



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

Wednesday, March 20, 2019
5:30 – 7:30 p.m.

LTD Board Room
3500 E. 17th Avenue, Eugene
(Off Glenwood Blvd. in Glenwood)

AGENDA - REVISED

Time	ITEM	Page
5:30 p.m.	I. CALL TO ORDER	
5:31 p.m.	II. ROLL CALL	
	<input type="checkbox"/> Carl Yeh (President) <input type="checkbox"/> Kate Reid (Vice President) <input type="checkbox"/> Joshua Skov (Secretary) <input type="checkbox"/> Don Nordin (Treasurer) <input type="checkbox"/> Caitlin Vargas <input type="checkbox"/> Steven Yett <input type="checkbox"/> Emily Secord	
5:32 p.m.	III. PRELIMINARY REMARKS FROM 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>	
5:38 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 vacation dates.</i>	
5:40 p.m.	VII. EMPLOYEE OF THE MONTH - APRIL	5
5:45 p.m.	VIII. AUDIENCE PARTICIPATION	
	<ul style="list-style-type: none"> ◆ <i>Public Comment Note: 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. When your name is called, please step up to the podium and state your name, city of residence, and who you are representing for the audio record. If you are unable to utilize the podium, you may address the Board from your seat.</i> ◆ <i>Community member testimony is limited to three (3) minutes.</i> 	
	IX. ITEMS FOR ACTION AT THIS MEETING	
5:50 p.m.	A. PUBLIC HEARING: STATE TRANSPORTATION IMPROVEMENT FUND APPLICATIONS	6
	[Tom Schwetz]	
	<ol style="list-style-type: none"> 1. Staff Presentation 2. Opening of Public Hearing by Board President 3. Public Testimony <ul style="list-style-type: none"> ◆ <i>Each speaker is limited to three (3) minutes.</i> 4. Closing of Public Hearing 5. Board Comments and Questions 	

Time		Page
6:05 p.m.	B. PUBLIC HEARING: PROPOSED SUPPLEMENTAL BUDGET – MEDICAID FUND [Christina Shew] <ol style="list-style-type: none"> 1. Staff Presentation 2. Opening of Public Hearing by Board President 3. Public Testimony <ul style="list-style-type: none"> ◆ <i>Each speaker is limited to three (3) minutes.</i> 4. Closing of Public Hearing 5. Board Comments and Questions 	11
6:10 p.m.	C. ADOPTION: SUPPLEMENTAL BUDGET – MEDICAID FUND [Christina Shew] <p>Action Needed: Adoption</p>	
6:15 p.m.	D. CONSENT CALENDAR: <p>Action Needed: Approval</p> <ol style="list-style-type: none"> 1. Minutes of the February 19, 2019, Joint LTD Board/Eugene City Council Work Session 2. Minutes of the February 20, 2019, Special Board Meeting/Work Session 3. Minutes of the February 20, 2019, Regular Board Meeting 4. Delegated Authority Report – FEBRUARY 5. Budget Committee Vacancy - Member Nomination 6. Contract No. 2019-08: Brown Contracting 7. Contract No. 2019-03: Wyatt's Tire Company 8. Board Travel & Reimbursement Policy 	17
6:20 p.m.	E. ADOPTION: SUPPLEMENTAL BUDGET – GENERAL FUND [Christina Shew] <p>Action Needed: Adoption</p>	55
6:30 p.m.	F. ADOPTION: CONTRACT NO. 2018-16 OGLETREE, DEAKINS, NASH, SMOAK & STEWART [David Collier] <p>Action Needed: Adoption</p>	60
6:40 p.m.	G. ADOPTION: FARE POLICY LOW-INCOME AND STUDENT FARE SUBSIDY PROGRAMS [Aurora Jackson] <p>Action Needed: Adoption</p>	65
6:50 p.m.	H. BOARD DECISION: TRANSIT TOMORROW SCENARIOS DIRECTION [Tom Schwetz] <p>Action Needed: Adoption</p>	71
7:00 p.m.	I. ADOPTION: CONTRACT NO. 2019-05 DELERROK, INC. - FARE COLLECTION SYSTEM [Cosette Rees] <p>Action Needed: Adoption</p>	74

Time		Page
	X. ITEMS FOR INFORMATION AT THIS MEETING	
7:15 p.m.	A. BOARD MEMBER REPORTS – MARCH [Aurora Jackson]	93
	Action Needed: Information Only	
	<i>This report provides an overview of the topics that have been covered at all Board subcommittees, Community Advisory Committees, and local governmental and stakeholder committees that Directors have attended since the previous months Board meeting. Directors also provide more in-depth verbal updates.</i>	
7:25 p.m.	B. MONTHLY FINANCIAL REPORT – FEBRUARY [Christina Shew]	96
	Action Needed: Information Only	
	<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>	
	XI. WRITTEN REPORTS	
	A. MONTHLY CASH DISBURSEMENTS – MARCH [Christina Shew]	101
	Action Needed: Information Only	
	<i>This report is provided in response to the Board’s request to implement financial practices consistent with other public entities. This report provides a complete listing of all non-payroll disbursements for the current month.</i>	
	B. QUARTERLY GRANT REPORT – PRESENTED: MARCH/JUNE/SEPTEMBER/DECEMBER [Christina Shew]	106
	Action Needed: Information Only	
	<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 quarter. The sources of information are the Transit Award Management System (TrAMS) and the Oregon Public Transit Information System (OPTIS).</i>	
	C. MONTHLY PERFORMANCE REPORTS – JANUARY/ FEBRUARY [Aurora Jackson]	126
	Action Needed: Information Only	
	<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>	
	D. MONTHLY DEPARTMENT REPORTS – MARCH [Aurora Jackson]	130
	Action Needed: Information Only	
	<i>Monthly department activity reports, and reports throughout the District, are provided for the Board’s information.</i>	

<u>Time</u>		<u>Page</u>
	XII. BOARD ANNUAL WORKING AGENDA	134
	<i>Attached is a calendar of Action or Information items that will be included on the agenda for future Board meetings.</i>	
	XIII. EXECUTIVE (NON-PUBLIC) SESSION: NONE	
7:30 p.m.	XIV. ADJOURNMENT	

The facility used for this meeting is wheelchair accessible. To request a reasonable accommodation or interpreter, including alternative formats of printed materials, please contact LTD's Administration office no later than 48 hours prior to the meeting at 541-682-5555 (voice) or 7-1-1 (TTY through Oregon Relay).



AGENDA ITEM SUMMARY

DATE OF MEETING: March 20, 2019
ITEM TITLE: APRIL EMPLOYEE OF THE MONTH
PREPARED BY: Camille Gandolfi, Clerk of the Board

BACKGROUND:

Bus Operator Sherry Watson has been selected to receive the April 2019 Employee of the Month (EOM) award. Sherry was hired as a Bus Operator on March 12, 1990; and during that time, Sherry has achieved 21 years of Safe Driving, has Excellent Attendance and has served on the Health and Wellness Committee for more than 12 years. Sherry has also receive Monthly Value Awards for the categories of "Teamwork" and "Work Together," and she was the July 2012 EOM.

Sherry was nominated for coming to the aid of a disabled rider when another passenger mistakenly took his cell phone. The nomination stated that Operator Watson's eagle-eye saved the day and thanked Sherry for being the fantastic operator that she is and for looking out for her customers.

When asked to comment on Sherry's selection as EOM, Operations Supervisor Jason Lundin said:

"Sherry has been with LTD for 29 years. During this time she has received multiple EOM nomination. This is truly a testament of what kind of an operator she is. Sherry has been a great addition to the LTD family and I have noticed her ability to handle difficult situations. She is a very capable bus operator and this shows by her 20 plus years of safe driving. Sherry has a wonderful personality and is well-liked and respected by her co-workers and customers.

It is simple to see why she receives so many EOM nominations; she always greets everyone with a smile, and treats them with respect while maintaining her positive can do attitude. She consistently provides them with a smooth, safe ride and outstanding customer service. I know Sherry will continue to do great things and is very deserving of this Employee of the Month Award."

AWARD:

Sherry will attend the March 20, 2019, meeting and be introduced to the Board to receive her award.



AGENDA ITEM SUMMARY

DATE OF MEETING: March 20, 2019

ITEM TITLE: PUBLIC HEARING: STIF FORMULA FUND APPLICATIONS

PRESENTER: Tom Schwetz, Director of Planning and Development

DIRECTOR: Tom Schwetz, Director of Planning and Development

ACTION REQUESTED: Public Hearing

PURPOSE:

To hold a public hearing regarding the draft Lane County Statewide Transportation Improvement Fund (STIF) Formula Fund Plan.

HISTORY:

Oregon House Bill 2017 established a new 0.1 percent employee payroll tax to fund public transportation in Oregon that benefits a high percentage of low-income households. STIF funds are divided into Formula Funds (90 percent), Discretionary Funds (5 percent), Intercommunity Discretionary Funds (4 percent), and administrative funds (1 percent). LTD is the Qualified Entity of the STIF funds allocated to Lane County.

STIF moneys are appropriated to finance investments and improvements in public transportation services. STIF may be used for public transportation purposes that support the effective planning, deployment, operation, and administration of public transportation programs including, but not limited to, the following:

- Creation of new systems and services with origins, destinations, or stops in Oregon;
- Maintenance or continuation of systems and services in certain circumstances; and
- Planning for, and development of, a Local Plan or future STIF Plan to improve public transportation service.

In 2018, the LTD Board of Directors appointed the Lane County STIF Advisory Committee to review submitted project proposals from eligible Public Transportation Service Providers for STIF Formula Funds and to develop a prioritized project list that makes up the Lane County STIF Formula Fund Plan. ODOT estimates Lane County will generate \$13,828,000 in STIF Formula Funds from July 2018-June 2021. Of those funds, \$13,115,000 will be generated within the LTD District, and \$713,000 will be generated outside of the LTD District. ODOT requested that providers request up to 130 percent of the estimated budget, as the budget is conservative.

Three Public Transportation Service Providers submitted project proposals for Lane County STIF Formula Funds. The STIF Advisory Committee reviewed the submitted projects and created two prioritized project lists to be funded at 100 percent of ODOT estimates: projects within the LTD boundary and projects outside of the LTD boundary. The committee also prioritized project lists to be funded up to 130 percent of ODOT's estimated budget within and outside the LTD district. The committee now submits these prioritized project lists to the LTD Board of Directors for approval.

A public comment period was opened on March 8, 2019, and will close on April 9, 2019.

Staff will provide further detail on this topic at the Board Meeting.

RECOMMENDATION:

- Conduct Public Hearing for the STIF Formula Fund grant applications

NEXT STEPS:

- Any testimony received from the public hearing and public comment period will be presented to the Board prior to the Board making a final decision.
- STIF Formula Fund grant applications will be brought before the Board, acting as the Qualified Entity, at its April 17 regular Board meeting.

SUPPORTING DOCUMENTATION:

- 1) Draft Lane County STIF Formula Fund Plan

In-District 100% Project Budget

			Fund Type	2019	2020	2021	Total
#1: Increased Bus Service, LTD	This project will result in approximately 36,000 hours of additional general public and student service over FY 2020 and 2021.	Task 1: General Service	STIF	\$0	\$1,600,000	\$2,199,000	\$3,799,000
			Total	\$0	\$1,600,000	\$2,199,000	\$3,799,000
		Task 2: Service to meet student need	STIF	\$0	\$400,000	\$700,000	\$1,100,000
			Total	\$0	\$400,000	\$700,000	\$1,100,000
		Project Total	STIF	\$0	\$2,000,000	\$2,899,000	\$4,899,000
			Total	\$0	\$2,000,000	\$2,899,000	\$4,899,000
#2: Youth and Low-Income Fare Programs, LTD	STIF funds will be used to 1) subsidize fares for students and marketing of the program, and 2) enable social service agencies to purchase LTD's fares at 75% discount to facilitate free access to LTD's fixed route services for low-income population.	Task 1: Student Fare	STIF	\$30,000	\$700,000	\$700,000	\$1,430,000
			Total	\$30,000	\$700,000	\$700,000	\$1,430,000
		Task 2: Low-income fare	STIF	\$0	\$500,000	\$500,000	\$1,000,000
			Total	\$0	\$500,000	\$500,000	\$1,000,000
		Project Total	STIF	\$30,000	\$1,200,000	\$1,200,000	\$2,430,000
			Total	\$30,000	\$1,200,000	\$1,200,000	\$2,430,000
#3: Transit Demand Plan, South Lane Wheels	South Lane Wheels (SLW) will hire a contractor to create a Transit Development Plan covering the planning period of 2019-2029. The Plan will position SLW to take advantage of LTD's Mobility on Demand pilot to understand and enhance rural service.	Task 1: Create TDP	STIF	\$0	\$100,000	\$0	\$100,000
			Total	\$0	\$100,000	\$0	\$100,000
		Project Total	STIF	\$0	\$100,000	\$0	\$100,000
			Total	\$0	\$100,000	\$0	\$100,000
#4: Florence-Eugene Route, LCOG	Establish intercity transit between Florence and Eugene. Collaborate with LTD, CCAT and CTCLUSI to reduce fragmentation.	Task 1: Florence to Eugene	STIF	\$0	\$8,000	\$8,000	\$16,000
			Total	\$0	\$8,000	\$8,000	\$16,000
		Project Total	STIF	\$0	\$8,000	\$8,000	\$16,000
			Total	\$0	\$8,000	\$8,000	\$16,000
#5: Rolling Stock, LTD	The purchase of up to ten 40' and 60' low or no emission replacement and expansion buses. The project also includes up to 10 replacement vehicles for specialized and ADA services and up to 4 mobility on-demand vehicles.	Task 1: Buy vans	STIF	\$0	\$450,000	\$0	\$450,000
			Total	\$0	\$450,000	\$0	\$450,000
		Task 2: Replace 40' Bus with Electric	STIF	\$0	\$250,000	\$0	\$250,000
			Federal	\$0	\$600,000	\$0	\$600,000
			Total	\$0	\$850,000	\$0	\$850,000
		Task 3: Replace 40' Bus with Hybrid/Diesel	STIF	\$0	\$200,000	\$250,000	\$450,000
			Federal	\$0	\$800,000	\$1,000,000	\$1,800,000
			Total	\$0	\$1,000,000	\$1,250,000	\$2,250,000
		Task 4: Replace articulated bus	STIF	\$250,000	\$700,000	\$700,000	\$1,650,000
			Federal	\$1,000,000	\$1,675,000	\$1,675,000	\$4,350,000
			Total	\$1,250,000	\$2,375,000	\$2,375,000	\$6,000,000
		Task 5: Replace buses under 30'	STIF	\$0	\$150,000	\$75,000	\$225,000
			Federal	\$0	\$600,000	\$300,000	\$900,000
			Total	\$0	\$750,000	\$375,000	\$1,125,000
Project Total	STIF	\$250,000	\$1,750,000	\$1,025,000	\$3,025,000		
	Federal	\$1,000,000	\$3,675,000	\$2,975,000	\$7,650,000		
	Total	\$1,250,000	\$5,425,000	\$4,000,000	\$10,675,000		
#6: Mobility as a Service, LTD	Service will provide shared-ride mobility to areas of concentrated low-income and senior populations connecting them to frequent transit and develop strategic partnerships with TNC's, bike & car share, and other emerging service models.	Task 1: Operating Assistance	STIF	\$100,000	\$235,000	\$540,000	\$875,000
			Total	\$100,000	\$235,000	\$540,000	\$875,000
		Task 2: Communication	STIF	\$20,000	\$60,000	\$60,000	\$140,000
			Total	\$20,000	\$60,000	\$60,000	\$140,000
		Task 3: Planning	STIF	\$50,000	\$250,000	\$50,000	\$350,000
			Total	\$50,000	\$250,000	\$50,000	\$350,000
Project Total	STIF	\$170,000	\$545,000	\$650,000	\$1,365,000		
	Total	\$170,000	\$545,000	\$650,000	\$1,365,000		
#7: Sustainable Services Reserve, LTD	Reserve funds will be maintained to prepare for unanticipated events that could adversely affect the financial condition of STIF funded operations and jeopardize the smooth continuation of necessary transit services.	Task 1: Reserve Fund	STIF	\$0	\$300,000	\$300,000	\$600,000
			Total	\$0	\$300,000	\$300,000	\$600,000
		Project Total	STIF	\$0	\$300,000	\$300,000	\$600,000
			Total	\$0	\$300,000	\$300,000	\$600,000
#8: STIF Program Admin, LTD	This task provides funds to cover the administrative cost associated with managing the overall STIF program and for specific STIF projects. Costs include LTD staff time and an intergovernmental agreement with Lane Council of Governments (LCOG).	Task 1: Project Administration	STIF	\$120,000	\$280,000	\$280,000	\$680,000
			Total	\$120,000	\$280,000	\$280,000	\$680,000
		Project Total	STIF	\$120,000	\$280,000	\$280,000	\$680,000
			Total	\$120,000	\$280,000	\$280,000	\$680,000
100% Project List Totals	In-district Totals	Fund Type	2019	2020	2021	Total	
		STIF	\$570,000	\$6,183,000	\$6,362,000	\$13,115,000	
		Federal	\$1,000,000	\$3,675,000	\$2,975,000	\$7,650,000	
		Total	\$1,570,000	\$9,858,000	\$9,337,000	\$20,765,000	

Out-of-District 100% Project Budget

		Fund Type	2019	2020	2021	Total	
#1-OOD: Florence- Eugene Public Transportation Route	Establish intercity transit between Florence and Eugene. Provide access for low-income households to key destinations. Collaborate with LTD, Coos County Transit and Confederated Tribes of Coos, Lower Umpqua, Siuslaw Indians to reduce fragmentation.	Task 1: Florence to Eugene	STIF	\$0	\$32,000	\$32,000	\$64,000
			Other State		\$525,000	\$525,000	\$1,050,000
			Local		\$120,000	\$120,000	\$240,000
			Total	\$0	\$677,000	\$677,000	\$1,354,000
		Project Total	STIF		\$32,000	\$32,000	\$64,000
			Other State		\$525,000	\$525,000	\$1,050,000
			Local		\$120,000	\$120,000	\$240,000
Total			\$0	\$677,000	\$677,000	\$1,354,000	
#2-OOD: Florence to Yachats Public Transportation Route	Continue operation of the Florence to Yachats transit route; currently a one year pilot project. Fill a gap in transit service along HWY 101. Collaborate with ODOT, Coos and Lincoln County Transit to reduce fragmentation in provision of service.	Task 1: Florence to Yachats Transit	STIF	\$5,000	\$25,000	\$25,000	\$55,000
			Other State		\$200,000	\$200,000	\$400,000
			Local		\$25,000	\$25,000	\$50,000
			Total	\$5,000	\$250,000	\$250,000	\$505,000
		Project Total	STIF	\$5,000	\$25,000	\$25,000	\$55,000
			Other State	\$0	\$200,000	\$200,000	\$400,000
			Local	\$0	\$25,000	\$25,000	\$50,000
Total			\$5,000	\$250,000	\$250,000	\$505,000	
#3-OOD: Rhody Express Rolling Stock	The Rhody Express vehicle was purchased in 2009 and does not currently have a backup when repairs are required. A second vehicle will be required to consider either frequency or coverage enhancements.	Task 1: Rhody Express Expansion Vehicle	STIF	\$0	\$100,000	\$0	\$100,000
			Total	\$0	\$100,000	\$0	\$100,000
		Project Total	STIF	\$0	\$100,000	\$0	\$100,000
			Total	\$0	\$100,000	\$0	\$100,000
#4-OOD: Rhody Express Service Expansion	Rhody Express is currently constrained by maintaining a one hour fixed route service and is unable to accommodate potential riders with early morning trips. Adding three hours of morning service and increasing frequency supports the overall service.	Task 1: Rhody Express Service Expansion	STIF	\$0	\$197,000	\$197,000	\$394,000
			Total	\$0	\$197,000	\$197,000	\$394,000
		Project Total	STIF	\$0	\$197,000	\$197,000	\$394,000
			Total	\$0	\$197,000	\$197,000	\$394,000
#5-OOD: Diamond Express Service Expansion	Adding a 4th trip between Eugene and Oakridge increases transportation options to a rural community.	Task 1: Diamond Express Service	STIF	\$0	\$25,000	\$25,000	\$50,000
			Total	\$0	\$25,000	\$25,000	\$50,000
		Project Total	STIF	\$0	\$25,000	\$25,000	\$50,000
			Total	\$0	\$25,000	\$25,000	\$50,000
#6-OOD: Diamond Express Saturday Pilot	A 12 month pilot project to expand Diamond Express service to include Saturdays, beginning FY20.	Task 1: Diamond Express Sat. Pilot	STIF	\$0	\$0	\$50,000	\$50,000
			Total	\$0	\$0	\$50,000	\$50,000
		Project Total	STIF	\$0	\$0	\$50,000	\$50,000
			Total	\$0	\$0	\$50,000	\$50,000
100% Project List Totals	Out-of-district Totals	Fund Type	2019	2020	2021	Total	
		STIF	\$5,000	\$379,000	\$329,000	\$713,000	
		Other State	\$0	\$725,000	\$725,000	\$1,450,000	
		Local	\$0	\$145,000	\$145,000	\$290,000	
Total			\$5,000	\$1,249,000	\$1,199,000	\$2,453,000	
Total 100% Project List Budget							
100% Project List Totals	Project List Totals for In and Out of District Combined	Fund Type	2019	2020	2021	Total	
		STIF	\$575,000	\$6,562,000	\$6,691,000	\$13,828,000	
		Federal	\$1,000,000	\$3,675,000	\$2,975,000	\$7,650,000	
		Other State	\$0	\$725,000	\$725,000	\$1,450,000	
		Local	\$0	\$145,000	\$145,000	\$290,000	
Total			\$1,575,000	\$11,107,000	\$10,536,000	\$23,218,000	

In-District 130% Project Budget

			Fund Type	2019	2020	2021	Total
			#1-130%: Conditional Mobility Improvements, LTD	Contingent upon increased revenues, this project would provide funding for additional service and procurement of additional rolling stock.	Task 1:	STIF	\$0
			Total	\$0	\$400,000	\$1,000,000	\$1,400,000
		Task 2:	STIF	\$0	\$900,000	\$1,516,300	\$2,416,300
			Federal	\$0	\$2,100,000	\$3,538,033	\$5,638,033
			Total	\$0	\$3,000,000	\$5,054,333	\$8,054,333
		Project	STIF	\$0	\$1,300,000	\$2,516,300	\$3,816,300
			Federal	\$0	\$2,100,000	\$3,538,033	\$5,638,033
			Total	\$0	\$3,400,000	\$6,054,333	\$9,454,333

Out-of-District 130% Project Budget

			Fund Type	2019	2020	2021	Total
			#1-130%OOD: Rhody Express Service Expansion, LTD	This service would add additional morning service and increase frequency to support the overall service.	Task 1:	STIF	\$0
			Total	\$0	\$47,500	\$47,500	\$95,000
		Project	STIF	\$0	\$47,500	\$47,500	\$95,000
			Total	\$0	\$47,500	\$47,500	\$95,000

			Fund Type	2019	2020	2021	Total
			#2-130%OOD: Rhody Express Expansion Vehicle, LTD	The Rhody Express vehicle was purchased in 2009 and doesn't have the benefit of a backup. A second vehicle is also required to consider either frequency or coverage enhancements.	Task 1:	STIF	\$0
			Total	\$0	\$100,000	\$0	\$100,000
		Project	STIF	\$0	\$100,000	\$0	\$100,000
			Total	\$0	\$100,000	\$0	\$100,000

			Fund Type	2019	2020	2021	Total
			#3-130%OOD: Reserve Fund, LTD	Creation of a reserve for out-of-district services.	Task 1:	STIF	\$0
			Total	\$0	\$0	\$18,900	\$18,900
		Project	STIF	\$0	\$0	\$18,900	\$18,900
			Total	\$0	\$0	\$18,900	\$18,900

Total 130% Project List Budget

			Fund Type	2019	2020	2021	Total
			130% Project List Totals	In-district Totals		STIF	\$0
	Federal	\$0			\$2,100,000	\$3,538,033	\$5,638,033
	Total	\$0			\$3,400,000	\$6,054,333	\$9,454,333
130% Project List Totals	Out-of-district Totals		STIF	\$0	\$147,500	\$66,400	\$213,900
			Total	\$0	\$147,500	\$66,400	\$213,900
130% Project List Totals	Project List Totals		STIF	\$0	\$1,447,500	\$2,582,700	\$4,030,200
			Federal	\$0	\$2,100,000	\$3,538,033	\$5,638,033
			Total	\$0	\$3,547,500	\$6,120,733	\$9,668,233



AGENDA ITEM SUMMARY

DATE OF MEETING: March 20, 2019

ITEM TITLE: PUBLIC HEARING & ADOPTION: PROPOSED FISCAL YEAR 2018-2019 SUPPLEMENTAL BUDGET - MEDICAID FUND

PRESENTER: Christina Shew, Director of Finance

DIRECTOR: Aurora Jackson, General Manager

ACTION REQUESTED: Public Hearing and Adoption

PURPOSE:

To hold a public hearing and request Board adoption of the proposed Fiscal Year 2018-2019 Supplemental Budget for the Medicaid Fund in accordance with ORS 294.473.

HISTORY:

Annually in May or June, the LTD Board adopts a budget for each of its five funds. The budget for each fund reflects LTD's financial plan for the fiscal year that starts every July 1 and ends every June 30. The budget is reviewed and approved by the LTD Budget Committee (the LTD Board plus an equal number of citizen electors), who provide a recommendation to the Board of Directors to adopt the budget as presented, or as amended, on or before June 30 of every year. Each of the five funds have their own budget and the resources and expenditures within those funds must balance (resources \geq expenditures) in order for the budget to be adopted. The budget adopted by the LTD Board of Directors creates the authority for LTD to spend public money.

The adopted budget reflects input from the LTD Budget Committee and the public. It is based on LTD's good faith estimate of expected resources and expenditures for the year. Because the budget is based on estimates, Oregon Local Budget Law allows for changes after the budget is adopted known as a "supplemental budget" (ORS 294.473). Supplemental budgets are required for transfers and expenditures that expect to exceed the adopted budget. The last time the LTD Board of Directors adopted a supplemental budget was November 15, 2017.

- Monthly, LTD provides financial results to the Board of Directors. Starting with the November 2018 Board meeting, the LTD financial report forecasted an annual expenditure overage in the Medicaid Fund of ~\$1.2 million, based on the expenditure trends to date. LTD communicated a projected need for a supplemental budget. The root cause of this forecasted expenditure increase is an unanticipated increase in the costs charged for the Trillium nonemergency medical provider services.
- Each January, LTD performs a mid-year forecast. This activity reviews actual expenditures for the first half of the year and forecasts where resources and expenditures are expected to be at the end of the fiscal year (June 30). This mid-year forecast process allows LTD to identify expenditures and transfers that are at risk of exceeding the adopted budget. The below risks were identified to the Fiscal Year 2018-2019 Budget:
 1. Medicaid Fund: Expenditures are forecasted to exceed budget by \$1,350,000 as a result of increases in costs charged for the Trillium nonemergency medical provider services. LTD does not control the costs charged by Trillium, and the Federal Government mandates that Medicaid Fund services be provided within a three-quarter mile of our fixed-route service for all transit agencies receiving federal funds. Trillium reimburses LTD 100 percent for the costs to provide the nonemergency medical services.
 2. Medicaid Fund: In December 2018, the Comprehensive Annual Financial Report (CAFR) was issued. The Medicaid Fund had \$369,000 of expenditures in excess of resources. This resulted in a change to our fiscal year 2018-2019 budgeted beginning working capital assumption of \$0.

The two risks identified above require a request for a public hearing and a supplemental budget in order to comply with Oregon Local Budget Law. The Fiscal Year 2018-2019 Supplemental Budget request is summarized below:

Medicaid Fund:

- Increase the budgeted expenditures by \$1,350,000, which results in an amended expenditure budget of \$11,924,775. This increase in expenditures is planned to be offset by a \$1,350,000 increase in resources through reimbursements from Trillium.
- Increase the transfer from the General Fund by \$369,159 to cover the negative beginning working Capital Projects Fund balance. The Medicaid Fund beginning working capital is negative due to timing of rejected claims and denials. We expect that the resubmission of these claims and denials will result in a clearing of the negative fund balance, but as a conservative and proactive measure, we are requesting an increase in the transfer to the Medicaid Fund, which will only be used in the unlikely event that it is needed.
- There are no other budget changes to the Medicaid Fund expenditures, transfers, or reserves, and with these changes the Medicaid Fund is in balance.

General Fund:

- Increase the transfer to the Medicaid Fund by \$369,159, which results in an amended transfer out to the Medicaid Fund of \$775,659. This increase in transfer out of the General Fund is offset by a higher than budgeted beginning working capital in the General Fund when the CAFR was issued.
- There are no other budget changes to the General Fund expenditures, transfers, or reserves and with these changes the General Fund resources are \geq expenditures.

RECOMMENDATION:

In alignment with Oregon Local Budget Law, staff recommend that the Board hold a public hearing regarding the supplemental budget for the Medicaid Fund and General Fund for fiscal year 2018-2019, which increases the appropriated expenditures and transfers. Supplemental budget details are contained in the attached "Supplemental Budget Details" and are summarized below:

- Medicaid Fund expenditure increase of \$1,350,000 resulting in a total expenditure budget of \$11,924,775
- General Fund transfer increase of \$369,159, which results in an amended transfer out to the Medicaid Fund of \$766,659

ALTERNATIVES:

1. Postpone the public hearing and/or the supplemental Board adoption as presented or amended to the April Board meeting.
2. Postpone the public hearing and/or the supplemental Board adoption as presented or amended to an alternate date and hold a special Board meeting.

NEXT STEPS:

The next steps are as follows:

- Hold a public hearing and adopt the Fiscal Year 2018-2019 Supplemental Budget as presented [amended].
- In alignment with Oregon Local Budget Law, staff will follow the required reporting.

SUPPORTING DOCUMENTATION:

- 1) Lane Transit District Resolution No. 2018-05-16-12
- 2) Fiscal Year 2018-2019 Adopted Budget <https://www.ltd.org/annual-budget/>
- 3) Medicaid Supplemental Budget Details
- 4) Resolution No. 2019-03-20-009

PROPOSED MOTION: I move adoption of LTD Resolution No. 2019-03-20-009:

It is hereby resolved that the LTD Board of Directors approves the Fiscal Year 2018-2019 Supplemental Budget for the Medicaid Fund as presented [amended].



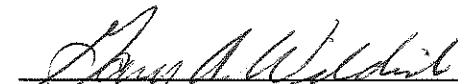
LANE TRANSIT DISTRICT RESOLUTION NO. 2018-05-16-12

BE IT RESOLVED that the Board of Directors of Lane Transit District (LTD) hereby adopts the budget for Fiscal Year 2018-2019 in the total combined fund sum of \$97,851,910 now on file at the LTD offices.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2018, and for the purposes shown below, are hereby appropriated as follows:

<u>GENERAL FUND - OPERATING BUDGET</u>	
Transit Services	\$47,737,731
Operating Reserve	7,026,933
<u>GENERAL FUND - NON-OPERATING</u>	
Transfer to Accessible Services Fund	2,550,288
Transfer to Medicaid Fund	406,500
Transfer to Point2point Fund	190,000
Transfer to Capital Projects Fund	5,414,168
Operating Contingency	52,457
Total Non-operating	<u>8,613,413</u>
Total General Fund	<u>63,378,077</u>
<u>ACCESSIBLE SERVICES FUND</u>	
Transit Services	7,361,574
Operating Contingency	130,000
Operating Reserve	162,623
Total Accessible Services Fund	<u>7,654,197</u>
<u>MEDICAID FUND</u>	
Transit Services	10,492,775
Operating Contingency	132,000
Total Medicaid Fund	<u>10,624,775</u>
<u>POINT2POINT FUND</u>	
Transit Services	1,377,583
Operating Contingency	33,515
Total Medicaid Fund	<u>1,411,098</u>
<u>CAPITAL PROJECTS FUND</u>	
Capital Outlay	13,240,489
Operating Contingency	0
Reserve for Future Capital	1,543,274
Total Capital Projects Fund	<u>14,783,763</u>

May 16, 2018
Date Adopted



Board President

Supplemental Budget Details

Lane Transit District Medicaid Fund

Resources	FY 2018-19 Adopted	Increase/(Decrease)	FY 2018-19 Amended
Beginning Working Capital	\$0	(\$369,159)	(\$369,159)
Operating Revenues	\$10,218,275	\$1,350,000	\$11,568,275
Transfer from General Fund	\$406,500	\$369,159	\$775,659
			-
Total Resources	\$10,624,775	\$1,350,000	\$11,974,775

Requirements	FY 2018-19 Adopted	Increase/(Decrease)	FY 2018-19 Amended
Operating Requirements	\$10,492,775		\$10,492,775
Contingency	\$132,000	\$0	\$132,000
Total Requirements	\$10,624,775	\$1,350,000	\$11,974,775

Appropriated (Board Required Operating Reserves)	FY 2018-19 Approved	Increase/(Decrease)	FY 2018-19 Amended
Operating Reserve			
Working Capital	0	0	0
Requirements & Working Capital	\$10,624,775	\$1,350,000	\$11,974,775

** - Not appropriated; Board required operating reserves cannot be used without Board approval



RESOLUTION NO. 2019-03-20-009

ADOPTION OF SUPPLEMENTAL BUDGET OVER TEN PERCENT:
FISCAL YEAR 2018-2019 - MEDICAID FUND

WHEREAS, the Board of Directors of Lane Transit District adopts an annual budget for each fiscal year;

WHEREAS, each fiscal year's budget is based on a good faith estimate of expected resources and expenditures;

WHEREAS, under ORS 294.473, the LTD Board of Directors may make one or more supplemental budgets;

WHEREAS, supplemental budgets are required for transfers and expenditures that expect to exceed the adopted budget;

WHEREAS, under ORS 294.473, if the supplemental budget changes differ by more than 10 percent from the expenditures in the adopted budget, LTD is required to hold a public hearing on the supplemental budget;

WHEREAS, the changes to the Medicaid Fund exceed 10 percent; and,

WHEREAS, a public hearing was held on February 20 and March 20, 2019.

NOW, THEREFORE, BE IT RESOLVED that the LTD Board of Directors adopts the fiscal year 2018-2019 supplemental budget as follows:

Fund: Medicaid Fund

Table with 4 columns: Resource, Amount, Expenditure, Amount. It lists Trillium Reimbursements and Beginning Working Capital, and their corresponding expenditures, with a total of \$11,974,775 for both resources and expenditures.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THE 20th DAY OF MARCH, 2019.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: March 20, 2019
ITEM TITLE: CONSENT CALENDAR
PREPARED BY: Camille Gandolfi, Clerk of the Board
ACTION REQUESTED: Adoption

BACKGROUND:

Items for approval 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 20, 2019, consists of:

- Approval of the Minutes of the February 19, 2019, Joint Eugene City Council Work Session
- Approval of the Minutes of the February 20, 2019, Special Board Meeting/Work Session
- Approval of the Minutes of the February 20, 2019, Regular Board Meeting
- Approval of Delegated Authority Report – FEBRUARY
- Approval of Budget Committee Vacancy Member Nomination
- Approval of Contract No. 2019-08: Brown Contracting
- Approval of Contract No. 2019-03: Wyatt's Tire Services
- Approval of Board Travel and Reimbursement Policy

ATTACHMENT:

- 1) Minutes of the February 19, 2019, Joint Eugene City Council Work Session
- 2) Minutes of the February 20, 2019, Special Board Meeting/Work Session
- 3) Minutes of the February 20, 2019, Regular Board Meeting
- 4) Delegated Authority Report – FEBRUARY
- 5) Budget Committee Vacancy Member Nomination
- 6) Contract No. 2019-08: Brown Contracting
- 7) Contract No. 2019-03: Wyatt's Tire Services
- 8) Board Travel and Reimbursement Policy

PROPOSED MOTION: I move adoption of LTD Resolution No. 2019-03-20-010; It is hereby resolved that the Consent Calendar for March 20, 2019, is approved as presented [amended].

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

JOINT LTD BOARD/EUGENE CITY COUNCIL WORK SESSION

Tuesday, February 19, 2019

Pursuant to notice provided on Lane Transit Districts (LTD) website at www.ltd.org on February, 14, 2019, and distribution to persons on the mailing list of the District, a Joint Eugene City Council/ LTD Board Work Session was held on Tuesday, February 19, 2019, beginning at 5:30 p.m., at the Lane County Public Services Building, Harris Hall, 125 East 8th Avenue, Eugene, Oregon.

Lane Transit Board

Present: Carl Yeh, President
Kate Reid, Vice President
Josh Skov, Secretary
Don Nordin, Treasurer
Emily Secord
Caitlin Vargas
Steven Yett
Aurora Jackson, General Manager

Eugene City Council

Present: Lucy Vinis, Mayor
Jon Ruiz, City Manager
Councilor Betty Taylor
Councilor Mike Clark
Councilor Jennifer Yeh
Councilor Emily Semple
Councilor Alan Zelenka
Councilor Chris Pryor

CALL TO ORDER/INTRODUCTIONS — Ms. Vinis welcomed everyone to the joint work session of the Eugene City Council and Lane Transit District (LTD) Board of Directors.

Mr. Yeh convened the LTD Board meeting.

Councilors and Board members introduced themselves.

