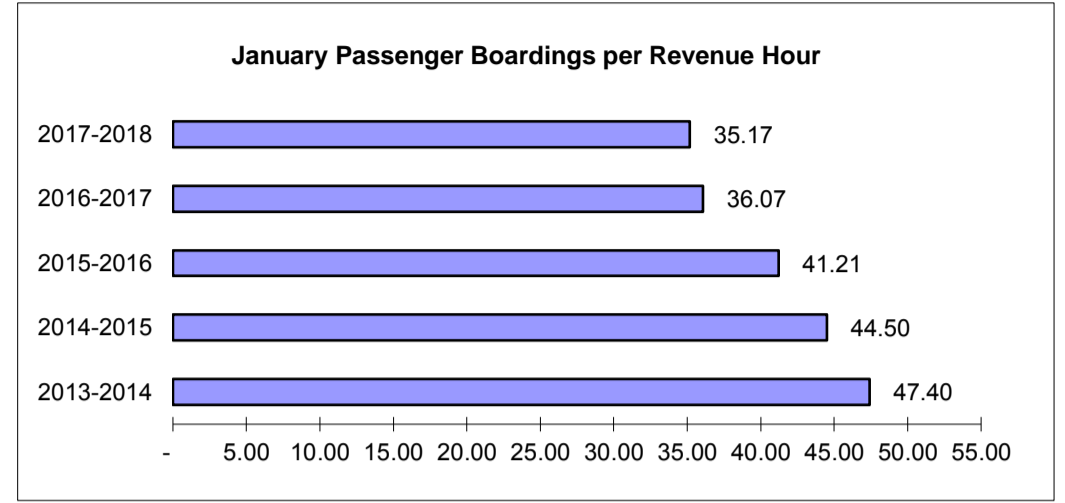
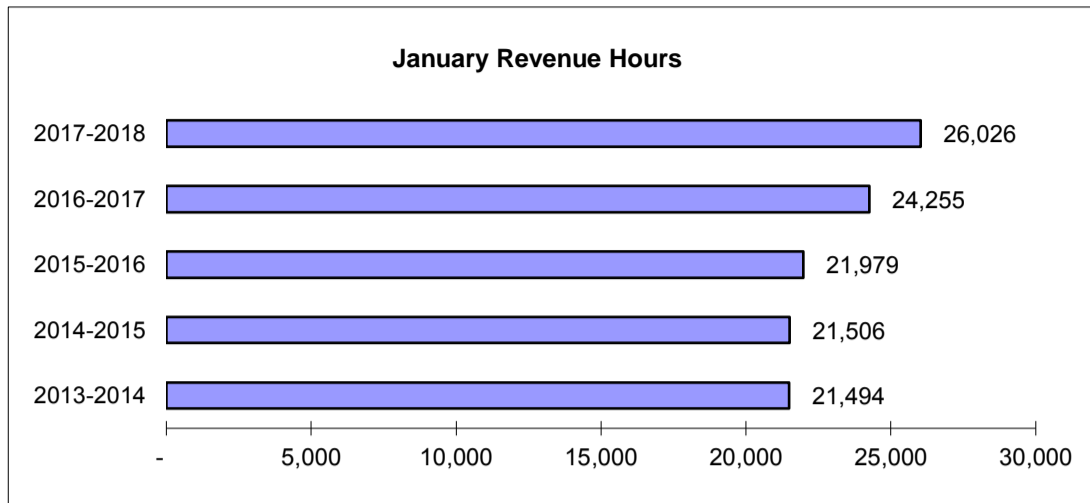
Fleet Miles	<b>336,612</b>	335,467	+ 0.3%	<b>2,403,867</b>	2,266,000	+ 6.1%	<b>4,068,462</b>	3,855,704	+ 5.5%
Average Passenger Boardings/Mile	<b>2.72</b>	2.61	+ 4.3%	<b>2.39</b>	2.52	- 5.0%	<b>2.52</b>	2.64	- 4.8%
Fuel Cost	<b>\$194,191</b>	\$157,462	+ 23.3%	<b>\$1,229,635</b>	\$1,668,884	- 26.3%	<b>\$2,002,413</b>	\$2,813,122	- 28.8%
Fuel Cost Per Mile	<b>\$0.577</b>	\$0.469	+ 22.9%	<b>\$0.512</b>	\$0.736	- 30.5%	<b>\$0.492</b>	\$0.730	- 32.5%
Repair Costs	<b>\$318,786</b>	\$373,751	- 14.7%	<b>\$1,933,511</b>	\$1,733,411	+ 11.5%	<b>\$3,341,300</b>	\$2,886,884	+ 15.7%
Total Repair Cost Per Mile	<b>\$0.947</b>	\$1.114	- 15.0%	<b>\$0.804</b>	\$0.765	+ 5.1%	<b>\$0.821</b>	\$0.749	+ 9.7%
Preventive Maintenance Costs	<b>\$37,922</b>	\$35,662	+ 6.3%	<b>\$248,932</b>	\$249,217	- 0.1%	<b>\$429,134</b>	\$422,366	+ 1.6%
Total PM Cost Per Mile	<b>\$0.113</b>	\$0.106	+ 6.0%	<b>\$0.104</b>	\$0.110	- 5.8%	<b>\$0.105</b>	\$0.110	- 3.7%
Mechanical Road Calls	<b>47</b>	38	+ 23.7%	<b>244</b>	205	+ 19.0%	<b>451</b>	367	+ 22.9%
Miles/Mech. Road Call	<b>7,162</b>	8,828	- 18.9%	<b>9,852</b>	11,054	- 10.9%	<b>9,021</b>	10,506	- 14.1%

