



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

Wednesday, May 15, 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 – JUNE	5
5:45 p.m.	VIII. AUDIENCE PARTICIPATION <ul style="list-style-type: none"> ◆ <i>Public Comment Note:</i> This part of the agenda is reserved for members of the public to address the Board on any issue. The person speaking is requested to sign-in on the audience participation form. 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>Community member testimony is limited to three (3) minutes.</i> 	
5:55 p.m.	IX. PUBLIC HEARING: FARE ORDINANCE 53 [Cosette Rees] <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 	6

Time		Page
6:10 p.m.	X. FIRST READING: FARE ORDINANCE 53 [Cosette Rees] Action Needed: Reading by Title Only. <i>Staff will review the proposed changes to Ordinance 49 amending and restating it as Ordinance 53, and request a first reading by title only.</i>	15
6:05 p.m.	XI. BOARD MEMBER REPORTS <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>	25
	XII. ITEMS FOR ACTION	
6:15 p.m.	A. CONSENT CALENDAR: Action Needed: Approval 1. Minutes from the April 17, 2019, Board Work Session 2. Minutes from the April 17, 2019, Regular Board Meeting 3. Delegated Authority Report – APRIL 4. Board Member Expense Report 5. Updated 5310 Funding Program Management Plan 6. Contract No. 2019-39: Ivoxy Consulting, LLC 7. Contract No. 2019-40: Bedford Falls, LLC DBA VOX	28
6:20 p.m.	B. ADOPTION: PROPOSED FISCAL YEAR 2019-2020 BUDGET [Christina Shew] Action Needed: Adoption <i>Staff will review the proposed Fiscal Year 2019-2020 Budget and request adoption.</i>	80
6:30 p.m.	C. PROCUREMENT POLICY REVISION: CLAIMS REVIEW BOARD & MICRO PURCHASE THRESHOLD [Collina Beard] Action Needed: Adoption <i>Staff will review the update to the procurement policy regarding the claims review board & micro purchase threshold and request adoption.</i>	97
	XIII. ITEMS FOR INFORMATION/DISCUSSION	
6:40 p.m.	A. STATE LEGISLATIVE UPDATE [Aurora Jackson] Action Needed: None. Information Only <i>Staff will provide an update regarding current legislation as it relates to the District.</i>	100
6:50 p.m.	B. PAYROLL TAX SUMMARY [Christina Shew] Action Needed: None. Information Only <i>Staff will provide an overview of payroll tax information and collection process.</i>	101

Time		Page
7:00 p.m.	C. AD HOC COMMUNICATIONS COMMITTEE UPDATE [Aurora Jackson] Action Needed: None. Information Only <i>Staff will provide an update regarding the status of the Ad Hoc Communications Committee.</i>	105
7:10 p.m.	D. UPCOMING PROJECTS AND COMMUNICATIONS PLAN STATUS UPDATE [Aurora Jackson] Action Needed: None. Information Only <i>Staff will provide a brief overview of the upcoming projects and the status of the communications' plans.</i>	144
	XIV. WRITTEN REPORTS – RESPOND IF QUESTIONS	
	A. MONTHLY FINANCIAL REPORT – MARCH [Christina Shew] <i>Attached is the Year-to-Date Financial Report. Financial reports are considered a draft until the conclusion of the fiscal year and completion of the Comprehensive Annual Financial Report.</i>	152
	B. MONTHLY CASH DISBURSEMENTS – APRIL [Christina Shew] <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>	157
	C. QUARTERLY GRANT REPORT – PRESENTED: MARCH/JUNE/SEPTEMBER/DECEMBER [Christina Shew] <i>The Grant Report contains financial data for all Federal Transit Administration (FTA) and Oregon Department of Transportation (ODOT) grants that have a remaining balance or that have had activity within the last quarter. The sources of information are the Transit Award Management System (TrAMS) and the Oregon Public Transit Information System (OPTIS).</i>	
	D. MONTHLY PERFORMANCE REPORTS – MARCH [Aurora Jackson] <i>Monthly performance reports will be provided to the Board in response to their request for regular reporting on the District's performance in several areas. On a quarterly basis, staff will present a review of key metrics that are trending in the performance report.</i>	162
	E. MONTHLY DEPARTMENT REPORTS – MAY [Aurora Jackson] <i>Monthly department activity reports, and reports throughout the District, are provided for the Board's information.</i>	166
	F. BOARD ANNUAL WORKING AGENDA <i>Attached is a calendar of Action or Information items that will be included on the agenda for future Board meetings.</i>	170
7:20 p.m.	XV. EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO “ORS 192.660(2)(d): to conduct deliberations with persons designated by the governing body to carry on labor negotiations.” <i>I move that the Board meet in Executive (Non-Public) Session pursuant to “ORS 192.660(2)(d): to conduct deliberations with persons designated by the governing body to carry on labor negotiations.”</i>	

Time	Page
7:35 p.m. XVI. EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO “ORS 192.660(2)(f) to consider information and records that are exempted by law from public inspection.”	
<i>I move that the Board meet in Executive (Non-Public) Session pursuant to “ORS 192.660(2)(f) to consider information and records that are exempted by law from public inspection.”</i>	
7:50 p.m. XVII. 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: May 15, 2019
ITEM TITLE: JUNE EMPLOYEE OF THE MONTH
PRESENTER: Jeff Hadden, Operations Supervisor

BACKGROUND:

Bus Operator Thom Locke has been selected to receive the June 2019 Employee of the Month (EOM) award. Thom was hired as a Bus Operator on July 13, 2015; and during that time he has received the following accolades: a Monthly Value Award (MVA) on March 23, 2018 for "Work Together", his 1 Year Safe Driving Award on March 18, 2019, another MVA for "Work Together" on March 19, 2019, two Operator Recognition nominations and finally an EOM nomination on March 7, 2019.

An operator witnessed Thom rendering aid to a woman who was unresponsive on a bench in Springfield Station. Thom had called 911 and was staying with the customer, assuring her that help was on the way. The other operator described how Thom's compassion for the ailing person was genuine and inspiring and resulted in him nominating Thom for Employee of the Month.

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

I was not surprised when I heard Thom had stepped up to aid one of our passengers—that's Thom in a nutshell. He is a kind and caring person who exemplifies the best qualities of a Bus Operator. He is dedicated, compassionate, and hardworking. He does his job with friendliness and a smile; he is inspiring!

AWARD:

Thom will attend the May 15 Board meeting to be introduced to the Board and receive his award.



AGENDA ITEM SUMMARY

DATE OF MEETING:	May 15, 2019
ITEM TITLE:	PUBLIC HEARING: FARE ORDINANCE 53
PRESENTER:	Cosette Rees, Director of Specialized Services
DIRECTOR:	Cosette Rees, Director of Specialized Services
ACTION REQUESTED:	Public Hearing

PURPOSE: Implementation of the Board's decision to incorporate the student and low-income subsidy programs, and other fare structure changes, requires updates to the District's fare ordinance. Updating the fare ordinance also requires holding a public hearing.

HISTORY: ORS 267.320 requires the "District Board by ordinance to 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 Fare Policy Committee. That committee met five times between August and November 2018. The Ad Hoc Fare Policy Committee developed a two-part recommendation at their October 20, 2018, meeting as follows:

- 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;
- 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 funding both programs with State Transportation Improvement Fund money. At its November 4, 2018, the Strategic Planning Committee meeting, and 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 application 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 ordinance (such as those being proposed for LTD's Student and Low-Income subsidy programs) be considered, and that a Title VI analysis be conducted before LTD implements any fare changes.

At the March 20, 2019, Board meeting, the LTD Board directed staff to bring the following changes, as presented, for formal fare ordinance consideration:

- Increased funding for the Low-Income Subsidy Program and reduce the cost to purchase bus passes under this program:
 - Modify from subsidizing the program at 50 percent to funding at 75 percent
 - Increase annual funding from \$250,000 to \$750,000
- Fund the Student bus passes for students in grades 12 and below throughout the calendar year through a partnership with the school districts or equivalent, and

- Implement the fare changes effective at the beginning of the school year.

Subsequently, LTD selected the TouchPass electronic fare collection system to implement on the Districts' fixed-route service. At the April 17, 2019, Board meeting, staff presented additional fare options based on this new technology, including:

- Fare-capping by calendar day for customers using stored value on the TouchPass system;
- Fare-capping by calendar month for customers using stored value on the TouchPass system;
- Elimination of the 10-ride ticket book; and
- Implementation of a \$5 fare for customers paying cash on the Autzen Express route.

At the April 17, 2019, Board meeting, the LTD Board directed staff to bring changes, as presented, in addition to those presented at the March meeting, for formal fare ordinance consideration.

RECOMMENDATION: Staff are requesting that a public hearing be held for the fare ordinance changes.

NEXT STEPS: At the June Board meeting, staff will:

- Provide a summary of feedback received and report any findings from the Title VI analysis;
- Hold a second public hearing;
- Hold a second reading of Ordinance 53 by title only; and
- Adoption of Ordinance 53.

SUPPORTING DOCUMENTATION:

- 1) Fare Ordinance changes overview presentation

PROPOSED MOTION: N/A

Fare Ordinance No. 53

May 15, 2019



LTD.org

Agenda

- Review discussions to date regarding new fare ordinance
- Hold public hearing



Ad Hoc Committee

- In early 2018, the Board formed Ad Hoc Committee for the purpose of reviewing fares with new goals and opportunities of STIF funding including:
 - ✓ Increase low-income fare subsidy through non-profits from 50% to a 75% subsidy; and,
 - ✓ Adopt a K12 student fare subsidy program.



Ad Hoc Committee

- The Ad Hoc Committee provided recommendations to the Strategic Planning Committee in November 2018, who forwarded it as a recommendation to the Board.
- At the November 2018 meeting, the Board directed the general manager to apply for STIF funds and begin the process to update the fare ordinance.
- At the March 2019 meeting, the board reviewed proposed changes, and approved moving to the next step to update the fare ordinance.



Fare Collection System

- March 2019 - The Board approved the purchase of the Delerrok TouchPass electronic fare collection system.
- April 2019 - The Board reviewed opportunities to make fixed-route fare changes geared toward equity, efficiency, and fare recovery, including:
 - ✓ Fare-capping by calendar day and calendar month;
 - ✓ Elimination of 10-ride ticket book on the fixed-route; and,
 - ✓ Implementation of \$5 fare for cash payments on Autzen Express.