ITEMS FOR INFORMATION AND ACTION AT THIS MEETING

MovingAhead Presentation — City of Eugene Transportation Planning Engineer Chris Henry, Principle Planner Teri Harding, and LTD Development Planning Associate Andrew Martin provided an update on the MovingAhead project.

Mr. Henry said that MovingAhead intended to provide safe and accessible transportation for users of all modes in five key corridors. He explained that at the end of the presentation the City

Council and LTD Board would be asked to affirm the proposed investment packages as presented for public review. Action would allow the public to review and comment on the packages and that feedback would be provided mid-year to inform the Board and City Council's action later in the year.

Ms. Harding said that MovingAhead decision-making had been incremental beginning with which corridors to study, to public outreach on the needs along each corridor, and technical analysis of corridor concepts. The work session was another step in the incremental process that would prepare for the large decision later in the year. She listed LTD and City of Eugene plans that were the guiding documents for the MovingAhead work. MovingAhead focused on the next ten years and what should be built along the city's most important streets, while coordinating with near term city and LTD projects.

Mr. Martin said LTD's Transit Tomorrow project was looking at the current transit system and would result in a three-year plan for meeting the community's expectations as it moved toward the longer term vision established in MovingAhead. He reviewed the history of MovingAhead's planning, design, and public engagement activities. Previously the public had been asked to consider and prioritize investment strategies in each corridor. He said following the work session the public would be asked to comment on investment packages at the system level.

Mr. Martin said the community was asked to identify the most important criteria from a list of 13 items. Responses from online and in-person open houses named the same top five criteria:

- Bike/pedestrian safety
- Bus ridership
- Transit travel time
- Annual operating cost
- Job/population served

Mr. Martin said people were asked to choose a preferred alternative for each corridor from among 1) no build, 2) enhanced corridor, and 3) EmX. He said enhanced corridor was the preferred alternative for all corridors except River Road; EmX was the preferred alternative for River Road. The proposed investment packages were developed based on technical analysis and public feedback and included all-enhanced corridor and all-EmX packages as bookends and three "mix and match" packages. He reviewed the package options for each corridor and said they would prioritize projects for ten-year funding design and construction.

Mr. Henry said the project's Oversight Committee and LTD's Strategic Planning Committee both recommended the proposed set of investment packages for public evaluation. The Oversight Committee also stressed the need for clarity about the "no build" alternative: it only meant nothing would happen in the next ten years, but there was a community cost in terms of not advancing community goals. He reviewed the schedule and next steps in the MovingAhead process.

Mayor Vinis invited comments and questions from councilors and Board members.

Councilor Clark shared an example of a large investment in a new facility that was quickly rendered obsolete by technological innovation. He said that he was pleased that LTD was working on future mobility options for the community but it was a very large investment and he had concerns that technology might alter how people moved about on a public transportation model. He said that he had more questions about what the future held before committing to an investment strategy.

Ms. Reid asked when the Lane Council of Governments (LCOG) funding and implementation information was expected and would there be a strategy for each corridor. Mr. Martin said that he thought the information would be available towards the end of the year. Mr. Henry added that the intent was to have it available as the Board and Council moved into the MovingAhead decision-making process. He said LCOG would take a system-level approach to funding sources and how other communities were addressing the need for resources. He said one option might be an incremental approach.

Councilor Yeh said that she appreciated MovingAhead's multi-modal approach to mobility, which engaged the community more broadly than just a focus on transit. She said the project was well aligned with the city's discussions about investments in housing, density, and affordability. She asked if the decision not to consider an EmX option on Martin Luther King, Jr. Boulevard was based on the possibility that Springfield might not participate, or were there other factors. Mr. Henry said Springfield was not ready at the time the corridors were identified to consider investments on Centennial Boulevard; that was an opportunity for future consideration.

Councilor Yeh said that she hoped to see that option remain open as there was a very dense population in that area, including a large amount of affordable housing, and transit was important to those residents. She asked why no bike improvements were included in the packages for Martin Luther King, Jr. Boulevard and Coburg Road. Mr. Henry said there were bike lanes on Coburg Road that could potentially become protected bike lanes and on Martin Luther King, Jr. Boulevard the sidewalk, by design, was a shared bike and pedestrian facility.

Mr. Yeh pointed out the large number of topics and issues that intersected in the MovingAhead project, such as climate recovery, Vision Zero, mobility options, public health, housing and equity, all of which were impacted by transportation. He said the community did not have the luxury of waiting and needed to take action now to assure that citizens had an excellent transportation system. He said that he appreciated Councilor Clark's concerns about changing technology, but as with computers, if a person kept waiting for the latest model before buying one, the purchase would never happen. He emphasized the importance of having projects that were ready to implement when funding became available.

Councilor Pryor said that he agreed with Mr. Yeh's remarks. He added that he felt an investment in transportation was a core function and a responsibility of a community, whether through its transit agency or municipal government, to assure a safe, reasonable, and timely transportation system was in place. He said in order to be timely, investments had to be considered and planned for now. He said that he agreed that technology would change, but there would still be cars on the road. Most communities were seeking to reduce the number of cars and transit was an important tool in reaching that goal. He expressed that he was supportive of the MovingAhead project as a plan for achieving balance in the transportation system.

Mr. Nordin said there was congressional interest in finding funding for alternate fuels for public transportation. He asked if that subject had been researched. He also asked if there was any consideration of creating more density in exurb communities over the next ten years with a public transportation system between those rural communities. Mr. Martin said rural communities were outside the scope of MovingAhead, but the Transit Tomorrow project was looking at LTD's entire system.

Councilor Taylor said there was public concern about the small outlying communities without any public transit. There was also interest in transit service on holidays, weekends and evenings.

She said being from South Eugene, Moving Ahead did not directly affect her area, but it did not currently have very good bus service.

Regarding intra-city transit and rural communities, Ms. Reid said that new resources from HB 2017 were targeted to intra-city connections with transit and LTD had launched a pilot mobility-on-demand service in Cottage Grove which could be a model for other rural communities, as well as the metro area. LTD was actively pursuing different options for transit and transportation outside of the metro area. She said the Transit Tomorrow project was evaluating options for increased weekend and evening service and the public comment period was open. She invited citizens to go online and offer comments and suggestions.

Councilor Semple asked if any consideration was being given to taking dogs and bicycles on buses. She said that she often heard people express an interest in more weekend and evening service.

Mr. Skov noted that the question of service hours was part of the Transit Tomorrow project and based on community feedback to date, it was likely LTD would look at increasing weekend and evening service. He encouraged citizens to provide their input using LTD's online survey. He said MovingAhead aligned well with Eugene and LTD's plans and policies. He said that he shared Councilor Clark's concern about making large investments while technological changes were on the way, but some of those changes would make walking, biking, and transit more viable through multi-modal applications. He asked what feedback staff had received about changes to the built environment, particularly housing, along corridors such as River Road.

Mr. Henry said while MovingAhead was not about land development, it did have a Federal Transit Administration (FTA) grant to explore transit-oriented development along the River Road corridor. He said Envision Eugene made a connection between transit and neighborhood development, but that was not directly addressed in MovingAhead. Ms. Harding added that feedback through neighborhood planning and the FTA-funded study indicated a general preference for increasing density along the corridor and major streets in the neighborhood.

Councilor Zelenka said communities that did not plan for future infrastructure needs had found that trying to do it later was extremely expensive. He said the infrastructure was the critical component and would be needed regardless of technology and automation in the future. It was a multi-modal plan that would serve future transportation needs well. He supported moving the investment packages forward and suggested adding to the summary table information for all of the packages about the number of jobs and people that would be impacted. He agreed with Mr. Yeh's comments about the many other issues that intersected with the MovingAhead project.

Ms. Reid said the implementation of the West Eugene EmX brought usable transit to the West 11th Avenue corridor - along with pedestrian, bicycle, and beautification improvements - making it a much more attractive gateway to the community. Having seen the success of that project, she had faith in the packages presented and was anxious to see the community's response. She said Transit Tomorrow was intended to create a strategic three-year business plan and an iterative process for looking at how transit and transportation were working as a whole in the community.

Councilor Clark asked what percentage of the population used transit regularly. Mr. Martin said about five percent commuted by transit.

Councilor Clark wanted a larger number of people to ride differently, but did not think they were going to ride buses. For the cost of an EmX package on the Coburg Road corridor, 10,000

electric vehicles could be purchased for ride-share when needed. He said that he agreed corridor work needed to be done, but with new technology on the horizon he was hesitant to spend \$113 million to prepare for transit using large buses in the hopes more people would start riding buses.

Mr. Nordin said that he did not think adding a large number of vehicles on the streets would improve transportation.

Councilor Yeh pointed out that MovingAhead was not just about buses. It was about improving the system and infrastructure for all modes of transportation. She said that she felt the investments, because of their broad impact, made good sense for the future. She said that she did not think anyone who had spent time on Coburg Road would support the no build option.

Ms. Secord cautioned that MovingAhead should not be negated because of possibilities for change in the future. She said there was already congestion and the community would be growing; if investments were not made now, it would be a disservice to the community. She said that she hoped to see more discussion of the economic sustainability of investments before final decisions were made.

Mr. Henry said the project team would take another look at bike improvements along Coburg Road as Councilor Yeh had suggested.

Mayor Vinis thanked staff for the presentation and City Council and LTD Board members for the discussion. She said there would be a presentation on Transit Tomorrow before a decision on MovingAhead corridors was made.

Eugene City Council:

MOTION Councilor Taylor moved to direct staff to take the MovingAhead proposed investment packages described in Attachments C and D out for public review. Councilor Semple provided the second.

VOTE The motion was approved as follows:
AYES: Clark, Pryor, Semple, Taylor, Yeh, Zelenka (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Evans, Syrett (2)

Lane Transit District Board of Directors:

MOTION Ms. Reid moved that the LTD Board of Directors approve the proposed investment packages as presented for public review. Mr. Skov provided the second.

VOTE The motion was approved as follows:
AYES: Nordin, Reid, Secord, Skov, Vargas, Yeh, Yett (7)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

ADJOURNMENT

Mr. Yeh adjourned the meeting of the LTD Board at 6:25 p.m.

ATTEST:

LANE TRANSIT DISTRICT:

Camille Gandolfi
Clerk of the Board

Josh Skov
Board Secretary

Date Approved: _____

MINUTES OF DIRECTORS MEETING
LANE TRANSIT DISTRICT
SPECIAL BOARD MEETING/WORK SESSION

Wednesday, February 20, 2019

Pursuant to notice given to *The Register-Guard* for publication on February, 14, 2019, 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/Work Session on Wednesday, February 20, 2019, beginning at 4:00 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

Present: Carl Yeh, President
Kate Reid, Vice President
Josh Skov, Secretary
Don Nordin, Treasurer
Emily Secord
Caitlin Vargas
Steven Yett
A.J. Jackson, General Manager
Camille Gandolfi, Clerk of the Board

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

PRELIMINARY REMARKS BY BOARD PRESIDENT — There were no comments.

COMMENTS FROM THE GENERAL MANAGER — There were no comments.

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

ITEMS FOR INFORMATION AT THIS MEETING

Transit Tomorrow Update — Daniel Costantino of Jarrett Walker & Associates, project manager for Transit Tomorrow, stated that the project was a comprehensive review of the services that Lane Transit District (LTD) was providing with its operating budget and whether those services were meeting the needs, wants, and values of the community. He said at this stage of the project the focus was on bus routes in Eugene and Springfield, which represented about 90 percent of LTD's ridership. The purpose was to determine what goals the bus network should be trying to achieve and based on those goals, how should it be designed.

Mr. Costantino said one of the biggest decisions LTD made was how much service was being provided to which parts of the community. He said that decision was not just a technical one, but also depended on goals and values, and how the District was being judged by the community. Evaluation could be based on the level of ridership or on whether service was provided to all of the community. He said that created the tension between ridership and coverage. He used two maps to compare the differences between a high ridership network and a high coverage network and described the tradeoffs that would occur between frequent service and job access.

Mr. Costantino noted that LTD would be receiving more resources through HB 2017 and the question would be how to best deploy those additional resources. Based on feedback from initial community engagement the response favored better evening and weekend service. He said that people were also concerned with fares and whether certain groups should have access to lower fares and passes. He noted that Transit Tomorrow had been under way for one year and had produced a Choices Report that provided results of public responses to several somewhat abstract questions related to service frequency, coverage, wait time, and walk time. Based on responses from the public, four scenarios were developed to illustrate what the system would look like when different factors were emphasized.

Mr. Costantino said a Scenarios Report was issued and the project was now conducting public engagement to determine responses to what preferences for the system would actually look like. The public's input would be presented to the Board, which would then provide direction on a preferred scenario at its March meeting. Based on the Board's direction, the preferred scenario would be developed into a plan. He briefly described the various outreach strategies that had been utilized to engage the community in the Transit Tomorrow discussion.

Mr. Nordin asked if there had been a statistical analysis to determine who was responding during public engagement and whether it was the broader community or just those who were interested in transit. Mr. Costantino said some level of self-selection was inevitable when the public was asked a question about something like the transit network; however, the online open house did gather data on the demographics and location of respondents. The data was reviewed to determine if all segments of the community were being reached or if certain groups were being missed.

Mr. Skov said data from the MovingAhead project indicated that there were disparities in responses from different groups, particularly in terms of income, with households making \$75,000 representing half of respondents in a community with a median income of \$50,000. He said there should be a strategy for reaching under-represented groups.

Mr. Costantino said that he agreed that the online survey did skew toward higher income households. To control for that, data from different income groups was looked at separately to see if responses to questions were significantly different. He said a desire for more evening and weekend service was definitely a priority for low-income groups.

Ms. Reid asked how much longer data would be collected and added to the results. Mr. Costantino said data would be collected through February 28 and some additional outreach work to certain segments in the population was being done. He said there had been 550 respondents to date.

Ms. Vargas asked if the consultants would make a recommendation to the Board on scenarios or simply present them for the Board's consideration. Mr. Costantino said the scenarios had been presented to the public and people were asked to indicate which direction they preferred. The Consultants would provide the Board with the public's perception of the scenarios to help guide the Board, but the Board was sovereign and should determine the District's direction.

Mr. Costantino said that LTD would receive new resources through the State Transportation Improvement Fund (STIF). While working on the Choices Report, he said the consultants noticed that service levels were much lower on evenings and weekends than on weekdays in the current system. Responses from the community on priorities for improved service strongly favored better evening and weekend service. At the same time, discussions were under way regarding student and low-income pass programs; there were clearly constituencies for both

pass programs and expanded evening and weekend service. He said high ridership and high coverage network scenarios were developed, then consultants considered how they would look if a significant amount of STIF money was invested in service or if it was invested in fares. A focus on only adding service would result in weekend service at almost the same frequency as weekday service, but fares would not change much. If the focus was on fares with little investment in service, the cost of the average pass could decrease by as much as 50 percent and general fares could be somewhat reduced.

Mr. Costantino said responses from stakeholders indicated a high interest in adding service and less interest in lower fares; responses from the general public reflected the same trend.

Mr. Skov noted that the LTD Strategic Planning Committee supported and the LTD Board approved recommendations from the Ad Hoc Fare Policy Committee to reinstate a youth fare program and expand the pass program for targeted nonprofits and social service agencies.

Mr. Costantino interpreted the responses to indicate that fare reductions beyond those already approved by the Board were not a priority.

Ms. Reid said that she concurred that community feedback, which occurred after the Board's action on student and low-income fares, was indicating that more fare reductions were less important than increased service.

Mr. Costantino used a map to illustrate the current LTD system that used 60 percent of resources for pursuing ridership and 40 percent on coverage. He pointed out the high-frequency lines and the lines that provided coverage but less-frequent service. He contrasted that with a map of a high ridership network that would use about 90 percent of resources on service designed to generate ridership potential. He said the tradeoff to achieving more frequent service and high ridership was elimination of service to some outlying areas. That would mean some people would no longer have service, but many people could travel faster by transit. He demonstrated how more jobs could be reached within 45 minutes using walking, waiting, and LTD.

In response to a question from Ms. Secord, Mr. Costantino said it was difficult to provide an aggregate answer to current travel times from point A to point B because there were many factors related to transit travel time that were beyond LTD's control, such as time walking to a bus stop, waiting for the bus, and walking to a destination. LTD could control how often the bus came, such as reducing the time between buses from 30 minutes to 15 minutes.

Ms. Reid shared her experience using transit to go to work. She said implementation of an EmX route reduced her travel time from 1.5 hours to 45 minutes.

Mr. Costantino said a high coverage network more closely resembled LTD's current system. It was created by small changes to some of the most important routes to provide more consistent service and spreading resources spent on coverage more thinly. The end result was service to the same places, with some additions, but some places lost frequency. There was little impact on job access regionally, but the change was not as even in Eugene as in Springfield, with Springfield experiencing a positive effect under both scenarios. He encouraged Board members to review information in the Scenarios Report for more detailed information.

According to Mr. Costantino, responses to the scenarios from the stakeholders' forum tended toward ridership and the online open house responses from the general public were more divided. He demonstrated those outcomes with response plots of data as of February 18, 2019. He said the Board would be asked to provide direction to consultants at its March 20 meeting so

work could begin on a recommended network as a result of the Transit Tomorrow process. Based on input to date, he said some logical options for the Board to consider included no cuts to coverage with improvements to frequency on some routes, some increase in coverage or pursuit of higher ridership. He said there would likely be resistance from those who strongly preferred either high ridership or high coverage scenarios and the Board would need to defend its position.

Mr. Skov commented that the data should be referred to as "online survey respondents" instead of "general public" as that was a more accurate description. Mr. Costantino agreed.

Ms. Reid suggested a longer work session prior to the March 20 Board meeting to allow for a more detailed discussion.

Fare Collection Update — Director of Specialized Services Cosette Rees said LTD's current fare collection system included a wide range of fares and passes, all of which had to be visually validated and made the system difficult to manage and vulnerable to abuse. She said the fare collection system was a tool to implement the District's fare policies. The priorities for a new fare collection system include:

- electronic validation
- account based
- user friendly for customers, riders, agencies, retailers
- include accounting and management tools for reconciliation
- accommodate current and future fare policies
- ability to integrate with future programs and services
- provide better data

Ms. Rees said a new system would have cloud-based data storage and improved data would provide better insight into customers and system use, which in turn would help inform decisions about the system. A cloud-based system would have better security and LTD could control access. She said a Request for Information (RFI) was issued in the summer of 2018 and proposals were received on January 11, 2019. Five qualified vendors responded and that list had been narrowed to two vendors. A recommendation for selection of a vendor would be presented to the Board at its March 20, 2019, meeting. She added that because many districts had already adopted electronic fare collection, the systems LTD was considering were robust and mature solutions that would require little customization.

Ms. Rees said benefits to customers of an account based system included preservation of information fare data if a card was lost, fare capping to assure all riders paid the best fare price and better equity and access. She said the system would also accommodate mobility on demand by providing the flexibility to integrate other services and programs in the future. She identified the four members of the implementation team, but noted that the fare collection system would touch all aspects of LTD's operations and the team was working with many other staff members.

In response to questions from Mr. Yett, Ms. Rees explained that a team of 18 was involved in writing the solicitation and evaluating solutions. That group included stakeholder representatives from the community. The smaller team would be responsible for the implementation process once a vendor was selected. She said LTD had budgeted \$765,000 in its Community Investment Plan for a fare collection system, although she thought the final cost would be somewhat lower. She said under the applicable procurement regulations, the vendors' prices were concealed from the team evaluating the proposed systems; the prices were evaluated and scored separately by

LTD's finance director and procurement staff. Price scores were then included with scores from the system evaluation team.

Ms. Vargas asked why LTD had been slow to move from a visually validated system to electronic validation. Ms. Rees said LTD had not been willing to invest in the technology when it was first developed. Those early systems were extremely expensive and districts the size of LTD had experienced problems implementing them. She said systems were now less expensive and more reliable and the need for better data, particularly under the STIF programs, had also prompted the District to move forward at this time.

Mr. Skov was pleased that five responses to the solicitation had been received. He asked for details about the tradeoffs between the two top vendors when a recommendation was presented to the Finance Committee and the Board. He looked forward to a connection between fare collection and District policies.

Mr. Nordin asked if the software was "off the shelf" and if so, could it be adjusted if necessary. Ms. Rees said the software was "off the shelf" and could be customized by each agency purchasing the system. She said any improvements made for one agency would be available to all agencies using that system.

Mr. Yett asked if the hardware was proprietary and would the software incur ongoing support costs. Ms. Rees said the validators were proprietary for all vendors that responded. The ongoing software support costs, hardware purchase, and implementation costs were being considered in the finance director's evaluation and cost scoring to ensure they were within LTD's budget.

ADJOURNMENT

Mr. Wildish adjourned the meeting at 7:40 p.m.

ATTEST:

LANE TRANSIT DISTRICT:

Camille Gandolfi
Clerk of the Board

Josh Skov
Board Secretary

Date Approved: _____

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, February 20, 2019

Pursuant to notice given to *The Register-Guard* for publication on February 14, 2019, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a regular board meeting on Wednesday, February 20, 2019, beginning at 5:30 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

Present: Carl Yeh, President
Kate Reid, Vice President
Josh Skov, Secretary
Don Nordin, Treasurer
Emily Secord
Caitlin Vargas
Steven Yett
A.J. Jackson, General Manager
Dwight Purdy, General Counsel
Camille Gandolfi, Clerk of the Board

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

PRELIMINARY REMARKS BY BOARD PRESIDENT — Mr. Yeh thanked Board members and staff for a very productive joint work session with the Eugene City Council.

COMMENTS FROM THE GENERAL MANAGER — There were no comments.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — Mr. Yeh moved the Monthly Financial Report to the first item under Items for Information Only. He added remarks from the Board's general counsel to Items for Action/Information.

BOARD CALENDARS — Ms. Jackson reviewed upcoming events and noted that she and Ms. Reid would be traveling to Washington D.C. as part of the region's United Front effort. Key LTD priorities were funding for MovingAhead projects and vehicle replacement.

EMPLOYEE OF THE MONTH – MARCH — The Board recognized Operations Field Supervisor Van Snyder as the March 2019 Employee of the Month. Mr. Yeh presented Mr. Snyder with his award and thanked him for his outstanding service and dedication to LTD's mission. Mr. Snyder thanked the Board for his award and expressed appreciation for his job at LTD. He said he had been with LTD for 16 years and never considered working for another employer.

AUDIENCE PARTICIPATION — Mr. Yeh explained the procedures for providing public testimony.

Rob Zako, Eugene, representing Better Eugene-Springfield Transportation (BEST), commented on engagement in Transit Tomorrow by the public, by BEST and by the LTD Board. He said

during the Board's earlier work session on Transit Tomorrow it had asked about the quantity of public input and the representation. He urged the Board to also consider the quality of the input and what people were saying and understand the reasons for those responses and what values were reflected. He said BEST was also reaching out to its 50 directors and advisors and offering to organize discussions about Transit Tomorrow. He said in an informal focus group he facilitated, people arrived somewhat confused about the issue, but after an hour of discussion tended to have a better informed viewpoint about the future of transit, could state their preferences, and reasons for those preferences. BEST would continue to host such events, but ultimately the decision would rest with the Board and he hoped that when it was made, the Board could articulate why it was the best decision for the community, beyond simply a tally of public responses.

ITEMS FOR ACTION AT THIS MEETING

Public Hearing: Proposed Fiscal Year 2018-2019 Supplemental Budget — Director of Finance Christina Shew said the Supplemental Budget would increase the Medicaid Fund budget by \$1.3 million, from \$10.6 million to \$11.9 million; and increase the transfer from the General Fund by \$369,000. Oregon Budget Law recognized that when the budget was developed, it was an estimate and allowed for supplemental budgets of unanticipated increases after the budget was adopted. She said the Medicaid Fund increase of \$1.3 million was due to unanticipated costs charged for Trillium non-emergency medical transportation (NEMT) services. She said the \$1.3 million increase was offset by \$1.3 million in resources received from Trillium reimbursements, resulting in a net zero impact to the General Fund.

Ms. Shew said the increase in transfer from the General Fund was due to beginning the year with a budget of zero for beginning working capital, but ending the 2018 fiscal year with a \$369,000 deficit because of timing of rejected claims and denials. She said over \$1 million in rejected claims and denials had been resubmitted and she expected to receive reimbursements for at least 50 percent of those, which would cover the \$369,000 request. She said the request for an increase in the General Fund transfer was a conservative approach and a transfer would likely not be necessary. She would keep the Board apprised of the situation.

Mr. Skov asked if a supplemental budget request was unusual. Ms. Shew said implementation of the new NOVUS software in the previous fiscal year had impacted the timing of claims submissions and resubmissions of denials. She did not expect it would be an ongoing issue. Ms. Jackson added that although the NOVUS software provided improved tracking of claims, it did not prevent denials. LTD was improving its timing, but there was still time involved in researching and resubmitting denied claims; ultimate resolution could take several months.

Ms. Reid pointed out that there were also increases in costs charged for Trillium NEMT services and that was not something LTD had control over during budget development.

Mr. Yeh opened the public hearing and provided instructions on how to provide testimony. He determined there was no one wishing to speak and closed the hearing.

Public Hearing: Grant Applications - In and Out-of-District Enhanced Mobility Services — Accessible Services Specialist John Ahlen summarized his presentation at the Board's January 16, 2019, meeting during which details of the programs and services to assist older adults and individuals who identify with disabilities in the metro area and rural communities to get where they need to go had been discussed. He said the Special Transportation Fund (STF) Committee had thoroughly reviewed funding requests and met with applicants prior to developing its

recommendations to the Board for the allocation of 5310 formula funds and STF grants. This process was repeated biennially. He thanked members of the STF Committee for their service.

Mr. Ahlen said slightly more funds would be received in the new biennium and the community partners applying for funding were providing match to leverage those funds and provide more services throughout the community. He asked for the Board's approval of the 5310 and STF funding recommendations.

Mr. Nordin remarked that he had been impressed by the thoroughness and thoughtfulness of the STF Committee and commended Mr. Ahlen for his work.

Mr. Yeh opened the public hearing. He determined there was no one wishing to speak and closed the hearing.

MOTION Adoption: Grant Applications - In and Out-of-District Enhanced Mobility Services — Ms. Vargas moved adoption of LTD Resolution No. 2019-02-20-008: It is hereby resolved that the LTD Board of Directors approves the applications for Section 5310 and STF formula funds as presented. Ms. Secord provided the second.

VOTE The motion was approved as follows:
AYES: Nordin, Reid, Secord, Skov, Vargas, Yeh, Yett (7)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

MOTION Consent Calendar — Ms. Reid moved adoption of LTD Resolution No. 2019-02-20-006; It is hereby resolved that the Consent Calendar for February 20, 2019, is approved as presented. Ms. Secord provided the second. The Consent Calendar consisted of the Minutes of the January 16, 2019, Special Board Meeting/Work Session; Minutes of the January 16, 2019, Regular Board Meeting; Delegated Authority Report-February; and State Transportation Improvement Fund (STIF) Committee Bylaws.

VOTE The motion was approved as follows:
AYES: Nordin, Reid, Secord, Skov, Vargas, Yeh, Yett (7)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

ITEMS FOR INFORMATION AT THIS MEETING

Financial Report - December — Ms. Shew reviewed the December 2018 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, Capital Projects Fund, and Point2point Fund. She said payroll taxes included an overpayment of \$1.3 million and she expected that payroll taxes would end the year approximately \$400,000 lower than budget due to a decrease in the number of employed persons in Lane County. She said a \$1 million medical payment was received in January so not reflected in the financial report for the first half of the fiscal year.

Ms. Jackson explained that Ms. Shew conducted a mid-year reconciliation and projections, which resulted in the request for a supplemental budget. She was now finalizing numbers for the

General Fund and if a shortfall was projected, that information would be presented to the Board with a request for a supplemental budget if necessary.

City of Eugene Franklin Boulevard Transformation Project Update — City of Eugene Transportation Planner Larisa Varela presented an overview of the Franklin Boulevard Project. She distributed copies of her slide presentation, including a set of conceptual drawings of various street designs. The city had identified Franklin Boulevard as one of six key corridors. She said the project study area was from Interstate 5 to Alder Street and included Garden Avenue. She explained that the project was a city priority because it was part of a River District Collaboration among many partners, including LTD. She also said that the project is working to transform Franklin Boulevard from an automobile-oriented arterial to a multi-modal, inviting gateway to the community. She said that the project was consistent with land use and transportation plans, supported mixed use development, and emphasized connection with the Willamette River. The city also wanted to focus growth along key transportation corridors in terms of housing and jobs.

She reviewed previous land use planning and development activities along the corridor, noting that a multi-way boulevard was one of the designs being considered, although it would require a significantly wider right-of-way than currently existed. She said the conceptual drawings indicated the right-of-way widths required for different design concepts.

Ms. Varela said the planning process would take about a year, followed by an environmental analysis. When the environmental analysis is complete, the city will begin to pursue funding for the project. She said the soonest construction could begin would be 2022. She described a four-day design discovery workshop that was held to obtain community feedback; design concepts would be based on that feedback. She listed the likes, dislikes, what was perceived to be missing from Franklin Boulevard as it currently existed, and the key issues that emerged from the workshop. Those issues related to speed, bicycle and pedestrian safety, access, EmX crowding, and not presenting a sense of welcome to the community.

Ms. Varela reviewed a number of design tools, including protected bikeways and roundabouts. She said a traditional intersection had many conflict points, making it unsafe. Roundabouts reduced those conflicts and were consistent with the city's goal to reduce traffic fatalities and the severity of crashes. Roundabouts were a good fit for the types of traffic on Franklin Boulevard.

Ms. Varela listed the project goals:

- improve the area for business, residents, and the University population
- double the EmX facility
- accommodate motorists and freight
- welcome people to the city and University
- make the area attractive, green, and connected
- change the street so that people walking and cycling are accommodated safely, comfortably, and conveniently.

Ms. Varela described the following design options as set forth in the drawings: English Oaks, Multi-way Boulevard, Median Bikeway, and Treed Boulevards. Other concepts included zones and nodes along the corridor and gateways at each end. She said all designs included EmX lanes in both directions and travel through the center of roundabouts. She said another design workshop would be held in May.

Mr. Skov asked that copies of Ms. Varela's slide presentation be added to the agenda packet materials on LTD's website. He said based on his personal experience, biking along Franklin

Boulevard had some harrowing areas of travel. He asked how the Franklin Boulevard project fit with the Transit Tomorrow project and seven and a half minute overlapping EmX service on the corridor.

Director of Planning and Development Tom Schwetz said there were issues beyond the Franklin Boulevard project related to seven and a half minute service, such as traffic signaling, and LTD was working with the City of Eugene to address those. It was a question of money and time, and overlapping service in 2020 might not be possible.

Mr. Skov said the purpose of bus rapid transit was to have a series of design elements that made it distinct from regular bus service, such as signal priority over cars at key intersections. He asked if that was considered a disadvantage in design options under consideration. Ms. Varela replied that in some transportation circles the priority was to ensure that EmX had signal priority, but some people in cars did not understand how the EmX on Franklin Boulevard impacted traffic signals in terms of normal corridor commute times. That had been raised by some drivers in discussions of the corridor.

Mr. Schwetz added that in conversations with Eugene's traffic engineers a number of options for achieving the desired running time had been discussed. One of those was double- instead of single-tracking, another was signal priority and there were several other strategies to consider.

Ms. Reid urged clear communications and collaboration during construction of future roundabouts, drawing on the lessons learned with the Glenwood roundabout regarding the movement of buses through those facilities. She said the Oregon MPO Consortium recently had a presentation from Portland Metro about tactical design and pop-up bike corridors that was very informative. Ms. Varela said planners were aware of those types of tactical options.

Ms. Secord asked how the Franklin Boulevard project would be funded. Ms. Varela said potential funding included grants from the Federal Highways Administration, Federal Transit Administration, LTD funding, a bond measure, and STIF dollars.

Mr. Yeh commended the bicycle safety improvements being planned and asked that the design of roundabouts, if used, did not impede the speed of EmX along the corridor.

Mr. Skov said LTD's recent pedestrian network analysis identified several areas along the corridor as more dangerous.

Ms. Reid noted that LTD had budgeted \$5 million in its Community Investment Program (CIP) for Franklin Boulevard corridor improvements.

Board Travel and Reimbursement Policy — Ms. Jackson said the policy had been revised to incorporate changes requested by the Board at its last meeting. She said any additional changes requested by the Board would be made and the updated policy would be presented for adoption on the Consent Calendar at the next Board meeting. She pointed out that the policy was silent on alcohol reimbursement, which meant it would be reimbursable. She asked for feedback on that issue.

Mr. Yett said that he felt the policy should explicitly state that alcohol was not reimbursable. Regarding Section 109 Booking Travel, he asked for clarification regarding when a Board member made their own travel arrangement and requested reimbursement at coach fare. Ms. Jackson said the Clerk of the Board would arrange travel whenever possible, but there were

circumstances when it was not feasible, such as when a Board member was traveling with a companion. The policy did specify that Board travel had to be approved in advance.

Mr. Yett said the term "whenever" was confusing as he could not envision a situation when it would not be possible for the Clerk to book travel. He did not see the option of a member making their own arrangements under the current wording and would like to see that clarified, along with provision that reimbursement would be at standard coach fare. Mr. Purdy said the language could be modified to incorporate those items.

Mr. Yeh said that he supported language expressly prohibiting reimbursement for alcohol. There was consensus to support amendments related to booking travel and prohibiting alcohol reimbursement.

Board Member Reports — Mr. Nordin reported that the LaneACT (Lane Area Commission on Transportation) had conducted a feasibility study on transportation between Florence and Eugene that also included a partnership with the Coos County transit agency. The Coos County agency would fund transit to Florence and provide a reader board and shelter, if grants were approved.

Ms. Reid reported that OMPOC's new chair was from Portland Metro and the vice chair was from Albany. She said items discussed at the meeting included the Oregon Department of Transportation's (ODOT) speed methodology workgroup and the search for a new ODOT director. She said 18 plans were received during the first round of STIF funding and would be reviewed at the Oregon Transportation Commission's March 2019 meeting; May was the second round for plan submissions. She said potential changes to the ConnectOregon funding process and availability of dollars for bike and pedestrian projects were discussed and OMPOC approved a list of legislative priorities for 2019.

Monthly Cash Disbursements - January — There were no questions.

Quarterly Grant Report (presented in March, June, September, December) — There were no questions.

Monthly Performance Reports - January — Mr. Nordin asked what factors resulted in a decrease of 7.3 percent in RideSource MTM rides. Ms. Jackson said she was not certain but staff would continue to monitor that issue.

Monthly Department Reports - January — Ms. Reid asked what routes the pilot electric bus was on. Assistant General Manager Service Delivery Mark Johnson said he would email information about routes and days. A schedule for the official electric bus launch was still to be determined.

ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING - REQUESTED BY THE BOARD — Mr. Nordin said he was still pursuing a transportation mobility hub in Cottage Grove. Ms. Jackson said the matter could be scheduled on the Board's agenda at his request.

Ms. Reid asked for information on the downtown Eugene mobility-on-demand (MOD) project. Mr. Johnson said he had met with potential partners City of Eugene, Lane County, Lane Council of Governments, Eugene Water & Electric Board, and the University of Oregon, all of whom were very interested in supporting the project. He said July 1, 2019, was the target date for implementation and three vehicles were being purchased. Operation of the service would be

contracted out, it would be a one-year pilot and service would use the same MOD application being used in Cottage Grove.

Mr. Skov noted that a recent New York Times article, in recognition of Black History Month, had highlighted Granville T. Woods, who had invented technical innovations for transit.

Mr. Purdy announced he was retiring as Board general counsel on May 1 and Kristen Denmark would assume the role of LTD's general counsel, along with Shawn Walker. He said the role of the general counsel was to be the Board's attorney and loyalty to the Board was the first priority, although the general counsel also worked with LTD staff. Communications with Board members were confidential. He thanked the Board for the privilege of being LTD's general counsel for many years.

ADJOURNMENT

Mr. Wildish adjourned the meeting at 7:13 p.m.