**MTM**

MTM Rides	<b>13,571</b>	13,428	+ 1.1%	<b>93,779</b>	99,724	- 6.0%	<b>171,627</b>	179,338	- 4.3%
RideSource^	<b>11,884</b>	-	-	<b>53,975</b>	-	-	<b>91,648</b>	-	-

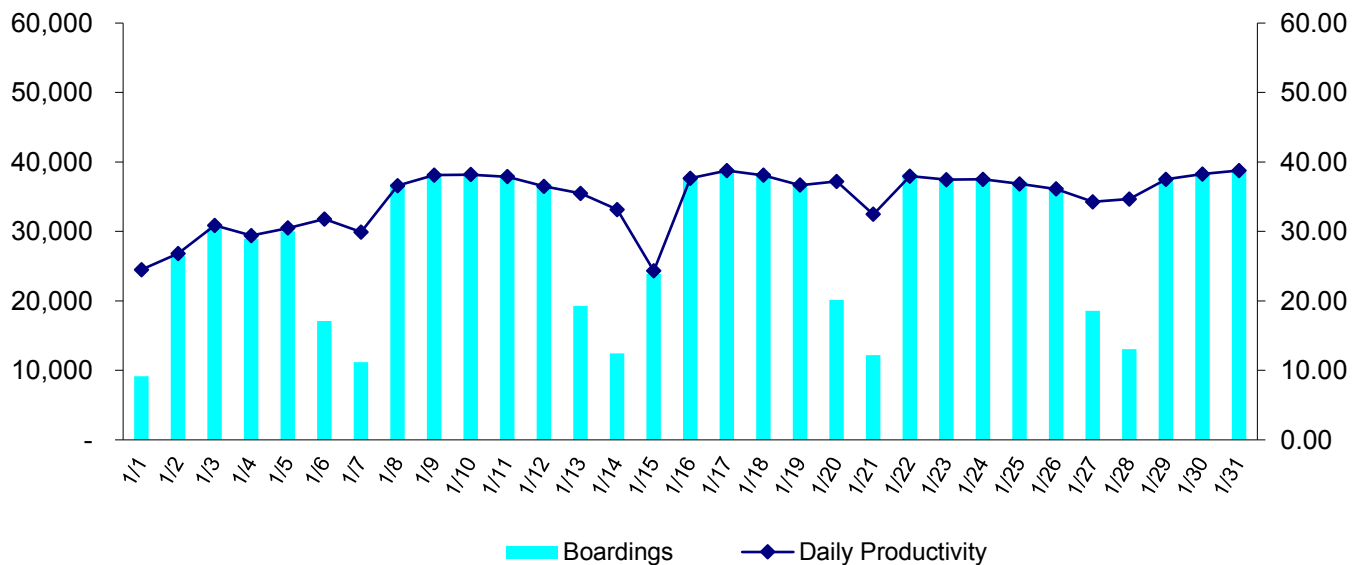
^The methodology for calculating RideSource rides differs from previous periods and are not currently comparable. This will be updated when comparable data is available.