Today's Action

- Hold a public hearing on proposed changes



Next Steps

At the June Board meeting, staff will:

- Provide a summary of feedback received and report any findings from the Title VI analysis;
- Hold a second public hearing;
- Second reading of Ordinance 53; and,
- Request adoption of Ordinance 53.





AGENDA ITEM SUMMARY

DATE OF MEETING: May 15, 2019

ITEM TITLE: FIRST READING: FARE ORDINANCE 53

PRESENTER: Cosette Rees, Director of Specialized Services

DIRECTOR: Cosette Rees, Director of Specialized Services

ACTION REQUESTED: First Reading of Ordinance By Title Only

PURPOSE: To hold the first reading of Ordinance 53, by title only, amending and restating Ordinance 49.

HISTORY: ORS 267.320 requires the “District Board by ordinance to impose and collect user charges, fees, and tolls from those who are served by or use the transit system.”

In accordance with Section 11 of Ordinance 45, the adoption of an Ordinance requires two readings at two separate meetings. These readings are permitted to be done by title only.

Details of the proposed changes to the Ordinance are contained in the agenda summary for section IX of this May 15 meeting agenda titled Public Hearing: Fare Ordinance Change.

RECOMMENDATION: Hold the first reading of Ordinance 53, by title only, amending and restating Ordinance 49 by title only.

NEXT STEPS: At the June Board meeting, staff will:

- Provide a summary of feedback received and report any findings from the Title VI analysis;
- Hold a second public hearing;
- Hold a second reading of Ordinance 53 by title only; and
- Request adoption of Ordinance 53.

SUPPORTING DOCUMENTATION:

- 1) Ordinance 49 amended and restated as Ordinance 53
- 2) Ordinance 49 amended and restated as Ordinance 53 – Redlined Version

PROPOSED MOTION: I move that Lane Transit District Ordinance No. 53 be read by title only.

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

Ordinance 53, an Ordinance Setting Fares for the Use of District Services and amending and restating Ordinance 49.

ORDINANCE NO. 53

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AN ORDINANCE SETTING FARES FOR THE USE OF DISTRICT SERVICES, AND AMENDING AND RESTATING ORDINANCE NO. 49.

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WHEREAS the Lane Transit District evaluated its fare structure and fare policy procedures as part of its overall assessment of its services to the community;

Deleted: fare rates are evaluated on an annual basis;¶

WHEREAS, Lane Transit District's goals related to fares focus on using fare structure and policy to:

- Increase ridership
- Improve equitable access to LTD's services
- Facilitate creation of life-long public transportation users
- Encourage choices that promote environmental sustainability
- Balance fare levels to optimize affordability and cost recovery

WHEREAS, the general manager is delegated the authority to make operational decisions related to establishing and adjusting incidental fees;

WHEREAS, the proposed fare rates were presented at a public hearing on May 17, 2019 and a second public hearing on June 19, 2019;

WHEREAS, a Title VI analysis conducted prior to the adoption of this ordinance showed no disparate impact;

WHEREAS, this ordinance supersedes the prior fare ordinance and all prior adopted policies or procedures related to fares;

BE IT ENACTED BY LANE TRANSIT DISTRICT:

Deleted: WHEREAS the proposed Monthly Pass, Three-Month Pass, and Group Pass fare rates were recently presented at a public hearing, and written comment having been received;¶

Lane Transit District Ordinance No. 53 is stated in its entirety to read as follows:

Deleted: Lane Transit District Ordinance No. 48 is amended and restated in its entirety to read as follows:

1.01 Definitions. As used in this ordinance, unless the context requires otherwise:

- (1) "District" means Lane Transit District.
- (2) "Service Area" means the area designated in Lane Transit District Ordinance No. 42, as such area is now constituted and as it may be altered from time to time hereafter by ordinance of this District.

1.02 Fares.

- (1) Fares on the District transit system shall vary according to the status of the rider and method of payment and shall be in accordance with the following schedule:

(a) Cash Fare (Effective 7/01/12)

	Monday-Sunday
Adult (ages 19-64)	\$1.75
Youth (ages 6-18)*	\$.85
Half-Fare**	\$.85
Senior Honored Rider (ages 65 and older) **	Free

Deleted: Senior (ages 65 and older)

(b) Monthly Pass (Effective 7/01/14)

Pass Type	Monthly Price	Three-Month Price
Adult (ages 19-64)	\$50.00	\$135.00
Youth (ages 6-18)*	\$25.00	\$ 67.50
Half-Fare**	\$25.00	\$ 67.50
Senior Honored Rider (ages 65 and older) **	Free	Free

Deleted: (b) - Ten-Ride Ticket Books (Effective 9/01/12)¶

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Deleted: Senior (ages 65 and older)

(c) Day Pass (Effective 7/01/12)

Adult (ages 19-64)	\$3.50
Youth (ages 6-18)*	\$1.75
Half-Fare**	\$1.75
<u>Senior Honored Rider (ages 65 and older) **</u>	<u>Free</u>

Deleted: * - Youth fare applies to ages 6-18. Children age five and under ride free with parent or guardian.¶

¶ LTD's EZ Access Program provides a Half-Fare Program for persons with disabilities and Medicare cardholders. The EZ Access Program also provides the Honored Rider pass, which provides free rides for persons 65 years of age and older. The Half-Fare and Honored Rider photo identification cards may be obtained at the LTD Customer Service Center.¶

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* Youth fare applies to ages 6-18 who are not participants in the Student Transit Pass program. Children age five and under ride free with parent or guardian.

** LTD provides a Half-Fare Program for persons with disabilities and Medicare cardholders. Eligibility and photo identification is required and available at LTD Customer Service Center.

The LTD Honored Rider Program provides free rides for persons 65 years of age and older. Photo identification and proof of age is required. An Honored Rider photo identification card may be obtained at the LTD Customer Service Center.

(2) Fare Capping. On a calendar day and calendar month basis, the District may provide customers, using stored value on a TouchPass fare media to purchase their fares, the ability to accumulate so that riders are charged

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up to the eligible rate for qualifying fare types and not more. When accessing stored value on a TouchPass mobile application or smartcard:

- Fares shall accumulate on a calendar day basis up to the eligible Day Pass rate.
- Fares shall accumulate on a calendar month basis up to the eligible Monthly Pass rate.

Rides taken after reaching the maximum fare for the calendar period shall be free for the remainder of that calendar period.

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- (3) Group Pass Program. The general manager, or his/her designated representative, is authorized to sign contracts on behalf of the District to provide transit service to groups of riders at reduced rates pursuant to policies established by the Board at its May 2, 1990, meeting, as amended, or pursuant to such policies as the Board may hereafter adopt by resolution or ordinance.

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Group Pass (*Effective 1/01/15*)

Pass Type	Monthly Rate
Taxpayer	\$5.42 taxpayer
Non-Taxpayer	\$6.30 non-taxpayer

- (4) Special Event Discounts. The promotional distribution of free tickets from time to time is necessary or convenient for the provision of a public transit system. The general manager, or his/her designated representative, is authorized to reduce or eliminate fares, or to approve the distribution of free tickets for use of District facilities during special events, or at specified times, on a finding by the general manager, or his/her designated representative, that the fare reduction or elimination will promote increased use of the District's public transit system or will otherwise further the provision of a public transit system.

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- (5) Autzen Express Route (*Effective 8/1/19*)

This service requires moving large numbers of people to and from an event that has a start and end time. LTD incurs additional costs to collect and secure cash fares. LTD will encourage customers to utilize prepaid fares for this service. For customer who pay with cash for this service only LTD will charge a cash surcharge that brings the price up to \$5. This surcharge will cover the cost needed for cash fare collection.

- (6) Reduced Fares for Low-Income Persons. (*Effective 8/1/19*).

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The general manager, or his/her designated representative, is authorized to sign contracts with local nonprofit agencies whereunder the District may agree to provide transit fare instruments at 75% subsidy up to \$750,000 per year for fixed route fares for such agencies. for distribution to low-income persons within the service area who need transportation assistance. Definitions of those who are "low income persons" and "who need transportation assistance" shall be part of such contracts, verbatim or by reference.

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Deleted: reduced prices to such agencies.

(7) Student Transit Pass Program. (Effective 9/1/19)

The general manager, or his/her designated representative, is authorized to sign contracts with educational entities whereunder the District may agree to allow eligible youth to ride at no cost, for distribution to youth enrolled in kindergarten through 12th grade. Eligible youth who have these passes will be able to ride the District's fixed route service within the District service area.

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(8) Paratransit. Fare structure (Effective 7/01/12):

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RideSource	\$3.50 one way
RideSource Out of Area surcharge	\$2.00 one way
Escort*	\$3.50 one way
RideSource Shopper**	\$2.00 round trip
Social Service Agencies***	100 percent
Book of Ten Tickets	\$35.00

- * Escort is limited to door-to-door transportation for medical rides.
- ** RideSource Shopper is specialized transportation service for grocery shopping. RideSource Shopper fares are based on round-trip rides. All other fares are one-way rides.
- *** Social service agencies will contract for service and pay 100 percent of the marginal cost of service.

2.01 Large-quantity Pass Purchases. The District will provide a discount of five (5) percent to private sales organizations authorized by the District to sell passes to the general public.

ADOPTED this 19th day of June, 2019.