ATTEST:

LANE TRANSIT DISTRICT:

Camille Gandolfi
Clerk of the Board

Josh Skov
Board Secretary

Date Approved: _____

**LANE TRANSIT DISTRICT
DELEGATED AUTHORITY REPORT
February 2019**

DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	SIGNER	NOTES
02/08/2019	Eugene Hotel Ownership dba Home2 Suites	Group Pass	Group Pass	Jan. 15, 2019 - Dec. 31, 2019	Renew annually		A. Jackson	
02/12/2019	Cascade Health Solutions, Inc.	Medical Examinations and Drug-Alcohol Testing	Fixed-Unit Rate	Jan. 1, 2019 - Dec. 31, 2024	5-year contract	\$ 135,414.00	A. Jackson	
02/25/2019	Burley Design	Business Commute Challenge Sponsorship	Sponsorship	May 2019	NA	\$ 1,500.00	A. Jackson	Donation of \$1,250 cash and Travoy Trailer
02/25/2019	Elms Landscape Services	Amendment Two to Contract 2017-08	Amendment	May 18, 2017 - May 17, 2019	2-year base + 3 option years	\$ 430,382.00	A. Jackson	This amendment modified the agreement to provide approval of business ownership transfer
02/25/2019	Merete Hotel Management	Group Pass Agreement	Group Pass	Jan. 1, 2019 - ongoing	ongoing		A. Jackson	Created a new agreement when InnSight Hotel Management Group changed their name to Merete Hotel Management. Replaces agreement 2007-46.
02/27/2019	Willamette Valley Cancer Institute	Commuter Club Voucher Program	Commuter Club Voucher	Feb. 27, 2019 - ongoing	ongoing		A. Jackson	
02/28/2019	Gloria J. Gallardo dba DBS Consulting	Amendment Two to Contract 2016-29 - On-call Grant Assistance	Professional Services	Apr. 20, 2016 - Apr. 20, 2020	1-year base + 2-year extension + 1-year extension	\$ 480,000.00	A. Jackson	Amendment to exercise option to renew
02/28/2019	Chambers Construction Company	Amendment One to Contract 2016-05 - On-call Construction Services	Fixed Price, Labor Hour w/ Indefinite Delivery, Indefinite Quantity	May 18, 2017 - May 17, 2020	2-year base + 3 option years		A. Jackson	Amendment to exercise option to renew
02/28/2019	C & K Petroleum Equipment Company	Amendment One to Contract 2015-22 - Air Equipment Maintenance Services		Apr. 1, 2016 - Mar. 31, 2020	3-year base + 2 option years	\$ 92,093.00	A. Jackson	Amendment to exercise option to renew



AGENDA ITEM SUMMARY

DATE OF MEETING: March 20, 2019

ITEM TITLE: BUDGET COMMITTEE VACANCY: MEMBER NOMINATION

PRESENTER: Camille Gandolfi, Clerk of the Board

DIRECTOR: Aurora Jackson, General Manager

ACTION REQUESTED: Adoption

PURPOSE:

To request the Board approve appointment of nominee to fill the current Budget Committee vacancy.

HISTORY:

In accordance with ORS 294.414, the Board of Directors is required to appoint a Budget Advisory Committee that shall be comprised of fourteen (14) members for the purpose of reviewing and approving the operating and capital budget proposed by LTD's budget officer. The committee shall consist of seven (7) Board members and seven (7) appointed members who live within the LTD's service area and who all have equal authority. Each Board member may nominate 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.

The Budget Advisory Committee currently has one community member vacancy. Former Board President, Gary Wildish, is being nominated by Joshua Skov.

RECOMMENDATION:

Staff recommends appointing former Board President, Gary Wildish, to the Budget Advisory Committee

ALTERNATIVES:

Maintain the current committee vacancy and reopen an application period.

NEXT STEPS:

Staff will inform the nominee of the Board's decision and take any other administrative steps based on the Board's decision.

SUPPORTING DOCUMENTATION:

- 1) Current Budget Committee Roster
- 2) Resolution No. 2019-03-20-011

PROPOSED MOTION: I move adoption of LTD Resolution No. 2019-03-20-011:

It is hereby resolved that the LTD Board of Directors approves the appointment of Gary Wildish to serve on the Budget Committee.

LANE TRANSIT DISTRICT BUDGET COMMITTEE MEMBERS

(FY 2018-2019 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	1/01/21
2	Carl Yeh	12/31/20	Kathryn Bruebaker	1/01/20
3	Don Nordin	12/31/22	Pat Walsh	1/01/21
4	Emily Secord	12/31/22	Jody Cline	1/01/21
5	Joshua Skov	12/31/21	Gary Wildish	1/01/22
6	Caitlin Vargas	12/31/22	Dean Kortge	1/01/20
7	Kate Reid	12/31/20	Brandon Rogers	1/01/21



LTD RESOLUTION NO. 2019-03-20-011

APPOINTMENT OF GARY WILDISH TO THE LTD BUDGET ADVISORY COMMITTEE

WHEREAS, ORS 294.414 requires the LTD ('District') Board of Directors to appoint a Budget Advisory Committee that shall be comprised of fourteen (14) members for the purpose of reviewing and approving the operating and capital budget proposed by LTD's budget officer;

WHEREAS, the committee shall consist of seven (7) Board members and seven (7) appointed members who live within the LTD service area and who all have equal authority;

WHEREAS, 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; and,

WHEREAS, The Advisory Committee is guided by written bylaws.

NOW, THEREFORE, BE IT RESOLVED, that the LTD Board of Directors passes a Resolution:

Appointing Gary Wildish to the Budget Advisory Committee.

Date

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: March 20, 2019

ITEM TITLE: CONTRACT NO. 2019-08: BROWN CONTRACTING

PREPARED BY: Joe McCormack, Director of Facilities Management

ACTION REQUESTED: Adoption

Please disclose any actual or potential conflict of interest.

PURPOSE: To authorize the general manager to enter into contract with Brown Contracting for the purpose of constructing two EmX station platforms at the intersection of Franklin Boulevard and McVay Highway also known as EmX Franklin Boulevard Phase I Transit Stations.

DESCRIPTION/JUSTIFICATION: Franklin Boulevard has served as the primary connector between Eugene and Springfield since the bridges over the Willamette River were constructed in the early 1900s. Franklin Boulevard currently serves as the spine of the EmX, the region's bus rapid transit system (BRT). Currently serving over 11,000 riders per day, the system connects residents to 34,821 jobs across the region.

The City of Springfield has engaged the community to re-envision the land uses along Franklin Boulevard as mixed-use neighborhoods with vibrant, transit-oriented development. Springfield adopted the first phase of an updated Glenwood Refinement Plan that outlines the future vision for Glenwood. The next step is to transform Franklin Boulevard from an auto-oriented arterial into a multiway boulevard that serves all modes of travel including pedestrians, bikes, buses, and motor vehicles. The investment in the transformation of the roadway will have a catalytic effect on redevelopment of properties in proximity to the street including the attraction of transit-oriented development.

Springfield received funding to construct the first phase of the multiway boulevard. In order to fulfill the definition of a multiway boulevard and ensure that transit is a strong component of the project, LTD secured a Connect Oregon grant to help fund new stations in this first phase.

The scope of this effort includes installation of permanent stations that function with the roundabout design. The stations will be ADA accessible and each station platform will include bicycle parking, a ticket vending machine, benches, lighting, real time signs, and other amenities. The platforms will range from 12 feet to 10 feet wide and 69 feet long. The stations will have shelter structures that serve as protection against inclement weather.

CONTRACT/PROJECT HISTORY: This proposed contract is the result of a second solicitation effort. Pivot Architecture is under contract for design and construction administrative tasks. The design was completed in early 2018. LTD solicited for a construction contract in late spring 2018. Due to lack of contractor availability we received one bid; which exceeded the budget and required cancelation of the solicitation. During the fall of 2018 some slight design revisions were made and then resolicited in February 2019; typically a time before contractors have filled their calendars for the season.

PROCUREMENT IMPACT: On February 5, 2019, LTD solicited bids from qualified contractors capable of constructing the two new transit stations. Bids were initially due on February 26, 2019, by not later than 2:00 PM (PDT); however, due to the inclement weather, the bid receipt date was postponed to February 28, 2019. LTD received two bids via its eBid eXchange Procurement portal. They are as follows:

<u>CONTRACTOR</u>	<u>BASE BID</u>	<u>ALTERNATE</u>	<u>TOTAL BID</u>
Brown Contracting, Inc.	\$449,467.00	\$6,400.00	\$455,867.00
Chambers Construction	\$729,000.00	\$2,500.00	\$731,500.00

Brown Contracting, Inc. is the lowest responsive, responsible Bidder. Additionally, Brown Contracting has committed 6.8% of its total contract value to utilization of historically underutilized businesses in Lane County.

POLICY IMPACT:

1. Oregon Public Contracting Code and LTD’s Purchasing Policy Rules require that such services be obtained utilizing a competitive solicitation process.
2. LTD Resolution No. 2017-03-15-011 requires that contracts exceeding \$149,999 must be presented to the Board of Directors for review and approval.

ECONOMIC IMPACT: The construction of this project is listed in the approved FY 19 CIP in the amount of \$755,000. The following project budget includes the proposed construction contract value:

Design/Construction Administration	\$51,282
Construction Contract	\$455,867
Permitting/Inspection	\$20,000
Special Inspection	\$5,000
Owner Furnished Items	\$5,000
Utilities	\$10,000
<u>Contingency</u>	<u>\$207,851</u>
Project Total	\$755,000

FUNDING SOURCE:

Connect Oregon	\$429,200
<u>General Fund Match</u>	<u>\$325,800</u>
Total Project	\$755,000

REQUIRED REPORTING: Connect Oregon requires monthly reporting of project status and milestone progress/completion. Quarterly reporting of project status will also be included to the LTD Board.

RECOMMENDATIONS: Project staff have reviewed the apparent lowest bid for this work and recommend entering into a contract with the bidder. The bid is within the overall budget and staff believe the bid represents a reasonable value to perform the work.

OPTIONS IF NOT APPROVED: Alternatives to not approving of this contract would be to: (1) Resolicit the project to a later date to see if costs reduce. (2) Redesign the stations to reduce costs further, which will require additional design service costs and time. (3) Don't build the stations and look for other regular curb height stop opportunities in the vicinity, which would require some passengers to board/de-board from the front door since boarding wouldn't be level Options could jeopardize the current funding package.

PROJECT CLOSEOUT TEAM: The facilities project manager and facilities department manager in coordination with procurement staff will be responsible for closeout of contract at the termination of services; the facilities manager is responsible for final acceptance; the facilities manager is responsible for proper receipt of goods.

ATTACHMENTS: Resolution No. 2019-03-20-012

PROPOSED MOTION: I move adoption of LTD Resolution No. 2019-03-20-012:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2019-08 as presented [amended].



RESOLUTION NO. 2019-03-20-012

APPROVAL OF CONTRACTUAL SERVICES BETWEEN LANE TRANSIT DISTRICT AND BROWN CONTRACTING

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

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

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

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

WHEREAS, the Finance Committee reviewed the proposed contract between LTD and Brown Contracting on March 11, 2019, and recommended adoption.

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

- 1) The contract shall be in compliance with all applicable laws and regulations.
- 2) Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into a contract with Brown Contracting for the purpose of constructing two EmX Stations on Franklin Blvd.; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10 percent of the initial contract price or \$150,000, whichever is less.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THE 20th DAY OF MARCH, 2019.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: March 20, 2019
ITEM TITLE: CONTRACT NO. 2019-03: WYATT'S TIRE COMPANY
PREPARED BY: Mark Johnson, Assistant General Manager
ACTION REQUESTED: Adoption

Please disclose any actual or potential conflict of interest.

PURPOSE/OBJECTIVE: This action will authorize the general manager to enter into a contract with Wyatt's Tire Company to provide new tires for revenue buses.

DESCRIPTION/JUSTIFICATION: This tire contract will give us the ability to keep up with the demands of the tire replacement program and improve the reliability of our bus fleet.

CONTRACT HISTORY: Lane Transit previously had a tire contract with Wyatt's Tire Company and it expired August 2018.

PROCUREMENT IMPACT: On January 8, 2019, Lane Transit District issued Invitation to Bid No. 2019-03 to seek bids from qualified firms for provide New Tires for revenue buses. LTD received bids from two companies: Wyatt's Tire Company and Goodyear. Both Bidders were responsive.

The bids were provided to the Contract Manager and Project Manager to review. A Price Analysis was performed and it was determined that Wyatt's Tire Company was the lowest responsive, responsible bidder.

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

ECONOMIC IMPACT: The base term of this contract is two (2) years. The cost for year one of the contract is \$149,587.80 and for year two is \$151,779.16. The total maximum contract value over the entire term of the contract (five (5) years) is \$846,759.90. Maintenance has budgeted for tires and can use the below funding source.

FUNDING SOURCE: 010.420.00.65250

REQUIRED REPORTING: There is no required reporting other than normal budgetary requirements

RECOMMENDATIONS: Fleet Maintenance's recommendation is that the LTD board authorize LTD to enter into a contract with Wyatt's Tire Company for a period of 5 years to supply tires for the bus fleet.

IMPACT IF NOT APPROVED: Tires are a necessary element to keep the LTD fleet in service and reliable.

PROJECT CLOSEOUT TEAM: Procurement and the Contract Manager will be responsible for closeout. The Project Manager will be responsible for monitoring and evaluation of work.

ATTACHMENTS: Resolution No. 2019-03-20-014

PROPOSED MOTION: I move adoption of LTD Resolution No. 2019-03-20-014:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2019-03 as presented [amended].



RESOLUTION NO. 2019-03-20-014

APPROVAL OF CONTRUACTUAL SERVICES BETWEEN LANE TRANSIT DISTRICT AND WYATT'S TIRE COMPANY

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

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

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

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

WHEREAS, the Finance Committee reviewed the proposed contract between LTD and Wyatt's Tire Company on March 11, 2019, and recommended adoption;

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

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

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THE 20th DAY OF MARCH, 2019.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: March 20, 2019

ITEM TITLE: BOARD TRAVEL & EXPENSE REIMBURSEMENT POLICY

PRESENTOR: Aurora Jackson, General Manager

DIRECTOR: N/A

ACTION REQUESTED: Adoption

PURPOSE:

To request the Board of Directors adopt a resolution approving the Board Travel and Expense Reimbursement Policy.

HISTORY:

At the November 2018 Board of Directors' meeting, the Board directed the general manager to draft a policy addressing travel and reimbursement for expenses incurred by the Board members. A draft was presented at the January 2019 Board of Directors' meeting for discussion and to gather input.

At the January 2019 Board of Directors' meeting, the Board provided input and requested clarifying language that addressed reimbursement for expenses; advancements for meals when traveling out-of-district; and the process for making travel arrangements.

At the February 2019 Board of Directors' meeting, the Board provided additional input. The proposed policy includes the updated information.

RECOMMENDATION:

It is recommended that the Board adopt the resolution approving the Board Travel and Expense Reimbursement Policy and make the policy effective retroactively to July 1, 2018, in order to process any outstanding reimbursement requests.

ALTERNATIVES:

- The Board may amend the proposed policy and elect to adopt the amended policy at a later date.
- The Board may amend the proposed policy and elect to adopt the amended policy at today's Board meeting.

NEXT STEPS:

The adopted policy will be included as an attachment to the Board of Directors' Bylaws.

SUPPORTING DOCUMENTATION:

- 1) Proposed Board Travel & Expense Reimbursement Policy
- 2) Red-lined version of the Draft Board Travel & Expense Reimbursement Policy
- 3) Resolution No. 2019-03-20-015

PROPOSED MOTION: I move adoption of LTD Resolution No. 2019-03-20-015:

It is hereby resolved that the LTD Board of Directors adopts the Board Travel & Expense Reimbursement Policy as presented [amended].



Board Travel, Meetings and Miscellaneous Expense Reimbursement

101. PURPOSE

The purpose of this policy is to establish procedures relative to travel, meetings and miscellaneous expense reimbursement for the members of the Board of Directors of Lane Transit District in the performance of their duties; to define authorizations required to incur such expenses; and to ensure uniform and fair payment of expenses.

102. APPLICABILITY

This policy applies to members of the Board of Directors only.

103. DEFINITIONS

“**Board**” shall mean the Board of Directors of Lane Transit District.

“**Board Meeting**” shall mean any official meeting of the Board, any committee meeting of the Board, or any meeting related to District Business.

“**Director[s]**” shall mean a member of the Board.

“**District**” or “**LTD**” shall mean Lane Transit District.

“**District Business**” shall mean activities related to the business of LTD or the operation of a mass transit district generally.

“**Meeting**” shall mean any Board meeting, District meeting, conference, seminar, committee meeting or gathering related to District Business.

“**Personal Business**” shall mean activities that are personal in nature and not related to District Business.

“**Incidental Expense**” shall mean any fee or tip given to a porter, bellhop, skycap, hotel maid, taxi cab driver, Uber or Lyft driver, valet, or any similar person.

“**Travel Documentation**” shall mean any receipt, paid bill or written document related to an expense, including an email, text, fax, log, or any other digital or written format that provides a record of the expense.

104. TRAVEL AUTHORIZATION AND APPROVAL

Out-of-District Travel. All out-of-district travel for Directors to attend a Meeting at District expense, shall be approved by action of the Board, prior to incurring such expense. In unusual or emergency circumstances, if prior Board approval is not possible, the Board President may approve out-of-district travel for Directors. In such unusual or emergency situations, the travel authorization shall be presented to the Board of Directors for ratification at its next scheduled Board meeting. If a Director is assigned to a committee, then attendance at those committee meetings shall not require prior approval of the Board. For periodic out-of-District Meetings, which occur several times per year, the Board may approve attendance at such Meetings annually. It is recommended that the Clerk of the Board keep authorizations on file.

In-District Travel. Each Director is authorized to travel at District expense, within the District, when, in his/her judgment, such travel is required for District Business. Expenses for Personal Business, meals, and lodging are not reimbursable for in-district travel. Directors are entitled to

receive reimbursement for actual, reasonable and necessary expenses incurred in the performance of District Business (e.g. personal vehicle mileage reimbursement, parking fees, etc.).

105. **PERSONAL EXPENSES**

The District shall not reimburse for any travel associated with Personal Business. If a Director attends a Meeting for which reimbursement is claimed that also includes Personal Business, the Director shall only seek reimbursement for the expenses associated with District Business.

106. **MEALS**

Advancement for Meals. Unless a Director requests otherwise, the District shall advance money to a Director for out-of-district meal and incidental expenses at a rate equal to the maximum federal per diem and incidental expenses rate established by the Internal Revenue Service (IRS) and the U.S. General Services Administration (GSA) for travel within the continental United States, outside the continental United States, and foreign rates as published by the United States Government, or \$50 per day if the rate is unpublished. Per diem rates can be found at www.gsa.gov/perdiem. Advancements for the first and last day actual out-of-district travel shall be based on the Meals and Incidental Expenses (M&IE) Breakdown as published on the GSA website at the rate published for the First and Last Day of Travel.

After travel, the Director shall submit to the Clerk of the Board Travel Documentation of the actual expenses. If the actual expenses exceed the advancement, then the District shall reimburse the difference. If the actual expenses are less than the advancement, then the District shall invoice the Director for the difference. All such invoices shall be paid promptly, but in no event later than the end of the fiscal year. Incidental Expense is reimbursable if reasonable and documented.

Expenditures for alcohol shall not be reimbursed.

107. **LODGING**

Commercial Lodging Expenses. Directors are entitled to receive reimbursement for actual, reasonable and necessary out-of-district lodging expenses incurred in the performance of District Business. All efforts should be made to obtain reasonable lodging rates as appropriate for the nature of the District Business. Unless a Director requests otherwise, the District shall advance money to a Director for out-of-district lodging equal to the maximum federal per diem established by the Internal Revenue Service (IRS) and the U.S. General Services Administration (GSA) for travel within the continental United States, outside the continental United States, and foreign rates as published by the United States Government, or \$200 per day if the rate is unpublished. Per diem rates can be found at www.gsa.gov/perdiem.

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108. **TRANSPORTATION**

Airfare. Airfare shall be reimbursed based on the value of the applicable round-trip coach

airfare from EUG to the proposed destination.

Use of Rented Vehicle. Except as otherwise provided by law, Directors are entitled to receive reimbursement for actual, reasonable and necessary out-of-district rented vehicle expenses incurred in the performance of District Business.

Private Vehicle Mileage Reimbursement. Directors are entitled to receive reimbursement for actual, reasonable and necessary private vehicle mileage reimbursement (in-district or out-of-district) incurred in the performance of District Business. Directors shall maintain a log, kept contemporaneously, which lists the date, purpose of travel and the number of miles driven for District Business. The Director shall submit the log to the Clerk of the Board for reimbursement. Directors will be reimbursed bases on the Internal Revenue Service *Business Standard Mileage Rate*. Parking fees and tolls may be reimbursed, in addition to the *Standard Mileage Rate*.

109. BOOKING TRAVEL.

The Board is encouraged to use the Clerk of the Board to arrange for the booking of all out-of-District travel and lodging. The District shall advance the cost of such travel and lodging. However, Directors are allowed to book their own travel, but will be reimbursed at the standard or economy rate, similar to what other Directors or employees going to the same Meeting paid for similar arrangements. After travel, the Director shall submit to the Clerk of the Board Travel Documentation of the actual expenses. If the actual expenses exceed the advancement, then the District shall reimburse the difference. If the actual expenses are less than the advancement, then the District shall invoice the Director for the difference. All such invoices shall be paid promptly, but in no event later than the end of the fiscal year. Incidental Expense is reimbursable if reasonable and documented.

110. TRAVEL DOCUMENTATION

Record of Expenses and Revenues. The District shall maintain a record all travel expenses paid by the District in its financial records.



Board Travel, Meetings and Miscellaneous Expense Reimbursement

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110. TRAVEL DOCUMENTATION

Record of Expenses and Revenues. The District shall maintain a record all travel expenses paid by the District in its financial records.



RESOLUTION NO. 2019-03-20-015

ADOPTION OF THE BOARD TRAVEL AND REIMBURSEMENT POLICY

WHEREAS, the LTD Board of Directors may create bylaws and policies and do such other acts or things as may be necessary or convenient for the proper exercise of powers granted to them as the governance of a mass transit district;

WHEREAS, at the November 2018 Board of Directors' meeting, the Board requested the drafting of a Board Travel and Expense Reimbursement Policy;

WHEREAS, the Board of Directors provided input on the draft Board Travel and Expense Reimbursement Policy at the January and February 2019 Board of Directors' meeting; and

WHEREAS, the Board Travel and Expense Reimbursement Policy included in the March Board of Directors' meeting packet reflects the Board's input.

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

Adopt the Board Travel and Reimbursement Policy effective retroactively to June 30, 2018.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 20th DAY OF MARCH, 2019.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: March 20, 2019

ITEM TITLE: PROPOSED FISCAL YEAR 2018-2019 SUPPLEMENTAL BUDGET-GENERAL FUND

PRESENTER: Christina Shew, Director of Finance

DIRECTOR: Christina Shew, Director of Finance

ACTION REQUESTED: Adoption

PURPOSE:

To request that the Board of Directors adopt the proposed Fiscal Year 2018-2019 Supplemental Budget for the General Fund.

HISTORY:

In accordance with ORS 294.471, the Board of Directors may amend an individual fund by ten percent or less of the original budget without the need of a public hearing.

Annually, the Board of Directors adopts a budget for each of its five funds. The budget for each fund reflects LTD's financial plan for the fiscal year that starts every July 1 and ends every June 30. The budget is reviewed and approved by the LTD Budget Committee (the LTD Board plus an equal number of citizen electors) who provide a recommendation to the Board of Directors to adopt the budget as presented, or as amended, on or before June 30 of every year. Each of the five funds have their own budget and the resources and expenditures within those funds must balance (resources \geq expenditures) in order for the budget to be adopted. The Budget adopted by the Board of Directors creates the authority for LTD to spend public money.

The adopted Fiscal Year 2018-2019 Budget reflects input from the Budget Committee and the public. It is based on a good faith estimate of expected resources and expenditures for the year. Because the budget is based on estimates, Oregon Budget Law allows for changes after the budget is adopted known as a "supplemental budget" (ORS 294.471). Supplemental budgets are required for transfers and expenditures that expect to exceed the adopted budget. The last time the LTD Board of Directors adopted a supplemental budget was November 15, 2017.

Monthly, in the Board meeting packet, staff provides financial results to the Board of Directors. Additionally, staff conducts a mid-year forecast. This activity reviews actual expenditures for the first half of the year and forecasts where resources and expenditures are expected to be at the end of the fiscal year (June 30). This mid-year forecast process allows LTD to identify expenditures and transfers that are at risk of exceeding the adopted budget

At the February 2019 Board meeting, during the financial report agenda item, staff communicated that the preliminary mid-year forecast for the General Fund was showing unfavorable expenditures as compared to the budget, and the Capital Fund had higher resources as compared to the budget. Given that information, staff developed a supplemental budget to request approval for the following amendments to the General Fund:

1. Eliminate the transfer to the Capital Projects Fund. As presented in the January Board meeting and included in the Comprehensive Annual Financial Report, the Capital Projects Fund beginning working capital is higher than budgeted and exceeds the General Fund match requirements for Fiscal Year 2019. Eliminating this transfer achieves the following:
 - a. Covers the \$1,909,944 increase in General Fund expenditures.

- b. Restores the operating reserve and allows LTD to meet the operating reserve policy requirement of a minimum of two-months operating reserve, which was waived during the Fiscal Year 2019 budget process.
2. Increase the budgeted expenditures by \$1,909,944, which results in an amended expenditure budget of \$49,647,675. This increase in expenditures is planned to be offset by eliminating the transfer to the Capital Projects Fund.

The risks in the Fiscal Year 2018-2019 General Fund were identified as a result of the following factors:

- Shortfall in the projected savings from service reductions
- Increase in overtime
- Increase in retirement costs

Staff have taken the following steps to improve the District's forecasting and planning process that will result in improved budgeting for the Fiscal Year 2019-2020 proposed budget:

- Create more conservative personnel cost model
- Create more conservative maintenance cost model

RECOMMENDATION:

Staff recommends that the Board adopt the Supplemental Budget for the General Fund for Fiscal Year 2018-2019, which increases the appropriated expenditures, reduces transfers, and meets the operating reserve policy. Supplemental budget details are contained in the attached "General Fund Supplemental Budget Details" and are summarized below:

- Increase the General Fund budgeted expenditures by \$1,909,944, which results in an amended expenditure budget of \$49,647,675.
- Eliminate the \$5,414,168 budgeted transfer bringing the transfer to the Capital Projects Fund to \$0.

ALTERNATIVES:

1. Postpone the adoption of the Fiscal Year 2018-2019 Supplemental Budget for the General Fund as presented [amended] to an alternate date and hold a special Board meeting.
2. Request alternative (non-supplemental budget) solutions be provided (e.g., reduction in service, furloughs, etc.)

NEXT STEPS:

Staff will update financial systems and budget documents in accordance with Oregon Local Budget Law.

SUPPORTING DOCUMENTATION:

- 1) Lane Transit District Resolution No. 2018-05-16-12
- 2) Adopted Budget 2018-2019 <https://www.ltd.org/annual-budget/>
- 3) General Fund supplemental details
- 4) Resolution No. 2019-03-20-016

PROPOSED MOTION: I move adoption of LTD Resolution No. 2019-03-20-016:

It is hereby resolved that the LTD Board of Directors adopts the Fiscal Year 2018-2019 Supplemental Budget for the General Fund as presented [amended].



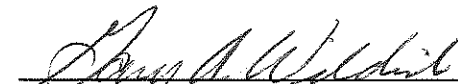
LANE TRANSIT DISTRICT RESOLUTION NO. 2018-05-16-12

BE IT RESOLVED that the Board of Directors of Lane Transit District (LTD) hereby adopts the budget for Fiscal Year 2018-2019 in the total combined fund sum of \$97,851,910 now on file at the LTD offices.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2018, and for the purposes shown below, are hereby appropriated as follows:

<u>GENERAL FUND - OPERATING BUDGET</u>	
Transit Services	\$47,737,731
Operating Reserve	7,026,933
<u>GENERAL FUND - NON-OPERATING</u>	
Transfer to Accessible Services Fund	2,550,288
Transfer to Medicaid Fund	406,500
Transfer to Point2point Fund	190,000
Transfer to Capital Projects Fund	5,414,168
Operating Contingency	52,457
Total Non-operating	<u>8,613,413</u>
Total General Fund	<u>63,378,077</u>
<u>ACCESSIBLE SERVICES FUND</u>	
Transit Services	7,361,574
Operating Contingency	130,000
Operating Reserve	162,623
Total Accessible Services Fund	<u>7,654,197</u>
<u>MEDICAID FUND</u>	
Transit Services	10,492,775
Operating Contingency	132,000
Total Medicaid Fund	<u>10,624,775</u>
<u>POINT2POINT FUND</u>	
Transit Services	1,377,583
Operating Contingency	33,515
Total Medicaid Fund	<u>1,411,098</u>
<u>CAPITAL PROJECTS FUND</u>	
Capital Outlay	13,240,489
Operating Contingency	0
Reserve for Future Capital	1,543,274
Total Capital Projects Fund	<u>14,783,763</u>

May 16, 2018
Date Adopted



Board President

GENERAL FUND

Resources	FY 2018-19 Approved	Increase/(Decrease)	FY 2018-19 Amended	Notes
Beginning Working Capital	\$9,918,411	\$2,895,621	\$12,814,032	Based on fiscal year 2017-2018 audited financials
Operating Revenues	\$7,127,011	\$0	\$7,127,011	
Nonoperating Revenues	\$46,332,655	\$0	\$46,332,655	
Total Resources	\$63,378,077	\$2,895,621	\$66,273,698	

Requirements	FY 2018-19 Approved	Increase/(Decrease)	FY 2018-19 Amended	Notes
Operating Requirements	\$47,737,731	\$1,909,944	\$49,647,675	Mid-year forecasted increase
Transfers				
Transfer to Accessible Services Fund	2,550,288		2,550,288	
Transfer to Medicaid Fund	406,500	369,159	775,659	<i>Requested as part of Medicaid Supplemental Budget</i>
Transfer to Point2point Fund	190,000		190,000	
Transfer to Capital Projects Fund	5,414,168	(5,414,168)	0	<i>Eliminated to cover increase in operating requirements & plan for an adequate operating reserve in the FY20 budget</i>
Transfers	\$8,560,956	(\$5,045,009)	\$3,515,947	
Reserves	\$52,457	\$0	\$52,457	
Total Requirements	\$56,351,144	(\$3,135,065)	\$53,216,079	

Not Appropriated (Board Required Operating Reserve) **	FY 2018-19 Approved	Increase/(Decrease)	FY 2018-19 Amended	Notes
Operating Reserve	7,026,933	6,030,686	13,057,619	<i>Restores the operating reserve and allows LTD to meet the operating reserve policy requirement of a minimum of 2 months operating reserve which was waived during the FY19 budget process</i>
Requirements & Working Capital	\$63,378,077	\$2,895,621	\$66,273,698	

** - Not appropriated Board required operating reserves cannot be used without Board approval



RESOLUTION NO. 2019-03-20-016

**ADOPTION OF SUPPLEMENTAL BUDGET UNDER TEN PERCENT:
FISCAL YEAR 2018-2019 - GENERAL FUND**

WHEREAS, the Board of Directors of Lane Transit District adopts an annual budget for each fiscal year;

WHEREAS, each fiscal year's budget is based on a good faith estimate of expected resources and expenditures;

WHEREAS, under ORS 294.471, the LTD Board of Directors may make one or more supplemental budgets;

WHEREAS, supplemental budgets are required for transfers and expenditures that expect to exceed the adopted budget;

WHEREAS, under ORS 294.473, if the supplemental budget changes differ by more than 10 percent from the expenditures in the adopted budget, LTD is required to hold a public hearing on the supplemental budget;

WHEREAS, the changes to the General Fund do not exceed ten percent; and

WHEREAS, there is no requirement to hold a public hearing.

NOW, THEREFORE, BE IT RESOLVED that the LTD Board of Directors adopts the Fiscal Year 2018-2019 Supplemental Budget as follows:

Fund: General Fund

<u>Resource</u>	<u>Amount</u>	<u>Expenditure</u>	<u>Amount</u>
1. Beginning Working Capital	\$2,895,621	1. Transfer to Medicaid Fund	\$369,000
		2. Operating Requirements	\$1,909,944
		3. Transfer to Capital Projects Fund	(\$5,414,168)
		4. Reserve	6,030,686
Revised Total Fund Resources	\$66,273,698	Revised Total Fund Expenditures	\$66,273,698

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THE 20th DAY OF MARCH, 2019.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: March 20, 2019

ITEM TITLE: CONTRACT NO. 2019-16: OGLETREE, DEAKINS, NASH, SMOAK & STEWART

PREPARED BY: David Collier, Director of Human Resources and Risk Management

ACTION REQUESTED: Adoption

Please disclose any actual or potential conflict of interest.

PURPOSE: To authorize the general manager to enter into contract with Ogletree, Deakins, Nash, Smoak & Stewart (“Ogletree Deakins”) for the purpose of providing legal guidance on all labor and employment related matters.

DESCRIPTION/JUSTIFICATION: The District requires an attorney of record to provide legal services related to labor negotiations, interpretations of the written labor contract, support for labor related grievances and arbitrations, advice on employment law interpretation, and consulting on employment related projects.

CONTRACT/PROJECT HISTORY: LTD has used the legal services of Attorney Jackie Damm since 2003. Ms. Damm previously worked for a different firm, but prior to our most recent contract negotiations she moved to Ogletree Deakins. LTD utilizes Ms. Damm’s services to ensure the District is correctly interpreting the language of the Collective Bargaining Agreement with the Amalgamated Transit Union and for information as to how labor matters are being ruled on within our jurisdiction.

PROCUREMENT IMPACT: Oregon Revised Statute (ORS) 279B.075 allows LTD to award a contract utilizing a sole source procurement method if the Board of Directors determines in writing that the goods or services, or class of goods or services are only available from one source. The Contractor has provided representation to the District on legal matters related to labor law for many years and has advised District staff with labor relations and contract negotiations. The cost of transferring these matters to another firm would be counter to the public’s interest in the efficient use of public funds. Additionally, transferring duties to another firm would trigger substantial duplication of costs in order for new counsel to review the existing files and understand the nature of LTD’s labor history and past contract negotiations. Thus, it is reasonable to conclude that the services provided by Ogletree Deakins are only available from a single source for a reasonable cost.

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

ECONOMIC IMPACT: The Contract is for a period of five (5) years. Based upon past utilization of these services, Staff forecasts that the total budget impact the Contract Term shall not exceed \$180,000.

FUNDING SOURCE: This service is funded by the general fund.

Contract No. 2019-16: Ogletree, Deakins, Nash, Smoak & Stewart

REQUIRED REPORTING: None, the District is only required to publicly advertise the sole source procurement method for five days and, provided there are no protests, the District may issue the contract.

RECOMMENDATIONS: Recommend approval of the sole source procurement method and award of a five year contract to Ogletree Deakins.

ALTERNATIVES: The Board could choose to competitively bid these services and award a contract to the successful proposer.

PROJECT CLOSEOUT TEAM: The Director of Human Resources, in cooperation with the Procurement Department, would be responsible for closeout of the contract at the termination of services.

ATTACHMENTS:

1. Sole Source Procurement Findings of Fact
2. Resolution No. 2019-03-20-013

PROPOSED MOTION: I move adoption of LTD Resolution No. 2019-03-20-013:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2019-16 as presented [amended].



PROPOSED FINDINGS OF FACT FOR AWARDING A CONTRACT FOR GOODS AND/OR SERVICES WITHOUT COMPETITION AND THROUGH A SOLE-SOURCE PROCUREMENT

The Oregon Revised Statutes require that all contracts for goods and/or services be based upon competitive bids or proposals. An exception to this requirement is permitted when the goods or services are only available from one source. Sole-source procurements must be justified by "Findings" pursuant to Oregon law. The following are those "findings."

The Services Required Are Available From Only One Source:

- 1. Finding:** Jackie Damm of Ogletree, Deakins, Nash, Smoak & Stewart ("Ogletree Deakins") has provided legal representation to Lane Transit District ("LTD") since 2003 on legal matters related to labor law, which includes but is not limited to negotiating the Collective Bargaining Agreement with the Amalgamated Transit Union Local 757 ("ATU") and all legal matters related thereto.
- 2. Finding:** Ms. Damm's prior contract with LTD expired.
- 3. Finding:** The ATU certified LTD's Public Safety employees. LTD expects to begin collective bargaining related to these employees and needs experienced legal representation.
- 4. Finding:** Transferring these matters to another firm would result in substantial duplication of costs in order for the new counsel to review the existing files and understand the nature of LTD's labor history and past contract negotiations. Such duplication of cost is counter to the public's interest in efficient use of public funds.

CONCLUSIONS OF LAW

The above "Findings" show that the sole-source procurement process to retain the legal services of Ogletree Deakins relating to labor law complies with the requirements of Oregon law for award of a contract for goods or services without competition.



RESOLUTION NO. 2019-03-20-013

A RESOLUTION GRANTING AWARD OF A CONTRACT FOR GOODS AND/OR SERVICES WITHOUT COMPETITION AND THROUGH A SOLE-SOURCE PROCUREMENT

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

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

WHEREAS, the LTD Board of Directors, acting as the LTD Contract Review Board, has authority to award certain contracts without competition pursuant to ORS 279B;

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

WHEREAS, for those contracts authorized by the LTD Board of Directors, the LTD Board of Directors must approve individual or cumulative contract amendments or change orders that exceed the lesser of \$150,000 or ten-percent (10%) of the initial contract;

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

WHEREAS, the Finance Committee reviewed the proposed contract between LTD and Ogletree, Deakins, Nash, Smoak & Stewart on Monday, March 11, 2019, and recommended adoption; provided, the Board adopt findings authorizing a sole-source procurement of the contract; and,

WHEREAS, the Board has determined that the retaining the legal services of Ogletree, Deakins, Nash, Smoak & Stewart relating to labor law should be procured through the sole-source procurement process.

THE BOARD finds as follows:

1. The Board adopts the specific "Findings of Fact" set forth above.
2. The "Findings" show that the award of the contract without competition and through a sole-source procurement complies with the requirements of Oregon law for sole-source procurements.

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

- 1) The contracts shall be in compliance with all applicable laws and regulations.