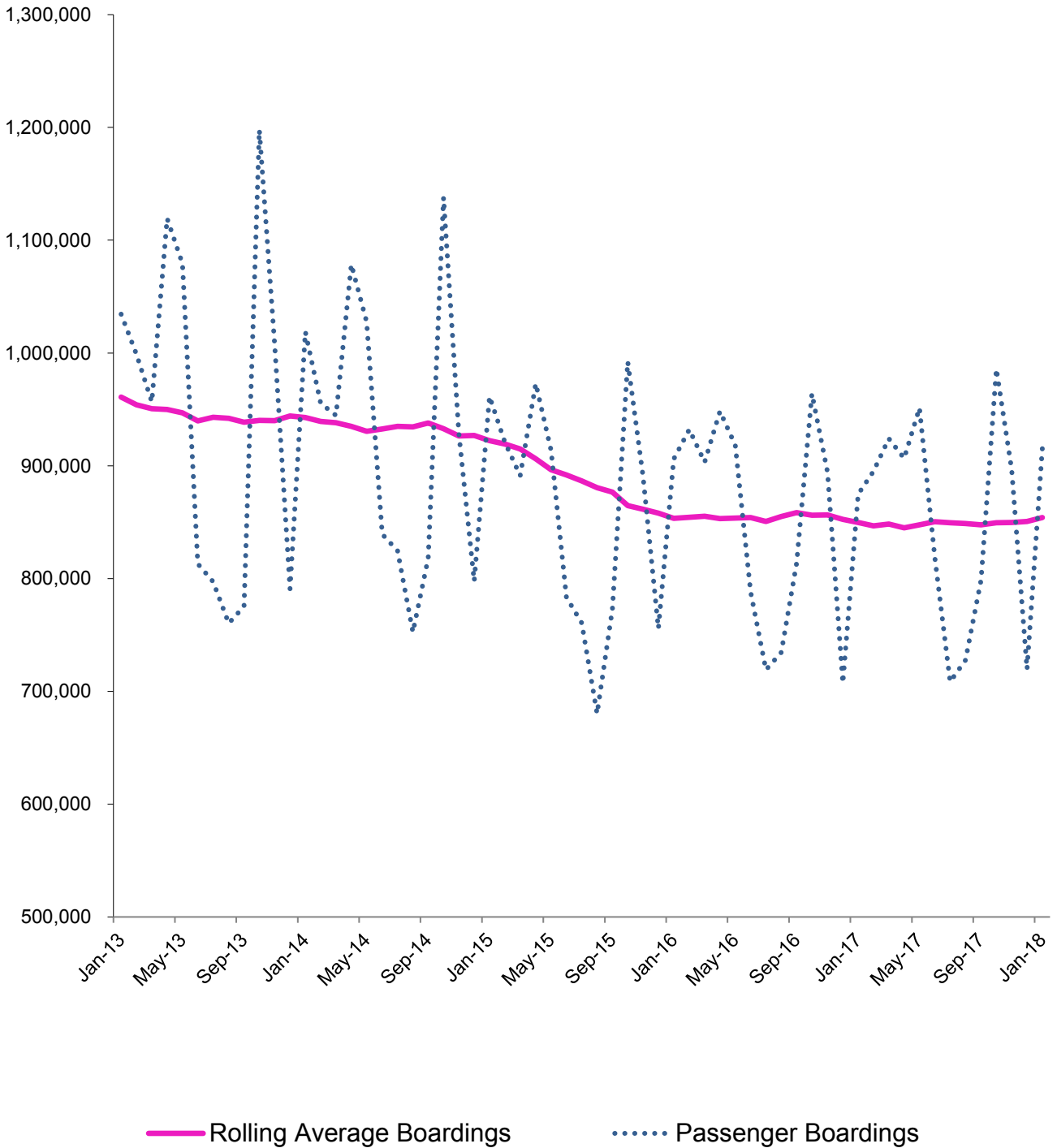
## Daily Ridership Recap January 2018

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
1/1/2018	Monday	Sunday	9,139	134	373	24.50
1/2/2018	Tuesday	Weekday	26,464	424	987	26.81
1/3/2018	Wednesday	Weekday	30,407	598	985	30.87
1/4/2018	Thursday	Weekday	28,981	488	985	29.42
1/5/2018	Friday	Weekday	30,034	450	985	30.49
1/6/2018	Saturday	Saturday	17,096	316	538	31.78
1/7/2018	Sunday	Sunday	11,190	169	374	29.92
1/8/2018	Monday	Weekday	36,838	454	1,007	36.58
1/9/2018	Tuesday	Weekday	38,350	434	1,006	38.12
1/10/2018	Wednesday	Weekday	38,425	452	1,006	38.20
1/11/2018	Thursday	Weekday	38,192	337	1,008	37.89
1/12/2018	Friday	Weekday	36,799	420	1,008	36.51
1/13/2018	Saturday	Saturday	19,266	323	543	35.48
1/14/2018	Sunday	Sunday	12,437	174	375	33.17
1/15/2018	Monday	Weekday	23,907	331	983	24.32
1/16/2018	Tuesday	Weekday	37,682	502	1,001	37.64
1/17/2018	Wednesday	Weekday	38,961	478	1,005	38.77
1/18/2018	Thursday	Weekday	38,356	423	1,007	38.09
1/19/2018	Friday	Weekday	36,594	405	998	36.67
1/20/2018	Saturday	Saturday	20,127	267	541	37.20
1/21/2018	Sunday	Sunday	12,176	134	375	32.47
1/22/2018	Monday	Weekday	38,244	449	1,007	37.98
1/23/2018	Tuesday	Weekday	37,638	375	1,005	37.45
1/24/2018	Wednesday	Weekday	37,811	355	1,008	37.51
1/25/2018	Thursday	Weekday	37,125	394	1,007	36.87
1/26/2018	Friday	Weekday	36,408	435	1,008	36.12
1/27/2018	Saturday	Saturday	18,573	230	542	34.27
1/28/2018	Sunday	Sunday	13,037	205	376	34.67
1/29/2018	Monday	Weekday	37,733	433	1,006	37.51
1/30/2018	Tuesday	Weekday	38,490	434	1,006	38.26
1/31/2018	Wednesday	Weekday	38,955	448	1,005	38.76
<b>Totals</b>			<b>915,435</b>	<b>11,471</b>	<b>26,060</b>	<b>35.13</b>



# LANE TRANSIT DISTRICT

## Five Year History of Passenger Boardings





## MONTHLY DEPARTMENT REPORTS

March 21, 2018

### OFFICE OF THE GENERAL MANAGER

*Aurora Jackson, General Manager*