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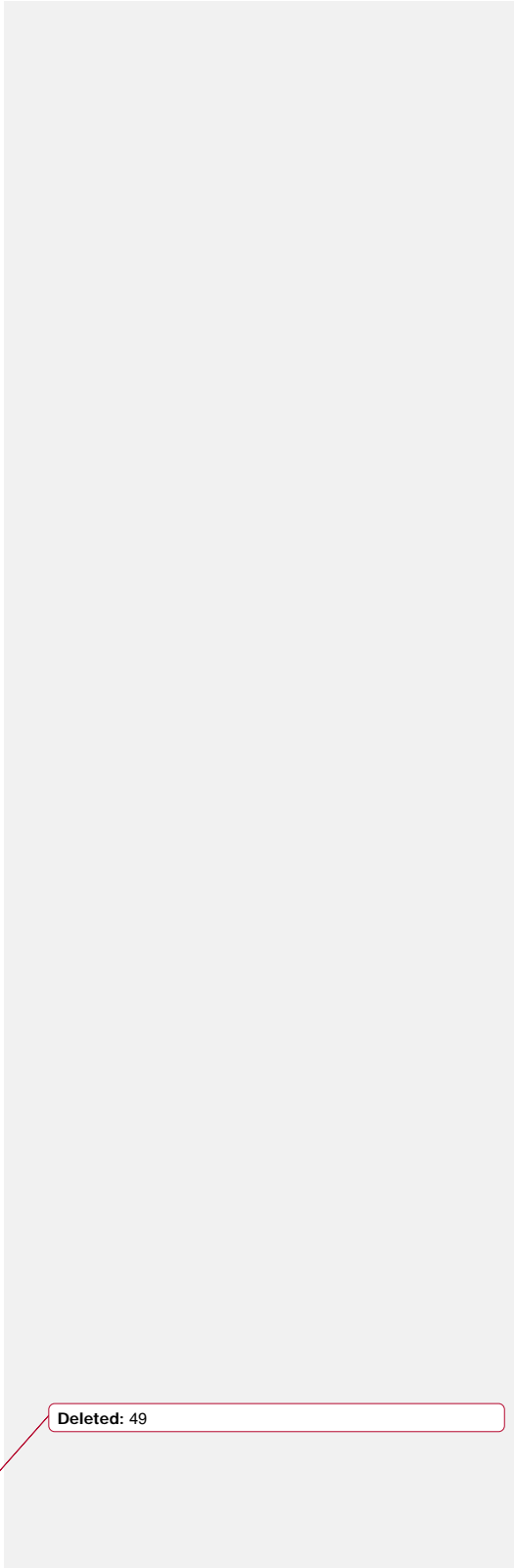
President and Presiding Officer

ATTEST:

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Secretary

Recording Secretary



Page 5
Fare Ordinance No. 53

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ORDINANCE NO. 53

AN ORDINANCE SETTING FARES FOR THE USE OF DISTRICT SERVICES, AND AMENDING AND RESTATING ORDINANCE NO. 49.

WHEREAS the Lane Transit District evaluated its fare structure and fare policy procedures as part of its overall assessment of its services to the community;

WHEREAS, Lane Transit District's goals related to fares focus on using fare structure and policy to:

- Increase ridership
- Improve equitable access to LTD's services
- Facilitate creation of life-long public transportation users
- Encourage choices that promote environmental sustainability
- Balance fare levels to optimize affordability and cost recovery

WHEREAS, the general manager is delegated the authority to make operational decisions related to establishing and adjusting incidental fees;

WHEREAS, the proposed fare rates were presented at a public hearing on May 17, 2019 and a second public hearing on June 19, 2019;

WHEREAS, a Title VI analysis conducted prior to the adoption of this ordinance showed no disparate impact;

WHEREAS, this ordinance supersedes the prior ordinance and all prior adopted policies or procedures related to fares;

BE IT ENACTED BY LANE TRANSIT DISTRICT:

Lane Transit District Ordinance No. 53 is stated in its entirety to read as follows:

1 .01 Definitions. As used in this ordinance, unless the context requires otherwise:

- (1) "District" means Lane Transit District.
- (2) "Service Area" means the area designated in Lane Transit District Ordinance No.42, as such area is now constituted and as it may be altered from time to time hereafter by ordinance of this District.

1.02 Fares.

- (1) Fares on the District transit system shall vary according to the status of the rider and method of payment and shall be in accordance with the following schedule:

(a) Fare (Effective 7/01/12)

	Monday-Sunday
Adult (ages 19-64)	\$1.75
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Half-Fare**	\$.85
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** LTD provides a Half-Fare Program for persons with disabilities and Medicare cardholders. Eligibility and photo Identification is required and available at LTD Customer Service Center.

The LTD Honored Rider Program provides free rides for persons 65 years of age and older. Photo identification and proof of age is required. An Honored Rider photo identification card may be obtained at the LTD Customer

- (2) Fare Capping. On a calendar day and calendar month basis, the District may provide customers, using stored value on a TouchPass fare media to purchase their fares, the ability to accumulate so that riders are charged up to the eligible rate for qualifying fare types and not more. When accessing stored value on a TouchPass mobile application or smartcard:

- Fares shall accumulate on a calendar day basis up to the eligible Day Pass rate.
- Fares shall accumulate on a calendar month basis up to the eligible Monthly Pass rate.

Rides taken after reaching the maximum fare for the calendar period shall be free for the remainder of that calendar period.

- (3) Group Pass Program. The general manager, or his/her designated representative, is authorized to sign contracts on behalf of the District to provide transit service to groups of riders at reduced rates.

Group Pass (*Effective 1/01/15*)

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- (5) Autzen Express Route (*Effective 8/1/19*)

This service requires moving large numbers of people to and from an event that has a start and end time. LTD incurs additional costs to collect and secure cash fares. LTD will encourage customers to utilize prepaid fares for this service. For customer who pay with cash for this service only LTD will charge a cash surcharge that brings the price up to \$5. This surcharge will cover the cost needed for cash fare collection.

- (6) Reduced Fares for Low-Income Persons. (*Effective 1/1/20*)

The general manager, or his/her designated representative, is authorized to sign contracts with local nonprofit agencies whereunder the District may agree to provide transit fare instruments at 75% subsidy up to \$750,000 per year for fixed route fares for such agencies, for distribution to low-income persons to use within the service area who need transportation assistance. Definitions of those who are "low income persons" and "who need transportation assistance" shall be part of such contracts, verbatim or by reference.

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(8) Paratransit. Fare structure (Effective 7/01/12):

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Book of Ten Tickets	\$35.00

* Escort is limited to door-to-door transportation for medical rides.

** RideSource Shopper is specialized transportation service for grocery shopping. RideSource Shopper fares are based on round-trip rides. All other fares are one-way rides.

*** Social service agencies will contract for service and pay 100 percent of the marginal cost of service.

2.01 Large-quantity Pass Purchases. The District will provide a discount of five (5) percent to private sales organizations authorized by the District to sell passes to the general public.

ADOPTED this _____ day of _____, 2019.

President and Presiding Officer

ATTEST:

Secretary

Recording Secretary



AGENDA ITEM SUMMARY

DATE OF MEETING: May 15, 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 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. **Ad Hoc Communications Committee:** This is an ad hoc committee that has been created for the purpose of reviewing the District's communications analysis. The committee is composed of Board members Kate Reid, Josh Skov, and Caitlin Vargas. At the April 25 meeting, committee members received a presentation by Celtis Ventures, Inc. summarizing the District's preliminary communications analysis. Committee members discussed the presentation and next steps.
2. **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 April 25 meeting, a public hearing for the Fiscal Year 2019 Budget was held; quarterly financials were reviewed; and reports were provided on the Executive Committee and Advisory Council.
3. **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. At the April 29 meeting, committee members received an Oregon Travel and Behavior Household Activity Survey; held a Statewide Transportation Improvement Fund Roundtable; received an ODOT update; and held an MPO roundtable "share your regions hottest topics".
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 May 2 meeting, committee members reviewed the Unified Planning Work Program; Beaver Hunsaker Funding; Springfield MTIP Amendments; Beltline: River Road to Delta Highway- update on facility planning and design; and the Implementation of HB2017 Transparency, Accountability and Performance Requirements.
5. **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 May 7 meeting, committee members discussed the current committee vacancy, and any committee member interest in the MovingAhead Sounding Board Committee. Committee members also received updates regarding the Sustainable City Year Program Partnership; Mobility on Demand projects; fare ordinance changes communications plan; and a communications analysis update.

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. The Committee meets on the second Wednesday of the month. Board Member Don Nordin serves as LTD's representative on the LaneACT. At the May 8 meeting, committee members received updates regarding ODOT and Metropolitan Policy Committee; an ODOT Construction update; a Member presentation – LaneACT Bicycle & Pedestrian stakeholder; an ODOT Safe Routes to Schools program update; a Statewide Transportation Improvement Fund (STIF) program update; and a legislative update. Committee members made decisions regarding the LaneACT Environmental Land Use stakeholder and the LaneACT quorum standard.
7. **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. At the May 13 meeting, committee members discussed the annual review for the general manager.
8. **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 May 13 meeting, committee members reviewed contracts to be presented to the Board of Directors.
9. **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. At the May 15 meeting, discussed fiduciary liability amounts, deferred compensation; received a Report of investment on 4th quarter performance and IPS updates; receive an administrators report regarding expenses and retirees since the previous meeting.

NO MEETINGS HELD:

1. **Comprehensive and Accessible Transportation Committee (CATC):** Board Members Carl Yeh, Don Nordin, and Caitlin Vargas represent the LTD Board on this committee. The next meeting is scheduled for May 21.
2. **Main Street Projects Governance Team:** This committee was formed to provide informed direction and collaborative decision making to support the Main Street-McVay Transit Study and four other concurrent projects along Main Street in Springfield. Board Members Steven Yett and Kate Reid serve as LTD's representatives on this committee. The next meeting has not been scheduled.
3. **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 has not been scheduled.
4. **MovingAhead Oversight Committee:** This committee is composed of representatives from the City of Eugene, LTD, and regional partners with the goal of a system-level approach to corridor improvements. LTD Board member's Don Nordin and Carl Yeh serve as LTD's representative on this committee. The next meeting has not been scheduled.
5. **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.
6. **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. The May 7 meeting was canceled. The next meeting has not been scheduled.

7. **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.

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.



AGENDA ITEM SUMMARY

DATE OF MEETING: May 15, 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 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 May 15, 2019, consists of:

- Approval of the Minutes of the April 17, 2019, Board Work Session
- Approval of the Minutes of the April 17, 2019, Regular Board Meeting
- Approval of Delegated Authority Report - APRIL
- Approval of Board Member Expense Report
- Approval of 5310 Funding Project Management Plan
- Approval of Contract No. 2019-39: Ivoxy Consulting, LLC
- Approval of Contract No. 2019-40: Bedford Falls, LLC DBA VOX

ATTACHMENT:

- 1) Minutes of the April 17, 2019, Board Work Session
- 2) Minutes of the April 17, 2019, Regular Board Meeting
- 3) Delegated Authority Report - APRIL
- 4) Board Member Expense Report
- 5) 5310 Funding Project Management Plan
- 6) Contract No. 2019-39: Ivoxy Consulting, LLC
- 7) Contract No. 2019-40: Bedford Falls, LLC DBA VOX

PROPOSED MOTION: I move adoption of LTD Resolution No. 2019-05-15-026; It is hereby resolved that the Consent Calendar for May 15, 2019, is approved as presented [amended].