2) Provided that no protests to the sole-source procurement are received, or that any such protests are resolved, the General Manager, or her designee, is hereby authorized to: (a) execute a contract, through the sole-source procurement process, with Ogletree, Deakins, Nash, Smoak & Stewart for the provision of legal services related to labor law for an amount not to exceed \$180,000 over a five year period; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10% of the initial contract price or \$150,000, whichever is less.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 20th DAY OF MARCH, 2019.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: March 20, 2019

ITEM TITLE: FARE POLICY: LOW-INCOME AND STUDENT FARE SUBSIDY PROGRAMS

PRESENTOR: Aurora Jackson, General Manager

ACTION REQUESTED: Adoption

PURPOSE:

To request Board direction regarding staff findings when implementing the outreach to local school districts of the Low-Income and Student Fare Subsidy Program.

HISTORY:

ORS 267.320 states that the “District Board may by ordinance impose and collect user charges, fees, and tolls from those who are served by or use the transit system.”

In early 2018, the Board made a decision to form an Ad Hoc Committee on Fare Policy. That committee met five times between August and November 2018. The Ad Hoc Fare Policy Committee developed a two-part Fare Policy recommendation at their October 20, 2018, meeting as follows:

1. Modify LTD’s existing low-income subsidy program from a 50 percent subsidy to a 75 percent subsidy increasing annual funding from \$250,000 to \$750,000;
2. Adopt a student fare subsidy program allowing students in elementary school and younger to ride free and students in middle school and high school to ride free September through June;

The Ad Hoc Fare Policy Committee’s recommendation included a recommendation to fund both programs with State Transportation Improvement Funds. At the November 4, 2018, Strategic Planning Committee (SPC) meeting, the Ad Hoc Fare Policy Committee’s recommendation was unanimously supported.

At its November 15, 2018, meeting, the Board passed Resolution 2018-11-15-43 directing the general manager to:

- Submit a STIF project to fund the anticipated costs for both programs; and
- Adhere to LTD’s Fare Policy in compliance with FTA Circular 4702.1B -Title VI Requirements and Guidelines for Federal Transit Administration Recipients.

The second directive requires that changes in LTD’s Fare Policy and Ordinance (such as those being proposed for LTD’s Low-Income and Student Fare Subsidy Program) be adopted and an equity analysis conducted before LTD implements any fare changes.

In accordance with the direction from the Board of Directors, the following actions have been taken:

- A STIF project application to fund the anticipated costs for both the Low-Income and Student Fare Subsidy Program has been submitted.
- A public comment process has been initiated.
- An equity analysis will be completed and provided to the Board of Directors prior to requesting final action.
- Staff met with school district officials, government entities, and other interested stakeholders.

Of those organizations that received information regarding the proposed fare changes, the input was unanimously positive. A request from the school districts was to fund student passes for Kindergarten through 12 grade. They expressed concerns about the program being different for students of different grades for the following reasons:

- Students of all ages attend summer school.
- High school students work during the summer months, whom statistics show are more likely to graduate.
- Older students tend to travel with younger siblings.
- Confusion for parents and school staff.

RECOMMENDATION:

Based on the input received, staff is recommending the following:

- Increase funding for the Low-Income Subsidy Program and reduce the cost to purchase bus passes under this program (SAME).
 - Modify from subsidizing the program at 50 percent to funding at 75 percent.
 - Increase annual funding from \$250,000 to \$750,000.
- Fund Student bus passes for students in grades 12 and below throughout the calendar year through a partnership with the school districts or equivalent (MODIFIED).
- Implement the fare changes effective at the beginning of the school year.

ALTERNATIVES:

- Approve recommendation above.
- Keep the original recommendations from the Ad Hoc Fare Policy and SPC.
- Choose a different alternative.

NEXT STEPS:

- At the April 17, 2019 Board of Director’ meeting, a public hearing will be held and a public comment process will be initiated to gather input on the proposed fare changes. The results of the Title VI analysis will be presented during the meeting.
- Initiate the process to amend and restate Ordinance 49 into Ordinance 53 with the adopted changes, which will include two readings at two separate Board meetings prior to adoption.
- Implement adopted changes through agreements with school districts, government agencies, or nonprofit organizations.
- Implement an electronic fare collection system to track fares.

SUPPORTING DOCUMENTATION:

- 1) Resolution No. 2018-11-15-043
- 2) Resolution No. 2019-03-20-017

PROPOSED MOTION: I move adoption of LTD Resolution No. 2019-03-20-017:

It is hereby resolved that the LTD Board of Directors approves the staff recommendation for the Low-Income and Student Fare Subsidy Program as presented [amended].



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

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

RESOLUTION NO. 2018-11-15-43

WHEREAS, the Lane Transit District (“LTD”) Board of Directors approved the establishment of an Ad Hoc Fare Policy Committee in February 2018;

WHEREAS, the purpose of the Ad Hoc Fare Policy Committee was to review LTD’s fare structure;

WHEREAS, Ad Hoc Fare Policy Committee was comprised of two Board members, three nonprofit representatives, and one local elected official.

WHEREAS, the Ad Hoc Fare Policy Committee reviewed the existing fare structure in comparison to other transit agencies and LTD’s revenue sources;

WHEREAS, the Ad Hoc Fare Policy Committee reviewed the Districts fare by type and data from a recent income-based fare program survey;

WHEREAS, the Ad Hoc Fare Policy Committee developed a two-part fare policy recommendation at their October 20, 2018, meeting;

WHEREAS, the first recommendation is to modify LTD’s existing low-income subsidy program from a 50 percent subsidy to a 75 percent subsidy increasing annual funding from \$250,000 to \$750,000;

WHEREAS, the second recommendation is to adopt a student fare subsidy program allowing students in elementary school and younger to ride free and students in middle school and high school to ride free September through June;

WHEREAS, the Ad Hoc Fare Policy Committee’s recommendation includes funding both programs with the newly implemented State Transportation Improvement Fund to cover the \$500,000 difference in annual funding

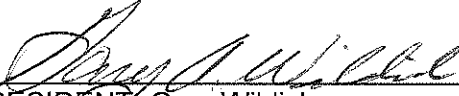
WHEREAS, at the November 4, 2018 Strategic Planning Committee meeting, the Ad Hoc Fare Policy Committee’s recommendation was unanimously supported; and,

WHEREAS, both committees’ recommendation was presented to the Board of Directors at its November 15, 2018, Board meeting;

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

- Direct the general manager to submit a STIF project to fund the anticipated costs for both programs.
- Direct the general manager to adhere to LTD's Fare Policy in compliance with FTA Circular 4702.1B -Title VI Requirements and Guidelines for Federal Transit Administration Recipients.

ADOPTED BY THE LANE TRANSIT DISTRICT ON THIS 15th DAY OF NOVEMBER, 2018.



PRESIDENT, Gary Wildish



RESOLUTION NO. 2019-03-20-017

ADOPTION OF THE FARE POLICY LOW-INCOME AND STUDENT FARE SUBSIDY PROGRAMS

WHEREAS, ORS 267.320 states that the "District Board may by ordinance impose and collect user charges, fees, and tolls from those who are served by or use the transit system";

WHEREAS, the Board established the Ad Hoc Fare Policy Committee in February 2018;

WHEREAS, the purpose of the Ad Hoc Fare Policy Committee was to review LTD's fare structure;

WHEREAS, the Ad Hoc Fare Policy Committee met five times between August and November 2018;

WHEREAS, the Ad Hoc Fare Policy Committee was comprised of two Board members, three nonprofit representatives, and one local elected official;

WHEREAS, the Ad Hoc Fare Policy Committee developed a two-part fare policy recommendation at their October 20, 2018, meeting;

WHEREAS, the first recommendation was to modify LTD's existing low-income subsidy program from a 50 percent subsidy to a 75 percent subsidy increasing annual funding from \$250,000 to \$750,000;

WHEREAS, the second recommendation was to adopt a student fare subsidy program allowing students in elementary school and younger to ride free and students in middle school and high school to ride free September through June (school year);

WHEREAS, the Ad Hoc Fare Policy Committee's recommendation included funding both programs with the newly implemented State Transportation Improvement Fund;

WHEREAS, at the November 4, 2018, Strategic Planning Committee (SPC) meeting, the Ad Hoc Fare Policy Committee's recommendations were unanimously supported;

WHEREAS, at the November 15, 2018, Board of Directors' meeting, the Board approved the recommendations from Ad Hoc Fare Policy Committee and the SPC;

WHEREAS, in support of the Board's directives, staff met with school district officials, government entities, and other interested stakeholders who unanimously expressed support for the proposed fare policy changes; and,

WHEREAS, several school district officials requested expanding funding for the student fare program for Kindergarten through grade12 beyond the school year to the calendar year.

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

- Approving staff's recommendation to move forward with a public engagement process:
 - To modify LTD's existing low-income subsidy program from a 50 percent subsidy to a 75 percent subsidy increasing annual funding from \$250,000 to \$750,000



- Fund Student bus passes for students in grades 12 and younger throughout the calendar year through a partnership with the school districts or equivalent.
- Implementation of adopted fare changes effective at the beginning of the school year.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 20th DAY OF MARCH, 2019.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING:	March 20, 2019
ITEM TITLE:	TRANSIT TOMORROW PREFERRED SCENARIOS
PRESENTER:	Tom Schwetz, Director of Planning and Development
DIRECTOR:	Tom Schwetz, Director of Planning and Development
ACTION REQUESTED:	Adoption

PURPOSE:

To request Board direction regarding the Transit Tomorrow Preferred Scenarios.

HISTORY:

At the December 2017 Board of Directors' meeting, the Board approved an award of contract to Jarrett Walker and Associates (JWA) to perform a comprehensive operational analysis (COA) that entailed a detailed study of LTD's transit service, including an assessment of existing strengths, areas for improvements, and options to better serve the community it serves.

In an outreach program to engage the community in the decision-making process of the COA, LTD branded the project 'Transit Tomorrow'. Based on the results of broad public engagement, project staff, agency partners, and consultants will be creating a draft fixed-route network for potential implementation over the next three years (2020-2022) in the Eugene/Springfield metropolitan area. Prior to engaging the technical team in developing a refined scenario, staff is requesting Board direction to a draft network that takes into account the results of public input and the Strategic Planning Committee (SPC) advice.

At the Board's work sessions on February 20 and March 18, Jarrett Walker and Associates (JWA) presented the results of the public involvement to date, an interpretation of those results into the option(s) for policy-level direction from the Board, and laid out the next steps for the project. This was done in order to provide the Board with the background needed for providing direction on a Preferred Scenario that will ultimately guide a plan to improve transit services in the Eugene/Springfield metropolitan area over the next three years.

CONSIDERATIONS:

- The public survey results are split on the issue of Ridership vs. Coverage, with a slight preference toward Ridership;
- There is a strong preference across all engaged groups to dedicate new resources (beyond what has already been proposed for low-income and student fare subsidy programs) to service increases, particularly nights and weekends;
- Better Eugene Springfield Transit's (BEST) primary recommendation is to prioritize investment of fixed-route resources into ridership improvements;
- The SPC, through a robust discussion, is advising LTD to move strongly toward high Ridership;
- LTD's values suggest that this is not an 'either-or' decision, but rather a 'both-and' decision.

NEXT STEPS:

- Based on the Board's direction, a multi-jurisdictional technical advisory group composed of agency partners and LTD staff will be meeting for a two-day "Core Design Retreat" March 21-22 to develop the Draft Preferred Scenario for the fixed-route transit network in the Eugene/Springfield metropolitan area. Following the retreat, JWA will produce a report summarizing key features of the draft network, along with

measurements of outcomes, which will be provided to the Board in May. The results of this work will also be presented at that time, and will be brought before the Board for potential adoption in June 2019.

- Prior to making service changes, staff will be analyzing the preferred scenario to assess various impacts (operational, Title VI, RideSource changes). This will provide the basis for implementing service changes as part of a three-year Transit Development plan with implementation beginning in fall 2020. This implementation process will include additional public input at each implementation phase.

SUPPORTING DOCUMENTATION:

- 1) Phase 2 Outreach Summary: <https://www.ltd.org/transit-tomorrow-document-library/>.
- 2) Transit Tomorrow Scenarios Report: <https://www.ltd.org/transit-tomorrow-document-library/>.
- 3) Resolution No, 2019-03-20-018

PROPOSED MOTION: I move adoption of LTD Resolution No. 2019-03-20-018:

It is hereby resolved that the LTD Board of Directors adopts a resolution providing direction on the following Transit Tomorrow Scenarios:

- Scenario 1: Ridership + Added Service
- Scenario 2: Ridership + Lower Fares
- Scenario 3: Coverage + Added Service
- Scenario 4: Coverage + Lower Fares



RESOLUTION NO. 2019-03-20-018

ADOPTION OF TRANSIT TOMORROW PREFERRED SCENARIO

WHEREAS, at the December 2017 Board of Directors' meeting, the Board approved an award of contract to Jarrett Walker and Associates (JWA) to perform a comprehensive operational analysis (COA) that entails a detailed study of LTD's transit service, including an assessment of existing strengths, areas for improvements, and options to better serve the community it serves;

WHEREAS, in an outreach program to engage the community in the decision-making process of the COA, LTD branded the project 'Transit Tomorrow';

WHEREAS, a multi-jurisdictional technical advisory group composed of agency partners and LTD staff will be meeting to develop the Draft Preferred Scenario for the fixed-route transit network in Eugene/Springfield metropolitan area;

WHEREAS, prior to engaging the technical team in developing a refined scenario, staff is requesting Board direction to a draft network that takes into account the results of public input and the Strategic Planning Committee (SPC) advice;

WHEREAS, at the May 2019 Board of Directors' meeting, JWA will produce a report summarizing key features of the draft network, along with measurements of outcomes;

WHEREAS, at the June 2019 Board of Directors' meeting, JWA will present the results of the work developed for potential adoption;

WHEREAS, the adopted Preferred Scenario will ultimately guide a plan to improve transit services in the Eugene/Springfield metropolitan area over the next three years;

WHEREAS, prior to making service changes, LTD will analyze the preferred scenario to assess various impacts (operational, Title VI, RideSource changes); and,

WHEREAS, the results of the analysis will provide the basis for implementing service changes as part of a three-year implementation plan that will begin in fall 2020.

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

TO BE COMPLETED BASED ON BOARD DIRECTON

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THE 20th DAY OF MARCH, 2019.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: March 11, 2019

ITEM TITLE: CONTRACT NO. 2019-05: DELERROK, INC.

PREPARED BY: Cosette Rees, Director of Customer and Specialized Services

ACTION REQUESTED: Adoption

Please disclose any actual or potential conflict of interest.

PURPOSE: To authorize the general manager to enter into contract with Delerrok, Inc. for the purpose of implementation and on-going services related to an electronic fare collection system.

CONTRACT DETAILS:

Delerrok Inc TouchPass Fare Collection System			
	Qty	Unit Price	Total
Fare Media			
Contactless Smart Cards	75,000	\$2.00	\$150,000.00
Contactless Paper Passes	30,000	\$0.02	\$600.00
Software			
Mobile App; Web portals	0	\$0.00	\$0.00
Hardware			
On-board Validators (TouchPass Readers w/10% Spares [13 units])	141	\$1,800.00	\$253,800.00
Reader Installation Kits	128	\$148.50	\$19,008.00
Mobile Inspection Devices	10	\$2,000.00	\$20,000.00
Ruggedized Switches	18	\$200.00	\$3,600.00
Services			
Implementation Services	1	\$26,000.00	\$26,000.00
CAD/AVL Integration	1	\$21,000.00	\$21,000.00
Reader and Switch Installations (Per Reader)	128	\$550.00	\$70,400.00
Warranty			
Extension to 6 years	141	\$700.00	\$98,700.00
Total 141 Validators and Implementation			\$663,108.00
Transaction Fees (Max/Year)	68	\$31,000.00	\$2,108,000.00
Total 6 year contract			\$2,771,108.00

DESCRIPTION/JUSTIFICATION: LTD has long been exploring the implementation of a fare collection system. Until recently, the technology has been considered prohibitively expensive, required a long-term commitment, and would have created a burden on our IT infrastructure.

With advances in technology, experience by the industry, and increased competition in the industry, this is the right time for LTD to take the step into electronic fare validation.

Some of the benefits of the new system include:

Customer convenience. An account based system will allow customers to manage their fares via a web portal or mobile application. They can purchase fares from home, on the go, at retail locations within our service area, or at LTD's Customer Service Center (CSC). The account-based system means that if someone loses their SmartCard they don't lose their fares since the value resides on their account, not on their phone or card. They can deactivate and reactivate fare media easily.

The new system will provide new fare media options to customers. They can use a mobile application, smartcard, tickets, or cash to pay their fare.

Planning. The system will provide insight into how our community uses the bus system. This information will assist LTD to plan our service, understand trends, and track the efficiency and effectiveness of the bus system.

Improved Efficiencies. From an accounting perspective, this system will provide opportunities to increase efficiency through timely and automated fare management and reconciliation. Moving away from a paper pass system will reduce the need to print, inventory, and distribute paper passes and related manual reconciliations.

From an IT infrastructure perspective, this system will reside on the cloud, avoiding the need to have software and data residing on our internal network.

The new system will speed up boarding, which will benefit our operations and our customers.

CONTRACT/PROJECT HISTORY: Delerrok, Inc. was formed in 2012. Their fare collection system, TouchPass, offers an account-based system employing multiple media, including contactless smart cards, barcode single-ride tickets, and mobile media. They have six areas they are in revenue service, including Rogue Valley and Bend Oregon. They are in the process of installing in fourteen other areas in the coming months.

TouchPass is provided as a subscription service using a standard system that can be customized to LTD to reflect our brand. Within their standard system are opportunities to configure parameters and features that will support our agency policies and service needs. Delerrok will operate and maintain the platform for the life of the contract and will provide ongoing technical support to agency staff. Their product includes "free upgrades for life", meaning the features and improvements made to their platform are available to all contracts without additional fee.

After implementation, Delerrok's revenues are tied to passenger boardings. As such, they are committed to providing a platform that is reliable and convenient for passengers.

This contract includes on-board validators, mobile inspection devices, user portals, installation, training, software support, updates, and extended warranties on equipment. It is all-inclusive. Ongoing costs included in the contract will include purchasing fare media and transaction fees.

In this contract, LTD intends to put validators on the front door of all 40' buses, and on all doors of our articulated buses. This contract does not include validators on EmX. In a future procurement, LTD will plan to purchase platform validators to be placed on EmX platforms. Once those validators are in place, the services will be included in this base contract.

This contract is a six-year contract; there is the option to exercise up to two two-year extensions for a total potential contract of ten years.

PROCUREMENT IMPACT: Lane Transit District issued a Request for Proposal (RFP) on November 28, 2018, seeking a qualified vendor to provide an electronic fare collection solution, to include hardware and software, to replace LTD's current antiquated methods. Key points of focus on this procurement were to select a vendor who could provide robust data collection and reporting, ease of use by customers and partner agencies, improved accountability of fares, and improved boarding. Five submissions were received by the deadline on January 11, 2019 at 5:00 p.m. from the following firms: Closerlook dba Zed Digital; Delerrok; Passport Labs; Token Transit; Way. All proposals contained minor discrepancies, however these were waived in the interest of fair and open competition.

The five proposals were evaluated independently and then scored by the Evaluation Committee on January 25, 2019. This evaluation included consideration of qualifications, project organization and management, operations/approach and methodology work plan, value added, and overall solution cost. The following is the evaluation scoring for each competitive vendor:

<u>VENDOR</u>	<u>OVERALL SCORE (125 POSSIBLE POINTS)</u>
Passport Labs	96
Token Transit	93
Delerrok	89
Zed Digital	61
Way	29

As a result of the initial scoring, Zed Digital and Way were removed from further consideration. The three top scoring vendors were invited to LTD to take part in an interview with the Evaluation Committee and to demonstrate their solutions. These interviews/demonstrations took place during the week of February 4-8, 2019. Based upon the information gained from the interviews/demonstrations, the Evaluation Committee adjusted their scores using the original scoring criteria. The following is the evaluation scoring after the interviews/demonstrations:

<u>VENDOR</u>	<u>OVERALL SCORE (125 POSSIBLE POINTS)</u>
Delerrok	98
Token Transit	92
Passport Labs	85

Subsequently, Delerrok, Inc. was determined to be the most responsive, responsible bidder based upon their demonstrated expertise in the field, variety of reporting and data options, ease of use for customers, and overall benefit that their system would provide to the District.

POLICY IMPACT:

1. Oregon Public Contracting Code and LTD's Purchasing Policy Rules require that such services be obtained utilizing a competitive solicitation process.

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

ECONOMIC IMPACT: Implementation has been a planned expenditure in our CIP; ongoing costs have also been anticipated and planned in our budgeting process.

FUNDING SOURCE: General Fund

REQUIRED REPORTING: LTD will utilize the information to track fare recovery, monitor trends, and provide aggregated reports to stakeholders.

RECOMMENDATIONS: Staff recommendation is that the LTD Board authorize the LTD General Manager to enter into a contract for a period of six years with Delerrok Inc. for the provision of an electronic fare collection system as proposed.

OPTIONS IF NOT APPROVED: If the Board does not approve in March, staff may 1) address issues brought up by the board and come back at a later date to seek approval; or 2) begin a new procurement process; or 3) continue with our current visual fare system.

PROJECT CLOSEOUT TEAM: The Director of Specialized Services and Director of IT are co-project managers and responsible for overseeing the contract implementation of the fare collection system; on-going contract management is yet to be assigned. Since this project impacts every corner of the organization, and outside the organization, implementation teams will involve multiple staff.

ATTACHMENTS: Resolution No. 2019-03-20-019

PROPOSED MOTION: I move adoption of LTD Resolution No. 2019-03-20-019:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2019-05 as presented [amended].



RESOLUTION NO. 2019-03-20-019

APPROVAL OF CONTRUACTUAL SERVICES BETWEEN LANE TRANSIT DISTRICT AND DELERROK, INC.

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

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

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

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

WHEREAS, the Finance Committee reviewed the proposed contract between LTD and Delerrok, Inc. on March 11, 2019, and recommended adoption.

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

- 1) The contract shall be in compliance with all applicable laws and regulations.
- 2) Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into a contract with Delerrok, Inc. for the purpose of Fare Collection System implementation and on-going support; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10 percent of the initial contract price or \$150,000, whichever is less.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THE 20th DAY OF MARCH, 2019.

Board President, Carl Yeh

Fare Collection System

March 20, 2019



LTD.org

Agenda

- Review recommendation for fare collection system
- Timeline toward implementation



Goal: Simplify Fare Validation

LCC BUS PASS
Expires 12/05

(Print Name)

Sticker

UNIVERSITY OF OREGON
6/15/2016 Student
The Duck

BI-MART
MEMBERSHIP DISCOUNT STORE
BI-MART RESERVES THE RIGHT TO REVOKE THIS MEMBERSHIP CARD AT ANY TIME

Seasonal Stickers:
 - Summer: valid 6/1/13 to 9/30/13
 - Fall: valid 9.1.14 to 12.31.14
 - Winter: valid 12.1.14 to 3.31.15
 - Spring: valid 3.1.15 to 6.30.15
 - Summer: valid 6.1.15 to 9.30.15
 - Annual: valid 12.1.14 to 12.31.15

BI-MART Card:
 Valid through: December 2018
 HALF FARE
 Signed: KAT Lobby
 Title: Lobby
 ID: 38850



LTD.org

DeLerrok TouchPass System

Staff Recommendation: DeLerrok TouchPass System



DeLerrok TouchPass System

Robert Hamilton
CEO



Gary Yamamura
Chief Product Officer



Susumu Kusakabe
Inventor



Andrew Scherpbier
Chief Technology
Officer



Rolled out world's
first large scale
transit smart card
system

30 years
experience in the
development and
implementation of
payment
technologies

Inventor of NFC
Father of mobile
wallet in Japan
Headed Sony
SmartCard
Development

25 years of
software design &
development
experience



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DeLerrok TouchPass System

Staff Recommendation: DeLerrok's TouchPass Solution

- Software as a Service model
- Configurable platform
- Flexible fare payment options -
Smartcard, mobile app, paper ticket
- Account-based for customer, non-profit, organizations to self-manage their fares
- Cloud-based platform processing fares real-time

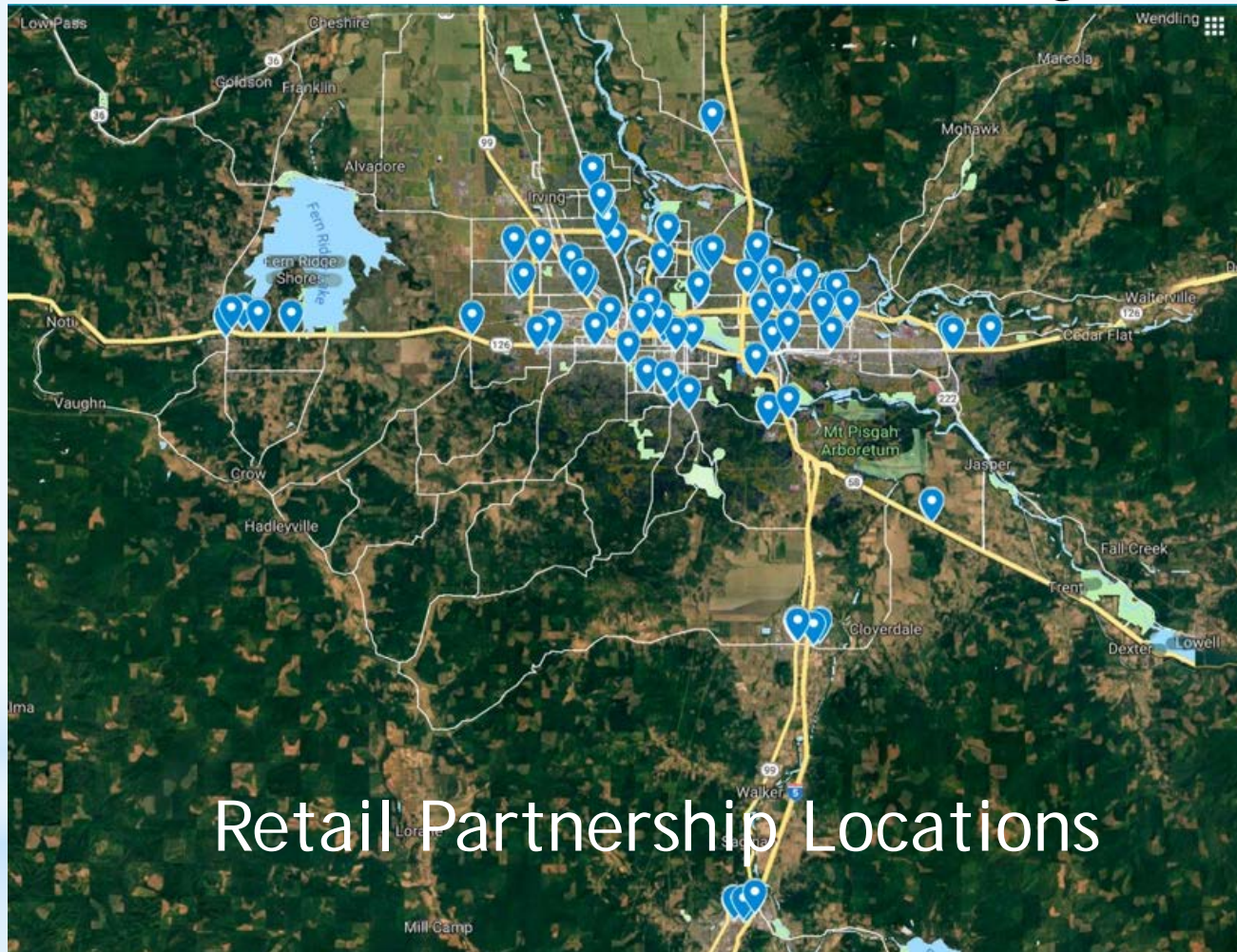


Delerrok TouchPass System

- Expandable to other services
- Flexible for off-board special event service fare collection
- Customize “look” of the system to incorporate brand
- Extensive reporting capabilities
- Off-line fare validation
- Customer can see current fare assessed and remaining balance
- Flexible fare-policy options, including:
 - Calendar based
 - Time based
 - Number of trips
 - Route/direction
 - Fare-capping



Deleerrok TouchPass System



LTD.org

DeLerrok TouchPass System

Web-based Account Management System

- Administrative Console
- Merchant Portal
- Passenger Portal



DeIerrok TouchPass System

With great data, comes great responsibility

- ✓ Cloud-based system
- ✓ Data access control
- ✓ Will Help us understand:
 - Travel patterns helpful for planning
 - Program participation and usage - report back
- ✓ DeIerrok has never had a security breach



Delerrok TouchPass System

Efficiencies:

- FTE Neutral
- Better usage of staff for inventory, reconciliation, marketing distribution
- Lower long-term cost for fare media
- Reduce usage of and counting/storing/transporting cash
- Reporting - better data for Planning



DeLerrok TouchPass System

Fare Validation - Implementation

- Front door on 40' buses
- All door on articulated buses (excluding EmX)

Fare Validation - Near Future (not included in current contract)

- Platform validators for EmX



DeIerrok TouchPass System

Next Steps

- March 20 Board approval
- April 1 Notice to proceed
- August 1, 2019 Implementation
- Agency and Passenger transition



Fare Collection System

Implementation Team:

- Robin Mayall, IT
- Cosette Rees, Specialized Services
- Andrew Martin, Planning
- Cammie Harris, Marketing
- Everyone else





AGENDA ITEM SUMMARY

DATE OF MEETING: March 20, 2019

ITEM TITLE: BOARD MEMBER REPORTS

PREPARED BY: Camille Gandolfi, Clerk of the Board

ACTION REQUESTED: None. Information Only

BACKGROUND:

The Lane Transit District Board of Directors has several subcommittees and Community Advisory Committees in which Directors are assigned to attend as representatives of the Board. Directors also are assigned to represent the District at a variety of local governmental and stakeholder committees. This report provides an overview of the topics that have been covered at all Board subcommittees, Community Advisory Committees, and local governmental and stakeholder committees that Directors have attended since the previous months Board meeting. Directors also provide more in-depth verbal updates during Board meetings.

The following activities have occurred since the last Board meeting:

MEETINGS HELD:

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

1. **Lane Council of Governments (LCOG) Board of Directors:** LTD Board Member Don Nordin represents LTD on the LCOG Board of Directors as a non-voting member; Board Member Caitlin Vargas is the alternate. At the February 28 meeting, agenda items included a Senior and Disability Services Annual (FY18) Information Report; a real estate update; executive committee report; advisory council reports.
2. **State Transportation Improvement Fund (STIF) Committee:** The Committee is administered by LCOG. The Committee will meet a minimum of two times per year, or a sufficient number of times to advise the LTD Board of Directors regarding its review of project proposals and the STIF Plan. The committee, in accordance with state law, is composed of 14 members with eight (8) members representing in-district communities, two (2) members representing out-of-district communities, and three (3) ex-officio (non-voting) members; the ex officio LTD Board members are Kate Reid and Carl Yeh. At the March 5 meeting, committee members reviewed funding; reviewed advisory committee recommendation role; discussed the project explanation; held votes on which projects to recommend funding.
3. **Strategic Planning Committee (SPC):** This committee generally meets monthly and is composed of Board Members Carl Yeh and Kate Reid, members of local units of government, and community representatives. At the March 5 meeting, committee members reviewed Transit Tomorrow scenario options and developed a recommendation to provide to the Board of Directors.
4. **Metropolitan Policy Committee (MPC):** Board members Kate Reid and Carl Yeh are LTD's MPC representative; the alternate Board member is Steven Yett; General Manager Aurora Jackson is the District's ex-officio attendee. MPC meetings are held on the first Thursday of each month. At the March 7 meeting, committee members held a public hearing on Transit Asset Management

Performance Measures; approved a letter of recommendation for Sid Leiken for the Oregon Transportation Committee; received updates on the Safe Lane Coalition, MovingAhead, and the Statewide Transportation Improvement Program.

5. **LTD Board Finance Committee:** The Board Finance Committee is composed of Board Members Carl Yeh, Emily Secord, and Joshua Skov. The committee meetings are scheduled for the second Monday of each month. At the March 11 meeting, committee members reviewed contracts to be presented to the Board of Directors.
6. **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, LCOG, and LTD, and meets on the second Wednesday of the month. Board Member Don Nordin serves as LTD's representative on LaneACT. At the March 13 meeting, committee members received transit funding applicant presentations; discussed the quorum standard; discussed an OTC member vacancy; received a legislative update; and received an ODOT Director recruitment update.
7. **Comprehensive and Accessible Transportation Committee (CATC):** Board Members Carl Yeh, Don Nordin, and Caitlin Vargas represent the LTD Board on this committee. The March 19 meeting has been canceled. The next meeting is scheduled for April 16.

NO MEETINGS HELD:

1. **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 is scheduled for March 21.
2. **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 3.
3. **LTD Pension Trust Committee:** 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 trustees. The next meeting is scheduled for May 15.
4. **Oregon Metropolitan Planning Organization Consortium (OMPOC):** The Oregon Metropolitan Planning Organizations (MPO) Consortium was formed on May 25, 2005, as a forum for MPOs to work together on matters of mutual interest and statewide significance. LTD Board Member Kate Reid attends the committee meetings as LTD's representative. The next meeting has not been scheduled.
5. **LTD Board Human Resources Committee:** The Board Human Resources Committee meets on the second Thursday of the month on an as needed basis. The Committee is composed of Chair Carl Yeh and Board members Caitlin Vargas, and Steven Yett. The next meeting has not been scheduled.
6. **Special Transportation Fund (STF) Committee:** The Committee will meet a minimum of two times per year, or a sufficient number of times to advise and assist the Board in carrying out the purposes of the Special Transportation Fund for the elderly and people with disabilities Transportation Operating Grants Program. The committee is composed of local community member representatives in accordance with state law; the ex officio LTD Board member is Don Nordin. The alternate ex-officio LTD Board member is Emily Secord. The next meeting has not been scheduled.

7. **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's Don Nordin and Carl Yeh serve as LTD's representative on this committee. The next meeting has not been scheduled.
8. **Vision Zero Task Force**: The City of Eugene, as part of its Vision Zero implementation, has developed a Vision Zero Task Force. Board Member Joshua Skov has been appointed the LTD representative to the Task Force. The next meeting has not been scheduled.
9. **Ad Hoc Fare Policy 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 community representatives. The next meeting has not been scheduled.

DRAFT

Lane Transit District
Revenue and Expenditure by Fund

Fiscal Year: P7 2019 January 31, 2019)

Year to date through: 1/31/2019

	Annual Budget	P7				
		YTD Budget	YTD Actuals	% of Budget	YTD B/(W) than Budget	
					(pts)	\$

GENERAL FUND

General Fund Resources	63,378,077	36,970,545	32,305,836	51%	-7 pts	(4,664,709)
General Fund Expenditures	63,378,077	36,970,545	33,547,595	53%	5 pts	3,422,950
General Fund Revenues higher/(lower) than expenditures	0	0	(1,241,759)			

Resources are lower than budget (\$4.7M) due to timing of grant assistance (\$3.9M), which is partially offset by beginning working capital (\$1.7M). Grant assistance shortage of \$2.5M for preventative maintenance is timing related and is expected to be drawn down by year-end. Remaining grant assistance shortage of \$1.5M relates to HB 2017. Placeholder was put in the General Fund for HB 2017 dollars. Minimal HB 2017 spend and no revenue drawdown has taken place to date. Through January, versus same time one year ago, payroll taxes are \$0.3M lower than in FY18 despite a budgeted growth of 2%. Lane County issued its December 2018 labor force report. This report shows a decline of 2,602 employed persons versus the same time a year ago (see page 5).

Expenditures are favorable to budget by \$3.4M, inclusive of the operating reserve. Excluding this reserve, expenditures are ~\$0.7M higher than budget. This is due to personnel services; specifically, the timing of the VEBA payment (January payment for January 2019 - December 2019) and shortage of budgeted service change savings.

MEDICAID FUND

Medicaid Fund Resources	10,624,775	6,197,785	5,210,894	49%	-9 pts	(986,891)
Medicaid Fund Expenditures	10,624,775	6,197,785	5,923,421	56%	3 pts	274,364
Accessible Services Fund Revenues higher/(lower) than expenditures	0	0	(712,527)			

Expenditures exceed resources \$0.7M due to timing. There is typically a ~6 (~\$800K) week lag between expenditures and claims reimbursement. Expenditure to claim reimbursement is the ~6 week lag.

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

DRAFT

Fiscal Year: P7 2019 January 31, 2019)

Year to date through: 1/31/2019

	Annual Budget	P7				
		YTD Budget	YTD Actuals	% of Budget	YTD B/(W) than Budget	
					(pts)	\$\$

ACCESSIBLE SERVICES FUND

Accessible Services Fund Resources	7,654,197	4,464,948	3,216,414	42%	-16 pts	(1,248,534)
Accessible Services Fund Expenditures	7,654,197	4,464,948	2,784,801	36%	22 pts	1,680,148
Accessible Services Fund Revenues higher/(lower) than expenditures	0	0	431,614			
Resources exceed expenditures by \$432K . Expenditures are higher than the same time a year ago (~\$549K higher), but not in excess of FY19 YTD budget. Reimbursement percentage budgeted is 65%. Through January, reimbursement percentage is 59%.						