The Statewide Transportation Improvement Fund (STIF) Advisory Committee met on March 14 to finalize the rules and to review a summary of the amendments adopted by the Legislature. A summary of the amendments include:

- Expanding eligible projects to include light rail operations.
- Adding a STIF Plan requirement to provide student transit services for students in grades 9-12. Each Qualified Entity would be required to use at least one (1) percent of Formula Funds on student transit, if practicable. Qualified Entities unable to meet this threshold would need to describe why it isn't practicable.
- Clarifying that two or more Qualified Entities may appoint a joint advisory committee.
- Refining the reporting requirement schedule for transit providers. Relevant reports to include the report on actions taken to mitigate the impact of the employee payroll tax, annual budgets, results of any state financial reports, comprehensive reviews by FTA or ODOT, and single audit.
- Changing the operative date of the law from January 1, 2019 to July 1, 2018. This does not affect ODOT's work plan to implement the statute, but would allow providers to start spending against STIF Formula funds six months earlier.

### SERVICE DELIVERY & ADMINISTRATION

*Mark Johnson, Assistant General Manager*

#### **GREYHOUND/SPRINGFIELD STATION**

Greyhound approached LTD a few years ago hoping to work out an agreement to relocate to the Eugene Station, so they can vacate their current facility in downtown Eugene. LTD discussed the details, however, at the time we could not come to an agreement that would work for LTD. Recently, Greyhound approached LTD again and they were told that we are not interested in them relocating to the Eugene Station because of space constraints, but we would entertain them relocating to the Springfield Station. LTD has been in discussions with Greyhound, and working toward an agreement to operate out of the Springfield Station.