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

BOARD WORK SESSION

Wednesday, April 17, 2019

Pursuant to notice given to *The Register-Guard* for publication on April 10, 2019, and distributed to persons on the mailing list of the District, the Lane Transit District Board of Directors held a Special Board meeting on Wednesday, April 17, 2019, beginning at 3:00 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

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

CALL TO ORDER/ROLL CALL — Mr. Yeh convened the meeting and called the roll. He noted that Ms. Secord would arrive later in the meeting.

PRELIMINARY REMARKS BY BOARD PRESIDENT — No remarks were offered

COMMENTS FROM THE GENERAL MANAGER — No comments were offered.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — No announcements or additions were made.

WORK SESSION

Fare Collection System Presentation - Delerrok, Inc. — Director of Customer and Specialized Services Cosette Rees stated that the Board at its March 2019 meeting had authorized staff to enter into a contract with Delerrok, Inc. to secure TouchPass for LTD's fare collection system. She introduced Gary Yamamura of Delerrok to present information on the new system.

Mr. Yamamura described his background and experience with transit agencies and fare collection systems and development of the TouchPass system. He said TouchPass provided many benefits to user agencies such as reducing the process and cost of cash handling, improved boarding times, greater passenger convenience, and reduced non-driving operator responsibilities (fare enforcement). He also described how Medford's Rogue Valley Transportation District's (RVTD) experience using TouchPass, including better fare enforcement and revenue collection and data regarding system use.

Mr. Yamamura said other fare collection system were very expensive and capital intensive. A study indicated that the cost of capital for a new fare collection system was about 28 percent of one year's revenue collected by an agency. In some instances that cost was over 100 percent. Those systems were custom built for an agency and code writing was a lengthy and expensive process. Implementation took 18 to 24 months.

Mr. Yamamura said the TouchPass system was a collection service with a cloud platform shared by all users. He said each agency's data was firewalled so it could not be seen by other agencies. That allowed for maximum scalability and all enhancements made to the system were immediately available to all users. He said each agency could configure the system to meet its own needs and compensation was linked to system performance. The system architecture was account-based rather than card-based. He said the benefit of an account-based system was that account records were stored in a central system and the TouchPass card served as a token.

Mr. Yamamura said the system platform was structured in a way that supported relationships with other suppliers. For example, TouchPass would be integrated with Trapeze, LTD's computer-aided dispatch system. He said passengers would have a choice of fare medium. Those included cards, smart phones, and paper tokens, whichever worked best for the passenger. TouchPass would also allow LTD to dramatically expand the methods and sites for purchasing fare products. He said TouchPass offered great flexibility, reliability, and performance. Decisions made over the course of the system's implementation could be easily changed later as the agency gained experience with TouchPass or modified their fare policy; those changes could be made at no additional cost. He highlighted the system's state-of-the-art security features and an agency could customize access for users based on the role they played within the organization.

Ms. Rees said the TouchPass implementation plan was in development and LTD received very positive feedback about the system during a recent field visit to RVTD.

Mr. Yamamura demonstrated system features, including the administrative console, reports that could be generated and updated in real time, a dashboard that provided a graphical view of system trends, the passenger portal, and mobile application.

Mr. Skov arrived at 3:40 p.m.

Mr. Nordin asked if Delerrok could access benchmarking. Mr. Yamamura said benchmarking could be done to the extent that agencies allowed access to their data. He said Delerrok planned to create a user conference to bring agencies together to share information.

Mr. Yeh asked how the system could be configured to accommodate passbacks and passengers traveling with children. Mr. Yamamura said passback could be configured by the agency, typically by establishing a time limit such as two minutes. He said the system could be configured to allow a rider to use their card for multiple passengers.

Mr. Nordin asked if TouchPass was compatible with the EmX system platform kiosks. Mr. Yamamura said the manufacturer of the kiosks would need to agree to modify the machines to integrate and communicate with the TouchPass program. He said there would likely be a cost from the manufacturer for doing that. There would be no cost from Delerrok to support that service.

Mr. Nordin asked about fare collection in the event of a natural disaster that disrupted cell communications. Mr. Yamamura said the system was designed primarily for online communications, but if the system was offline the reader would continue to operate and collect data that was stored on the reader until communication was restored. The reader also contained a "negative list" that would reject any account LTD had determined invalid. He said across the entire system, offline situations occurred only 2.5 percent of the time and were resolved within two to ten minutes.

Ms. Secord asked how often pricing was likely to change over the course of LTD's six-year contract. Mr. Yamamura replied that LTD's pricing was unique in that there was a cap on Delerrok's fees and standard fees had been reduced through a series of three tiers. The more transactions that were processed the higher the tier and lower the average fees.

Mr. Yeh asked if the system detected when a rider disembarked. Mr. Yamamura said that feature did not currently exist, but was on the product roadmap. He explained how blue tooth technology could

make that happen. He said Delerrok and agencies were surprised that more than 90 percent of passengers preferred the TouchPass card over the mobile application.

Sustainability Program Update — Sustainability Program Manager Kelly Hoell explained that her position was recently established and her presentation would touch on a brief history of LTD and sustainability, the responsibilities of her new role, the meaning of sustainability, and LTD's current efforts related to sustainability. She said that she hoped the Board would consider establishing a sustainability policy and direct staff on moving forward with a sustainability program.

Ms. Hoell stated that LTD was established in 1970, at the dawn of the environmental decade. She listed landmark pieces of environmental legislation that were enacted during that decade. In 1987, a United Nations report framed the issue of sustainability, which was defined as "sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs." She said people began to make the connections that humans depended on the environment for basic survival, damage to the environment could impact human health, and people should begin to think about how to limit their dependence on non-renewable natural resources.

Ms. Hoell said people would always need to move about and illustrated the "geometry of transit" with a graphic that compared the amount of space it took to move 60 people on a bus with the space needed if each person drove their own personal vehicle. She said transit was part of the solution for many problems, including air quality, climate change, public health, and resource conservation. She said transit influenced, and was influenced by, urban form and was most efficient and cost effective in dense areas where buses could run in straight lines, distances were walkable, and origins and destinations were close together.

Ms. Hoell said LTD began investing in new fleet vehicles and technology in the 1990's and continued today with the purchase of all-electric vehicles. LTD was also a pioneer in bringing bus rapid transit (BRT) to the United States with the launch of the first EmX line in 2007. Also in 2007, the LTD Board adopted a sustainability policy that influenced all aspects of District operations. There were four main tenets of that policy: 1) provide quality transit service, 2) use environmentally friendly, lower emission vehicles, 3) reduce impacts with large construction projects, and 4) focus on implementing sustainable practices in the rest of operations.

Ms. Hoell said that while there was widespread recognition of the impact of fossil fuels on the environment, there were no comprehensive goals or limits at the national level with respect to greenhouse gas pollution in the atmosphere. The lack of a national policy had spurred efforts at the state and local levels, and in 2007 the State of Oregon established a number of goals related to greenhouse gas reduction. Locally, the City of Eugene had established several goals through its climate recovery ordinance passed in 2014 and updated in 2016.

Ms. Hoell said her new position formalized LTD's sustainability program. She described her background in environmental science, including educational qualifications and extensive professional experience in the field. She led Board members through an exercise to identify those things that were most important in their lives, necessary for survival, and to thrive. She said there were common themes when she led groups through the exercise and they related to the three components of sustainability: the physical environment, society as a construct of the physical environment, and the economy that was a construct of the society within which it operated. She said those three components were equally important and dependent on one another.

Ms. Hoell listed the wide range of strategies LTD was using to pursue sustainability. She said three new initiatives were incorporated in her work plan. They were:

- Identify what vehicles LTD should be investing in over the long-term
- Engage LTD employees in sustainability efforts
- Coordinate LTD's efforts with other regional sustainability efforts

Ms. Hoell stressed that the first item on everyone's work plan – employees and Board members – was to increase transit ridership. The best option for addressing a variety of environmental and public health issues was to find ways to get more people out of their personal vehicles and on the bus or into active transportation.

Ms. Hoell provided an overview of the three new initiatives and a timeline for deliverables. BYD, a Chinese company based in California, was the manufacturer of LTD's first electric vehicles and she would assist in deploying those buses. Two buses had been received to date and were in the test phase; three more buses would arrive over the next few months.

Ms. Reid asked when LTD would officially launch the new electric buses. Ms. Jackson said the contract with BYD required that LTD accept all five buses before it could publicize use of the vehicles. She said that she hoped all buses would be received by the end of June 2019 and the Board would be updated as testing of the vehicles proceeded.

Ms. Hoell reported that LTD received a Low and No Emissions (Low-No) grant in 2016 to invest in new clean technology and the Metropolitan Planning Organization had provided some additional funds; a request for proposals (RFP) was being issued for the next 6 electric buses. She said that she hoped to provide the Board with a recommendation for the manufacturer of the next buses in October 2019. LTD was submitting another application for Low-No grant funds in 2019.

Mr. Skov suggested that the Board could consider, with the assistance of staff, establishing goals for its fleet over time. She said a grant had also been received to hire consultants to assist LTD to determine what new technologies it should be researching for future fleet purchases. She said the fleet replacement plan would be refined. As a credit generator, LTD had joined the Oregon Clean Fuel Program. She described how the program operated and said the goal was to decarbonize the fuel for transportation by 10 percent creating a greenhouse gas reduction over a 10-year period. LTD had the opportunity to realize revenue from the credits it generated.

Ms. Hoell explained greenhouse gas emissions and how they were generated. She said that she would be conducting a greenhouse gas and energy consumption inventory and would report results to the Board. She presented an example of what the report might look like. She said part of her job would be regional coordination and working with partners like the City of Eugene and Lane Council of Governments. She said the Central Lane Strategic Assessment Technical Advisory Committee would be modeling different levers the community could use to determine what scale of greenhouse gas reductions would be possible. She said LTD's Green Team was working on a number of sustainability initiatives.

Mr. Skov said that he felt it would be productive to establish a Board committee overseeing sustainability efforts. He commended Ms. Hoell for her work and hoped to see it supported at the Board level with appropriate policy direction.

Mr. Nordin expressed interest in serving on a sustainability committee.

Ms. Reid suggested that community members be included on the committee. She said that she wanted to assure that a committee was not duplicating work already under way in the community and the committee's purpose, role, and composition should be thoughtfully determined, similar to the process used to establish the Ad Hoc Fare Policy Committee.