P2P FUND

P2P Fund Resources	1,411,098	823,141	428,229	30%	-28 pts	(394,912)
P2P Fund Expenditures	1,411,098	823,141	447,141	32%	27 pts	376,000
P2P Fund Revenues higher/(lower) than expenditures	0	0	(18,912)			
Expenditures exceed resources for the P2P fund due to grant reimbursement timing. P2P is primarily funded by grants.						

CAPITAL PROJECTS FUND

Capital Projects Fund Resources	14,783,763	8,623,862	14,179,237	96%	38 pts	5,555,376
Capital Projects Fund Expenditures	14,783,763	8,623,862	1,317,941	9%	49 pts	7,305,921
Capital Projects Fund Revenues higher/(lower) than expenditures	0	0	12,861,296			
Resources exceed expenditures due to beginning working capital and monthly General Fund transfers. Drawdowns have been keeping up with expenditures through November 2018. Expenditures = \$1,318K; revenues = \$1,312K.						

FY19 Expenditures

	FY19 Adopted Budget <small>Budget Adopted by Resolution 2018-05-16-12 on May 16, 2018</small>	FY19 YTD Budget 31-Jan-19	FY19 Actuals as of: 31-Jan-19	Better/(Worse) than Budget	Description
GENERAL FUND - OPERATING BUDGET					
Transit Services	\$ 47,737,731	\$ 27,847,009.75	\$ 28,553,704	\$ (706,694)	Due to personnel services. Specifically, timing of VEBA payment (For January - December 2019) and shortage of service change savings
GENERAL FUND - NON-OPERATING					
Transfer to Accessible Services Fund	2,550,288	1,487,668	1,487,668		- As budgeted
Transfer to Medicaid Fund	406,500	237,125	237,125		- As budgeted
Transfer to Point2point Fund	190,000	110,833	110,833		- As budgeted
Transfer to Capital Projects Fund	5,414,168	3,158,265	3,158,265		- As budgeted
Operating Contingency	52,457	30,600	-	30,600	Contingency for FY19
Total Non-operating	<u>\$ 8,613,413</u>	<u>\$ 5,024,491</u>	<u>\$ 4,993,891</u>	<u>\$ 30,600</u>	
Operating Reserve	<u>\$ 7,026,933</u>	4,099,044	-	4,099,044	Not authorized to use in FY19
Total General Fund	<u>\$ 63,378,077</u>	<u>\$ 36,970,545</u>	<u>\$ 33,547,595</u>	<u>\$ 3,422,950</u>	
ACCESSIBLE SERVICES FUND					
Transit Services	7,361,574	4,294,252	2,784,801	1,509,451	Expenditures \$549K higher vs. same time in FY18, but not in excess of FY19 YTD budget.
Operating Contingency	130,000	75,833	-	75,833	Contingency for FY19
Operating Reserve	162,623	-	-	-	Not authorized to use in FY19
Total Accessible Services Fund	<u>\$ 7,654,197</u>	<u>\$ 7,654,197</u>	<u>\$ 2,784,801</u>	<u>\$ 4,869,396</u>	
MEDICAID FUND					
Transit Services	10,492,775	6,120,785	5,923,421	197,364	Medicaid project team is projecting current expenditures to exceed budget by \$1.4M based on activity to date. As of January 2019 we are \$197K over budget. Increase is due to increased costs associated with the Trillium NEMT provider payment cost increase which is offsettable by reimbursements. A supplemental budget request has been prepared.
Operating Contingency	132,000	77,000	-	77,000	Contingency for FY19
Total Medicaid Fund	<u>\$ 10,624,775</u>	<u>\$ 10,624,775</u>	<u>\$ 5,923,421</u>	<u>\$ 4,701,354</u>	
POINT2POINT FUND					
Transit Services	1,377,583	803,590	447,141	356,449	Payment & project timing
Operating Contingency	33,515	19,550	-	19,550	Contingency for FY19
Total Point2point Fund	<u>\$ 1,411,098</u>	<u>\$ 1,411,098</u>	<u>\$ 447,141</u>	<u>\$ 963,957</u>	
CAPITAL PROJECTS FUND					
Capital Outlay	13,240,489	7,723,619	1,317,941	6,405,678	Payment & project timing. Largest timing impacts are buses which will likely not be received until FY20
Capital Reserve	1,543,274	900,243	-	900,243	Not authorized to use in FY19
Total Capital Projects Fund	<u>\$ 14,783,763</u>	<u>\$ 8,623,862</u>	<u>\$ 1,317,941</u>	<u>\$ 7,305,921</u>	

FY19 Resources

	FY19 Adopted Budget Budget Adopted by Resolution 2018-05-16-12 on May 16, 2018	FY19 YTD Budget 31-Jan-19	FY19 Actuals as of: 31-Jan-19	Better/(Worse) than Budget	Description
GENERAL FUND					
Beginning Working Capital	\$ 9,918,411	\$ 5,785,739.75	\$ 7,474,852	\$ 1,689,112	Based on finalized, published CAFR
Operating Revenues					
Cash Fares & Passes	4,241,700	2,474,325	2,572,769	98,444	Roughly in line with budget
Group Passes	2,227,311	1,299,265	1,198,673	(100,592)	Group passes are lower in FY19 vs. FY18 as LCC had an add'l service fee last year and there is a significant reduction in Symantec employees. The UofO group passes are included in "Special Services". Combining group passes and special services, we are slightly ahead of target
Advertising	420,000	245,000	300,000	55,000	\$300K is the minimum annual guarantee for FY19
Special Services	238,000	138,833	363,466	224,633	See comment under "group passes"
Total Operating Revenues	\$ 7,127,011	\$ 4,157,423	\$ 4,434,908	\$ 277,485	
Nonoperating Revenues					
Payroll Taxes	36,490,588	21,286,176	19,407,894	(1,878,283)	Timing as peak is in August, Nov, Feb & May. December overpayment of \$1.3M due to taxpayer misclassification of their withholding tax as a transit tax. Adjusting for this taxpayer error, payroll taxes are ~200K behind FY18. Lane County issued its December 2018 Labor force report. This report shows a decline of 2,602 employed persons vs. the same time a year ago.
Self-employment Taxes	2,307,567	1,346,081	328,155	(1,017,926)	Budget is a 3% growth, however vs. same time a year ago we are short \$100K. A similar trend seen with payroll taxes. Employment vs. the same time a year ago is also lower (see page 5)
State-in-Lieu	433,000	252,583	313,551	60,968	Budget is roughly flat vs. the prior year, but December YTD is \$21K lower than December YTD FY18
Grant Assistance	6,725,000	3,922,917	11,101	(3,911,815)	Preventative Maintenance (\$2.5M) is due to timing. PM funds through Nov were drawn down in February. PM funds for the year are expected to be drawn down. Revenues for House Bill 2017 (\$1.5M). Once projects are approved, funds will be moved to appropriate funds via resolution
Miscellaneous	232,500	135,625	186,382	50,757	Roughly in line with budget. SAIF Year-end dividend of \$77K is the minor increase
Interest	144,000	84,000	143,348	59,348	Rising interest rates & a change to the banking structure in FY19. New banking structure increases interest and charges costs (rather than using an earnings credit rate, which when not utilized is lost) to the Finance department. Net impact positively impacts LTD.
Sale of Assets		0	5,645	5,645	
Total Non-operating	\$ 46,332,655	\$ 27,027,382	\$ 20,396,076	\$ (6,631,306)	
Total General Fund Resources	\$ 63,378,077	\$ 36,970,545	\$ 32,305,836	\$ (4,664,709)	
ACCESSIBLE SERVICES FUND					
Beginning Working Capital	292,623	170,697	85,542	(85,154)	Updated based on finalized, published CAFR
Operating Revenues	4,811,286	2,806,584	1,643,204	(1,163,379)	Expected reimbursement percentage is 65%. Current reimbursement is lower at 59% due to reimbursement timing
Transfer from the General Fund	2,550,288	1,487,668	1,487,668	-	As budgeted. Updated when CAFR published
Total Resources	\$ 7,654,197	\$ 7,654,197	\$ 3,216,414	\$ (4,437,783)	
MEDICAID FUND					
Beginning Working Capital	-	-	(215,343)	(215,343)	Updated based on finalized, published CAFR
Operating Revenues	10,218,275	5,960,660	5,189,112	(771,548)	As of 1/31/19, \$5.2M has been received. Expenditure to claim payment was slower through December, but returned to the ~6 week lag in January 2019
Transfer from the General Fund	406,500	237,125	237,125	-	As budgeted
Total Resources	\$ 10,624,775	\$ 10,624,775	\$ 5,210,894	\$ (5,413,881)	
POINT2POINT FUND					
Beginning Working Capital	-	-	-	-	Updated based on finalized, published CAFR
Operating Revenues	1,221,098	712,307	317,395	(394,912)	Reimbursement timing. Most of P2P is grant funded. Expenditures through December total \$447K
Transfer from the General Fund	190,000	110,833	110,833	-	As budgeted
Total Resources	\$ 1,411,098	\$ 1,411,098	\$ 428,229	\$ (982,869)	
CAPITAL PROJECTS FUND					
Beginning Working Capital	5,398,538	3,149,147	11,168,658	8,019,511	Updated based on finalized, published CAFR
Grants	3,971,057	2,316,450	1,312,315	(1,004,135)	Only \$1,318K of expenditures through January. Drawdowns are keeping up with expenditures
Transfer from the General Fund	5,414,168	3,158,765	14,179,237	14,179,237	
Total Resources	\$ 14,783,763	\$ 14,783,763	\$ 25,660,210	\$ (60,526)	

Eugene MSA (Lane County) Current Labor Force and Industry Employment

	--Change From--				
	December 2018	November 2018	December 2017	November 2018	December 2017
Labor Force Status					
Civilian labor force	182,636	184,134	184,824	-1,498	-2,188
Unemployed	7,930	7,864	7,516	66	414
Unemployment rate	4.3%	4.3%	4.1%	0.0	0.2
<i>Unemployment rate (seasonally adjusted)</i>	4.6%	4.5%	4.3%	0.1	0.3
Employed	174,706	176,270	177,308	-1,564	-2,602
Nonfarm Payroll Employment					
Total nonfarm employment	161,600	162,200	162,500	-600	-900
Total private	132,000	132,400	130,700	-400	1,300
Mining, logging, and construction	8,100	8,300	8,000	-200	100
Mining and logging	900	900	900	0	0
Construction	7,200	7,400	7,100	-200	100
Manufacturing	14,600	14,500	14,100	100	500
Durable goods	9,500	9,400	9,200	100	300
Wood product manufacturing	3,500	3,500	3,400	0	100
Transportation equipment manufacturing	700	700	700	0	0
Nondurable goods	5,100	5,100	4,900	0	200
Trade, transportation, and utilities	30,600	30,700	31,000	-100	-400
Wholesale trade	6,400	6,400	6,300	0	100
Retail trade	20,500	20,700	21,100	-200	-600
Food and beverage stores	4,500	4,500	4,500	0	0
Transportation, warehousing, and utilities	3,700	3,600	3,600	100	100
Information	2,500	2,500	2,700	0	-200
Financial activities	8,000	8,000	8,000	0	0
Professional and business services	18,100	18,400	18,400	-300	-300
Administrative and support services	8,700	8,900	9,000	-200	-300
Education and health services	27,500	27,300	26,100	200	1,400
Health care and social assistance	25,500	25,300	24,000	200	1,500
Leisure and hospitality	17,200	17,300	17,000	-100	200
Accommodation and food services	15,300	15,400	15,000	-100	300
Food services and drinking places	13,600	13,600	13,200	0	400
Other services	5,400	5,400	5,400	0	0
Government	29,600	29,800	31,800	-200	-2,200
Federal government	1,900	1,800	1,800	100	100
State government	1,600	1,600	3,500	0	-1,900
State education	0	0	0	0	0
Local government	26,100	26,400	26,500	-300	-400
Local education	18,900	19,100	19,500	-200	-600

The most recent month is preliminary, the prior month is revised. Prepared in cooperation with the U.S. Department of Labor, Bureau of Labor Statistics.



Check History Listing

Check #	Date	Vendor	Check Amount
100381	02/07/2019	ADVERTEISING PRODUCTS & PROMOS <i>Service Animal Pilot Promo</i>	5,696.00
100382	02/07/2019	BARRETT BUSINESS SERVICES INC	1,039.40
100383	02/07/2019	BETHEL SCHOOL DISTRICT #52 <i>-SRTS Coordinator</i>	18,839.75
100384	02/07/2019	CINTAS CORPORATION	1,670.56
100385	02/07/2019	DEFENSIVE FIREARMS INSTRUCTION	100.00
100386	02/07/2019	FASTENAL COMPANY	468.44
100387	02/07/2019	FERN RIDGE CHAMBER OF COMMERCE	300.00
100388	02/07/2019	HANNAH MOTOR COMPANY	629.19
100389	02/07/2019	HEYMAN'S ENTERPRISES, LTD	12.50
100390	02/07/2019	INSIGHT PUBLIC SECTOR	716.16
100391	02/07/2019	AURORA E. JACKSON	342.00
100392	02/07/2019	JOLO PROPERTIES LLC <i>WEE Prop Acquisition</i>	5,000.00
100393	02/07/2019	KOKE NEW CENTURY, INC.	4,652.00
100394	02/07/2019	LIFEMAP ASSURANCE COMPANY	16,157.93
100395	02/07/2019	MARKETING & TECHNICAL MATERIAL	994.59
100396	02/07/2019	MED-TECH RESOURCES, INC.	68.92
100397	02/07/2019	MID-STATE INDUSTRIAL SERVICE	403.00
100398	02/07/2019	NORTHWEST NATURAL GAS	6,020.84
100399	02/07/2019	OFFICE DEPOT	71.64
100400	02/07/2019	OIL PRICE INFORMATION SERVICE	268.00
100401	02/07/2019	OREGON TAXI, LLC	15.00
100402	02/07/2019	PETERSON MACHINERY CO.	480.90
100403	02/07/2019	KATE REID	342.00
100404	02/07/2019	RUTGERS-NTI REGISTRAR	2,095.00
100405	02/07/2019	SANIPAC	3,591.17
100406	02/07/2019	SIX ROBBLEES' INC	538.56
100407	02/07/2019	SPRINGFIELD PUBLIC SD 19	11,101.36
100408	02/07/2019	SPRINGFIELD UTILITY BOARD	108.23
100409	02/07/2019	STAPLES BUSINESS ADVANTAGE	184.46
100410	02/07/2019	STATE OF OREGON-EMP DEPT	7,027.98
100411	02/07/2019	THERMO KING NORTHWEST, INC.	10,865.85
100412	02/07/2019	WHA INSURANCE AGENCY, INC.	705.20
100413	02/07/2019	WILLAMALANE PARK & RECREATION	516.57
100414	02/07/2019	WYATT'S TIRE COMPANY	14,064.00
100415	02/07/2019	THE AFTERMARKET PARTS COMPANY LLC	12,375.23
100416	02/07/2019	JEANETTE L. BAILOR	10,000.00
100417	02/07/2019	BUCK'S SANITARY SERVICE, INC.	89.00
100418	02/07/2019	CUMMINS NORTHWEST, INC. <i>Parts</i>	26,633.59
100419	02/07/2019	GILLIG CORPORATION	1,109.14
100420	02/07/2019	GRAINGER INC	1,778.50
100421	02/07/2019	IVOXY CONSULTING, LLC.	6,000.00
100422	02/07/2019	JERRY'S HOME IMPROVEMENT CTR	199.35
100423	02/07/2019	KUHN INVESTMENTS, INC. <i>Rhody & Florence/Yachats Connector</i>	22,872.46
100424	02/07/2019	LTD SALARIED EMP. PENSION PLAN	85,748.00
100425	02/07/2019	LYNX GROUP, INC. <i>Map Printing</i>	17,730.00
100426	02/07/2019	MAGID GLOVE & SAFETY MFG CO LLC	89.25
100427	02/07/2019	MARGARET E. MERHOFF <i>Procurement Contractor</i>	5,000.00
100428	02/07/2019	MODA HEALTH	12,067.40
100429	02/07/2019	MOTION & FLOW CONTROL PRD, INC	110.29
100430	02/07/2019	MUNCIE TRANSIT SUPPLY	114.55
100431	02/07/2019	MYRMO & SONS	2,089.03
100432	02/07/2019	NORTH COAST ELECTRIC	386.70
100433	02/07/2019	PACIFIC POWER GROUP, LLC <i>Parts - Hybrid DPIM</i>	43,757.21
100434	02/07/2019	PHOENIX BUSINESS SOLUTIONS LLC	6,625.00



Check History Listing

Check #	Date	Vendor	Check Amount
100435	02/07/2019	RICOH USA, INC.	2,171.95
100436	02/07/2019	SEON DESIGN (USA) INC.	100.00
100437	02/07/2019	PHYLLIS L WALKER	10,000.00
100438	02/07/2019	WANNAMAHER CONSULTING, INC.	3,560.00
100439	02/07/2019	WOODBURY ENERGY CO. INC. <i>Diesel</i>	97,388.35
100440	02/14/2019	ALTERNATIVE WORK CONCEPTS	13,547.00
100441	02/14/2019	AMAL TRANSIT UNION #757	16,352.78
100442	02/14/2019	CENTURY LINK	2,933.21
100443	02/14/2019	CHAPTER 13 TRUSTEE	265.39
100444	02/14/2019	CINTAS CORPORATION	3,061.18
100445	02/14/2019	COAST PROFESSIONAL INC	311.45
100446	02/14/2019	CROCKETTS INTERSTATE TOWING	750.00
100447	02/14/2019	DISH NETWORK	117.03
100448	02/14/2019	ERGOFLEX CONSULTING, INC.	873.10
100449	02/14/2019	EUGENE WATER & ELECTRIC BOARD	0.00
100450	02/14/2019	EUGENE WATER & ELECTRIC BOARD	9,157.63
100451	02/14/2019	FORMFOX, INC.	50.00
100452	02/14/2019	LLC FUSSY'S @ VALLEY RIVER PLAZA	218.35
100453	02/14/2019	GOPURA, LLC <i>Employee Celebration DBA Holiday Inn</i>	7,722.60
100454	02/14/2019	CAMMIE L HARRIS	390.50
100455	02/14/2019	HEYMAN'S ENTERPRISES, LTD	36.00
100456	02/14/2019	INDUSTRIAL FINISHES	606.15
100457	02/14/2019	MARK JOHNSON	344.00
100458	02/14/2019	RENEE JONES	390.50
100459	02/14/2019	NORTHWEST NATURAL GAS	1,679.59
100460	02/14/2019	OFFICE DEPOT	526.74
100461	02/14/2019	OREGON DEPARTMENT OF REVENUE	257.79
100462	02/14/2019	PETERSON MACHINERY CO. <i>Engine Parts</i>	28,011.48
100463	02/14/2019	PETTY CASH - CASSIE MOSTERT	436.56
100464	02/14/2019	PROTECTIVE SERVICE LLC	832.44
100465	02/14/2019	SPECIAL DISTRICTS INSURANCE	558.00
100466	02/14/2019	SPECIAL DISTRICTS INSURANCE SV	7,500.00
100467	02/14/2019	SPRINGFIELD UTILITY BOARD	3,659.46
100468	02/14/2019	THOMSON REUTERS - WEST	162.68
100469	02/14/2019	WASTE CONNECTIONS, INC	90.63
100470	02/14/2019	WILLAMETTE COMM HEALTH SOLUTNS <i>Drug & Alcohol testing</i>	4,472.25
100471	02/14/2019	XPO LOGISTICS FREIGHT, INC	1,727.47
100472	02/14/2019	THE AFTERMARKET PARTS COMPANY LLC	0.00
100473	02/14/2019	THE AFTERMARKET PARTS COMPANY LLC	8,202.81
100474	02/14/2019	BEDFORD FALLS, LLC	1,863.00
100475	02/14/2019	CELTIS VENTURES, INC. <i>Communications Analysis</i>	7,650.00
100476	02/14/2019	CHAVES CONSULTING, INC.	370.20
100477	02/14/2019	CUMMINS NORTHWEST, INC.	0.00
100478	02/14/2019	CUMMINS NORTHWEST, INC. <i>One check for \$ Bus parts</i>	17,272.83
100479	02/14/2019	PETER N DESHPANDE	116.00
100480	02/14/2019	EAN HOLDINGS, LLC	5,901.25
100481	02/14/2019	EUROFINS ANA LABORATORIES, INC	713.90
100482	02/14/2019	GILLIG CORPORATION <i>Bus parts including SCAT engines</i>	42,607.68
100483	02/14/2019	GOOD COMPANY LLC	652.50
100484	02/14/2019	GRAINGER INC	3,601.73
100485	02/14/2019	JARRETT WALKER & ASSOCIATES	6,864.00
100486	02/14/2019	JERRY'S HOME IMPROVEMENT CTR	542.54
100487	02/14/2019	JLA PUBLIC INVOLVEMENT	11,564.97
100488	02/14/2019	LANE COUNCIL OF GOVERNMENTS	1,723.08



Check History Listing

Check #	Date	Vendor	Check Amount
100489	02/14/2019	LTD & ATU PENSION TRUST	105,689.65
100490	02/14/2019	LTD SALARIED EMP. PENSION PLAN	15,679.21
100491	02/14/2019	MUNCIE TRANSIT SUPPLY	1,827.52
100492	02/14/2019	NEOPART TRANSIT LLC	1,971.56
100493	02/14/2019	NINFA'S ELITE CORPORATION <i>Cleaning</i>	68,388.46
100494	02/14/2019	NORTH COAST ELECTRIC	286.82
100495	02/14/2019	OXLEY & ASSOCIATES, INC.	5,000.00
100496	02/14/2019	PACIFIC ARMORED INC.	1,824.00
100497	02/14/2019	PACIFIC POWER GROUP, LLC	1,010.31
100498	02/14/2019	SMITH DAWSON & ANDREWS, INC.	2,500.00
100499	02/14/2019	SPRAGUE PEST SOLUTIONS	115.00
100500	02/14/2019	UNITED WAY OF LANE COUNTY	615.00
100501	02/21/2019	BARRETT BUSINESS SERVICES INC	4,236.86
100502	02/21/2019	CITY OF EUGENE <i>Application Fees for Santa Clara Transit</i>	17,770.00
100503	02/21/2019	CHARLES F. CLARKE <i>Planned Unit Dev.</i>	165.00
100504	02/21/2019	EUGENE WATER & ELECTRIC BOARD	942.62
100505	02/21/2019	FASTENAL COMPANY	208.15
100506	02/21/2019	MARCUS BRIAN HECKER	165.00
100507	02/21/2019	LTD REIMBURSEMENT PLAN	9,924.67
100508	02/21/2019	MED-TECH RESOURCES, INC.	37.80
100509	02/21/2019	OVERHEAD DOOR COMPANY	564.00
100510	02/21/2019	PETERSON MACHINERY CO.	86.63
100511	02/21/2019	PIVOT ARCHITECTURE <i>Design Services for McVay</i>	15,707.72
100512	02/21/2019	RG MEDIA COMPANY	190.00
100513	02/21/2019	ROWELL BROKAW ARCHITECTS,PC <i>Santa Clara Transit Station</i>	68,319.52
100514	02/21/2019	SIX ROBBLEES' INC <i>Architects</i>	158.40
100515	02/21/2019	SPRINGFIELD UTILITY BOARD	442.53
100516	02/21/2019	STANS AUTO UPHOLSTERY, INC.	280.00
100517	02/21/2019	STAPLES BUSINESS ADVANTAGE	399.82
100518	02/21/2019	SUNSHINE PLANT CARE	150.00
100519	02/21/2019	THERMO KING NORTHWEST, INC.	963.70
100520	02/21/2019	VERIZON WIRELESS	7,809.22
100521	02/21/2019	WHA INSURANCE AGENCY, INC.	150.00
100522	02/21/2019	WHITE BIRD CLINIC	7,521.17
100523	02/21/2019	XPO LOGISTICS FREIGHT, INC	133.94
100524	02/21/2019	THE AFTERMARKET PARTS COMPANY LLC <i>One Invoice parts</i>	0.00
100525	02/21/2019	THE AFTERMARKET PARTS COMPANY LLC	26,383.80
100526	02/21/2019	BELL+FUNK	3,113.38
100527	02/21/2019	THE ENVIRONMENT CENTER FOR TRANSPORTATION AND	6,631.37
100528	02/21/2019	CUMMINS NORTHWEST, INC.	1,480.31
100529	02/21/2019	GILLIG CORPORATION	11,929.50
100530	02/21/2019	GRAINGER INC	854.48
100531	02/21/2019	JERRY'S HOME IMPROVEMENT CTR	1,026.36
100532	02/21/2019	MOHAWK MANUFACTURING & SUPPLY	68.26
100533	02/21/2019	MUNCIE TRANSIT SUPPLY	172.27
100534	02/21/2019	NEOPART TRANSIT LLC	1,287.77
100535	02/21/2019	NORTH COAST ELECTRIC	185.90
100536	02/21/2019	PACIFIC POWER GROUP, LLC	193.08
100537	02/21/2019	PARKEON, INC.	2,590.00
100538	02/21/2019	SILKE COMMUNICATIONS, INC.	93.06
100539	02/21/2019	THORP, PURDY, JEWETT, URNESS,	12,078.90
100540	02/21/2019	WOODBURY ENERGY CO. INC. <i>Diesel</i>	81,134.88
100541	02/28/2019	AMERICAN FAMILY LIFE	1,527.92
100542	02/28/2019	BARRETT BUSINESS SERVICES INC	758.27



Check History Listing

Check #	Date	Vendor	Check Amount
100543	02/28/2019	CHAPTER 13 TRUSTEE	265.39
100544	02/28/2019	CINTAS CORPORATION	1,497.00
100545	02/28/2019	TERESA L. CLARK	197.00
100546	02/28/2019	COAST PROFESSIONAL INC	401.75
100547	02/28/2019	CROCKETTS INTERSTATE TOWING	250.00
100548	02/28/2019	EDWARD PRICE CO-TRUSTEE ACCT	1,190.40
100549	02/28/2019	EUGENE WATER & ELECTRIC BOARD	877.57
100550	02/28/2019	CLARK D. HILL	197.00
100551	02/28/2019	INTERNATIONAL FOUNDATION EBP	175.00
100552	02/28/2019	KAISER BRAKE & ALIGNMENT INC.	100.70
100553	02/28/2019	LIFEMAP ASSURANCE COMPANY	1,595.73
100554	02/28/2019	MEDICAL TRANSPORTATION MGT	1,294,957.77
100555	02/28/2019	SONNY J MELHORN	197.00
100556	02/28/2019	OFFICE DEPOT	92.69
100557	02/28/2019	PETERSON MACHINERY CO.	2,540.58
100558	02/28/2019	RECORDXPRESS OF CALIFORNIA,LLC	67.31
100559	02/28/2019	RG MEDIA COMPANY	115.00
100560	02/28/2019	TRISTAN SCHMIT	246.42
100561	02/28/2019	SMALL WORLD AUTO CENTER, INC	1,869.45
100562	02/28/2019	SPECIAL DISTRICTS INSURANCE SV	14,367.00
100563	02/28/2019	SPRINGFIELD UTILITY BOARD	21.17
100564	02/28/2019	VERIZON WIRELESS	1,093.37
100565	02/28/2019	WYATT'S TIRE COMPANY	2,157.26
100566	02/28/2019	THE AFTERMARKET PARTS COMPANY LLC	7,276.15
100567	02/28/2019	CAIC PRIMARY	1,694.00
100568	02/28/2019	CITY OF COTTAGE GROVE	8,753.51
100569	02/28/2019	CUMMINS NORTHWEST, INC.	3,753.54
100570	02/28/2019	GLORIA, J GALLARDO	10,000.00
100571	02/28/2019	GILLIG CORPORATION	5,084.19
100572	02/28/2019	LTD & ATU PENSION TRUST	110,209.06
100573	02/28/2019	LTD EMPLOYEES FUND	180.00
100574	02/28/2019	LTD SALARIED EMP. PENSION PLAN	15,819.64
100575	02/28/2019	NEOPART TRANSIT LLC	658.83
100576	02/28/2019	PRE-PAID LEGAL SERVICES INC.	200.35
100577	02/28/2019	ROADRUNNER DELIVERY	393.30
100578	02/28/2019	ROMAINE ELECTRIC CORP	5,746.00
100579	02/28/2019	SITECRAFTING, INC.	400.00
100580	02/28/2019	AKA: SENIOR WHEELS, INC. SOUTH LANE WHEELS	3,667.98
100581	02/28/2019	TAC TRANSPORTATION, INC.	16,547.23
100582	02/28/2019	UNITED WAY OF LANE COUNTY	575.00
100583	02/28/2019	WSP USA INC.	1,001.50
100584	02/28/2019	ZONES, INC.	10,635.19
91030119	02/28/2019	BENEFIT PLANS ADMIN SVCS, LLC	28,925.00
92030119	02/28/2019	BENEFIT PLANS ADMIN SVCS, LLC	5,898.00
93021619	02/20/2019	BENEFIT PLANS ADMIN SVCS, LLC	6,041.94
803009381	02/01/2019	VALIC %CHASE BANK OF TEXAS	77,921.19
803028592	02/15/2019	VALIC %CHASE BANK OF TEXAS	76,363.26
811201216	02/01/2019	MASS MUTUAL FINANCIAL GROUP	3,571.44
811294036	02/15/2019	MASS MUTUAL FINANCIAL GROUP	3,504.90
816572999	02/04/2019	BANK OF AMERICA	31.48
816573004	02/04/2019	BANK OF AMERICA	2,292.70
816573005	02/04/2019	BANK OF AMERICA	3,033.21
824748855	02/15/2019	INTERNAL REVENUE SERVICE-EFTPS	183,623.18
831112448	02/21/2019	OREGON DEPARTMENT OF REVENUE	598.14

MTM Brokerage Pmts & Provider Pmts

Claim Reimbursement for 9/17 incident

Diamond Express & Oakridge



Check History Listing

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
849940992	02/16/2019	OREGON DEPARTMENT OF REVENUE	627.78
853529344	02/15/2019	OREGON DEPARTMENT OF REVENUE	48,858.91
855676649	02/16/2019	INTERNAL REVENUE SERVICE-EFTPS	2,518.51
856348547	02/15/2019	OREGON DEPARTMENT OF JUSTICE	2,040.50
859267607	02/01/2019	OREGON DEPARTMENT OF JUSTICE	2,040.50
861553651	02/21/2019	INTERNAL REVENUE SERVICE-EFTPS	2,206.22
886142720	02/01/2019	OREGON DEPARTMENT OF REVENUE	48,211.31
892000703	02/01/2019	INTERNAL REVENUE SERVICE-EFTPS	181,414.47
224 Checks			\$3,399,305.11

LTD CIP 2019

LTD CIP PHASE DEFINITIONS

Project Phase Definitions	
Business Case Justification	Identification of project need, including vetting against the 8 criteria, proposed funding sources, spend budget, timeline, ongoing incremental resources and costs
Secure Funding	Grant funding application through grant award, approval through CIP and budget processes
Project Initiation	RFP and other procurement processes, stakeholder identification
Planning	Concept, public engagement, analysis
Environmental Process	Environmental assessment, demonstrating federal NEPA requirements are met
Design	Schematics, design development
Acquisition	Product or service deliver inclusive of real estate, buses, etc. Includes testing and final acceptance. May come before or after Build, Construction and Assemble phase
Build, Construction, Assemble	Includes construction, permitting, building, awaiting delivery. May come before or after Acquisition phase.
Rollout, Commissioning, Active	Go live on a software project, occupancy, revenue service, etc.
Project Closeout	Closeout activities, final payment, post-mortems

LTD CIP 2019

PROJECT DESCRIPTIONS

Improvement Projects - Facilities

Santa Clara Transit Station - Key: 20947			#17-SCTSTA-0301005	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
5307 Formula - 1738-2018-1	3,000,000	3,000,000	FY 2017-2021	Planning
STBG	600,000	600,000		
ConnectOregon - 31655	3,000,000	2,763,816		
LTD Match	3,700,000	3,596,278		
Total Project	10,300,000	9,960,094		

Construct new station near Hunsaker Lane and River Road in Eugene, including a Park & Ride. The new facility will accommodate both regular and EmX service, reducing operational delays and improving the customer experience. **The project continues to progress as scheduled.**

LTD CIP 2019

PROJECT DESCRIPTIONS

Improvement Projects - Frequent Transit Network

EmX Franklin Blvd Phase 1 Transit Stations				#19-FKLNST-0301010
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	287,000	239,792	FY 2019	Build, Construction, Assemble
ConnectOregon - 30139	648,000	491,713		
Total Project	935,000	731,505		

Construct two EmX stations (one for either direction of travel) within the City of Springfield's revised roadway layout. **The project is progressing as scheduled.**

Main-McVay Transit Study - Key: 19776				#19-M/McTS-0301011
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	245,542	24,731	FY 2013-2021	Planning
5339 - OR-39-0007	750,000	0		
FHWA Transfer 5307 - OR-2018-035-00	315,000	216,079		
Total Project	1,310,542	240,810		

LTD is working in partnership with the City of Springfield to identify the highest priority transit capital improvements along the Main Street Corridor in coordination with the City of Springfield's Main Street Safety Project. **The project is progressing as scheduled.**

River Road Transit Community Implementation Plan - Key: 20988				#19-RRTCIP-0301012
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	34,200	34,200	FY 2019	Build, Construction, Assemble
TOD - OR-2017-019-00	450,000	450,000		
City of Eugene	79,800	79,800		
Total Project	564,000	564,000		

Collaborative effort between the City of Eugene and LTD to enable transit-oriented development along the River Road Corridor. **The project is progressing as scheduled.**

LTD CIP 2019

PROJECT DESCRIPTIONS

West Eugene EmX Extension - Key: 16779 #12-WEEEXT-0301013

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	3,600,000	400,000	FY 2012-2019	Project Close-out
ConnectOregon	2,866,645	750,000		
5307-Formula - 1738-2018-2	1,600,000	1,600,000		
Oregon Lottery	17,800,000	581,627		
Federal Small Starts	75,000,000	0		
Total Project	100,866,645	3,331,627		

Design, engineering, construction, and the purchase of vehicles for the West Eugene EmX Extension. The extension of the EmX Green Line from the Eugene Station to West 11th Avenue west of Commerce Street, which opened for service in September 2017. **Reconciliation of all fund sources is in progress to facilitate grant close-out.**

MovingAhead System - Key: 18862 #19-MOVAHD-0301014

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	263,245	70,332	FY 2019	Planning
FHWA Transfer 5307- OR-2018-025-00	2,300,000	614,499		
Total Project	2,563,245	684,831		

MovingAhead is a cooperative effort of the City of Eugene, LTD, and regional partners in the community to determine what improvements are needed on some of our most important transportation corridors. **The project is progressing as scheduled.**

FTN Safety and Amenity Improvements - Key: 21404 #20-FTNSAI-0301015

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	164,375	164,375	FY 2020-2022	Planning
STBG	475,000	475,009		
CMAQ	525,000	525,000		
Total Project	1,164,375	1,164,384		

Using results of the Pedestrian Network Analysis (a study that is part of the Comprehensive Operations Analysis called Transit Tomorrow), implement various safety and amenity improvements along the Frequent Transit Network (FTN). **Activities necessary in order to process the required request to transfer FHWA funds to FTA are in progress.**

LTD CIP 2019

PROJECT DESCRIPTIONS

Improvement Projects - Technology Infrastructure & Systems

Software - NOVUS Modules			#19-NOVUSM-0301018	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ICAM Federal Grant	240,000		FY 2019	Secure Funding
Trillium Innovation Grant	160,000			
Total Project	400,000			

Software in support of the RideSource center, allocated to purchase the Passenger Portal module in NOVUS. This module will allow RideSource customers to book their own rides in a secure web page. This will free up call center resources and provide a greatly enhanced user experience for our customers. They will also be able to book rides at times when the call center is not open. Call center space is currently very constrained with no room to seat more customer service representatives. This software has the potential to alleviate the problems with finding more space for staff. [The Trillium Community Health Plan Innovation Fund grant application is being resubmitted for the 2019 fund cycle; and an application was submitted for FTA's Innovative Coordinated Access and Mobility Program \(11/11/18\) in support of this project.](#)

LTD CIP 2019

PROJECT DESCRIPTIONS

Improvement Projects - Non-Capital Projects

Comprehensive Operations Analysis - Key: 21173 #19-COMPOA-0301019

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	638,982	638,982	FY 2019	Planning
STBG - 1738-2018-9	53,838	53,838		
Total Project	692,820	692,820		

Called "Transit Tomorrow", this is a detailed study of a transit system designed to identify existing strengths, areas for improvements, and options to improve and increase usage. **The project is progressing as scheduled.**

Communications Assessment #19-COMASS-0301020

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	150,000	150,000	FY 2019 - 2020	Planning
Total Project	150,000	150,000		

A detailed study of LTD's communications structure and systems to identify strengths, areas for improvement, and options to increase efficiency and effectiveness. **The project is progressing as scheduled.**

STIF Grant Administration #19-STIFGA-0301023

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
2017 State Transportation Improvement Fund	2,640,000	2,640,000	FY 2019 - 2028	Secure Funding
Total Project	2,640,000	2,640,000		

Reflects 10-year estimate of LCOG and LTD costs for overall administration of STIF program. Includes the outreach and recommendation, monitoring, reporting, and other administration activities. **The project is progressing as scheduled, including meetings with the STIF Advisory Committee.**

LTD CIP 2019

PROJECT DESCRIPTIONS

State of Good Repair - Fleet

Accessible Services Vehicle Replacement - Keys: 19106/19107/19485/19381/21003 #19-ASVEHR-0302012

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	149,790	149,790	FY 2019	Acquisition
ODOT 32010 - STF/FY18	7,043	7,043		
ODOT 32197 - 5310	61,534	61,534		
5310 - OR-16-X045	304,871	304,871		
5310 - OR-2017-026-00	232,854	232,854		
5309 - OR-04-0049	214,057	214,057		
Total Project	970,149	970,149		

The purchase of replacement and expansion vehicles for the provision of metro Accessible Services such as the American with Disabilities Act complementary paratransit service. **The project is progressing as scheduled; several of the vehicles have been received.**

Diamond Express Vehicle - Key: 20990 #19-DMXVEH-0302013

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT - 31455	169,069	169,069	FY 2019	Acquisition
ODOT 32010 STF - out of district	34,629	34,629		
Local - City of Oakridge	130,000	130,000		
Total Project	333,698	333,698		

The replacement of the highly problematic Diamond Express vehicle, currently being covered by an old 300 series bus. The communities of Oakridge and Westfir have come to depend on Diamond Express to access the metro area. The service acts as a lifeline and connects residents to local hospitals, shopping, schools, and employment. **The project is progressing as scheduled; the Purchase Order has been issued.**

Florence/Yachats Vehicle - Key: 20987 #19-F/YVEH-0302014

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
STF - 31386	10,270	10,270	FY 2019	Acquisition
ODOT 31675 - 5311	89,730	89,730		
Total Project	100,000	100,000		

This vehicle is being paid for by a special one-off ODOT grant especially for this program. This vehicle will be a connector for Yachats and Florence. It will help the Yachats community have more access to medical care, education, and services for daily living. **The project is progressing as scheduled; the Purchase Order has been issued.**

LTD CIP 2019

PROJECT DESCRIPTIONS

Five 40-foot Electric Buses (No/Low) - Key: 21155 #20-40FTEV-0302019

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	609,890	600,109	FY 2020	Project Initiation
5339 - OR-2018-012-00	3,479,675	3,450,329		
STIF	550,000	550,000		
Total Project	4,639,565	4,600,438		

Procurement of five additional 40-foot electric buses to replace aging fleet. The project is progressing as scheduled; the RFP is undergoing development. As previously reported, LTD is currently working with a consultant who is assisting with the deployment of the electric buses.