The Cricket outlet was given notice to vacate no later than March 31, 2018, so Facilities Services can do the necessary renovations to accommodate Greyhound. At this time, I would anticipate that Greyhound would begin operating out of the Springfield Station around June 1, 2018.

LTD is currently working on an agreement outlining the facility use, renovation cost, and operating procedures.

## **POINT2POINT**

*Theresa Brand, Point2Point Manager*

1. Point2point staff have been preparing for this years Business Commute Challenge. Last year over 275 teams with 2800 local employees are participating and we hope to exceed those numbers this year. New website features are planned, including a Team live header board which should be very popular.
2. The Safe Routes to Schools Team has developed a first ever (in Oregon and possibly the U.S.), an SRTS infrastructure prioritization tool which uses criteria such as equity and Title XI to prioritize improvements around schools. This tool has been rolled out statewide for use by other SRTS programs.
3. Julie Woolley, the Employer Transportation Coordinator (ETC) Pilot Project Coordinator, has concluded her research on effective ETC tools. Next steps will be to review a master list of potential tools with partner agency staff and then vet with a few local ETC's. The end results of the project will be an enhanced Employer Coordinator Toolkit that will be rolled out locally, then statewide.
4. Two new SRTS Assistants are being hired and should be on board in the next few weeks to assist the growing regional Safe Routes to Schools Programs. The funding was secured from the Congestion Mitigation Air Quality (CMAQ) funds.
5. Two new Vanpools have started this month that will join the other 16 that run up and down the 15 Corridor each weekday bringing the number of commuter vans to 18. These vans will reduce over 2.5 million miles of SOV trips each year along with help improve congestion and air quality.

## **ELECTRIC BUSES**

### *Fleet Maintenance*

LTD purchased five BYD all-electric 40' buses. To date, LTD has received three of the five buses from BYD. The remaining two vehicles are expected to arrive later this Spring. The vehicles are currently being road tested to determine the state of charge details and actual achievable range when they are driven within the LTD service district, and staff are seeing good results so far (~150 miles per charge). LTD has a contract with the Center for Technology and the Environment (CTE), a consulting firm from Atlanta, that specializes in deployment of zero-emission bus technology and we hope to kick off our work with them in March to determine route selection and an optimal charging schedule that will minimize the electrical demand charges from Springfield Utility Board to the greatest extent possible. LTD Operations staff is also planning for operator training on these vehicles later this Spring. We will have a more specific sense of when the first of these buses will be entering revenue service by April. In the meantime, LTD Marketing and Public Affairs staff are working on scheduling events to share some of the details about our all-electric vehicles with the public in coordination with Earth Day.

**SANTA CLARA TRANSIT STATION**

Working closely with the City and neighborhood, project staff have outlined a two-step planned unit development process that will accommodate LTD's grant timelines and provide robust public involvement regarding the remaining property development. In early March an internal programming exercise was conducted focusing on transit operation requirements. The outcome of this programming exercise will help facilitate the next design steps which form the project's planning limits for the first phase of the planned unit development.

Later this Spring a request for proposals will be issued to solicit for the remaining design support, including planning, environmental, and construction documents.

**RIDESOURCE**

Daily Operations Goal = >1.7 Riders per Hour

**Daily Operations Report**

From: 9/1/2017 To 9/30/2017

Time Range	Riders	Revenue Hours	Riders per Rev Hour	Service Hours	Riders per Service	Sub	%	Cas	%	Total Trips	Share Hours	Cancel at Door	No Show	Unsched .	Advance Cancel	Late Cancel	Missed Trip	Max Vehicle
Totals:	12423	6360.6	1.95	9565.0	1.30	7439	66.4	3756	33.6	11195	978.6	87	72	0	0	0	0	