Mr. Johnson said staff's intention was to engage the Board in sustainability matters, with the work session presentation being a first step. Staff planned to work with the Board directly on establishing policies and goals around sustainability efforts and that might be more efficient and effective than creating another committee.

Mr. Yeh said the subject of how to best engage the Board in the sustainability program would be on the agenda at a future meeting.

ADJOURNMENT

Mr. Yeh adjourned the meeting at 5:00 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Josh Skov
Board Secretary

Camille Gandolfi
Clerk of the Board

Date Approved: _____

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, April 17, 2019

Pursuant to notice given to *The Register-Guard* for publication on April 10, 2019, and distributed to persons on the mailing list of the District, the Lane Transit District Board of Directors held a Regular Board meeting on Wednesday, April 17, 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 challenged Board members to use an alternate transportation mode just one day during the Business Commute Challenge from May 11-17, 2019.

COMMENTS FROM THE GENERAL MANAGER — Ms. Jackson introduced Point2point Transportation Options Specialist Cody Franz. Mr. Franz said 190 teams had signed up so far for the Business Commute Challenge. He said many new activities were planned during the week and details could be viewed on the website www.commutechallenge.org. He invited Board members to the kickoff event on April 25 at Oakshire Brewing Public House in Eugene, beginning at 4:00 p.m.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — There were no announcements or changes to the agenda.

BOARD CALENDARS — Ms. Jackson reviewed upcoming events and noted that the Better Eugene-Springfield Transportation (BEST) awards dinner is on May 21, 2019.

EMPLOYEE OF THE MONTH – APRIL — The Board recognized Transit Public Safety Officer Guerin White as the May 2019 Employee of the Month. Mr. Yeh presented Mr. White with his award and thanked him for his outstanding service and dedication to LTD's mission. Mr. White thanked the Board for his award and said he appreciated the opportunity to work for LTD.

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

Mike Miller, Eugene, said he used a wheelchair and was a daily transit user. He thanked Ms. Jackson for changing the District's culture and said good things were happening from his perspective as a rider. He said that he felt that bus rapid transit (BRT) in Springfield was no longer BRT, with wait times of 40-45 minutes. He said the Springfield side of LTD was falling apart because service had decreased. He said that he appreciated LTD's system and the accessibility of vehicles, but said some of the safety

equipment was in poor repair, some operators did not know how to secure mobility devices, and buses were dirty. He said that he was pleased with the improvements he had been seeing.

Rob Zako, Eugene, Executive Director of Better Eugene-Springfield Transportation (BEST), said when someone made a product, they had to be willing to use it themselves. He challenged Board members to think of the Business Commute Challenge as an opportunity to walk in someone else's shoes and imagine during that week that they did not have a personal vehicle and try to plan trips that used walking, biking, or transit. He suggested Board members could report back on their experiences at the next Board meeting.

Marianne Nolte, Eugene, representing BEST, said the May awards dinner was an opportunity to acknowledge community members and groups who were doing great work in the areas of transportation options, safe streets, and walkable neighborhoods. She invited Board members to attend the event and nominate themselves or their peers who were doing that work.

Kate Wilson, representing Lane Council of Governments (LCOG), requested that LTD extend its service contract with River Cities Taxi to operate the Florence to Yachats public transportation service through September 30, 2019. She said LCOG had requested State Transportation Improvement Fund (STIF) moneys to operate that service; however, due to timing of the STIF dollars, there would be a gap in service from June 30, 2019, when LTD's contract expired, and October 1, 2019, when LCOG would begin operations. She said the Oregon Department of Transportation (ODOT) indicated it was willing to provide funds for the service during the gap period if LTD was willing to extend its contract with River Cities Taxi. Ms. Wilson distributed a written copy of her remarks.

PUBLIC HEARING: PROPOSED FISCAL YEAR 2019-2020 ANNUAL BUDGET — Director of Finance Christina Shew reviewed the budget process and said the document was available for public comment from March 29 to April 30, 2019. The only comment received to date was from Kate Wilson of LCOG and should the Board choose to extend the contract period, as Ms. Wilson required, the budget would need to be increased by that amount and also increase the resources associated with the contract extension.

Ms. Shew said the Budget Committee met on April 3 and approved the budget as presented. She asked the Board to hold a public hearing and amendments could be made based either on public comment or the Board's recommendation. Adoption of the budget was scheduled for the May 15 Board meeting.

Ms. Shew said since the Budget Committee meeting, two changes had been made to the budget. The first was a correction to the beginning working capital balance in the Capital Fund to reflect the FY19 supplemental budget and the second was the carryover of \$4.2 million FY19 to FY20 for five electric buses.

Mr. Skov asked when payment for the buses would be made if the buses would be received in June. Ms. Jackson explained that payment for the five electric buses would not be made by June 30, 2019, and therefore the funds appropriated by the Board for that purpose had to be moved into the fiscal year when it would be used.

Ms. Shew added that after the buses were delivered, all acceptance criteria had to be met before payment was made and that would take some time. She said there had been no changes in the General Fund, Point2point Fund, and Specialized Services Fund from what was presented at the Budget Committee meeting.

Ms. Jackson said that LCOG's request for an extension of LTD's contract with River Cities Taxi would be presented to the Board with a staff recommendation for approval. She said ODOT would provide LTD funds to continue with the existing contractor until October 1, 2019, and the budget impact would be net zero. She said it was an out-of-district service that ODOT had asked LTD to operate as a pilot project. LCOG had subsequently submitted an application to operate the project using STIF funds and

ODOT had agreed to provide funding for the period July 1-September 30 so LTD could continue to offer the service until operations were assumed by LCOG on October 1, when the STIF dollars became available.

Mr. Skov asked when LTD would begin to receive more real time information about payroll tax revenue from the Department of Revenue. Ms. Jackson said she had received a preliminary report from the Department of Revenue and expected that representatives from the department would meet with LTD staff to discuss the matter. She said the Chamber of Commerce and LTD's lobbyist were advocating for a meeting with the department and local legislators.

Ms. Shew said LTD was monitoring taxpayer activity on a monthly basis to proactively address anomalies with the state before they had a financial impact on the District.

Ms. Reid noted that STIF also included payroll tax revenue and asked if that would need to be monitored. Ms. Jackson said that was a concern for staff as it would double the work of staff to determine that appropriate revenue was received. She said that would be a topic of discussion during the Department of Revenue meeting. That would also help legislators understand how the funds flowed through the system.

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

Ms. Secord said a concern raised during the Budget Committee meeting was the use of federal assistance for the operating budget. She said there seemed no pathway toward weaning the District from that practice and suggested the Board might want to provide some direction on the matter.

Ms. Shew said the structural imbalance was improving over time. Decisions in the past had resulted in the current situation, but resource growth had exceeded expenditure growth and the gap was closing. She said some of the service changes approved by the Board would also have a positive impact.

Ms. Jackson encouraged a discussion of budget decisions within the context of Transit Tomorrow and development of an efficient network and service. She said it was not unhealthy to use some level of federal dollars for operating costs to support federally funded assets. She said currently 40-45 percent of LTD's fleet was older than it should be. The amount of federal assistance to be used for operations was acceptable for the next fiscal year, based on all the factors. Future decisions should be based on longer-term plans.

Ms. Secord said that she appreciated Ms. Jackson's response and felt that as long as the Board was aware of the problem and moving toward improving the situation so the budget could be balanced without those federal dollars.

Ms. Reid commented that the Board would also be involved in development of a strategic business plan and that was an opportune time to begin those conversations.

Ms. Secord questioned why those conversations had not already taken place as the Board was now in a position to approve a budget without a strategic plan to address the structural imbalance in the budget.

Ms. Reid said the first step was to complete a comprehensive operations analysis to establish the basis for a strategic business plan. An analysis had not been done in more than 20 years and the District was now moving in the right direction.

Ms. Secord expressed reservations about approving the budget in May without having those conversations. She said that she was also concerned about cuts to staffing, the workloads of remaining staff, and losing those unfilled positions in the future.

Mr. Yeh said the Board had to approve a budget before the end of the fiscal year on June 30, but felt there was a plan for moving forward to address the concerns Ms. Secord had.

Ms. Jackson said staff was reviewing the redistribution of staff resources, whether there were any positions the Board needed to fund and how those positions would be funded. She said the budget was based on revenue projections and adjustments to the budget could be made during the fiscal year if necessary.

Ms. Secord observed that policies required a reserve of two to six months; the current reserve was two and a half months. She asked if that was a prudent amount.

Mr. Skov asked about the context for that amount. He said the question was the historic volatility of the revenues on which the District relied and what type of fluctuations might be used to determine a prudent reserve amount.

Ms. Reid said that she did not feel it was a prudent amount, but questioned what funding source would be used to increase the reserve amount. She said the increased transparency of the budget process was a move in the right direction. She said it would be ideal to have a six months reserve, but that would mean cuts to services and employees.

Ms. Jackson said the appropriate amount of reserves was a values-based question, not a business-based one. She said increasing the reserves to more than two and a half months now would compromise and reduce service now, or the Board could wait until an economic downturn negatively affected revenue and increase the reserves at that time. The timing of that decision depended on the Board's comfort level. Regarding the proposed budget, if it had included filling vacant positions the Board would have been asked to approve the minimum reserve or a reduction in service.

Mr. Skov said the strategic question was whether to have a higher reserve now and have to cut less service during a recession.

In response to a question from Mr. Yeh, Ms. Shew said the Government Finance Officers Association (GFOA) recommended a minimum reserve of two months and LTD met that requirement. She said a six month reserve would be a significant increase at \$4 million per month.

Mr. Skov commented that a recession would occur in the future and given historic levels of unemployment during a recession and the impact on LTD's revenues, some strategic belt tightening in the next fiscal year or two and some increase in reserves would help to avoid drastic cuts to service when people needed LTD's service the most.

Ms. Shew said that was an appropriate discussion to have within the context of discussions about Transit Tomorrow decisions and a strategic business plan.

Mr. Yeh asked what approach staff would take if the Board wanted to increase the reserve in the proposed budget by one month. Ms. Shew said options to balance the budget would be cuts; a line of credit, although that would require paying a debt service; consider not providing certain types of service or making some planned investments, such as bus purchases. She said the reserve policy was reviewed annually and presented to the Budget Committee, but another review could be done in six months or whenever the Board wished and a supplemental budget presented.