Five 40-foot Buses in 2019 - Keys: 18755/17336 #19-40FT19-0302020

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	852,745	852,745	FY 2019	Acquisition
5307 - OR-95-X055-02	2,072,328	2,072,328		
5339 - OR-2017-015-00	943,814	943,814		
5337 - OR-2017-016-00	331,113	331,113		
Total Project	4,200,000	4,200,000		

Procurement of five 40-foot electric buses in fiscal year 2019 to replace aging fleet. The project is progressing as scheduled. The first of five BYD buses was placed into revenue service during the month of February; the delivery of the remaining four buses is expected to occur in March.

Fleet Procurement Plan - Key: 21388 #19-FLTPRP-0302021

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	14,307	14,307	FY 2019	Secure Funding
STBG	125,000	125,000		
Total Project	139,307	139,307		

Transit vehicles have a lifespan of approximately 12 years. As LTD considers further electrification of its fleet, as well as other fuel types, it will need to determine how to make that transition and what types of vehicles will allow it to continue to provide high-quality service to the community while lowering its environmental impact and controlling operating and maintenance costs. This plan will assist LTD in strategically investing in its fleet during this transition period and also in understanding what mix of vehicle types will maximize operational capacity in the long run. The Fleet Procurement Plan will also help LTD to understand when the capital costs of replacing transit vehicles is more cost effective than maintaining older vehicles. Activities necessary in order to process the required request to transfer FHWA funds to FTA are in progress.

LTD CIP 2019

PROJECT DESCRIPTIONS

Electric Bus Fleet Procurement - Key: 21389 #19-EBUSPR-0302022

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	168,673	168,673	FY 2019-2021	Secure Funding
CMAQ	1,000,000	1,000,000		
Total Project	1,168,673	1,168,673		

Transit vehicles have a lifespan of approximately 12 years. In its effort to be fiscally responsible, LTD has maintained many of its vehicles beyond 12 years. However, as vehicles age, maintenance costs increase, and this increase eventually offsets any savings generated by delaying the purchase of new vehicles. Many of LTD's vehicles are at the appropriate point in their lifespan to consider replacement.

LTD's Community Investment Plan identifies more than \$30,000,000 in vehicle replacement needs during the FFY18-21 grant period. Therefore, LTD is requesting \$1,000,000 in STBG funds to assist in the purchasing of two 40-foot, all-electric, transit buses. Each 40-foot, all-electric bus is expected to cost approximately \$850,000 for a total project cost of approximately \$1,700,000. **Activities necessary in order to process the required request to transfer FHWA funds to FTA are in progress.**

Replacement Parts - ACM - Key: 21326 #19-ACMPTS-0302023

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	175,560	175,560	FY 2019-2021	Project Initiation
5307 Formula - 1738-2018-8	702,240	702,240		
Total Project	877,800	877,800		

The purchase of replacement parts that are failing and/or unreliable as they have reached the end of their useful lives. **This Associated Capital Maintenance (ACM) grant will be used for major bus components consistent with the provisions specified in the FTA circular (9030.1E). The grant application is in progress.**

Spare Parts for Tooling for 16200 Series Buses - Key: 17959 #19-TOOLSP-0302024

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	67,467	61,615	FY 2019	Rollout, Commissioning, Active
5309 - OR-04-0038	269,869	246,462		
Total Project	337,336	308,077		

Procurement of spare parts, tooling, and training for 16200 series 2016 New Flyer buses. **The project is progressing as scheduled; several PO's have been issued for various tooling and training modules.**

LTD CIP 2019

PROJECT DESCRIPTIONS

Five 60-foot Diesel Bus Procurement - Keys: 20950/21339

#19-60FTDL-0302025

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	786,127	786,127	FY 2019	Acquisition
5339 - 1738-2018-3	967,350	967,350		
5339 - OR-2016-020-00	582,947	582,947		
5309 - OR-03-0122-01	1,336,346	1,336,346		
5337 - 1738-2018-3	257,871	257,871		
Total Project	3,930,641	3,930,641		

Procurement of five 60-foot diesel buses will replace the oldest 60-foot subfleet, four of which are no longer usable for revenue service and the fifth one is used sparingly because of ongoing mechanical issues. The project is progressing as scheduled. The Pre-Award/Post Delivery Audit Report has been received and the PO will be issued in the very near future.

One 40-foot Diesel/Hybrid Bus - Key: 20951

#19-40FTDH-0302026

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	114,011	114,011	FY 2019	Acquisition
5339 - OR-2018-021-00	646,062	646,062		
Total Project	760,073	760,073		

Procurement of one 40-foot diesel/hybrid bus to help relieve the pressure of using part of LTD's contingency bus fleet in revenue service. These contingency buses range in age from 15 years to 19 years. The project is progressing as scheduled; final procurement activities (Pre-Award/Post Delivery Audits) are underway prior to issuing a Purchase Order to New Flyer of America.

LTD CIP 2019

PROJECT DESCRIPTIONS

Preventative Maintenance

Preventative Maintenance - Key: 19377				#19-PREVMN-0103001
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
5307 Formula - OR-2018-023	5,040,000	1,453,264	FY 2019	Rollout, commissioning, active
General Fund	1,260,000	363,316		
Total Project	6,300,000	1,816,580		

Preventative maintenance on federal assets to improve their performance, safety and longevity. The project is progressing as scheduled.

LTD CIP 2019

PROJECT DESCRIPTIONS

Accessible Services

Rural ADA Fleet Preventative Maintenance - Key: 20985				#19-ODRFLT-0154001
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 32197 - 5310	42,000	37,719	FY 2019	Rollout, Commissioning, Active
ODOT 31386 - STF/State	4,400	4,184		
ODOT 32010 - STF	4,807	4,316		
Total Project	51,207	46,219		

Out-of-district paratransit and rural fleet preventative maintenance. The project is progressing as scheduled. Although the budget was revised to reflect actual total project cost/prior year's expenditures, the total project cost as reflected in the CIP remains unchanged.

Diamond Express Preventative Maintenance - Key: 20985				#19-DMEXPM-0154002
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 31971 - 5311	20,542	3,197	FY 2019	Rollout, Commissioning, Active
General Fund	5,136	797		
Total Project	25,678	3,994		

Diamond Express preventative maintenance. The project is progressing as scheduled. Although the budget was revised to reflect actual total project cost/prior year's expenditures, the total project cost as reflected in the CIP remains unchanged.

Florence/Yachats Pilot - Key: 21006				#19-F/YACH-0154003
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 31386 - STF/State	285,710	230,285	FY 2019	Rollout, Commissioning, Active
General Fund (in kind)	12,550	11,601		
Total Project	298,260	241,886		

Twelve-month pilot project operations connecting Florence and Yachats to provide public transportation along the only unserved gap along the entire West Coastal highway. The project is progressing as scheduled. Although the budget was revised to reflect actual total project cost/prior year's expenditures, the total project cost as reflected in the CIP remains unchanged.

Oakridge Diamond Express - Key: 21005				#19-OAKDMX-0154004
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Farebox	69,329	44,122	FY 2019	Rollout, Commissioning, Active
Local Funds (City of Oakridge)	24,000	6,000		
Transit Network/Intercity Connection - ODOT 31971	167,628	42,363		
ODOT 32010 - STF	167,628	42,355		
Total Project	428,585	134,840		

Operations in and between Oakridge and Metro area. The project is progressing as scheduled. Although the budget was revised to reflect actual total project cost/prior year's expenditures, the total project cost as reflected in the CIP remains unchanged.

LTD CIP 2019

PROJECT DESCRIPTIONS

Rhody Express - Key: 21007			#19-RHDYXP-0154005	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Local Funds (City of Florence)	60,000	12,000	FY 2019	Rollout, Commissioning, Active
Farebox	13,000	1,117		
ODOT 31923 - 5311	160,056	20,664		
ODOT 32010 - STF	122,540	14,425		
Total Project	355,596	48,206		

The Rhody Express is a local shuttle service within the city limits of Florence (plus a stop at the local tribal casino four miles outside the city limits) that is operated by River Cities Taxi. The project is progressing as scheduled. Although the budget was revised to reflect actual total project cost/prior year's expenditures, the total project cost as reflected in the CIP remains unchanged.

Accessible Services - In District

Metro ADA Fleet Preventative Maintenance - Key: 20985			#19-A&RFLT-0154006	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 32197 - 5310	559,910	304,466	FY 2019	Rollout, Commissioning, Active
ODOT 32010 - STF	64,085	34,846		
Total Project	623,995	339,312		

In-District paratransit fleet preventative maintenance. The project is progressing as scheduled. Although the budget was revised to reflect actual total project cost/prior year's expenditures, the total project cost as reflected in the CIP remains unchanged.

Crucial Connections - Key: 20995			#19-CRUCON-0154007	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 32197 - 5310	8,972	2,120	FY 2019	Rollout, Commissioning, Active
ODOT 32010 - STF	1,027	383		
Total Project	9,999	2,503		

Transportation to relieve an immediate (non-emergency) or evolving situation when no other transportation option can be identified; offers quick relief to allow time to formulate long-term resolution. Crucial Connections pays for a limited number of trips that are situation specific and is administered through RideSource. The project is progressing as scheduled. Although the budget was revised to reflect actual total project cost/prior year's expenditures, the total project cost as reflected in the CIP remains unchanged.

DD Services			#19-DDSRVC-0154008	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Federal Funds through DHS	1,800,000	1,369,488	FY 2019	Rollout, Commissioning, Active
General Funds	612,000	414,578		
Total Project	2,412,000	1,784,066		

Transportation for eligible individuals who receive vocational benefits through Lane County Developmental Disabilities Services. Provides transportation to/from home and work. This is shared cost service offered through the RideSource Call Center. The project is progressing as scheduled.

LTD CIP 2019

PROJECT DESCRIPTIONS

Lane County Coordination Mobility Management - Key: 21001 #19-MOBMGT-0154009

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 32197 - 5310	297,313	166,786	FY 2019	Rollout, Commissioning, Active
ODOT 32010 - STF	34,029	19,089		
Total Project	331,342	185,875		

LTD oversees the coordination of transportation and transportation eligibility across a variety of transportation programs, including ADA paratransit, Medicaid Medical (NEMT) and Non-Medical, Veterans Transportation, and Crucial Connections (gap-based transportation) under its Mobility Management Program. Transportation eligibility assessments are conducted mostly in the homes of participants by a trained transportation coordinator. Assessments are conducted through three agencies, coordinated by Lane Council of Governments: LCOG Senior & Disability Services, White Bird Clinic, and Alternative Work Concepts. **The project is progressing as scheduled. Although the budget was revised to reflect actual total project cost/prior year's expenditures, the total project cost as reflected in the CIP remains unchanged.**

Mental Health and Homeless - Key: 20995 #19-MENH&H-0154010

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 32197 - 5310	176,499	47,713	FY 2019	Rollout, Commissioning, Active
ODOT 32010 - STF	20,201	5,460		
Total Project	196,700	53,173		

Mental health transportation services in partnership with White Bird Clinic provides basic transportation for clients experiencing severe, persistent mental illness who are elderly, veterans, unhoused, and at/or below the national poverty level. The service is cost effective to the community by reducing crisis care for clients. **The project is progressing as scheduled. Although the budget was revised to reflect actual total project cost/prior year's expenditures, the total project cost as reflected in the CIP remains unchanged.**

Metro ADA Ops and Shopper Services - Key: 20991 #19-OP&SHP-0154011

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Farebox	600,000	171,829	FY 2019	Rollout, Commissioning, Active
5310 Formula - OR-2018-024	232,138	0		
ODOT 32197 - 5310	281,009	8,819		
ODOT 32010 - STF-IN	1,091,719	459,235		
General Funds	4,027,276	1,863,638		
Total Project	6,232,142	2,503,521		

This is origin-to-destination service within the metro area for people unable to use regular bus service (some or all of the time) because of a disability. RideSource ADA meets the Federal Transit Administration-mandated ADA requirements, serving a ¾ mile boundary around the fixed-route service. The Shopper is a low-cost, neighborhood-based shopping shuttle operating within the same metro ADA boundary. The driver assists people with their groceries and packages and is currently operated by Medical Transportation Management. Transportation coordinators from White Bird Clinic, Alternative Work Concepts, and Senior and Disabled Services (S&DS) make in-person evaluations to determine eligibility. S&DS is a division of the Lane Council of Governments and the local Area Agency on Aging. **The project is progressing as scheduled. Although the budget was revised to reflect actual total project cost/prior year's expenditures, the total project cost as reflected in the CIP remains unchanged.**

LTD CIP 2019

PROJECT DESCRIPTIONS

Pearl Buck - Key: 20997 #19-PRLBCK-0154012

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 32197 - 5310	173,700	19,633	FY 2019	Rollout, Commissioning, Active
Local Funds	133,280	33,320		
Total Project	306,980	52,953		

Pearl Buck Center contracts with RideSource to transport at-risk children attending Pearl Buck Preschool. RideSource is a central partner with Pearl Buck Center in providing children, whose parents have cognitive disabilities, with safe, dependable, door-to-door transportation to a specialized preschool program. **The project is progressing as scheduled.** Although the budget was revised to reflect actual total project cost/prior year's expenditures, the total project cost as reflected in the CIP remains unchanged.

Service Animal Pilot #19-SVANML-0154013

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 31386 - STF/State	86,578	82,853	FY 2019	Rollout, Commissioning, Active
General Funds	30,000	30,000		
Total Project	116,578	112,853		

A service animal "paw print" program, which expedites boarding processes. **The project is progressing as scheduled.** Although the budget was revised to reflect actual total project cost/prior year's expenditures, the total project cost as reflected in the CIP remains unchanged.

South Lane Wheels Services - Key: 20991 #19-SLSRVC-0154014

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 32010 - STF	89,945	44,973	FY 2019	Rollout, Commissioning, Active
Total Project	89,945	44,973		

South Lane Wheels (SLW) provides service to the general public in the rural areas of South Lane County, including the communities of Cottage Grove, Dorena, Lorane, London, and Creswell, with transportation to Eugene-Springfield. This project provides matching for SLW's 5311 funding. Without SLW, the cost of providing transportation to the outlying areas would overtax the remaining system, create a service gap that may force residents to move to urban areas, and potentially undermine the effectiveness of the remaining businesses and community services. **The project is progressing as scheduled.**

Transit Host - Key: 20999 #19-TRHOST-0154015

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 32197 - 5310	144,968	39,932	FY 2019	Rollout, Commissioning, Active
ODOT 32010 - STF	16,592	6,197		
Total Project	161,560	46,129		

Alternative Work Concepts contracts with LTD to provide the Transit Host Program, which allows people who otherwise would use paratransit services the additional support needed to use the fixed-route system for their routine trips. Transit hosts are located at the main downtown transfer station to assist with scheduled transfers from one bus to another, which enables people to reach their final destination. This added support mechanism results in a great cost savings to LTD, and, more importantly, means greater independence, self-worth, and empowerment to people with significant disabilities. **The project is progressing as scheduled.** Although the budget was revised to reflect actual total project cost/prior year's expenditures, the total project cost as reflected in the CIP remains unchanged.

LTD CIP 2019

PROJECT DESCRIPTIONS

Travel Training - Key: 20999 #19-TRVLTR-0154016

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 32197 - 5310	131,468	35,449	FY 2019	Rollout, Commissioning, Active
ODOT 32010 - STF	15,047	7,523		
Total Project	146,515	42,972		

Alternative Work Concepts contracts with LTD to provide travel training to people with disabilities on the fixed-route bus system. The project is progressing as scheduled. Although the budget was revised to reflect actual total project cost/prior year's expenditures, the total project cost as reflected in the CIP remains unchanged.

Veterans Transportation - Key: 20995 #19-VETTRP-0154017

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 32197 - 5310	17,946	7,008	FY 2019	Rollout, Commissioning, Active
ODOT 32010 - STF	2,054	803		
Total Project	20,000	7,811		

Transportation for service members, veterans, and their families. Most trips funded are for critical medical needs or to provide a short-term, stop-gap solution while a permanent transportation plan is implemented in conjunction with the VA hospitals, Disabled American's Veteran's transportation program, and volunteers. The project is progressing as scheduled. Although the budget was revised to reflect actual total project cost/prior year's expenditures, the total project cost as reflected in the CIP remains unchanged.

Volunteer Coordination #19-VOLCRD-0154018

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 31386 - STF/State	108,700	108,700	FY 2019	Rollout, Commissioning, Active
General Fund (LTD Staff)	7,300	7,300		
Total Project	116,000	116,000		

The RideSource Call Center works to provide door-through-door service for people who need a high level of assistance and do not have other transportation options. Medical Transportation Management, Senior and Disabled Services, and the Senior Companion Program all participate in the support and recruitment of volunteers. Some volunteer programs provide long-distance transportation services to and from medical appointments. This program funds recruitment, retention, and training of volunteer drivers. The project was unable to be fully implemented as anticipated.

Volunteer Reimbursement - Key: 20994 #19-VOLRMB-0154019

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 32010 - STF	15,385	5,722	FY 2019	Rollout, Commissioning, Active
ODOT 32197 - 5310	134,420	50,001		
Local Funds	20,400	10,200		
Total Project	170,205	65,923		

This is a door-through-door service for people who need a high level of assistance and do not have other transportation options. Medical Transportation Management (MTM), Senior and Disabled Services, and the Senior Companion Program all participate in the support and recruitment of volunteers. Volunteer drivers using their own cars receive a per mile reimbursement. MTM volunteers often use agency vehicles. The program serves older adults and people with disabilities throughout Lane County. The project is progressing as scheduled. Although the budget was revised to reflect actual total project cost/prior year's expenditures, the total project cost as reflected in the CIP remains unchanged.

LTD CIP 2019

PROJECT DESCRIPTIONS

Medicaid

NEMT - State Reimbursed				#19-NEMTSR-0165001
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Oregon Health Authority	527,175	257,204	ONGOING	Rollout, Commissioning, Active
General Fund	13,200	7,690		
Total Project	540,375	264,894		

Non-emergency medical transportation - state reimbursed. **The project is progressing as scheduled.**

NEMT - Trillium				#19-NEMTTR-0165002
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Trillium CHP	8,902,600	3,520,532	ONGOING	Rollout, Commissioning, Active
General Fund	222,500	95,914		
Total Project	9,125,100	3,616,445		

Non-emergency medical transportation - Trillium reimbursed. **The project is progressing as scheduled.**

Waivered - Non-Medical				#19-WAVNMD-0165003
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Oregon Department of Human	788,000	664,919	ONGOING	Rollout, Commissioning, Active
General Fund	275,000	231,755		
Total Project	1,063,000	896,674		

Waivered transportation is non-medical rides for low-income seniors and disabled persons living outside of nursing facilities. Rides are for basic needs, including grocery shopping, social outings, church, and hair care. **The project is progressing as scheduled.**

LTD CIP 2019

PROJECT DESCRIPTIONS

Point2point

Drive Less Connect - Key: 20969			#19-DLCONN-0146001	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT - 32517	41,410	10,153	FY 2019-2021	Rollout, Commissioning, Active
Total Project	41,410	10,153		

Point2point manages the Drive Less Connect Ridesharing Database for this region. Included with this effort is year-round outreach and education on how to use the program, encouraging carpooling and the tracking of transportation options trips along with the preparation and leadership of Lane County-wide participation in the Oregon Drive Less Challenge held in the early fall each year. This is funded by ODOT and a state priority outlined in the State Transportation Options Plan. **The project is progressing as scheduled.**

Employer Transportation Coordinator Toolkit			#19-TOOLKT-0146002	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT - 32359	30,724	15,362	FY2017-2019	Rollout, Commissioning, Active
Total Project	30,724	15,362		

Develop a host of tools for the local business employer transportation coordinators to use to assist their employees with accessing transportation options information. The project is designed to develop a Transportation Options (TO) Liaison Toolkit to create a cadre of community transportation option information specialists. This is funded by ODOT as a demonstration project to help all TO providers in Oregon with new tools when working with employers. It is outlined in the Point2point five-year strategic plan that is directed by all local jurisdictional transportation staff. **The project is progressing as scheduled. As directed by ODOT, the balance of funds will be reimbursed upon completion of the project (6/30/19).**

Safe Routes to School Assistants - Key: 21147			#19-SRTSAS-0146003	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
STBG - OR-2018-026	45,762	45,762	FY 2019-2023	Rollout, Commissioning, Active
General Fund (in kind)	4,700	4,700		
Total Project	50,462	50,462		

Safe Routes To School (SRTS) program assistants work closely with the school district SRTS coordinators implementing enhanced SRTS encouragement events, expanded education, and outreach services at the three local school districts (Bethel, Eugene, and Springfield). This program has proven to affect behavior change and school-age travel choices to and from school. This effort supports all local partner agency transportation goals and is a priority to all of them. **The project is progressing as scheduled.**

Smart Routes to School Bike Parking - Key: 21148			#19-SMTBKP-0146004	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
CMAQ 1738-2018-10	72,681	72,681	FY 2019-2020	Rollout, Commissioning, Active
General Fund	18,170	18,170		
Total Project	90,851	90,851		

Develop short-term bicycle parking at three local school districts to improve the worst bike parking supply as rated in the Safe Route To School Regional Bicycle Parking Assessment. This effort is to help improve deficiencies in local school district bike parking facilities and in turn make it easier for local students to bike to school, which is a regional partner agency priority. **The project is progressing as scheduled.**

LTD CIP 2019

PROJECT DESCRIPTIONS

Point2point

Safe Routes to School Bike Ped Program Expansion - Key: 21390			#19-BKPEDX-0146007	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
CMAQ	154,468	154,468	FY 2019-2021	Secure Funding
City of Eugene (in kind)	17,680	17,680		
Total Project	172,148	172,148		

The Regional Safe Routes to School (SRTS) mission is to serve a diverse community of parents, students, and organizations advocating for and promoting the use of transportation options including active transportation and the practice of safe bicycling and walking to and from schools throughout the Central Lane MPO area. The Eugene-Springfield SRTS program provides in-class pedestrian safety to second grade students and in-class bicycle safety education to fifth or sixth grade students throughout the regional school districts. These programs teach students how to walk and bike safely. They also encourage active travel and promote safe travel behaviors, which in turn can result in future safe drivers. This is a regional priority outlined specifically in local TSPs, the state transportation options plan, and the Point2point five-year strategic plan. The program is growing exponentially, and this helps meet some of that demand. [Activities necessary in order to process the required request to transfer FHWA funds to FTA are in progress.](#)

Safe Routes to School Regional Program - Keys: 20964/21328			#19-SRTSRG-0146008	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
STBG Springfield - 1738-2018-10	15,176	15,176	FY 2019-2021	Rollout, Commissioning, Active
FHWA Transfer 5307 - OR-2018-026	39,000	39,000		
STBG - Bethel - 1738-2018-10	39,471	39,471		
STBG - 4J - 1738-2018-10	88,641	88,641		
Springfield School - HU-19-10-09	44,745	28,809		
Bethel School - FHWA Transfer 5307 OR-2018-026	4,054	4,054		
4J School - FHWA Transfer OR-2018-026	9,103	9,103		
TAP	350,000	350,000		
General Funds	40,059	40,059		
Total Project	630,249	614,313		

This project supports funding for three district Safe Routes To School programs in order to maintain the current level of K-8 programming in the 4J, Bethel, and Springfield school districts from FFY 2019-2021. This is a regional partner/agency priority and is listed in all local TSPs, the state transportation options plan, and the Point2point five-year strategic plan. It has multi-year committed funding. [The project is progressing as scheduled.](#)

Transportation Options - Key: 21130			#19-TRANOP-0146009	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
FHWA Transfer 5307 - OR-2017-024	300,000	300,000	FY 2019-2021	Secure Funding
ODOT - REGION 2 - 32517	94,571	59,608		
General Funds	5,000	998		
Total Project	399,571	360,606		

This program provides a variety of positive marketing opportunities for LTD and more importantly provides options for the region's travelers to use a variety of transportation options in the region. Point2point does extensive year-round outreach and education about how to use the options and does a great deal of education on how to access and trip plan using the LTD fixed-route and accessible services transportation. The face-to-face outreach component provides a human face to the services we provide. Direct services include the management of the Valley Vanpool Program (17 vans), Emergency Ride Home, Drive Less Connect Ridesharing software for Lane County, lead the Business Commute Challenge and the Oregon Drive Less Challenge in Lane County, and lead the Regional Safe Routes to Schools Program. The Point2point program is supported by local and state partners, and it helps meet the regional goals around improving transportation system efficiency and climate recovery. [The project is progressing as scheduled.](#)

LTD CIP 2019

PROJECT DESCRIPTIONS

Point2point

UO Gateway SmartTrips - Key: 17162 #19-SMTUOG-0146010

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
STP - OR-95-X030	180,000	170,941	FY 2019-2021	Rollout, Commissioning, Active
General Funds	20,601	19,564		
Total Project	200,601	190,505		

LTD will conduct public outreach (SmartTrips) relative to the enhanced EmX service, which will be beneficial to the business community. Increasing awareness of transportation resources and the various options available, in addition to the enhanced EmX service, will facilitate the establishment of long-term and sustainable transportation practices. This is a priority to the City of Springfield and helps meet the regional goals around transportation system efficiency. **The project is progressing as scheduled. LTD conducted on-board surveys during the reporting period; as well as surveys of households in its effort to promote transportation options.**

SRTS Outreach and Encouragement Program 2019-21 - Key: 21392 #19-SRTSOE0146011

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
CMAQ	90,000	90,000	FY 2019	Rollout, Commissioning, Active
General Funds	22,500	22,500		
Total Project	112,500	112,500		

Outreach and encouragement activities for the Safe Routes to School (SRTS) program. This adds funding to the expanding SRTS program for the last two years of the funding cycle. It is a growing program and is a regional priority. **The project is progressing as scheduled.**

Vanpool - Key: 19395 #19-VNPOOL-0146010

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Funds	185,000	122,716	FY 2019	Rollout, Commissioning, Active
Total Project	185,000	122,716		

Operation of Point2point-Valley Vanpool program. Manage interest and help conduct outreach on the vanpool program and help attract new riders. Manage issues with the vanpools as they arise. Manage pick-up and drop-off locations. The vanpool program helps reduce 2,000,000 miles on Interstate 5 each year and helps meets the state and local goals to lower congestion and reduce carbon emissions. **The project is progressing as scheduled.**

LANE TRANSIT DISTRICT
January 2019 Performance Report
22-February-2019

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	863,568	915,435	- 5.7%	5,734,282	5,752,514	- 0.3%	10,193,091	10,248,583	- 0.5%
Mobility Assisted Riders	13,098	11,471	+ 14.2%	96,218	87,936	+ 9.4%	160,400	151,678	+ 5.8%

Average Passenger Boardings:

Weekday	33,610	35,563	- 5.5%	32,237	32,031	+ 0.6%	33,669	33,627	+ 0.1%
Saturday	17,084	18,766	- 9.0%	18,193	19,663	- 7.5%	18,491	19,244	- 3.9%
Sunday	11,162	11,596	- 3.7%	11,577	11,197	+ 3.4%	11,758	11,295	+ 4.1%

Monthly Revenue Hours	24,306	26,060	- 6.7%	169,487	173,387	- 2.2%	293,452	292,573	+ 0.3%
Boardings Per Revenue Hour	35.5	35.1	+ 1.1%	33.83	33.18	+ 2.0%	34.74	35.03	- 0.8%
Weekly Revenue Hours	5,488	5,885	- 6.7%	5,544	5,730	- 3.2%	5,645	5,660	- 0.3%
Weekdays	22	22		150	149		256	257	
Saturdays	4	4		32	31		54	52	
Sundays	5	5		32	32		54	53	

Farebox Revenues & Sales*

Farebox Revenue	\$124,352	\$153,002	- 18.7%	\$961,110	\$1,033,611	- 7.0%	\$1,614,595	\$1,727,191	- 6.5%
Adult Pass	3,190	3,044	+ 4.8%	20,897	18,743	+ 11.5%	36,052	33,290	+ 8.3%
Youth Pass	775	841	- 7.8%	4,593	4,511	+ 1.8%	8,491	8,777	- 3.3%
Reduced Fare Pass	750	949	- 21.0%	5,835	6,423	- 9.2%	36,052	33,290	+ 8.3%
Adult 3 Month Pass	217	225	- 3.6%	973	997	- 2.4%	1,595	1,759	- 9.3%
Youth 3 Month Pass	95	142	- 33.1%	505	551	- 8.3%	780	777	+ 0.4%
Reduced Fare 3 Month Pass	53	60	- 11.7%	367	358	+ 2.5%	587	636	- 7.7%
Adult 10-Ride Ticket Book	2,160	2,115	+ 2.1%	12,601	12,125	+ 3.9%	20,774	21,595	- 3.8%
Half-Fare 10-Ride Ticket Book	360	385	- 6.5%	2,606	2,469	+ 5.5%	4,066	4,177	- 2.7%
RideSource 10-Ride Ticket Book	466	369	+ 26.3%	2,885	2,672	+ 8.0%	4,926	4,704	+ 4.7%

*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	339,149	335,763	+ 1.0%	2,321,057	2,401,012	- 3.3%	4,039,828	4,065,607	- 0.6%
Average Passenger Boardings/Mile	2.55	2.73	- 6.6%	2.47	2.40	+ 3.1%	2.52	2.52	+ 0.1%
Fuel Cost	\$163,950	\$194,191	- 15.6%	\$1,378,347	\$1,229,635	+ 12.1%	\$2,407,613	\$2,002,413	+ 20.2%
Fuel Cost Per Mile	\$0.483	\$0.578	- 16.4%	\$0.594	\$0.512	+ 16.0%	\$0.596	\$0.493	+ 21.0%
Repair Costs	\$372,661	\$318,786	+ 16.9%	\$2,074,277	\$1,933,511	+ 7.3%	\$3,814,607	\$3,341,300	+ 14.2%
Total Repair Cost Per Mile	\$1.099	\$0.949	+ 15.7%	\$0.894	\$0.805	+ 11.0%	\$0.944	\$0.822	+ 14.9%
Preventive Maintenance Costs	\$36,447	\$37,922	- 3.9%	\$259,977	\$248,932	+ 4.4%	\$460,311	\$429,134	+ 7.3%
Total PM Cost Per Mile	\$0.107	\$0.113	- 4.9%	\$0.112	\$0.104	+ 8.0%	\$0.114	\$0.106	+ 7.9%
Mechanical Road Calls	31	47	- 34.0%	262	244	+ 7.4%	458	451	+ 1.6%
Miles/Mech. Road Call	10,940	7,144	+ 53.1%	8,859	9,840	- 10.0%	8,821	9,015	- 2.2%

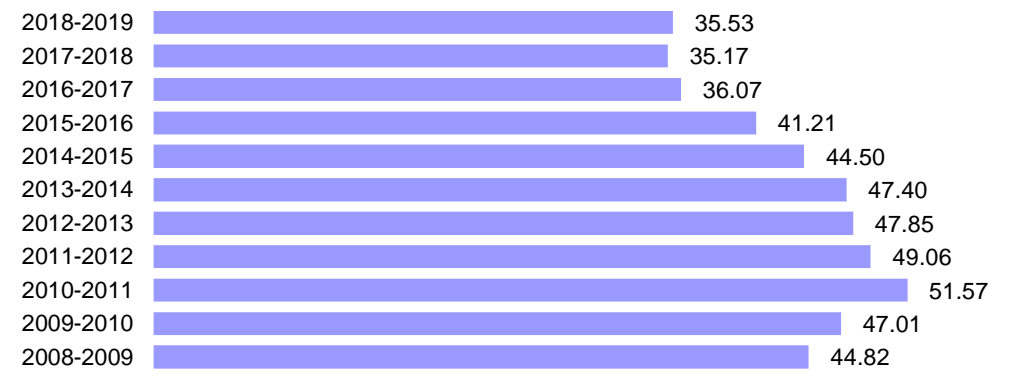
RideSource Internal Fleet

MTM Rides	14,409	13,571	+ 6.2%	92,685	93,779	- 1.2%	159,824	171,627	- 6.9%
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January Revenue Hours



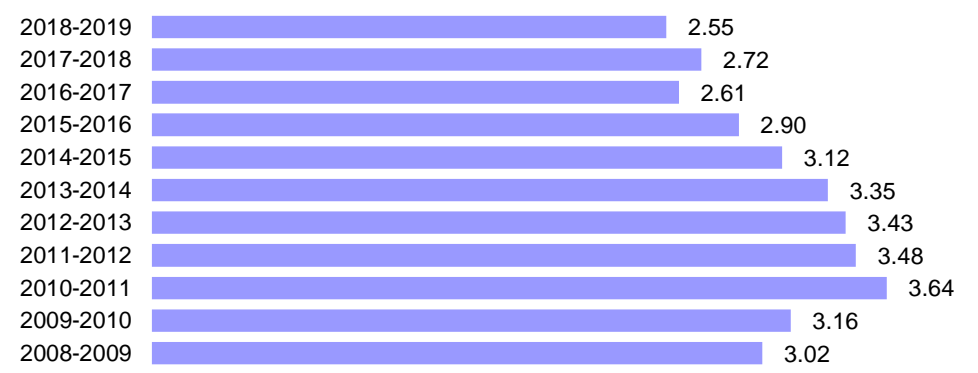
January Passenger Boardings per Revenue Hour