**Daily Operations Report**

From: 10/1/2017 To 10/31/2017

**Daily Operations**

Time Range	Riders	Revenue Hours	Riders per Rev Hour	Service Hours	Riders per Service	Sub	%	Cas	%	Total Trips	Share Hours	Cancel at Door	No Show	Unsched .	Advance Cancel	Late Cancel	Missed Trip	Max Vehicle
Totals:	14719	6543.2	2.25	8468.4	1.74	8971	68.0	4219	32.0	13190	1147.0	116	93	0	0	0	1	

**Daily Operations Report**

From: 11/1/2017 To 11/30/2017

**Daily Operations**

Time Range	Riders	Revenue Hours	Riders per Rev Hour	Service Hours	Riders per Service	Sub	%	Cas	%	Total Trips	Share Hours	Cancel at Door	No Show	Unsched .	Advance Cancel	Late Cancel	Missed Trip	Max Vehicle
Totals:	13775	6101.0	2.26	8066.3	1.71	8304	67.1	4065	32.9	12369	1044.8	95	76	0	0	0	0	

**Daily Operations Report**

From: 12/1/2017 To 12/31/2017

Time Range	Riders	Revenue Hours	Riders per Rev Hour	Service Hours	Riders per Service	Sub	%	Cas	%	Total Trips	Share Hours	Cancel at Door	No Show	Unsched .	Advance Cancel	Late Cancel	Missed Trip	Max Vehicle
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Totals:	12504	5079.1	2.46	8549.0	1.46	7514	67.0	3703	33.0	11217	1012.1	105	78	0	0	0	0
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### Daily Operations Report

From: 1/1/2018 To 1/31/2018

Time Range	Riders	Revenue Hours	Riders per Rev Hour	Service Hours	Riders per Service	Sub	%	Cas	%	Total Trips	Share Hours	Cancel at Door	No Show	Unsched	Advance Cancel	Late Cancel	Missed Trip	Max Vehicle
Totals:	13645	5290.6	2.58	8457.7	1.61	8522	68.4	3931	31.6	12453	1185.9	141	90	0	0	0	6	

#### RideSource Internal Fleet - On Time Performance

Month	Total Completed Trips	Total On Time Trips	% of On Time Trips
September	11354	10353	91.18%
October	13400	12164	90.78%
November	12539	11159	88.99%
December	11400	10294	90.30%
January	12690	11418	89.98%

**OTP Goal is >87%**

#### Total CSC Calls for Operation

September	October	November	December	January	February
29619	29727	28483	26413	33777	28838

	TRIP COUNTS											
	DD Work Trips	Florence ADA	Metro ADA	Shopper	Veterans	Crucial Conn	Volunteer	OHP-OHA	OHP-TR	Pearl Buck	SDSW	TOTALS
September	4433	22	4742	390	7	0	33	431	10023	347	1092	21520
October	5090	108	5732	460	52	0	45	919	17988	711	1895	33000
November	4866	77	5220	432	23	3	34	947	17271	583	1798	31254
December	4454	85	3014	415	10	4	32	833	16444	274	1986	27551
January	5066	103	5295	468	20	2	31	994	19642	641	1980	34242



## 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*

### **Comprehensive Operations Analysis (COA) Update**

#### Overall project schedule:

The COA kicked off on January 31. Since then, LTD has confirmed a schedule for the project during the LTD Board retreat (2/20) where Edward McGlone (COA PM for Public Involvement) gave a presentation with a high-level view of the project schedule determined with our two lead consultant teams: Jarrett Walker and Associates (JWA)-Technical Lead, and Jeanne Lawson & Associates (JLA)-Public Involvement Lead. According to that schedule, the COA team is expecting a draft of the service improvement scenarios at the end of 2018 (December), with public engagement, design refinements, and final decision-making around those scenarios occurring by spring 2019.

#### Current work:

- **Last week(s),**
  - 1) Hart Migdal (LTD) has taken on PM duties for the JWA contract while Kelly Hoell (LTD) is on maternity
  - 2) An Opinion poll was conducted (joint project between MovingAhead and COA by JLA) to help understand community values regarding transportation and transportation investments.
- **Current progress (as of 03-06-17),**
  - 1) Detailed data collection and analysis (JWA) ongoing.
  - 2) Meetings/conversations between consultants and LTD to coordinate public involvement and technical work and to understand the range of mobility services provided by LTD.
  - 3) JLA is developing the Public Involvement and Communications Plan with coordination of LTD Public Affairs (Edward is PM for that contract), JWA, and LTD also coordinating.
  - 4) JWA establishing data context with LTD for initial findings for fixed routes.
- **Week of March 12th,**
  - 1) Site visits from consultants: Heather Menninger (AMMA) will be assessing RideSource operations and meeting with staff and external providers along with examining Point2Point

and meeting with key staff. while Dan Boyle of Dan Boyle and Associates is meeting with Operations staff and conducting fieldwork on the system to inform the Choices Report.