Ms. Reid said that she appreciated Ms. Secord's concern with staffing reductions. She said the strategy had been to preserve front line staff and still cover administrative responsibilities. She said many efficiencies were being created and the new fare management system could capture some additional revenue. She said that she felt it was best to move forward with the proposed budget and revisit the concerns that had been expressed during development of a strategic business plan and after implementation of the new fare management system.

Mr. Skov said that he hoped that the next budget discussion included explicit direction from Transit Tomorrow about use of resources.

Ms. Shew asked for direction from the Board on LCOG's request for a contract extension and any other modifications it might want to the budget before it was presented for adoption in May.

Ms. Reid asked for regular updates on staff's reconciliation of payroll tax information from the state, particularly once STIF funds became a part of LTD's budget.

BOARD MEMBER REPORTS — Mr. Nordin reported that the OTC commissioner Martin Callery attended the LaneACT meeting and expressed the opinion that the transportation system was underfunded and would require assistance from the federal government.

Mr. Skov said the City of Eugene's Vision Zero Committee had concluded its work and the city manager had signed an administrative order adopting a Vision Zero Plan. He said the overlap with LTD was explicitly acknowledged, along with the need to work together. Collaboration with partner jurisdictions on the District's pedestrian network analysis was a good step in that direction.

Ms. Vargas said she enjoyed reaching out to community leaders and getting feedback as part of the Human Resources Committees evaluation of the general manager's performance. The Comprehensive and Accessible Transportation Committee (formerly the Accessible Transportation Committee) was working to define its purpose and responsibilities.

Ms. Reid reported that the Main Street Project Governance Team (formerly Main-McVay Governance Team) held a lengthy meeting around the discussion of values. The Metropolitan Policy Committee (MPC) discussed the rapid response plan developed by Lane County in response to the death of pedestrian Irene Ferguson on Hunsaker Lane. She said the plan would take two years to implement and committee members suggested Vision Zero type actions that could be taken sooner to improve safety in the area. She said LTD would consider ways to memorialize Ms. Ferguson at the Santa Clara Transit Station.

Mr. Yeh said the Strategic Planning Committee received a presentation on sustainability from Kelly Hoell. He said updates were provided on Transit Tomorrow and the Main-McVay Transit Study. A member of the committee wanted to be sure that Springfield understood the implications of eliminating EmX as an option, as it was very different from BRT light or enhanced corridor. He said changes to the fare policy and how they would be implemented in the new fare management system were also discussed.

ITEMS FOR ACTION AT THIS MEETING

MOTION **Consent Calendar** — Ms. Vargas moved to adopt LTD Resolution No. 2019-04-17-020, It is hereby resolved that the Consent Calendar for April 17, 2019, is approved as presented. Ms. Reid provided the second. The Consent Calendar consisted of the Minutes of the March 18, 2019, Board Work Session; the Minutes of the March 20, 2019, Regular Board Meeting; and Delegated Authority Report - March.

VOTE The motion was approved as follows:

AYES: Nordin, Reid, Secord, Skov, Vargas, Yeh, Yett (7)

NAYS: None

ABSTENTIONS: None

EXCUSED: None

Revised Procurement Policy: Procedure for Personal Services — Mr. Purdy said the goal in public contracting was competition in order to reduce costs. He said the Board was bound by both state and federal rules with respect to contracting and under the state's rules an agency was allowed to create its own local contract review board and establish rules. LTD had determined that the Board of Directors

would also act as the contract review board, which an approach was taken by most public entities. He said the Board would be considering revisions to the Procurement Policy and Rules procedures for personal services. The state did not define "personal services" and local contract review boards could establish their own definitions.

Director of Business Services Collina Beard said the proposed revisions would fill gaps in LTD's Procurement Policy, which was last updated in June 2017. She said the proposed changes would define personal services and establish procedures for procurement. She reviewed details of the services that would be included in LTD's definition. She said similarly situated entities, such as TriMet, had definitions and procedures in place to contract for personal services. She said personal services contracts would be subject to the same delegated authority policy as other LTD contracts.

Mr. Skov stated that the Finance Committee had reviewed and thoroughly discussed the proposed revisions.

Mr. Yeh concurred that the Finance Committee, composed of Mr. Skov, Ms. Secord, and himself, had closely examined how the personal services procedures would be applied.

MOTION Mr. Skov moved to adopt LTD Resolution No. 2019-04-17-021: It is hereby resolved that the LTD Board of Directors adopt the proposed revised Procurement Policy as presented. Ms. Vargas provided the second.

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

State Transportation Improvement Fund (STIF) Applications — Director of Planning and Development Tom Schwetz said key points about the STIF application process and projects were set forth in the agenda packet and had been reviewed by the Board in previous presentations. He said staff was available to answer any questions about specific projects. If approved by the Board, staff would submit the STIF plan to the states and he anticipated funds would be available in October 2019.

Mr. Skov left the meeting at 6:50 p.m.

Kate Wilson with Lane Council of Governments said the STIF applications had been available for public review and comment during the past month. Only one comment was received and that was a request for the project list, which she provided.

MOTION Ms. Reid moved to adopt LTD Resolution No. 2019-04-17-022: It is hereby resolved that the LTD Board of Directors approve the Lane County STIF Formula Fund Plan as presented. Mr. Yett provided the second.

VOTE The motion was approved as follows:
AYES: Nordin, Reid, Secord, Vargas, Yeh, Yett (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Skov (1)

Revised Fund Balance and Budgetary Reserve Policy — Ms. Shew stated the revised policy was approved by the Budget Committee. She said the primary change was allocation of the reserve among all of the different funds to simplify the processing of accessing the reserve; there was no change to the actual reserve amount.

MOTION Ms. Secord moved to adopt LTD Resolution No. 2019-04-17-023: It is hereby resolved that the LTD Board of Directors adopt the Fund Balance and Budgetary Reserve Policy as presented. Ms. Vargas provided the second.

VOTE The motion was approved as follows:
AYES: Nordin, Reid, Secord, Vargas, Yeh, Yett (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Skov (1)

Mr. Skov returned to the meeting at 6:55 p.m.

Proposed Ad Hoc Communications Committee — Ms. Jackson explained that the Board was being asked to establish an Ad Hoc Communications Committee to receive a report on the District's current communications strategies and methods. She said that she did not anticipate the committee to be of long duration. Its purpose would be to provide feedback to the consultant before the report was finalized. She said based on background and experience, she recommended the following Board members to serve as the Ad Hoc Communications Committee: Kate Reid, Caitlin Vargas, and Josh Skov. She said the committee would be subject to the public meetings law and would report back to the Board on its findings.

Ms. Secord asked why an ad hoc committee was being established instead of having a Board work session to receive the report. Ms. Jackson replied that staff thought there could be additional committee meetings once the report was received and given the number of topics scheduled to come before the full Board in the next few months, a smaller group that could meet for an hour during the day would be the best approach. She said that she hoped to have the committee meet in person with the consultant next week.

Mr. Yeh said communications was a critical issue for LTD and staff, and Board members consistently looked for ways to improve. He said if there were Board members with particular expertise in the topic, he was comfortable with the formation of a committee to review the materials. The committee could make a recommendation for a work session for the full Board if they felt it was advantageous.

Mr. Skov asked Board members to let the committee know if there were major communications issues they felt should be addressed during the meeting with the consultant.

MOTION Ms. Vargas moved to adopt LTD Resolution No. 2019-04-17-204: It is hereby resolved that the LTD Board of Directors approve the formation of an Ad Hoc Communications Committee as presented. Mr. Nordin 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

ACKNOWLEDGMENT: Retirement of Dwight Purdy — On behalf of the Board, Mr. Yeh presented a proclamation of appreciation to Mr. Purdy for his dedicated and valued service to LTD for the past nine years.

Mr. Purdy said the honor was his to have worked with such a professional and dedicated group of employees throughout the agency and Board members with a higher sense of community spirit in giving of their time and effort to an agency that helped the community. He said that he appreciated the opportunity to have helped in that endeavor.

MOTION Ms. Vargas moved to adopt LTD Resolution No. 2019-04-17-025: It is hereby resolved that the LTD Board of Directors approve a proclamation honoring the retirement of Dwight Purdy as Lane Transit District's general counsel as presented. Ms. Reid 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

ITEMS FOR INFORMATION AT THIS MEETING

Main-McVay Transit Study — Mr. Schwetz said the agenda material provided background on the decision to eliminate EmX as an alternative for the corridor. He said based on feedback from businesses and property owners along Main Street, and Springfield's vision for transit, the decision was made to table the EmX option at this time, although it could be brought back for consideration at a later time. He said an environmental process for the study was under way and part of that process would be evaluating alternatives. Based on feedback from the community, it made sense to remove the EmX alternative from the environmental process in order to conserve the project's remaining resources. He said the Governance Team would take formal action to remove the EmX option from the Main-McVay Transit Study. He said Springfield staff had provided a correction to the bulleted point related to an April 2016 decision regarding an EmX alternative for the corridor.

Ms. Reid said Route 11 that traveled down Main Street was currently a 15 minute route and would align with the direction in which Transit Tomorrow was moving, as well as aligning with the MovingAhead project with the City of Eugene. That had been discussed by the Governance Team and assured that Springfield would also have some form of faster transit, but with accommodations that the community was comfortable with. She said it was a good compromise and Springfield staff was very supportive.

Mr. Schwetz added that the enhanced corridor alternative provided many improvements that allowed transit to operate more efficiently, especially on a corridor like Main Street with a good transit market.

Ms. Reid said Springfield Mayor Lundberg was pleased with LTD's decision to move towards a high ridership network.

In response to a question from Mr. Nordin, Mr. Schwetz said the Main Street Safety Project was multi-year and no decisions had yet been made about a barrier on the street. He said there was a major outreach effort to property owners and businesses along the corridor to determine what would work and identify impacts before decisions were made.

Mr. Yett commented that ODOT was encountering strong resistance to a median in the corridor.

Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan) — Human Services Transportation Coordinator Kris Lyon presented the Coordinated Plan, which was required by the Federal Transit Administration (FTA) in order for LTD to receive federal 5310 funding. She said ODOT also had to certify to the FTA that any projects receiving state disbursed funding (5310, 5311, and Special Transportation Fund) were reflected in the plan. She said a number of changes had been made to the plan since its last major update in 2013. The plan was also reviewed biennially by staff and the Special Transportation Fund (STF) Committee.