January Fleet Miles



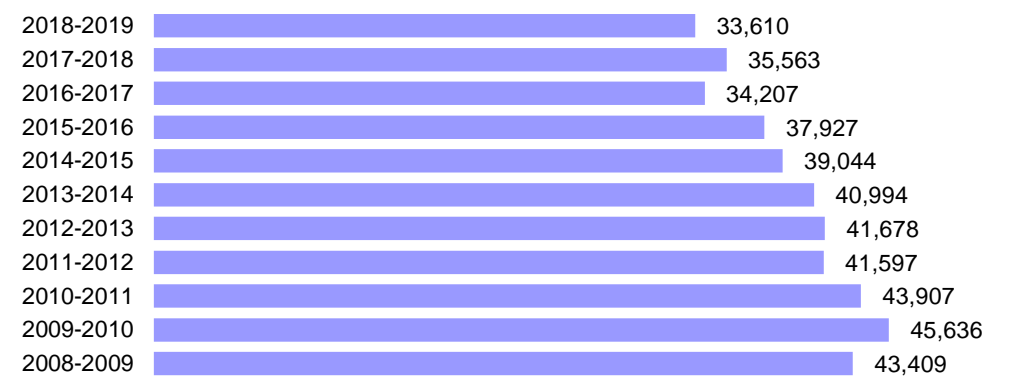
January Passenger Boardings per Mile



January Passenger Boardings

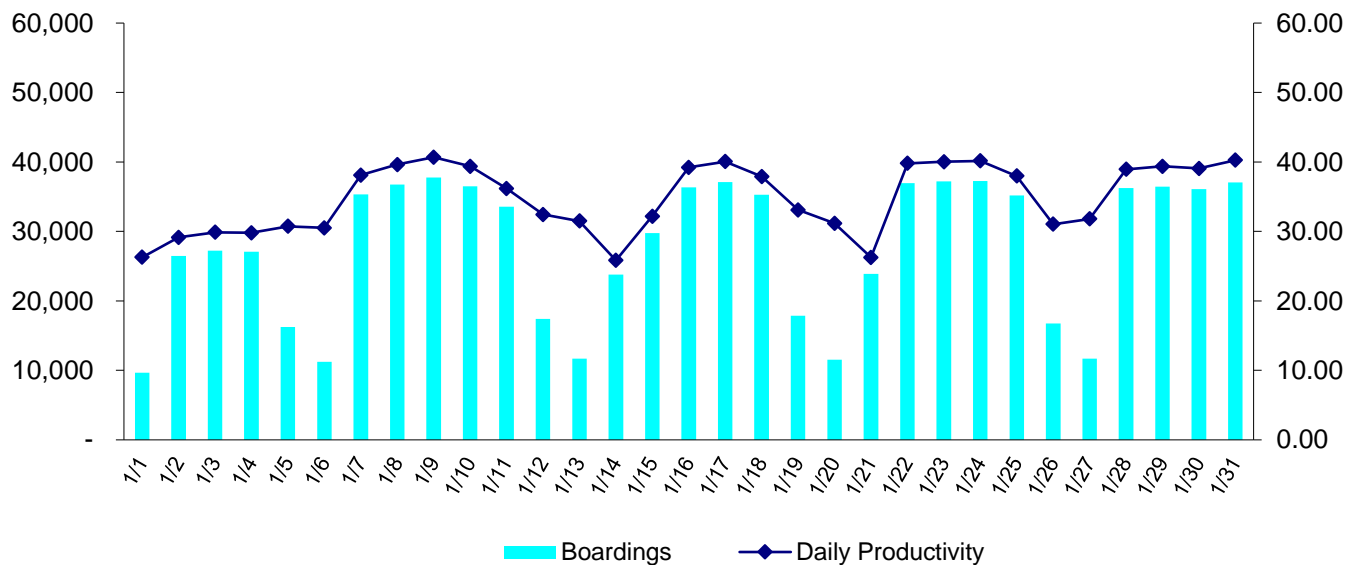


January Average Weekday Passenger Boardings



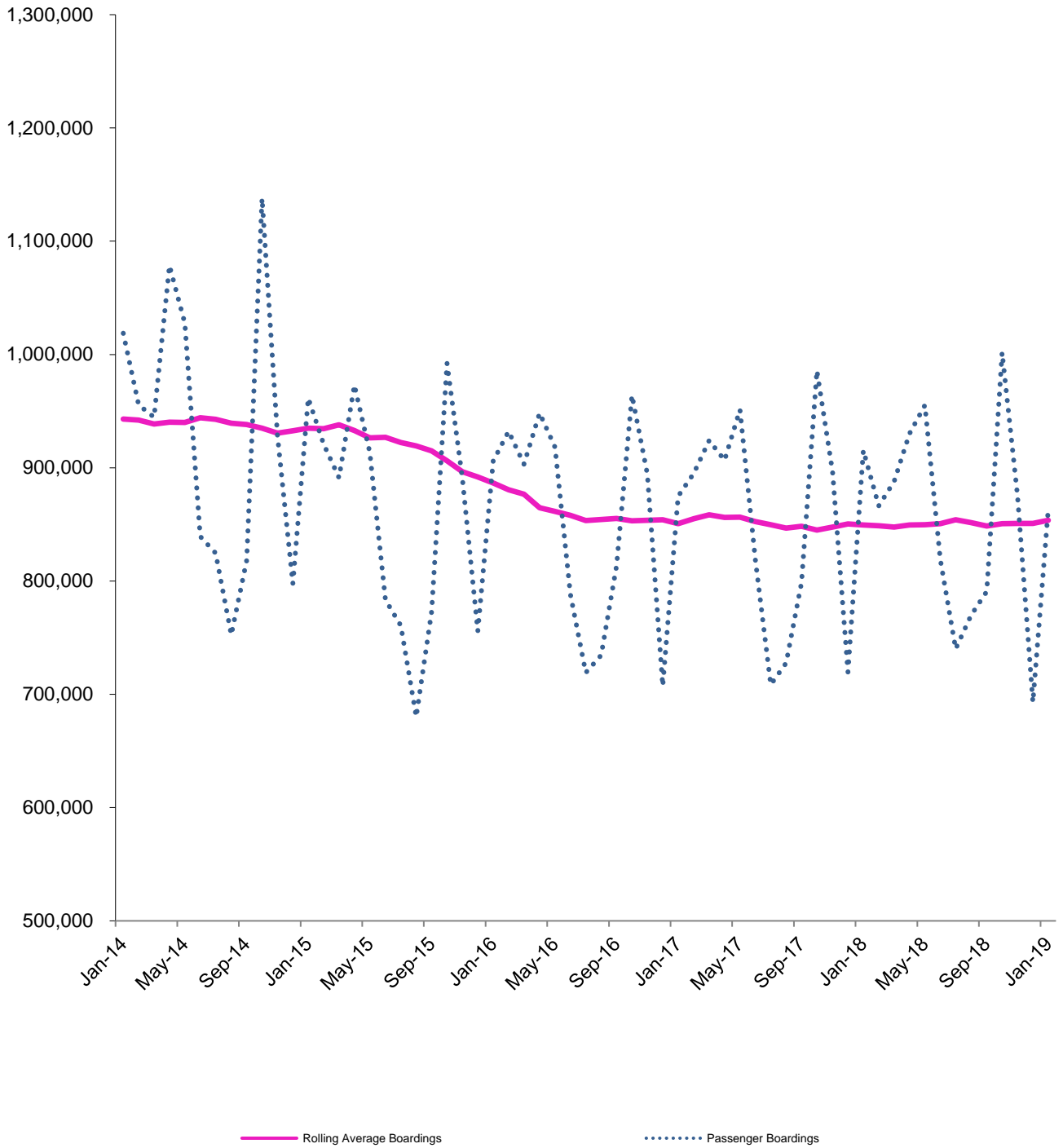
Daily Ridership Recap January 2019

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
1/1/2019	Tuesday	Sunday	9,649	181	367	26.29
1/2/2019	Wednesday	Weekday	26,459	496	907	29.17
1/3/2019	Thursday	Weekday	27,225	710	911	29.88
1/4/2019	Friday	Weekday	27,108	504	909	29.82
1/5/2019	Saturday	Saturday	16,269	339	529	30.75
1/6/2019	Sunday	Sunday	11,256	187	369	30.50
1/7/2019	Monday	Weekday	35,344	522	927	38.13
1/8/2019	Tuesday	Weekday	36,773	555	928	39.63
1/9/2019	Wednesday	Weekday	37,757	493	928	40.69
1/10/2019	Thursday	Weekday	36,504	583	927	39.38
1/11/2019	Friday	Weekday	33,557	483	927	36.20
1/12/2019	Saturday	Saturday	17,424	291	537	32.45
1/13/2019	Sunday	Sunday	11,691	213	371	31.51
1/14/2019	Monday	Weekday	23,773	362	920	25.84
1/15/2019	Tuesday	Weekday	29,762	417	925	32.18
1/16/2019	Wednesday	Weekday	36,359	488	927	39.22
1/17/2019	Thursday	Weekday	37,103	475	926	40.07
1/18/2019	Friday	Weekday	35,271	505	930	37.93
1/19/2019	Saturday	Saturday	17,873	314	540	33.10
1/20/2019	Sunday	Sunday	11,535	158	370	31.18
1/21/2019	Monday	Weekday	23,873	393	909	26.26
1/22/2019	Tuesday	Weekday	36,939	536	928	39.80
1/23/2019	Wednesday	Weekday	37,231	540	930	40.03
1/24/2019	Thursday	Weekday	37,272	511	928	40.16
1/25/2019	Friday	Weekday	35,210	555	927	37.98
1/26/2019	Saturday	Saturday	16,770	221	540	31.06
1/27/2019	Sunday	Sunday	11,677	180	367	31.82
1/28/2019	Monday	Weekday	36,262	474	931	38.95
1/29/2019	Tuesday	Weekday	36,458	434	926	39.37
1/30/2019	Wednesday	Weekday	36,104	418	924	39.07
1/31/2019	Thursday	Weekday	37,080	560	921	40.26
Totals			863,568	13,098	24,306	35.53



LANE TRANSIT DISTRICT

Five Year History of Passenger Boardings





OFFICE OF THE GENERAL MANAGER

Aurora Jackson, General Manager

PUBLIC AFFAIRS

Vacant, Director

There is no report this month.

MARKETING AND COMMUNICATIONS

Charlie Clarke, Marketing and Communications Manager

There is no report this month.

PLANNING AND DEVELOPMENT

Tom Schwetz, Director of Planning and development

There is no report this month.

SERVICE DELIVERY & ADMINISTRATION

Mark Johnson, Assistant General Manager

FINANCE

Christina Shew, Director of Finance

There is no report this month.

BUSINESS SERVICES

Collina Beard, Director of Business Services

There is no report this month.

INFORMATION TECHNOLOGY

Robin Mayall, Director of Information Technology & Strategic Innovation

There is no report this month.

HUMAN RESOURCES*David Collier, Director of Human Resources & Risk Management***Labor:**

LTD was notified in February that the Amalgamated Transit Union 757 (ATU) was certified as the Exclusive Representative by the Employment Relations Board (ERB) to represent the Public Safety Officers and the Fare Inspectors for the purpose of collective bargaining.

ACCESSIBLE AND CUSTOMER SERVICE*Cosette Rees, Director of Customer & Specialized Services*

Like much of LTD, the Accessible and Customer Service group really shined during the recent snow and ice event. Such an event takes a village, and that includes providing information via the many phone calls, coming in as well as helping people at the counter. Staff from throughout the organization stepped up to help answer phones and get people where they needed to go.

Point2point (P2p)*Theresa Brand, Transportation Options Manager*

- P2p staff are supporting the Lane Regional Safe Routes to Schools (SRTS) Program in a number of key ways, including managing the newly updated SRTS website, serving as the program grant agent for all three district program, facilitating the purchasing on new school bike parking, and the regional leadership for the comprehensive program.
- P2p staff will be assisting the Oregon Department of Transportation and other regional partner efforts on congestion mitigation efforts around the Highway I- 105 construction project through the duration of the project in mid-2020. At the conclusion of this effort, P2p staff will assist with congestion mitigation for Beltline construction projects.
- Staff are working with Lane County and LCOG in order to do some targeted safety outreach in the Hunsaker area near River Road due to the recent fatality there and the need for increased safety awareness for bicyclists and pedestrian along with drivers passing through the area. Focus will be on housing sites and also assisted living locations.
- Staff are planning for spring and summer outreach events and are preparing equipment and ordering supplies for this intensive effort.

Business Commute Challenge (BCC):

- Staff are gearing up for the 2019 BCC by meeting with community stakeholders, procuring sponsorships, updating the website, and creating new marketing collateral.
- During the month of February, staff has secured more than \$3,800 in cash and prize donations. The following businesses are on board as our Champion Sponsors; City of Eugene, City of Springfield, Burley, and Pacific Cascade Federal Credit Union.
- The new BCC Program Assistant Amanda Marino will start the first week of March. Amanda is a senior at the University of Oregon studying Planning Public Policy & Management and Environmental Studies with a minor in Earth Sciences. She is passionate about creating greener cities and fostering a more sustainable future. In her free time she loves being outside, hiking, and exploring Oregon.

Employer Transportation Coordinator (ETC) Toolkit:

P2p staff continue to coordinate with LTD graphics and marketing to create final versions of the ETC toolkit materials and to update the P2p website. Test materials have been shared with and evaluated by select ETCs in our region, and final materials will be promoted to and evaluated by a wider audience once complete. Work will continue on the project through the spring with a May 1st, 2019, anticipated completion date.

Gateway/EmX Corridor Outreach:

P2p worked with LTD’s Planning Department to complete analysis of survey data collected on-board the Gateway EmX loop during peak hours in early November 2018. Additional analyses of survey data collected from employers along the International Way corridor and from households in the area proximate to the Gateway EmX Loop were also finalized. Planning for further outreach to employers along the EmX corridor is underway.

Vanpool:

Statistics for January 2019 (vanpool reporting experiences a 30 day lag)

Measure	Current Month	Prior Year's Month	Current YTD	Previous YTD
# of Vanpools	15	15	15	15
# of Riders	128	122	141	143
Passenger Boardings	3,752	2,653	23,088	19,035
Total Passenger Miles	204,708	149,808	1,309,824	1,110,895
CO2 Reduced	124,462	91,083	796,373	675,424

School Programs – SRTS Outreach Programs:

- P2p staff, along with the Regional SRTS team has begun the backwards planning process for the SRTS hosted Walk + Roll events which will happen in May. The Regional SRTS team has also been working in conjunction with the #WeBikeLane campaign in support of broader May is Bike Month planning efforts.
- The Regional SRTS Media plan, assisted by P2p intern Rylee Kahan, has advanced to the data collection portion of the project. Ms. Kahan, under the direction of the Schools Coordinator, has begun collecting and documenting sources for qualitative datum that helps indicate the successes of regional SRTS programing.
- The Schools Coordinator presented a program update to the MPC during the February 3rd MPC meeting in Springfield. The presentation included a brief overview of the history of the SRTS program, major initiatives, participation numbers and future goals.
- The Regional SRTS program was gifted 100 Kali Helmets and 6 My Kick Balance Bikes (via 4J School District) by Burley. In all, the donation totaled a value of \$4594.00. Burley is currently taking action to donate additional bikes to the program.
- The Springfield SRTS Coordinator has launched the pilot ‘Walking School Bucks’ program, where students participating in the weekly ‘Walking School Bus’ at Guy Lee Elementary and Two Rivers Dos Rios Elementary (Both Title 1 schools) can earn incentive prizes for their participation. The pilot is funded by the Healthy Springfield Families Grant (\$5,000) in partnership with the Alliance for Healthy Families. The grant money will be used for incentive prizes and the adding of a stipend program that will be offered to parents as compensation for their time leading the walking school bus.

FACILITIES

Joe McCormack, Director of Facilities

There is no report this month.

MAINTENANCE

Matt Imlach, Director of Maintenance

There is no report this month.

TRANSIT OPERATIONS

Jake McCallum, Director of Operations

There is no report this month.

Public Safety & System Security

Frank Wilson, Public Safety & System Security Manager

There is no report this month.

Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
January 16 - Regular Board Meeting			Time (minutes)	January 16 Board Work Session			Time (minutes)
Public Hearing:				MovingAhead Update		Andrew Martin	40
Items for action:				Presentation: 5311 & 5311f Funding Applications		John Ahlen	10
Consent Calendar:			5	Presentation: 5310 & STF Funding Applications		John Ahlen	10
1. Minutes from the December 19, 2018, Regular Board Meeting		Camille Gandolfi					
2. Delegated Authority Report – DECEMBER		Collina Beard					
3. Grant applications to fund out-of-District services – 5311 and 5311(f) funds		John Ahlen					
4. Committee Member Appointment – Statewide Transportation Improvement Fund (STIF) Advisory Committee							
Adoption: CAFR/Audit Results		Christina Shew	25				
Adoption: Merging of the ATC & Service Committee		Director Yeh	10				
Adoption: Board Committee Assignments		Director Yeh	5				
Items for Information:							
Board Travel & Reimbursement Policy		Aurora Jackson	10				
Safety-Conscious Resolution Annual Update		Aurora Jackson	10				
Written Reports:							
Monthly Cash Disbursements		Christina Shew					
Quarterly Grant Report		Christina Shew					
Monthly Performance Reports		Hart Migdal					

Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
Monthly Department Reports							
Executive Session:							
		TOTAL TIME	65			TOTAL TIME	60
February 20 - Regular Board Meeting			Time (minutes)	CONFIRMED: February 19 - Joint Work Session City of Eugene			Time (minutes)
Public Hearing: Proposed Supplemental Budget		Christina Shew	10	MovingAhead		Andrew Martin/ Tom Schwetz	
Items for Action:						TOTAL TIME	0
Consent Calendar:			5	CONFIRMED: February 20 Work Session			Time (minutes)
1. Minutes from the January 16, 2018, Special Board Meeting/Work Session		Camille Gandolfi		Transit Tomorrow		Tom Schwetz	30
2. Minutes from the January 16, 2018, Regular Board Meeting		Camille Gandolfi		Fare Collection		Cosette Rees	30
3. Delegated Authority Report – JANUARY		Collina Beard					
Adoption: STIF Bylaws		Camille Gandolfi					
Adoption: 5310 & STF Funding Applications		John Ahlen	15				
Items for Information:							
City of Eugene Franklin Blvd. Project Update		Larisa Varela City of Eugene	20				
Board Travel and Reimbursement Policy		Aurora Jackson	10				
Board Member Reports		Camille Gandolfi	10				
Monthly Financial Report		Christina Shew	5				
Written Reports:							
Monthly Cash Disbursements		Christina Shew					

Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
Quarterly Grant Report		Christina Shew					
Monthly Performance Reports		Hart Migdal					
Monthly Department Reports							
<i>BYD Update</i>		Mark Johnson					
<i>MOD Update</i>		Mark Johnson					
<i>LTD Connector</i>		Cosette Rees					
<i>Paw Print Program/Half-Fare Certification</i>		Cosette Rees					
<i>Fare Collection Update</i>		Cosette Rees					
<i>CATC Bylaws Update</i>		Cosette Rees					
<i>Point2point</i>		Theresa Brand					
<i>Marketing & Communications</i>		Charlie Clark					
Executive Session:							
		TOTAL TIME	75			TOTAL TIME	60
March 20 - Regular Board Meeting			Time (minutes)	CONFIRMED: March 18 Work Session			Time (minutes)
Introductory Items			15	American Bus Benchmarking (ABBG)		Mark Johnson	60
Employee of the Month		Board President	5	Transit Tomorrow		Tom Schwetz	60
Public Hearing & Adoption: Proposed Supplemental Budget - Medicaid Fund		Christina Shew	5				
Public Hearing: STIF Applications		Tom Schwetz	15				
Items for Action:							
Consent Calendar:			5				
<i>1. Minutes from the February 20, 2018, Special Board Meeting/Work Session</i>		Camille Gandolfi					

Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
2. Minutes from the February 20, 2018, Regular Board Meeting		Camille Gandolfi					
3. Delegated Authority Report – FEBRUARY		Collina Beard					
4. Budget Committee Member Appointment		Camille Gandolfi					
5. Contract No. 2019-08: Brown Contracting		Joe McCormack					
6. Contract No. 2019-16: Ogletree, Deakins, Nash, Smoak & Stewart		David Collier					
7. Contract No. 2019-03 Wyatt's Tire Services		Mark Johnson					
8. Board Travel & Reimbursement Policy		Aurora Jackson					
Adoption: Supplemental Budget-General Fund		Christina Shew	10				
Adoption: Fare Policy - Low-Income and Student Fare Subsidy Programs		Aurora Jackson	15				
Board Decision: Transit Tomorrow Scenario Direction		Tom Schwetz	10				
Adoption: Fare Collection System Contract		Cosette Rees	20				
Items for Information:							
Board Member Reports		Camille Gandolfi	10				
Monthly Financial Report		Christina Shew	5				
Written Reports:							
Monthly Cash Disbursements		Christina Shew					
Quarterly Grant Report		Christina Shew					
Monthly Performance Reports		Hart Migdal					

Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
Monthly Department Reports							
<i>Accessible & Customer Services</i>		Cosette Rees					
<i>Point2point</i>		Theresa Brand					
Executive Session:							
		TOTAL TIME	115			TOTAL TIME	120
April 17 - Regular Board Meeting			Time (minutes)				Time (minutes)
Introductory Items			15				
Employee of the Month		Board President	5				
Public Hearing: FY 19-20 Proposed Budget		Christina Shew	15				
First Reading Ordinance 53: Fare Policy ordinance change		Tom Schwetz	5				
Public Hearing: Fare & Service Changes		Tom Schwetz	15				
Items for Action:							
Consent Calendar:							
1. Minutes from the January 16, 2018, Regular Board Meeting		Camille Gandolfi					
2. Delegated Authority Report – JANUARY		Collina Beard					
Adoption: STIF Applications		Tom Schwetz					
Santa Clara Transit Station Naming Recommendations		Matt Imlach	10				
Acknowledgement: Dwight Purdy Retirement							
Items for Information:							
Sustainability Program		Kelly Hoell	10				
New Committees Discussion: Climate Change/Autonomous Vehicles							

Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
Communications Strategy Discussion: fare management system, and new youth pricing		Director Skov					
Board Member Reports		Camille Gandolfi					
Monthly Financial Report		Christina Shew					
Written Reports:							
Monthly Cash Disbursements		Christina Shew					
Quarterly Grant Report		Christina Shew					
Monthly Performance Reports		Hart Migdal					
Monthly Department Reports							
<i>Disaster Preparedness Plan</i>		David Lindelein, Frank Wilson, Robin Mayall					
Executive Session:							
		TOTAL TIME	75			TOTAL TIME	0
May 15 - Regular Board Meeting			Time (minutes)	Tentative: Joint Work Session City of Eugene			Time (minutes)
Introductory Items			15				
Employee of the Month		Board President	5	MovingAhead		Andrew Martin	
Public Hearing:							
Items for Action:							
Consent Calendar:							

Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
1. Minutes from the January 16, 2018, Regular Board Meeting		Camille Gandolfi					
2. Delegated Authority Report – JANUARY		Collina Beard					
Second Reading Ordinance 53: Fare Policy ordinance change		Tom Schwetz	5				
Adoption: Fare & Service Changes		Tom Schwetz					
Adoption: Proposed Budget		Christina Shew					
Adoption: Lane Coordinated Plan							
Transit Tomorrow-Staff Recommendation		Tom Schwetz					
Items for Information:							
Board Member Reports		Camille Gandolfi					
Monthly Financial Report		Christina Shew					
Written Reports:							
Monthly Cash Disbursements		Christina Shew					
Quarterly Grant Report		Christina Shew					
Monthly Performance Reports		Hart Migdal					
Monthly Department Reports							
Executive Session:							

Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
SCTS: Property Purchase of corner property		Matt Imlach	15				
		TOTAL TIME	40			TOTAL TIME	0
June 19 Regular Board Meeting			Time (minutes)	Tentative: Joint Work Session City of Eugene			Time (minutes)
Introductory Items			15	MovingAhead		Andrew Martin	
Employee of the Month		Board President	5				
Public Hearing:							
Items for Action:						TOTAL TIME	0
Consent Calendar:				CONFIRMED: June 19 Work Session			Time (minutes)
1. Minutes from the January 16, 2018, Regular Board Meeting		Camille Gandolfi		MovingAhead Investment Packages		Andrew Martin/ Tom Schwetz	
2. Delegated Authority Report – JANUARY		Collina Beard		Mobility on Demand			
3. Public Records Request Policy							
Adoption: District Boundary Renewal & Special District Designation							
Transit Tomorrow-Staff Recommendation		Tom Schwetz					
SCTS: Property purchase of corner property		Matt Imlach	10				
Items for Information:							
WEE CM/GC Contracting Approach		Joe McCormack	10				
Board Member Reports		Camille Gandolfi					
Monthly Financial Report		Christina Shew					
Written Reports:							

Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
Monthly Cash Disbursements		Christina Shew					
Quarterly Grant Report		Christina Shew					
Monthly Performance Reports		Hart Migdal					
Monthly Department Reports							
Executive Session:							
		TOTAL TIME	40			TOTAL TIME	0
July 17 - Regular Board Meeting			Time (minutes)	TENTATIVE: Joint Work Session City of Eugene			Time (minutes)
Introductory Items			15	MovingAhead		Andrew Martin	
Employee of the Month		Board President	5				
Public Hearing:							
Items for Action:							
Consent Calendar:							
1. Minutes from the January 16, 2018, Regular Board Meeting		Camille Gandolfi					
2. Delegated Authority Report – JANUARY		Collina Beard					
Board Decision: MovingAhead		Andrew Martin/ Tom Schwetz					
Items for Information:							
Preliminary Financial Report		Christina Shew					

Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
Board Member Reports		Camille Gandolfi					
Monthly Financial Report		Christina Shew					
Written Reports:							
Monthly Cash Disbursements		Christina Shew					
Quarterly Grant Report		Christina Shew					
Monthly Performance Reports		Hart Migdal					
Monthly Department Reports							
Executive Session:							
TOTAL TIME			20	TOTAL TIME			0
August 21 - Regular Board Meeting			Time (minutes)				Time (minutes)
Introductory Items			15				
Employee of the Month		Board President	5				
Public Hearing:							
Items for Action:							
Consent Calendar:							
1. Minutes from the January 16, 2018, Regular Board Meeting							
2. Delegated Authority Report – JANUARY							

Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
Items for Information:							
Preliminary Financial Report		Christina Shew					
Board Member Reports		Camille Gandolfi					
Monthly Financial Report		Christina Shew					
Written Reports:							
Monthly Cash Disbursements		Christina Shew					
Quarterly Grant Report		Christina Shew					
Monthly Performance Reports		Hart Migdal					
Monthly Department Reports							
Executive Session:							
		TOTAL TIME	20			TOTAL TIME	0
September 18 - Regular Board Meeting			Time (minutes)				Time (minutes)
Introductory Items			15				
Employee of the Month		Board President	5				
Public Hearing: Community Investment Plan		Christina Shew					
Items for Action:							
Consent Calendar:							

Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
1. Minutes from the January 16, 2018, Regular Board Meeting							
2. Delegated Authority Report – JANUARY							
Items for Information:							
Strategic Business Plan Retreat							
Board Member Reports		Camille Gandolfi					
Monthly Financial Report		Christina Shew					
Written Reports:							
Monthly Cash Disbursements		Christina Shew					
Quarterly Grant Report		Christina Shew					
Monthly Performance Reports		Hart Migdal					
Monthly Department Reports							
Executive Session:							
		TOTAL TIME	20			TOTAL TIME	0
October 16 - Regular Board Meeting			Time (minutes)				Time (minutes)
Introductory Items			15				

Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
Employee of the Month		Board President	5				
Public Hearing:							
Items for Action:							
Consent Calendar:							
1. Minutes from the January 16, 2018, Regular Board Meeting							
2. Delegated Authority Report – JANUARY							
Adoption: Registered Agent Designation		Camille Gandolfi					
Adoption: Community Investment Plan		Christina Shew					
Items for Information:							
Board Member Reports		Camille Gandolfi					
Monthly Financial Report		Christina Shew					
Written Reports:							
Monthly Cash Disbursements		Christina Shew					
Quarterly Grant Report		Christina Shew					
Monthly Performance Reports		Hart Migdal					
Monthly Department Reports							
Executive Session:							

Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
		TOTAL TIME	20			TOTAL TIME	0
November 20 - Regular Board Meeting			Time (minutes)				Time (minutes)
Introductory Items			15				
Employee of the Month		Board President	5				
Public Hearing:							
Items for Action:							
Consent Calendar:							
1. Minutes from the January 16, 2018, Regular Board Meeting							
2. Delegated Authority Report – JANUARY							
Items for Information:							
Board Member Reports		Camille Gandolfi					
Monthly Financial Report		Christina Shew					
Written Reports:							
Monthly Cash Disbursements		Christina Shew					
Quarterly Grant Report		Christina Shew					
Monthly Performance Reports		Hart Migdal					
Monthly Department Reports							

Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
Executive Session:							
		TOTAL TIME	20			TOTAL TIME	0
December 18 - Regular Board Meeting			Time (minutes)				Time (minutes)
Introductory Items			15				
Employee of the Month		Board President	5				
Public Hearing:							
Items for Action:							
Consent Calendar:							
1. Minutes from the January 16, 2018, Regular Board Meeting							
2. Delegated Authority Report – JANUARY							
Items for Information:							
Board Member Reports		Camille Gandolfi					
Monthly Financial Report		Christina Shew					
Written Reports:							
Monthly Cash Disbursements		Christina Shew					
Quarterly Grant Report		Christina Shew					

Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
Monthly Performance Reports		Hart Migdal					
Monthly Department Reports							
Executive Session:							
		TOTAL TIME	20			TOTAL TIME	0



RESOLUTION NO. 2019-03-20-017

ADOPTION OF THE FARE POLICY LOW-INCOME AND STUDENT FARE SUBSIDY PROGRAMS

WHEREAS, ORS 267.320 states that the “District Board may by ordinance impose and collect user charges, fees, and tolls from those who are served by or use the transit system”;

WHEREAS, the Board established the Ad Hoc Fare Policy Committee in February 2018;

WHEREAS, the purpose of the Ad Hoc Fare Policy Committee was to review LTD’s fare structure;

WHEREAS, the Ad Hoc Fare Policy Committee met five times between August and November 2018;

WHEREAS, the Ad Hoc Fare Policy Committee was comprised of two Board members, three nonprofit representatives, and one local elected official;

WHEREAS, the Ad Hoc Fare Policy Committee developed a two-part fare policy recommendation at their October 20, 2018, meeting;

WHEREAS, the first recommendation was to modify LTD’s existing low-income subsidy program from a 50 percent subsidy to a 75 percent subsidy increasing annual funding from \$250,000 to \$750,000;

WHEREAS, the second recommendation was to adopt a student fare subsidy program allowing students in elementary school and younger to ride free and students in middle school and high school to ride free September through June (school year);

WHEREAS, the Ad Hoc Fare Policy Committee’s recommendation included funding both programs with the newly implemented State Transportation Improvement Fund;

WHEREAS, at the November 4, 2018, Strategic Planning Committee (SPC) meeting, the Ad Hoc Fare Policy Committee’s recommendations were unanimously supported;

WHEREAS, at the November 15, 2018, Board of Directors’ meeting, the Board approved the recommendations from Ad Hoc Fare Policy Committee and the SPC;

WHEREAS, in support of the Board’s directives, staff met with school district officials, government entities, and other interested stakeholders who unanimously expressed support for the proposed fare policy changes;

WHEREAS, several school district officials requested expanding funding for the student fare program for Kindergarten through grade12 beyond the school year to the calendar year;

WHEREAS, LTD will begin implementation of a new fare collection system in fiscal year 2019-2020; and,

WHEREAS, the new fare collection system will have features that, if implemented, would require a change to LTD’s fare structure.



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

- Directing staff to incorporate the request from the school districts into the public engagement process for the proposed fare policy changes; and,
- Directing staff to bring back information to the Board of Directors regarding the fare collection system's features prior to proceeding.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 20th DAY OF MARCH, 2019.

Board President, Carl Yeh



**LEAGUE OF WOMEN VOTERS®
OF LANE COUNTY**

March 15, 2019

Board of Directors, Lane Transit District
3500 East 17th Av
Eugene, OR 97403

Dear Board Members:

Members of the League of Women Voters of Lane County have participated in community briefings and other meetings to become informed about the District's policy choices in Transit Tomorrow. It was the work of the League of Women Voters of the United States to support legislation to improve air quality, beginning in the 1970s, that led to the League's support for investment in public transportation. Since then the League has supported increased federal support for mass transit and has advocated for measures or amenities that are included in systems such as EmX, dedicated bus lanes and frequent service.

The increase in State of Oregon support for mass transit brings us the happy dilemma of determining how to improve our own system. Because LTD has programs to support low-income riders, and because lowering fares a modest amount would not likely lead to increased ridership, we conclude that using new money to lower fares is not the best use of those funds.

Adding service, therefore, is the most appropriate use of new funds. We believe providing service that attracts the most riders is more important than providing service to more areas, service which would likely be considered inadequate. This means more frequent service where needed and perhaps more evening and weekend service. Increasing ridership might also be found through investment in programs for young people, similar to the now-defunct Youth Pass.

The League also encourages on-going data collection to determine if the choices made for service enhancements are the correct ones. We realize there may be a cost associated with such data collection, and that should be an appropriate use of new funds.

Thank you for the work you are doing to implement this new opportunity, and thank you for considering the League's interest.

Sincerely,

Linda Lynch
President

Transit Tomorrow High Ridership Scenario Resource Distribution – System and Metro Area %

	Existing		Transit Tomorrow		Change	
	System %	Metro Area %	System %	Metro Area %	System %	Metro Area %
Metro Ridership	59.8%	65%	78.2%	85%	18.4%	20.0%
Metro Coverage	32.2%	35%	13.8%	15%	-18.4%	-20.0%
Rural	8%	0%	8.0%	0%	0.0%	0.0%
Total	100%	100%	100.0%	100%		
Notes:						
1. For Transit Tomorrow Metro 'Coverage', up to 5% would be invested in Non-Fixed Route Mobility						



RESOLUTION NO. 2019-03-20-018

ADOPTION OF TRANSIT TOMORROW PREFERRED SCENARIO

WHEREAS, at the December 2017 Board of Directors' meeting, the Board approved an award of contract to Jarrett Walker and Associates (JWA) to perform a comprehensive operational analysis (COA) that entails a detailed study of LTD's transit service, including an assessment of existing strengths, areas for improvements, and options to better serve the community it serves;

WHEREAS, in an outreach program to engage the community in the decision-making process of the COA, LTD branded the project 'Transit Tomorrow';

WHEREAS, a multi-jurisdictional technical advisory group composed of agency partners and LTD staff will be meeting to develop the Draft Preferred Scenario for the fixed-route transit network in Eugene/Springfield metropolitan area;

WHEREAS, prior to engaging the technical team in developing a refined scenario, staff is requesting Board direction to a draft network that takes into account the results of public input and the Strategic Planning Committee (SPC) advice;

WHEREAS, at the May 2019 Board of Directors' meeting, JWA will present a report summarizing key features of the draft network, along with measurements of outcomes;

WHEREAS, at the June 2019 Board of Directors' meeting, JWA will present the results of the work developed for potential adoption;

WHEREAS, the adopted Preferred Scenario will ultimately guide a plan to improve transit services in the Eugene/Springfield metropolitan area over the next three years;

WHEREAS, prior to making service changes, LTD will analyze the preferred scenario to assess various impacts (operational, Title VI, RideSource changes);

WHEREAS, the results of the analysis will provide the basis for implementing service changes as part of a three-year implementation plan that will begin in fall 2020;

WHEREAS, the Board of Directors held a work session on March 18, 2019 to discussion the Transit Tomorrow Scenarios.

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

Direct staff to develop a fixed-route service scenario for the Eugene/Springfield metropolitan area that focuses 80-85% of the metro area resources on High Ridership with up to 5% of metro resources being focused on non-fixed route mobility options.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THE 20th DAY OF MARCH, 2019.

Board President, Carl Yeh

AUDIENCE PARTICIPATION SIGN-UP SHEET— PUBLIC HEARING: FY 2018-2019 PROPOSED SUPPLEMENTAL BUDGET – MEDICAID FUND

Date: March 20, 2019

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	CITY OF RESIDENCE	GROUP / REPRESENTING

* This document is a public record subject to disclosure under the Oregon Public Records Law.

**AUDIENCE PARTICIPATION SIGN-UP SHEET— PUBLIC HEARING:
STIF FORMULA FUND APPLICATIONS**

Date: March 20, 2019

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	CITY OF RESIDENCE	GROUP / REPRESENTING	

* This document is a public record subject to disclosure under the Oregon Public Records Law.

**Board of Directors**

Jon Belcher
Michael DeLuise
Tiffany Edwards
Mike Eyster
Kevin Gilbride
Sophie McGinley
Michele O'Leary
Bob Passaro
Brett Rowlett
Rob Zako

March 13, 2019

From: Better Eugene-Springfield Transportation

To: Lane Transit Direct Board of Directors

Re: Recommendations on Transit Tomorrow and developing a business plan

Board of Advisors

John Allcott
Susan Ban
Bob Beals
Terry Beyer
Alexis Biddle
Shawn Boles
Julie Daniel
Rick Duncan
Tim Duy
Emily Eng
David Funk
Gerry Gaydos
Beth Gerot
George Grier
Eric Gunderson
Pat Hocken
Richard Hughes
Josh Kashinsky
Kaarin Knudson
Shane MacRhodes
Sarah Mazze
Terry McDonald
Matt McRae
DeLeesa Meashintubby
Tom Mulhern
Walt Norblad
Mark Pangborn
Brittany Quick-Warner
Matt Roberts
Seth Sadofsky
Marc Schlossberg
Carmel Snyder
Jean Tate
Kari Turner
Jenny Ulum
Carmen Urbina
Stefano Viggiano
Sue Wolling

Executive Summary

Lane Transit District's business (*WHAT*) is helping people get places in order to (*WHY*) advance a triple bottom line of economy, environment and social equity.

From an economic perspective, LTD should increase ridership to limit traffic congestion as the population grows, to support mixed-use development along major corridors, and to reduce the amount of land needed for parking. From an environmental perspective, LTD should increase ridership to lower the area's greenhouse gas emissions, by one estimate to almost three times today's level by the year 2035. Alas, the majority of the population who can drive aren't likely to ride the bus if it is inconvenient and takes too long. From a social equity perspective, people lacking other transportation options aren't happy with second-class service but desire something approaching the convenience and speed of driving.

In particular, except for people of severely limited means — for whom LTD is proposing to use some State Transportation Improvement Fund monies to double the number of low-income passes available and to bring back free youth passes — most riders would rather pay current fares to support more and better service than see discounted fares for less and worse service.

But even if LTD uses all available STIF monies to add service, it won't have enough resources to provide good service to people in all places at all times. Whatever LTD decides to do, there will be winners and losers. Focus is about saying no.