The next few months:

- **Major deliverables:** The first phase of the project (Phase A: Data gathering and development of Choices Report) culminates in May or early June and includes:
  - 1) **Public Involvement & Communications Plan:** JLA (expected draft late March).
  - 2) **Pedestrian Network Analysis** methodology: JWA (expected late April) Fieldwork and site selection occurring in Late May and June (expected final report July)
  - 3) **Final Choices Report** (All consultants): expected in late May with public involvement occurring in May and June (Stakeholder forum and Online open house).

### **MOVINGAHEAD**

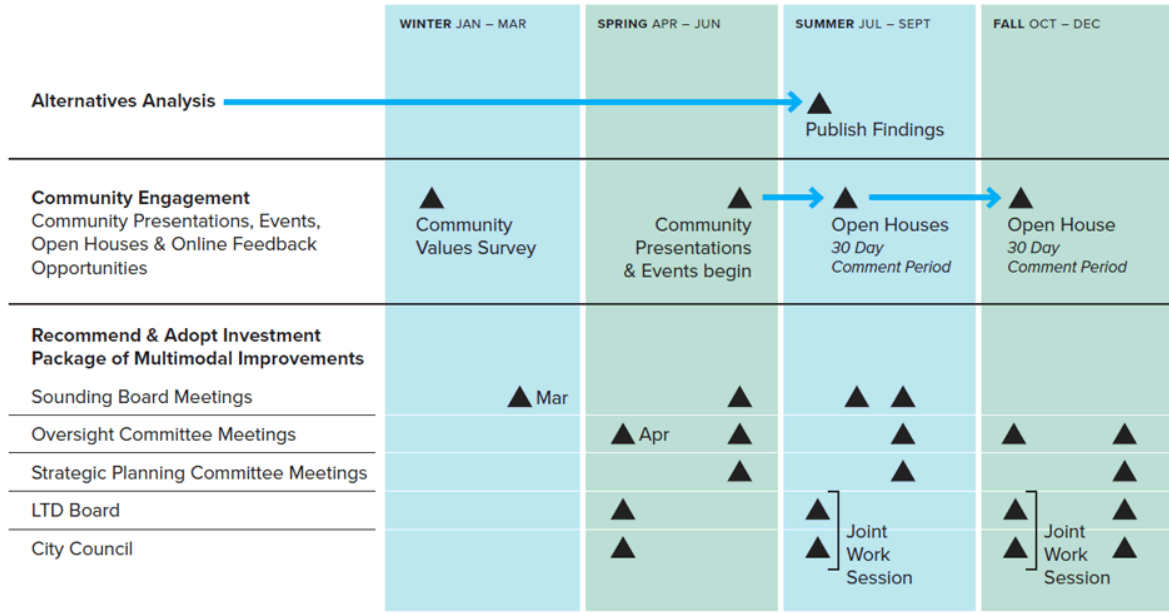
For the past year and a half, the MovingAhead project team has analyzed options along five key corridors; Highway 99, River Road, 30th Avenue to Lane Community College, Coburg Road, and Martin Luther King, Jr. Boulevard. This technical work has considered land use and transportation planning, environmental concerns, and community needs and values to determine which options will be the best transportation investments to make in the next 10 years.

The MovingAhead project is entering a new stage, which will involve adoption of a preferred package of multimodal improvements by the LTD Board and Eugene City Council. Options for each corridor include No-Build, Enhanced Corridor, and EmX, except the Martin Luther King, Jr. Boulevard Corridor, which does not have an EmX alternative. This stage of MovingAhead will build upon previous efforts and analysis and continue the community conversation. Upcoming outreach activities are designed to share the key technical information and analysis gathered during the previous stage with the community and gather input to inform the decision-making process. Community members' participation will be essential in refining and selecting a package of multimodal investments that accommodate all users and prioritize projects for near-term investment.