Ms. Lyon reviewed the six required plan components and how LTD had complied with those requirements:

- stakeholder involvement
- evaluation of existing transportation services and resources
- data and information primarily focused on area demographics

- identify unmet transportation needs
- develop transportation priorities
- review and adoption of the plan

Ms. Lyon said updates were made to the plan to make it relevant to current conditions by removing outdated information and including new information and references. Updated topics included:

- Economic forecast
- Federal and state funding
- Health care reform
- Accessible and Customer Services Department changes
- Needs assessments: origin/destination survey, veterans transportation
- Local planning: community health assessment and plan; LTD planning efforts - Transit Tomorrow, MovingAhead, mobility on demand, and electronic fare collection

Ms. Lyon reviewed several service statistics. She said there were six areas surveyed for unmet transportation needs including unserved and underserved areas, lack of availability, unconventional services, affordability, lack of awareness, and training. She said projects were reviewed using three priorities. The first priority was to maintain sustainable service levels of viable operations. The second was to respond to growth within existing services and expand in areas with unmet needs when resources were available. The third was responding to emerging community needs. She described the community outreach activities for plan review and comment.

Mr. Skov said the final version of the plan would be an important source of information for LTD's planning efforts.

In response to a question from Mr. Skov, Ms. Lyon said the plan was used by the Accessible and Customer Services Department in its planning activities and coordination efforts with other agencies.

Fare Ordinance Update — Director of Customer and Specialized Services Cosette Rees said the Board had recently approved changes to the fare ordinance recommended by the Ad Hoc Fare Policy Committee related to student and low-income subsidy programs. With the implementation of an electronic fare management system, staff had identified some additional opportunities for updates to the fare ordinance. She asked the Board to consider the options and provide direction to staff on whether any of them should be included in an update to the ordinance.

Information Technology Director Robin Mayall presented details of the following potential fare ordinance update options:

- Fare Capping - allow fares paid using the smartcard or mobile application to accumulate so that riders are charged up to the eligible rate for qualifying fare types and not more.
 - Fares shall accumulate on a calendar day basis up to the eligible Day Pass rate.
 - Fares shall accumulate on a calendar month basis up to the eligible Monthly Pass rate.
- Rides boarding after reaching the maximum fare for the calendar period shall be free for the remainder of that calendar period.
- Fares paid using options other than smartcard or mobile application will not be included in fare capping.
- Elimination of the 10-ride ticket book.
- Autzen Express Route - Customers would be encouraged to utilize convenient prepaid fares for this service. Customers who paid with cash for this service only would be charged a cash surcharge that brought the price up to \$5.00 to cover the cost needed to hire extra people to collect cash.

Ms. Secord pointed out that the revenue ramifications of the changes on LTD's annual revenues were unknown. Ms. Mayall said that she agreed that it was difficult to predict the impact on revenue.

Mr. Skov said LTD did not have rider-based information at this point and it would be helpful to design the initial fare system so that data could be interpreted. That meant providing people with options that would help LTD learn during the first year of implementation.

Mr. Yett said that he supported fare capping as a policy because it would benefit the most financially stressed in the community. He said that during the fare management system presentation at the Board's work session, a reference was made to improved fare collection. He asked if the amount of revenue LTD could receive as a result of better fare collection could be estimated, based on the District's size and Delerrok's experience with implementing the system in other agencies. He also asked about the amount of breakage might be expected annually, including in years two and three.

Gary Yamamura of Delerrok said the New York City Transit Authority was the largest transit agency in North America. Its system was primarily based on stored value, but also offered daily, weekly, and month passes. Historically breakage was 15 percent. While LTD was a considerably smaller agency, size was not necessarily an issue; the main factor was customer convenience using stored value. He said fare capping would make that more convenient. He said typically as customers became familiar with and recognized the benefits of stored value, the amount of stored value would continue to rise. He said it was difficult to predict the impact on revenue because fare capping was relatively new and offered several examples based on how it was implemented.

Mr. Yett asked what the estimated float for an agency of LTD's size would be once the new system had been in place for a year or two. Mr. Yamamura said that would depend on how LTD promoted stored value versus passes, pricing of passes, number of users, and other factors. He said the best estimate to apply was that approximately half the money that was invested would not be spent immediately.

Ms. Reid said that she thought that fare capping could help revenue if those using the low-income subsidy program did not need to ask for additional passes. She said she wanted LTD's new system to be dependable so customers knew on a monthly basis how much they would pay.

Mr. Nordin said that he favored fare capping. He said LTD's goals were to increase ridership and provide mobility services to the community. Fares represent only 15 percent of the budget and any revenue loss as a result would have minimal impact.

Mr. Yeh asked if staff recommended fare capping on a calendar month or rolling 30-day period. Ms. Mayall said if fare capping was implemented it would be on a calendar basis as it would be very difficult to calculate on a rolling 30-day pass and fare capping.

Ms. Jackson said a proposed fare structure would be developed and made available for public comment. A public hearing would be held at the next Board meeting and the Board could potentially make a decision in June based on information provided by staff and feedback from the public.

Mr. Yeh asked that a passback policy be included.

Ms. Jackson said the Board would be asked to approve a fare structure. Separately, rules for implementing that structure would be developed. She said initially the rules might allow passback and based on what was learned from system operations, the rules might be more tightly drawn. She said the new system had many features, but how those would function in LTD's environment were still unknown.

Ms. Mayall said fare capping could preclude certain types of passbacks.

Mr. Nordin asked if TouchPass could be used in conjunction with contracted services like mobility on demand, Florence to Eugene service, Diamond Express, and Rhody Express. Ms. Rees said the pilot

program in Cottage Grove was collecting fares or riders were showing passes. Because the program was a pilot, handheld validation units would be purchased for fare checking instead of installing one on the vehicle. The handheld units could also be used for fare collection.

Mr. Skov said the revenue associated with 10-ride ticket books sold to youth would disappear when the student pass program was implemented. He said it would be important to talk to the community about how the new fare structure and policies would save people money.

Ms. Reid said loss of revenue as a result of the youth pass program had been accounted for during the planning process and application for STIF funds. She asked if eliminating the 10-ride ticket book would be a problem for community partners for whom paper passes were convenient and flexible. Ms. Mayall said the system would have the ability to accept single ride paper tickets if that was a necessity and there were options that did not require the 10-ride ticket book.

WRITTEN REPORTS

Financial Report - February — Ms. Shew said the FY19 budget for 10-ride ticket books was \$361,000. She said the monthly financial report showed cash fares and passes, which was about eight percent of revenues, if working capital was excluded.

Monthly Cash Disbursements - March — There were no questions.

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

Monthly Performance Reports - February — There were no questions.

Monthly Department Reports - April — There were no questions.

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

Ms. Reid asked when a legislative report would be available. Ms. Jackson said that could be provided at the next Board meeting. She said to date there had not been legislation that had a strong impact on LTD, although there were some bills of interest.

In response to a question from Mr. Nordin about a town hall meeting, Ms. Jackson said it would be helpful to hear what Representative Peter DeFazio wanted to accomplish in the coming year.

Mr. Yeh asked for an implementation schedule for the student pass program and fare management system.

ADJOURNMENT

Mr. Yeh adjourned the meeting at 8:05 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Josh Skov
Board Secretary

Camille Gandolfi
Clerk of the Board

Date Approved: _____

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

DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	SIGNER	NOTES
04/01/2019	Fred Meyer Stores, Inc.	Seneca Station Access and Maintenance Agreement	Access & Maintenance Agreement	April 1, 2019 - ongoing	Yearly auto renewals after 10 years	NA	A. Jackson	Replaces Contract 98-210-43, which expired 8/7/18
04/02/2019	Oregon Country Fair	Fare Purchase Agreement	Fare Purchase Agreement	April 2, 2019 - July 14, 2019	NA	Approx. \$41,000.00	A. Jackson	
04/02/2019	Delerrok, Inc.	Electronic Fare Management Services	Firm, Fixed-Price Contract for Goods & Services	April 1, 2019 - Mar. 31, 2025	6-year base + two 2-year options	\$ 2,771,108.00	A. Jackson	
04/05/2019	Ogletree, Deakins, Nash, Smoak & Stewart, P.C.	Legal Services	Firm, Fixed-Price, Labor Hour Contract	Apr. 15, 2019 - Apr. 14, 2020	1-year base + 4 option years	\$ 180,000.00	A. Jackson	Services related to labor law, labor negotiation, general employment law, and civil rights
04/03/2019	Silke Communications, Inc.	Microwave Link from Blanton to Hagen along with Service and Maintenance for FCC Channel on Springfield Site	Service & Maintenance	July 1, 2019 - June 30, 2021	2-year agreement	\$24,218.51 FY20 \$24,763.11 FY21	C. Beard	
04/08/2019	Silke Communications, Inc.	RideSource - UHF RADIO SERVICE & MAINTENANCE - Blanton (FCC Channel Service on Blanton Heights)	Service & Maintenance	July 1, 2019 - June 30, 2021	2-year agreement	\$1,513.56/year	C. Beard	
04/09/2019	Chambers Construction Company	Task Order 008 to Contract 2016-05 - McKinley Westbound EmX Handrail Repair	Task Order	Mar. 26, 2019 - June 14, 2019	NA	\$ 9,781.00	J. McCormack	
04/08/2019	Willamalane Park & Recreation District	Amendment Three to Contract 2012-06 - Vehicle Lease	Amendment	Oct. 15, 2011 - June 30, 2020	Option to renew 1 additional year	\$ 50.00	A. Jackson	Extends the current lease agreement for 1 year
04/16/2019	Brown Contracting, Inc.	EmX Franklin Blvd. Phase 1 Transit Stations Construction	Lump Sum (Firm, Fixed Price)	Apr. 1, 2019 - Nov. 1, 2019	NA	\$ 455,867.00	A. Jackson	
04/30/2019	University of Oregon Transportation Services	Business Commute Challenge Sponsorship Agreement	Sponsorship	May 1, 2019 - May 30, 2019	NA	\$ 500.00	A. Jackson	



Board Member Expense Report

Name: Kate Reid

Travel Dates 2/24/2019 - 3/3/2019

Travel Purpose: Washington D.C United Front Trip

Date	Description	Airfare	Hotel	Transportation	Gas	Meals	Other	Total
2/24/19	Food					\$84.96		\$84.96
2/24/19	Taxi			\$20.00				\$20.00
2/24/19	Hotel					\$47.94		\$47.94
2/24/19	Airfare	\$149.00						\$149.00
2/25/19	Food					\$111.19		\$81.15
2/25/19	Uber			\$17.45				\$17.45
2/26/19	Food					\$63.09		\$63.09
2/27/19	Food					\$49.24		\$49.24
2/27/19	Uber			\$9.67				\$9.67
3/2/19	Airfare	\$30.00						\$30.00
3/3/19	Food					\$28.08		\$28.08

*Supporting documentation available upon request

Mileage Total \$0.00

Subtotal \$580.58

Less District Prepaid Amount \$342.00

Total Owed \$238.58

2019 Mileage rate = .58 per mile					
Date	Destination	Starting Mileage	Ending Mileage	Total Mileage	Total Expense
				0.00	\$0.00
				0.00	\$0.00
				0.00	\$0.00
				0.00	\$0.00
				0.00	\$0.00
Total				0.00	\$0.00



AGENDA ITEM SUMMARY

DATE OF MEETING: May 15, 2019

ITEM TITLE: UPDATED 5310 FUNDING PROJECT MANAGEMENT PLAN

PRESENTER: John Ahlen, Accessible Services Specialist

DIRECTOR: Cosette Rees, Director of Customer and Specialized Services

ACTION REQUESTED: Adoption

PURPOSE: To request that the Board of Directors approve a resolution authorizing updates to Lane Transit District's (LTD) Federal Transit Administration (FTA) required 5310 Funding Program Management Plan (PMP).