BEST recommends that LTD's top priority — its natural core business that it does not compromise — is providing frequent service along major high-demand corridors during weekdays (Frequent Transit Network) in order to provide convenient and fast options to people within reasonable walking distance.

BEST recommends that LTD's second priority is to extend this frequent service as much as feasible to evenings and weekends, using a social equity lens to determine what service will best allow more low-income households to avoid the expense of an additional car. Combining these top two priorities results in roughly Transit Tomorrow's "Ridership + Added Service" scenario.

Better Eugene-Springfield Transportation • PO Box 773, Eugene, OR 97440 • 541-343-5201

info@best-oregon.org • www.best-oregon.org • www.facebook.com/BetterEugeneSpringfieldTransportation

Bringing people together to promote transportation options, safe streets, and walkable neighborhoods.

BEST is a 501(c)(3) nonprofit. Contributions are tax-deductible to the extent the law allows. Tax ID #42-1661720.

But BEST recommends setting aside a small amount of funding (5%? 10%?) for a third priority to provide at least minimal service to populations of concern (low-income, youth, seniors, disabled, etc.) too far to walk to frequent service on the core system. LTD should determine whether fixed-route service, mobility on demand, paratransit, vouchers for private services like Lyft or Uber, or some other approach is most cost-effective.

Looking beyond Transit Tomorrow to the development and implementation of a business plan, BEST offers these additional recommendations: To understand customers and markets, hold regular informal focus groups. Use an equity lens when making service decisions. Adopt standards and policies to guide and maintain levels of service. In the future, aim to provide higher quality service that provides an attractive combination of speed, convenience, and comfort. Educate partners about transit-supportive policies and decisions. Look for opportunities to work with partners to increase funding for multiple modes of transportation.

Introduction

Better Eugene-Springfield Transportation (BEST) commends Lane Transit District (LTD) for conducting the Transit Tomorrow comprehensive operations analysis as a critical step in developing a business plan.

BEST's mission is to bring people together to promote transportation options, safe streets, and walkable neighborhoods. Led by 48 community leaders on our boards of directors and advisors, BEST is a diverse coalition of social service, business, environmental, educational, neighborhood and faith organizations.¹ We believe we are better when we speak and act together.

BEST forged these consensus recommendations by listening to different perspectives, reviewing local plans and policies, analyzing the Transit Tomorrow reports, and most importantly discussing together the pros and cons of different approaches.

WHAT is LTD's business?

LTD is in the business of helping people get places. But most people don't ride the bus.

Transit Tomorrow seeks to determine *WHAT* is LTD's business, i.e., LTD's market or niche.

If LTD were a restaurant, would it serve blue collar workers fast and cheap food for breakfast (McDonald's)? white collar workers lunch at a modest price (The Davis)? or wealthy retirees gourmet dinners made with locally grown ingredients at a premium price (Marché)?

LTD doesn't have the resources to get everyone where they want to go all the time. In determining what services to provide, LTD must make tradeoffs, i.e., pick winners and losers. No matter what LTD decides to do, some people will get left out in the cold.

¹ Our boards include leaders from social service agencies including ShelterCare, St. Vincent de Paul, Catholic Community Services, and Volunteers In Medicine; from the Eugene and Springfield Area Chambers of Commerce; from Eugene-Springfield Safe Routes To School; advocates for walking and bicycling; from neighborhood associations; from AARP Oregon and the League of Women Voters of Lane County; from the University of Oregon, Lane Community College and Eugene 4J; from 1000 Friends of Oregon and Our Children's Trust; design professionals, planners, economists, marketers, former LTD, city and state officials and staff; and others.

As Steve Jobs famously said, “focus is about saying no.”²

**WHAT is LTD’s business?
Which people where and when (and for what fare) should LTD serve?**

WHY is LTD’s business needed?

Of course, LTD is not a for-profit business driven by a single bottom line. Rather as a public agency, LTD naturally seeks to advance some kind of triple bottom line.

Based on conversations with the community³ and on various adopted local plans,⁴ BEST suggests that LTD benefits the community in at least these major ways:

- **People / Social Equity**
 - provide access to school, work, shopping, appointments, recreation, etc., especially for various disadvantaged segments of the community: youth, seniors, people with low incomes, people with disabilities, etc.
 - reduce transportation costs, especially for households with low incomes
- **Profit / Economy**
 - get workers to jobs
 - limit traffic congestion
 - support compact development
 - reduce parking requirements
 - attract “creative class” innovators
 - keep more dollars in the local economy
- **Planet / Environment**
 - improve air quality
 - support climate change goals

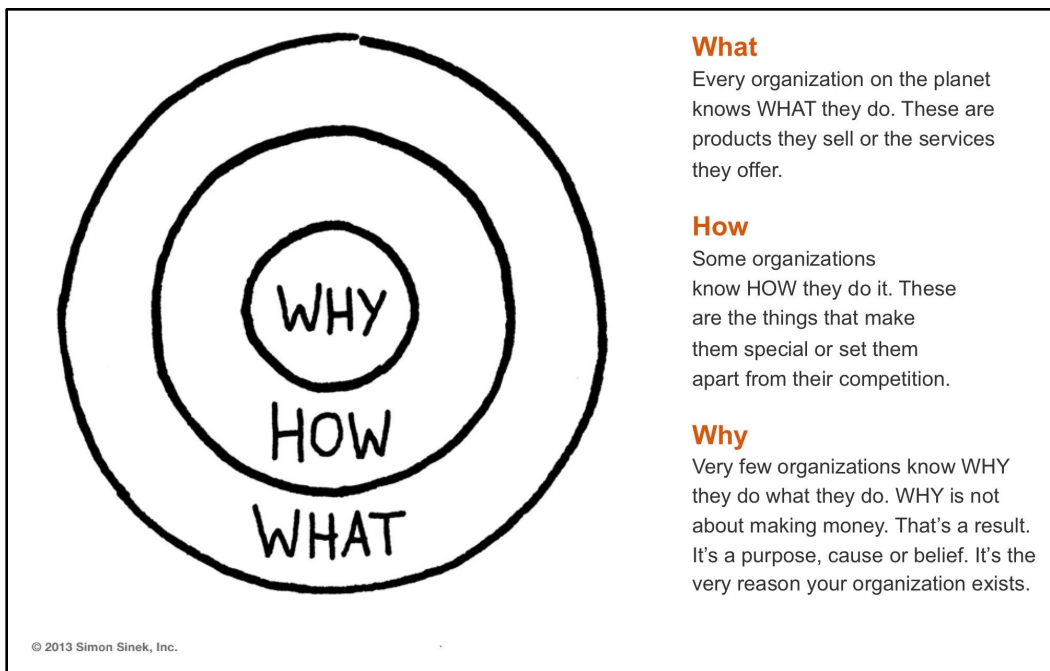
According to Simon Sinek, author of *Start with Why: How Great Leaders Inspire Everyone to Take Action*, a successful organization needs to start with *WHY* (purpose), then *HOW* (values and actions and differentiators), and then *WHAT* (products and results). You need to know your own *WHY* and be able to articulate that *WHY* in simple, clear terms.⁵

² In 1997, Steve Jobs had just returned as a consultant to Apple at a time when it had been losing market share and Wall Street was writing the company’s obituary. At the Worldwide Developers Conference, Jobs shared his philosophy, saying that “focus is about saying no.” Jobs went on to slash and simplify product lines and lead Apple to be insanely successful. BEST executive director Rob Zako knows this story because he was there. Learn more and watch a video of Jobs at <https://www.inc.com/justin-bariso/20-years-ago-steve-jobs-revealed-single-word-that-led-to-apples-great-success.html>.

³ After the West Eugene EmX project was approved, BEST held two dozen conversations to determine *WHY* public transit is important to the community. Updated in November 2016, BEST’s report on those conversations is available online at <https://www.best-oregon.org/ccreport/>.

⁴ Local land-use plans include Envision Eugene and the Springfield 2030 Comprehensive Plan. Transportation plans include the Central Lane 2040 Regional Transportation Plan, the Eugene 2035 Transportation System Plan, the Springfield 2035 Transportation System Plan, the Lane County 2036 Transportation System Plan, and LTD’s Long-Range Transit Plan. Climate change plans include the unadopted Central Lane Scenario Planning preferred scenario and the Eugene Climate Action Plan 2.0 currently under development. Moreover, there are multiple transportation safety action plans.

⁵ One good summary of Sinek’s ideas is provided by Ameet Ranadive in “The Power of Starting with Why,” <https://medium.com/leadership-motivation-and-impact/the-power-of-starting-with-why-f8e491392ef8>.



Simon Sinek, *Start with Why: How Great Leaders Inspire Everyone to Take Action*.

The questions Transit Tomorrow asks are about *WHAT*, i.e., the services LTD provides.

But the answers must start with *WHY*.⁶

**WHY is LTD's business needed?
In what ways does LTD benefit the community?**

More service or lower fares?

The tradeoff between more service and lower fares is relatively clear.

If LTD were a for-profit business, it would seek to set its prices to maximize its profits. LTD could have a high-volume, low-margin business (Walmart). Or it could have a low-volume, high-margin business (Nordstrom).

In business and economics, *elasticity* is a measure of how much consumer demand responds to changes in price.⁷ If LTD were to lower its fares, would it see a significant increase in ridership? Or is LTD's level of ridership mostly determined by other factors, for example, convenience and travel time?

Clearly for some in our community with severely limited means, fares are a barrier to riding the bus. Fortunately, LTD has a low-income fare program, whereby it sells passes to nonprofit agencies at a discount, and they assume responsibility for distributing these to those with the greatest need. Moreover, LTD is proposing to use a portion of new State Transportation Improvement Fund (STIF) monies to double the number of such discounted passes available.

⁶ Note that LTD already has *WHY*, *HOW* and *WHAT* statements. See "What Drives Us," <https://www.ltd.org/what-drives-us/>. But BEST is not seeing these statements as specific enough to definitively answer the questions Transit Tomorrow asks.

⁷ For example, see <https://www.investopedia.com/terms/e/elasticity.asp>.

LTD is also proposing to use STIF monies to bring back free youth passes for middle and high school students. Thus, for example, a mother and her four children could all ride the bus together for just one adult fare.

But for the majority of riders, convenience and travel time are more significant than fares in determining whether or not they ride the bus. Lowering fares would likely not increase ridership much. Indeed, as lower fares would translate to less revenues hence less service, lower fares might actually lower ridership. Anecdotally, BEST is hearing that most riders are wanting more service rather than lower fares. Moreover, Phase 1 of Transit Tomorrow revealed that a large number of people want especially added weekend and evening service.

In summary, an important part of LTD's *WHY* is to enable people, especially those lacking other decent options, to get places. Social equity considerations demand that fares not be a barrier to people riding the bus but rather that the community make extra efforts to help such people get places. But those who can should pay their fair share, contributing to better service for all.

Below we discuss in detail what form "more service" should take.

Keep current fares for riders who can afford them, but explore sliding scale mechanisms to offer reduced or free fares to those who can't.

Ridership or coverage?

The tradeoff between ridership and coverage is more difficult.

Again, BEST is hearing that people want more service: greater frequency, added evening and weekend service, and more routes providing greater coverage.

BEST is hearing from people more dependent on transit that they want better transit. They don't want to have to plan their lives around a bus that comes just every half hour or longer. They don't want to have to wait for up to half an hour for the "pulse" to transfer at Eugene Station. And they don't want to have to spend an hour or more door-to-door getting places. In short, they want quality transit that doesn't leave them feeling like second-class citizens with significantly worse transportation options than those who can drive most places.

Of course, absent significant new funding — something to consider in a future phase — it isn't possible for LTD to provide more of everything. LTD must make tradeoffs, i.e., pick winners and losers. Focus is about saying no.

Conceptually, using existing revenues combined with STIF monies dedicated to more service, LTD can afford to deploy only so many buses. Transit Tomorrow asks where (what routes) and when (on what schedules) to deploy these buses. Adding one more bus here and now means one less bus then and there.

Given that there is a desire for more of everything, BEST does not recommend any of the four illustrative scenarios detailed in the *Transit Tomorrow Scenario Report*. Rather we recommend that LTD and its consultants develop a fifth scenario that is a hybrid giving first priority to "ridership," second priority to "added service," and third priority to "coverage":

1. **"Ridership" (Frequency):** Provide more frequent service along high-demand corridors during weekdays.

2. **“Added Service” (Evenings & Weekends):** Provide added service on evenings and weekends along high-demand corridors targeted to low-income households.
3. **“Coverage”:** To the extent it is cost-effective, provide limited fixed-route service targeted to populations of concern (low-income, youth, seniors, disabled, etc.) in areas of the community beyond walking distance to a high-demand corridor with frequent service. Otherwise look to invest in more cost-effective alternatives such as mobility on demand or underwriting private carriers such as Lyft and Uber.

Below we explain each of these priorities in turn.

Top priorities should be 1) to provide frequent service along high-demand corridors during weekdays, 2) to extend this core service to evenings and weekends as much as possible to promote social equity, and 3) to provide some additional coverage to outlying areas to promote social equity.

1) “Ridership” (Frequency)

As Jarrett Walker has explained, what public transit does best — its natural business — is moving together lots of people who are going the same places at the same times. When there is sufficient demand, a fixed-route bus can move far more people than can any other mobility option.

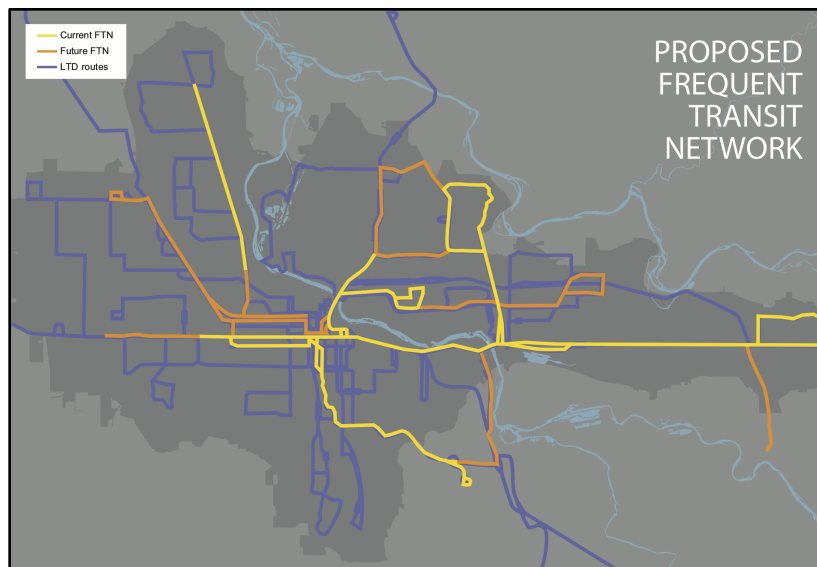


Road space needed for 69 people traveling by bus, bicycle or car.⁸

Note that local plans adopted by LTD and some its partners already call for a Frequent Transit Network, i.e., essentially a “Ridership” network.⁹ LTD should either follow these plans, or else take steps to amend them if it decides a different direction makes more sense.

⁸ Source: <https://www.cyclingpromotion.org/promotional-resources>.

⁹ LTD’s Long-Range Transit Plan calls for a Frequent Transit Network. Policy 1.1 states: “Implement a network of higher capacity, frequent transit corridors serving existing and proposed high-density land uses throughout the Eugene-Springfield metropolitan region that provide viable alternatives to personal vehicle trips.” See https://www.ltd.org/file_viewer.php?id=1063.



LTD's proposed Frequent Transit Network.

Moreover, increasing ridership by running buses more frequently along high-demand corridors also advances most elements of what BEST suggests is LTD's triple bottom line.

From an economic perspective, increasing ridership does the most to limit traffic congestion by reducing the number of drive-alone trips. Indeed, as the community is planning to build few new or expanded roads as the population increases, increasing LTD's ridership is a key strategy for addressing traffic congestion.¹⁰ Moreover, providing more frequent service along high-demand corridors supports planned higher-density, mixed-use, transit-oriented development along some corridors.^{11, 12, 13}

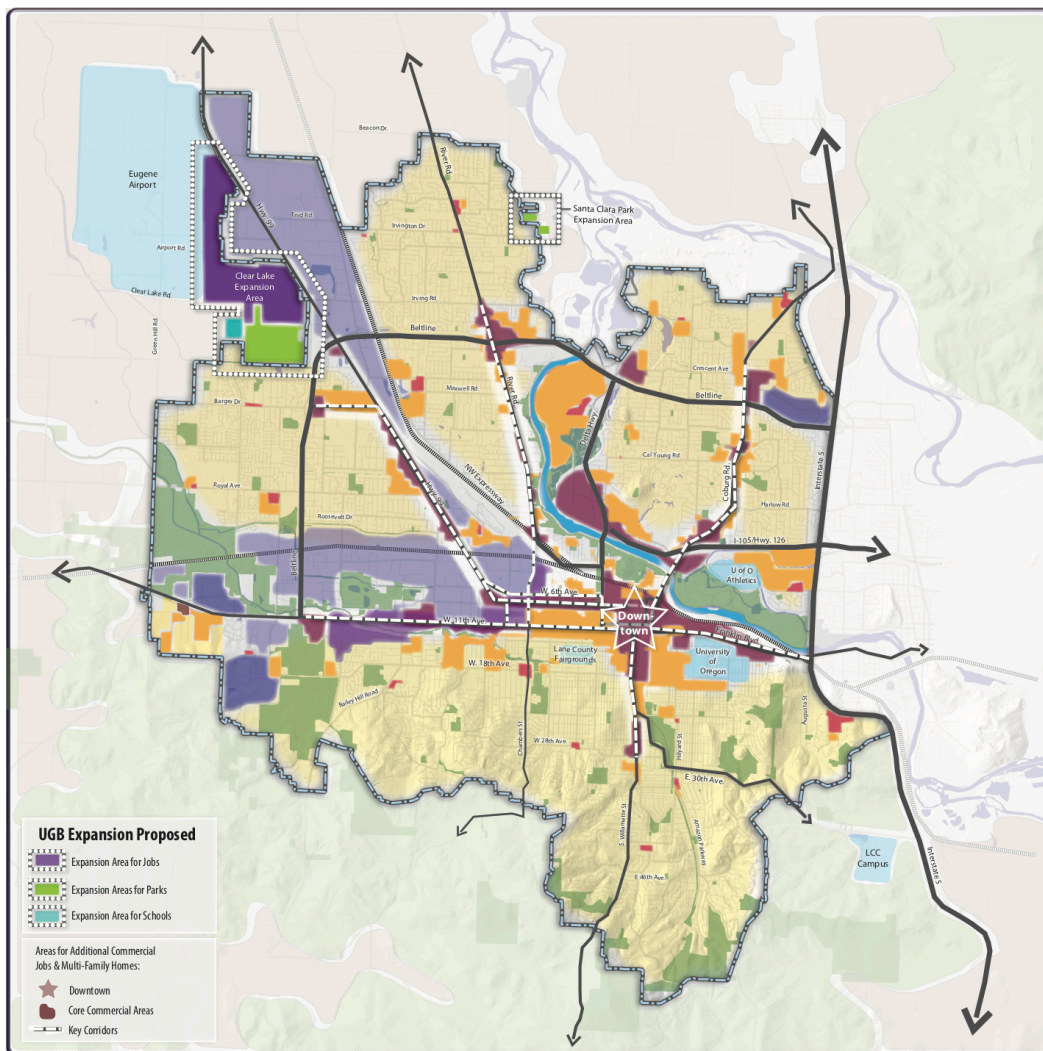
¹⁰ The Central Lane 2016–2040 Regional Transportation Plan (RTP) concludes: “The RTP recognizes that sole reliance on more and bigger roadways to meet future transportation demand is shortsighted. Even if adequate funding was available, given the growth anticipated in the region, it is unreasonable to assume the region can build its way out of traffic congestion. The technical evaluation of TransPlan alternatives indicated that the travel demand associated with growth will overload the transportation system, even with major capacity-increasing projects. Experience from cities all over the world suggests that building roads encourages more people to use cars, thereby perpetuating the transportation challenges. In addition, public sentiment indicates resistance to expanding existing roadways and building new roads that would impact open space and neighborhoods and the revenue required to construct new roadways is not always available.” (chap. 1, p. 3.)

Moreover, the RTP estimates how congestion will increase: “PM 1: Congested Miles of Travel (per cent of total VMT) — The model forecasted a five-fold increase in congested miles of travel on the major roadway network, assuming construction of the financially-constrained roadway projects in the RTP. The 2031 forecast of 21.3 percent of daily VMT as congested is still relatively small, but represents major congestion at a number of key locations on the roadway system.” (chap. 4, p. 4.) See <http://www.thempo.org/564/Regional-Transportation-Planning>.

¹¹ The Envision Eugene Community Vision, September 2018 Draft, explains: “Vibrant, mixed use neighborhoods that are walkable and connected by high-quality, high-capacity transit have benefits beyond reducing urban sprawl. They are also good for community health, equity and economic prosperity. They can increase the quality of life for individuals with less time spent in the car, and more time with family. Household expenses can be reduced as a result of less auto-dependency and increases in active transportation can improve health.” (p. 33.) See <https://www.eugene-or.gov/760/Envision-Eugene>.

¹² The Envision Eugene Community Vision for Homes, Jobs, Parks & Schools includes key corridors along West 11th Avenue, Highway 99, River Road, Coburg Road, Franklin Boulevard, and Willamette Street. These are all corridors in the Transit Tomorrow “Ridership” network. See October 2015 preliminary draft, <https://www.eugene-or.gov/DocumentCenter/View/18181/Envision-Eugene-UGB-Expansion-Map>.

¹³ The Springfield 2035 Transportation System Plan highlights: “Economic development priority areas: Four areas – Glenwood, Gateway, Downtown, and the Main Street Corridor – represent considerable growth opportunities and significant transportation challenges. The City is focused on achieving mixed-used development and investing in a multi-modal transportation system that supports transit, walking, and biking in these areas.” (p. 3.) See <http://www.springfield-or.gov/city/development-public-works/transportation-system-plan/>.



The Envision Eugene Community Vision for Homes, Jobs, Parks & Schools.

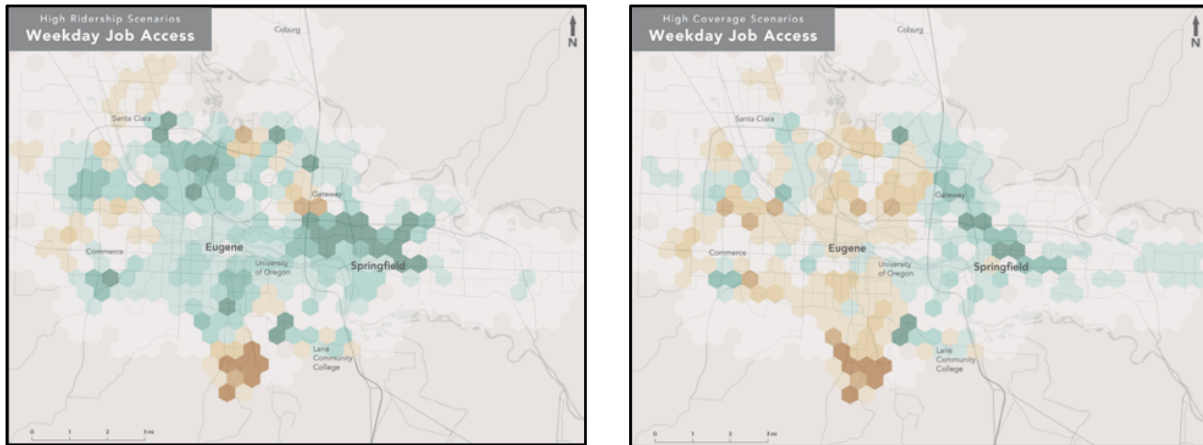
From an environmental perspective, significantly increasing ridership is a key strategy for meeting targets to reduce greenhouse gas emissions linked to climate change.^{14, 15}

But from a social equity perspective, it is not as clear that a “Ridership” network would benefit disadvantaged riders. Indeed, as noted above, whatever LTD does there will be winners and losers. If they didn’t have to make a tradeoff, disadvantaged riders would want more frequent service providing greater convenience and shorter travel times. But forced to make a tradeoff, the question perhaps comes down to how many disadvantaged riders would win or lose under the “Coverage” vs. “Ridership” networks.

¹⁴ The Central Lane Scenario Planning Final Report provides: “Transit strategy #3: Support full implementation of the Frequent Transit Network (FTN) described in LTD’s Long Range Transit Plan. LTD’s Frequent Transit Network (FTN) consists of transit routes with service frequencies of every 15 minutes or better all day, service at least 16 hours of the day, and other distinct features. The FTN is the backbone of LTD’s system, providing high-quality, high-frequency service. To achieve the level of transit ridership envisioned in the preferred scenario, LTD would need to implement the FTN. This includes seven EmX lines and improved transit service on other high-performing routes, as well as redesigned local transit service.” (p. 17.) See <http://www.thempo.org/367/Central-Lane-Scenario-Planning>.

¹⁵ Lane Transit District is identified as a large-level shareholder in the Eugene Climate Action Plan 2.0 effort. See <https://www.eugene-or.gov/3936/Climate-Action-Plan-20>.

The job access maps suggest that the *average* person in most parts of the community would have access to more jobs within 45 minutes door-to-door with the “Ridership” network than with the “Coverage” network. But what is the access to jobs for, say, low-income households?¹⁶



Weekday Job Access: High Ridership vs. High Coverage Scenarios.

On balance, BEST recommends that LTD’s core (primary) business should be to move lots of people (ridership) along high-demand corridors by providing frequent service during weekdays.

The aim should be to not only move more people, but also to provide better service to those people by improving the convenience of transit and reducing typical door-to-door travel times.

The first priority should be to provide frequent service along high-demand corridors during weekdays in order to improve convenience and reduce travel times for many riders, thereby increasing overall ridership.

Transfers

A critical component of making ridership LTD’s top priority is to make transfers more convenient and faster.

First, adding a new route in the “Ridership” network that stops at major destinations along Beltline will eliminate the need for some riders to come all the way into Eugene Station, transfer, and then go back out.

Add a cross-town route that follows Beltline.

Second, providing enough frequency so that riders transferring don’t need to wait for the “pulse” (buses leaving on the hour and half hour) will also make some trips faster and eliminate some long travel times.

Provide enough frequency to eliminate the “pulse.”

Long-Term Financial Sustainability

BEST anticipates that LTD can provide weekday ridership service (frequent service along high-demand corridors) using less than all of its revenues, especially if it uses STIF monies for more service. But it is critical for LTD to have a long-term financial plan to enable it to substantially

¹⁶ BEST has discussed with LTD staff and consultants the desirability of applying an equity lens to job access to determine how different scenarios would change access to jobs for various target populations.

maintain this core service through economic boom and bust cycles. No matter what else it might do, LTD should continue to provide its core service, and the community should be able to plan and depend on that core service always being there.

Such certainty is especially critical for corridors planned for higher-density, mixed-use, transit-oriented development. If a developer is depending on higher quality transit service to justify providing less parking, that higher quality service needs to operate for the life of the development project.

Develop a long-term financial plan to maintain core business.

Practically speaking, as the area's population increases and traffic worsens, LTD can expect to suffer a "doubly whammy" by having to spend more money to run more buses to maintain a given headway (frequency) because they are running slower hence providing worse service.

In particular, LTD's MovingAhead efforts with Eugene and Main-McVay Transit Study efforts with Springfield to explore transit infrastructure investments should be informed by LTD's commitment to maintain its core business over the long term.

Look to invest in infrastructure to help maintain core business.

2) "Added Service" (Evening & Weekends)

As noted above, Phase 1 of Transit Tomorrow revealed that a top priority for a large number of people, including people with lower incomes, is to add evening and weekend service.

Practically speaking, a key transportation decision for a household is whether to have one more car or not. For example, for a typical household near Four Corners in Eugene, owning and operating a car costs on average \$7,314 per year: \$5,442 in fixed costs to own and \$1,872 in variable costs to operate.¹⁷ If a person works evenings or weekends when public transit isn't practical and thereby has to buy an additional car, the cost of owning the car alone is a significant added expense for a household struggling to make ends meet. In order to avoid buying an additional car, public transit must be a practical option for most trips.

Financial realities might dictate that it is not feasible to provide the full weekday level of service in the "Ridership" network on evenings and weekends. But the aim should be to extend LTD's core business to evenings and weekends, aiming to provide service that will benefit the most people and hence result in higher ridership. After funding core service, LTD might set aside some additional funding (10%? 20%?) for evening and weekend service.

Nonetheless, LTD should use some kind of equity lens to target where and how often to provide evening and weekend service, aiming to serve the largest number of households with lower incomes as possible.

The second priority should be to provide service along high-demand corridors during evenings and weekends in order to enable households, especially those with lower incomes, to save the cost of an additional car.

¹⁷ See <https://htaindex.cnt.org>.

3) “Coverage”

The “Ridership” network is drastic in that it eliminates service entirely for some outlying parts of the Eugene-Springfield area.

To be more precise, by consolidating some nearby routes, the “Ridership” network forces some people to walk a bit farther to the nearest bus stop, say, not ¼-mile but rather ½-mile. For able-bodied persons, such a change is probably more of a feature than a bug. An able-bodied person should be willing to walk ½-mile to a bus stop, especially if doing so results in a shorter overall travel time door-to-door. As Jarrett Walker has explained, public transit is not intended to provide service to the door. Rather transit is intended to extend how far a person can get by foot via an intermediary bus ride (or two). Moreover, as a form of active transportation, having people walk short distances to and from bus stops promotes better public health.

On the other hand, for people with disabilities and some seniors, walking ½-mile to a bus stop can be a significant hardship. But if LTD tries to get within a short walking distance of such people, it will end up running less frequent service and stopping more often, resulting in less convenient and slower service for everyone.

Provide routes and stops spaced farther apart if doing so decreases typical door-to-door travel times. But for people with disabilities and some seniors, look to expand other targeted options.

But when we think about coverage, we are really thinking less about whether someone has to walk ¼-mile vs. ½-mile and more about someone who would need to walk a mile or more to get to any service at all.

Alas, trying to serve people in outlying areas is not really what public transit does well. Moreover, people with moderate or higher incomes living in such areas typically own cars and drive most places. Even if service were available for such people, it would be significantly less convenient and would take longer than driving.

So when we talk about coverage, we are primarily thinking about disadvantaged riders who lack other decent options. The practical question is whether fixed-route service to serve a small number of riders in outlying areas is the most cost-effective solution. Would it be cheaper to offer a mobility on demand service like the Connector pilot in Cottage Grove? Would it be cost effective to partner with, say, Lyft and Uber, using public monies to offer a discount on such rides in order to make them affordable to people with low incomes?

Again, LTD must make tradeoffs, i.e., pick winners and losers. No matter what LTD decides to do, some people will get left out in the cold. Focus is about saying no. Given limited funding, LTD should use some kind of equity lens to determine how it can best serve the most disadvantaged people using some funding (5%? 10%?) set aside for the purpose.

The third priority should be to use remaining funding to most cost-effectively provide limited service to especially people in outlying parts of the community lacking other practical options.

Additional recommendations

Looking beyond the narrow scope of this phase of Transit Tomorrow, BEST offers the following grab bag of recommendations related to developing a business plan and implementation.

Understand customers and markets

Looking ahead, especially as LTD's revenues rise and fall, LTD will invariably need to make service adjustments. It is critical for LTD to understand its market and to have a good sense of what kinds of changes its customers would most welcome.

Of course, LTD is overseen by a Board of Directors that represents the community. LTD is advised by various committees such as the Strategic Planning Committee. Moreover, when making decisions such as Transit Tomorrow, LTD holds open houses, tables, offers an online survey, and accepts public testimony. Public engagement is difficult, and LTD can assess how effective each of these techniques is at determining what the community wants.

But BEST has had quite a bit of success in understanding community desires and needs by simply sitting down and talking with people, i.e., in convening informal focus groups. We began such work in 2013 with our community conversations report.¹⁸ Ingredients to success are simple: Go to people where they are. Work with trusted community leaders. Speak in a language people understand, both literally and figuratively. Listen more than tell. And ask people about things they know, not about technical details.^{19, 20}

In addition to various advisory bodies, LTD could convene — or ask trusted community leaders to convene — periodic informal focus groups representing different segments of the community and different constituencies.

To understand customers and markets, hold regular informal focus groups.

Use an equity lens

BEST recommends LTD use some kind of explicit equity lens whenever making service decisions.

For example, as part of the Lane Livability Consortium, an Equity and Opportunity Assessment (EOA) was undertaken to identify and analyze issues of equity, access, and opportunity within the Eugene-Springfield metropolitan area and consider how these findings can inform agency plans, policies, and major investments. Like other efforts of the Consortium, this process was designed to engage multiple agencies and to help address the needs of those agencies. This Assessment broadly defines opportunity as a condition or situation that places individuals in a position to be more likely to succeed or excel.²¹

¹⁸ After the West Eugene EmX project was approved, BEST held two dozen conversations to determine *WHY* public transit is important to the community. Updated in November 2016, BEST's report on those conversations is available online: <https://www.best-oregon.org/ccreport/>.

¹⁹ There is a lot of good guidance on effectively public engagement. FHWA and FTA offer one good guide: https://www.fhwa.dot.gov/planning/public_involvement/publications/pi_techniques/.

²⁰ Here in Lane County, the Latino Participatory Research Project offers key findings and best practices for engaging with Lane County's Latino population: http://www.livabilitylane.org/toolkit/latino_outreach.htm.

²¹ See http://www.livabilitylane.org/toolkit/equity_and_opportunity.htm.

For example, representatives of the Eugene 4J School District suggest that LTD make decisions using an equity lens like their “Equity Decision Tool.”²²

Use an equity lens when making service decisions.

Maintain standards

LTD already offers many services (EmX, The Bus!, RideSource, etc.) and is looking to provide new services (Cottage Grove mobility on demand pilot, etc.). But how are these services similar and how do they differ? Is EmX a different service from The Bus!? And do all the non-EmX fixed routes provide essentially the same service? (Answer: Clearly not.)

As LTD looks to change its mix of services, it needs to be clear on what level of service (however measured) it is providing. What standards does LTD hold itself to?

- a certain stop-to-stop travel time within a specified area?
- a minimal frequency (hence maximum wait time) during a certain span?
- a specified level of on-time reliability?
- a promise that everyone within a given area is within ¼- or ½-mile of a bus stop?
- etc.

And once LTD decides what standards make sense, what policies does it apply to determine what standards to meet when there aren’t enough resources to meet all standards?

To put it another way, when the economy dips and payroll tax receipts decline, what are the policies for which standards to maintain (minimum frequency on core routes during weekdays? 75% of operating revenues devoted to ridership?) and which are let go.

Adopt standards and policies to guide and maintain levels of service.

Expanding LTD’s market

The two main drivers of transit service are increasing traffic congestion and the growing threat of climate change. Both point to the need to significantly increase ridership over time. Indeed, the unadopted Central Lane Scenario Planning preferred scenario calls for almost tripling ridership by the year 2035.²³ Of course, there is not funding in the short term to do so. But a 10-year business plan should be looking ahead to service in the year 2030 and what the community’s needs are likely to be then.

Details aside, in order to significantly increase ridership LTD needs to expand its market, i.e., who its riders are, beyond mostly those with few other options. And to attract people who do have other options, LTD will need to find ways to provide higher quality service that provides an attractive combination of speed, convenience, and comfort.

In the future, aim to provide higher quality service that provides an attractive combination of speed, convenience, and comfort.

²² For more information, contact Karen Pérez, Ed.D., Equity, Instruction & Partnership Administrator.

²³ See <http://www.thempo.org/367/Central-Lane-Scenario-Planning>.

Educate partners

To increase ridership over time will require a combination of incentives and disincentives. Transit service needs to become a more attractive option. But the time and monetary costs of driving need to reflect the full costs to society, costs that currently are underpriced.

Although it isn't LTD's role to tell partners what to decide, LTD is the local expert on transit and can provide information on the transit implications of decisions others make.

For example, when siting a new school or a veterans hospital, LTD can alert the deciding agency that some proposed sites are located too far from LTD's core system, and thus that LTD will be unlikely to serve such locations without additional revenues (or reducing existing service to existing riders).

For example, when a new hospital project includes extensive parking, LTD can alert the deciding body that by making driving cheap and easy, few people are likely to ride the bus.

For example, when a city sets high minimum parking standards along a transit-oriented corridor, it undermines the public investment in transit for that corridor.

Educate partners about transit-supportive policies and decisions.

Look for funding opportunities

But to continue to provide quality service and increase ridership, LTD might need additional funding. The experience of other communities is that seeking funding for just transit can be a losing proposition. But seeking funding for a transportation package that benefits most everyone no matter how they get around can be a winner.²⁴

Look for opportunities to work with partners to increase funding for multiple modes of transportation.

²⁴ The Center for Transportation Excellence (CFTE), which is an arm of the American Public Transportation Association (APTA), has a lot of resources for communities looking to increase resources for public transportation: <https://www.cfte.org/campaigns>.

AUDIENCE PARTICIPATION SIGN-UP SHEET—LTD REGULAR BOARD MEETING

Date: March 20, 2019

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	CITY OF RESIDENCE	GROUP / REPRESENTING	TOPIC
Rob Zako	Eugene	BEST	Transit Tomorrow
Marianne Nolte	Eugene	BEST	Transit Tomorrow

* This document is a public record subject to disclosure under the Oregon Public Records Law.