Project staff will be providing a more detailed update at the April 18 Board Work Session. Below is the project timeline of upcoming key milestones.



## Timeline 2018





**JAN**

**FEB**

**MAR**

**APR**



**MAY**

**JUNE**

**JULY**

**AUG**



**SEPT**

**OCT**

**NOV**

**DEC**

## **Proposed General Manager Goals – 2018**

### **Goal/Objective 1:    Develop a process for LTD’s continuous improvement using the ABBG categories.**

The General Manager will make recommendations to the Board regarding areas for improvement within the ABBG categories. The General Manager will develop processes for making improvements within these priority areas.

Explanation: The consensus is that LTD needs to improve within some of the ABBG categories. However, the concern among committee members is that Board members may not have the knowledge or technical expertise to, at this time, prioritize areas of improvement so that they best match with LTD’s goals. Therefore, the committee expects the General Manager to make a recommendation to the Board for what specific areas within the ABBG categories LTD should focus on as priorities. As part of the recommendation process, the committee expects the General Manager to gather input from the Board of Directors. The General Manager will then be responsible for developing a process to make improvements within these priority areas.

### **Goal/Objective 2:    Maintain positive community relations.**

The General Manager will continue relationship building with the community, LTD stakeholders, the LTD Board of Directors and staff in a manner that mirror’s LTD’s stated vision and goals.

Explanation: LTD’s stated mission and goals are attached hereto.

### **Goal/Objective 3:    “Specific deliverables,” which are defined as agency priorities, which are already agreed to by the Board and approved within the budget, that require the leadership of the General Manager.**

- A. Lead the agency and assist the Board of Directors in successfully implementing the transportation bill.

Explanation: The committee understands 2018 to be a year where the foundational groundwork is built for a successful implementation of the transportation bill. The General Manager should lead the agency in building this groundwork so that LTD is poised to act, and positioned advantageously, when funds are actually received. The committee expects that this work will include but not be limited to: relationship building, regular communication with the Board and any applicable advisory committees, and rule making participation.

- B. Manage the Comprehensive Operational Analysis process and contract, and guide the Board in receiving and interpreting the results, so that adopting short and long range plans will be feasible for Fiscal Year 2018-19.

Explanation: Ensure the Board understands the COA process and how it affects development of short and long range plans. Board members may have individual interests or priorities they would like to see the agency adopt. Ensure Board members understand the appropriate time for, and are given an opportunity to discuss, these interests with fellow Board members to determine whether these interests or priorities will become a part of the agency's short or long range plans.

- C. Improve processes for managing significant agency projects and/or initiatives.

Explanation. This may include, but is not limited to, high dollar value construction projects, procurements of significant value (e.g. fleet replacement), or planning projects of high importance to the agency or community (e.g. MovingAhead). Processes should be improved so that, as applicable, projects are managed in a cost effective manner while delivering good results to the community.

- D. Lead the agency, Board, and its subcommittees in making significant progress towards the evaluation and possible redevelopment of its fare system.

Explanation. The Board has made a commitment to examine its fare structure by establishing an ad hoc fare committee. No specific recommendations have been made by this newly established committee. The General Manager should ensure the Board and subcommittee understand the current fare system, are presented with options for available for electronic fare systems for consideration, and any relevant factors associated with those options (e.g. cost, equity and accessibility).



# AUDIENCE PARTICIPATION SIGN-UP SHEET—LTD SPECIAL BOARD MEETING

Date: March 21, 2018

**Note: Please note that your verbal testimony is limited to three (3) minutes. If you wish to present written materials, please furnish at least one copy to the Clerk of the Board/Recording Secretary for the official record.**

NAME	ADDRESS (Street Address, City, Zip Code)	GROUP / REPRESENTING	TOPIC
Jane Russell	65005 LeNoy Lane Eug, Or 97405	Self	Ride Source Policy Change
Joyce Godub	1150 Durston Lane Apt 232 Eug, Or 97401	Self	Ride Source Policy Change

\* This document is a public record subject to disclosure under the Oregon Public Records Law.