ROLE OF THE BOARD: The LTD Board of Directors is a Policy Board. This means that the Board's role in this instance is to approve, as governing body, the District's updated 5310 Funding Program Management Plan for submission to the FTA.

HISTORY: In accordance with the FTA Circular 9070.1G, LTD is required adhere to the following requirements in order to be an eligible direct and indirect recipient of FTA 5310 grant funds used for capital and operating expenses to support the provision of transportation services to meet the specific needs of seniors and individuals with disabilities:

1. Document the state or designated recipient's procedures in a state management plan (SMP) or program management plan;
2. Plan for future transportation needs, and ensure integration and coordination among diverse transportation modes and providers;
3. Develop project selection criteria consistent with the coordinated planning process;
4. Notify eligible local entities of funding availability;
5. Solicit applications from potential sub recipients;
6. Determine applicant and project eligibility; certify that allocations of funds to sub recipients are made on a fair and equitable basis;
7. Submit an annual program of projects (POP) and grant application to FTA;
8. Ensure sub recipients comply with federal requirements;
9. Certify that all projects are included in a locally developed, coordinated public transit-human service transportation plan developed and approved through a process that included participation by seniors; individuals with disabilities; representatives of public, private, and nonprofit transportation and human service providers; and other members of the public;
10. Certify that to the maximum extent feasible, services funded under Section 5310 are coordinated with transportation services assisted by other federal departments and agencies;
11. Ensure that at least 55 percent of the area's apportionment is used for traditional Section 5310 projects carried out by the eligible sub recipients as described in section 5 of Chapter III of this circular; and
12. Oversee project audit and closeout.

Periodically, LTD updates the PMP to reflect changes in District processes, or as is necessary to comply with changes in federal regulation. In the current situation, the updates to the Districts PMP are needed to reflect updates to LTD's committee changes. Previously, LTD's Special Transportation Fund (STF) Committee provided 5310 funding recommendations to the Accessible Transportation Committee, who then advised the Board of the Directors. Under the new committee structure, the STF Committee provides advice directly to the Board of Directors.

CONSIDERATIONS: LTD's PMP is used to maintain 5310 funding as a direct recipient from FTA and as a sub recipient through the Oregon Department of Transportation.

ALTERNATIVES: The Board may amend the project management plan or change future practices for allocation of 5310 funds.

NEXT STEPS: N/A

SUPPORTING DOCUMENTATION:

- 1) LTD Project Management Plan - Revised
- 2) Resolution No. 2019-05-15-027

PROPOSED MOTION: I move adoption of LTD Resolution No. 2019-05-15-027:

It is hereby resolved that the Lane Transit District Board of Directors authorize the general manager, or designee, to submit the updated LTD §5310 funding project management plan to the FTA as recommended/amended.

**Lane Transit District
Project Management Plan
§5310: Enhanced Mobility of Seniors and Individuals with Disabilities**

The Program Management Plan (PMP) outlines the policies and procedures that Lane Transit District uses to administer FTA's Enhanced Mobility Program (§5310). The *Lane Coordinated Public Transportation Plan, 2019 Update* is the guiding document for the PMP.

Introduction

Lane Transit District (LTD), as a large urbanized public transit agency, applies directly through the Federal Transit Administration for Federal Enhanced Mobility Program (§5310) funding. In addition, as the State designated Special Transportation Fund Agency for Lane County, LTD also acts as the pass through agency for §5310 funds that are passed through the State designated for Lane County, Oregon. The management of this program emphasizes integration and the multi-modal nature of the community's transportation programs.

Program Goals and Objectives

LTD has led and participated in the development of a range of transportation services within Lane County using a coordinated and integrated approach. Providing transportation for people with limited resources and options has long been a guiding principle. Efficiency and cost-effectiveness is another tenet, as is offering a range of services that meet different transportation needs. This has led to the creation of community and population-based services. The promotion of independent travel opportunities has supported the broader values of self-empowerment and integration that are consistent with contemporary education and employment models for people with disabilities. As a result, LTD has been able to create innovative training and support services. The LTD Special Transportation Fund (STF) Committee periodically reviews the plan and recommends updates. LTD then begins a public review and comment period which includes important stakeholders, and the Metropolitan Planning Organization. The LTD Board of directors approves the plan once it is completed.

LTD, with guidance from the Special Transportation Fund Committee, a consumer-based advisory group, has established programs and services using these principles and objectives:

Resourcefulness – To use a mix of resources (human, monetary, equipment, contractual) to create and sustain services that meet different transportation needs; to apply innovative thinking and cultivate community relationships to address issues.

Independence - To promote and maintain the independence of older adults, people with disabilities, and others with limited resources, by encouraging and supporting the use of transportation options that foster independence and allow for individual choice whenever possible.

Accessibility - To provide access to transportation services throughout Lane County that are open to older adults and people with disabilities and not limited to a specific group of clients or customers; to connect communities and their residents to transportation services that are integrated and open to the general public.

Efficiency - To evaluate services based on productivity and measures of cost effectiveness that exemplify good stewardship of public resources; seek out cost sharing opportunities and partnerships in order to extend the usefulness of transportation resources; develop cost effective solutions and avoid duplication.

Interaction - To utilize the expertise and experience of people who use and rely on accessible public transportation services; encourage open communication and interactive discussions about how resources are distributed, about policies, and about service options; and make connections and communicate with staff,

consumers, advocates, agencies, and other interested parties about changes, emerging developments, opportunities, and challenges.

LTD's Accessible Services Program focuses on the provision of transportation services to older adults and people with disabilities who require accommodations and equipment that make it feasible to use public transit effectively, whether using fixed-route and/or paratransit. Accessible Services extends to rural areas within Lane County through coordination, technical assistance, grant writing, and program administration.

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The LTD Board appoints a STF² Committee made up of stakeholders knowledgeable about the transportation needs of older adults and people with disabilities. The STF Committee receives and reviews project applications using the priorities listed in the Lane Coordinated Plan. The STF Committee provides a recommendation of funding to the LTD Board, which holds a public review process. The LTD Board then forwards its final recommendation to the LTD General Manager who is authorized by the LTD Board to submit grant applications.

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Eligible Sub-recipients

State or local government authorities, private for-profit organizations, non-profit organizations, and/or public transit operators are eligible to apply for funds. As the designated recipient, LTD abides by Federal eligibility requirements. LTD conducts a competitive procurement process to allocate program funds. All applicants must be able to meet the required terms and conditions of grants administered under the Federal Transit Administration (FTA). A signed copy of the FTA's certifications and assurances must be submitted to LTD.

Local Share and Local Funding Requirements

Eligible local and non-U.S. DOT federal funds may be used for local match. Local matching funds must be assigned to and be included in the project budget. Different levels of local matching funds are required for different types of projects. LTD verifies all sources of matching funds for eligibility, applicability to eligible program costs, their sole use as match for the defined program, and availability to the project.

Applicants are notified that the use of some types of non-cash contributions is allowed but restricted. Applicants are requested to contact LTD to find out whether volunteer or other in-kind contributions for a project would be allowed as part of the local match contribution to the project. If permitted, the value of the non-cash contributions must be documented and represent a cost which otherwise would be eligible under the program and be included in the project budget.

Project Selection Criteria and Method of Distributing Funds

LTD, as the lead agency, conducts a public, competitive process to solicit project proposals that enhance mobility for older adults and people with disabilities. This is a coordinated process used for project selection for directly received §5310 funds and funds received through the State of Oregon. This process coincides with the announcement of funding availability from the State and is typically a four-

month biennial process that begins in late fall or early winter. A grant review committee is convened that includes members appointed by the LTD Board of Directors. The grant review committee then forwards the recommendation to the LTD Board of Directors for final approval.

Proposed projects are evaluated on these criteria:

- Projects are derived from and support the Lane Coordinated Plan.
- Projects are eligible under the grant program guidelines.
- Agencies have the fiscal and operational expertise needed to comply with administrative and grant reporting requirements.
- Matching funds are clearly identified, come from permissible sources, and are not already committed to another grant-funded project.
- Projects are cost effective.
- Projects do not unnecessarily duplicate existing service.
- The budget is appropriate to the scale of the project.
- Project helps improve coordination and supports the effective use of public resources.

Annual Program of Projects Development and Approval Process

The consolidated program of projects development and approval process for both directly received §5310 funds and funds received from the State of Oregon coincides with ODOT Public Transit Division's discretionary grant application process and includes funding under Federal §5310, §5311, §5311(f), and State STF programs. The intent is to provide a better opportunity for coordination of projects and funding sources. ODOT operates on a two-year cycle with annual updates.

LTD conducts workshops and provides technical assistance to potential applicants. All interested parties are encouraged to attend the workshops as well as the Grant Review Committee meetings. A sample schedule for §5310 projects:

- November - Notice of Fund Availability (Published Notice)
- November/December - Workshops (Technical Assistance)
- December - Applications due to LTD
- December/January - Application Review Committee Meeting(s)
- January - Funding Recommendations published and forwarded to STF Committee members and applicants.
- February - Public Comment / Protest Period
- February - LTD Board Approval –Board authorizes General Manager to sign applications
- March/April/May/June - Applications are processed with FTA for direct §5310 funded projects and to the state for all other projects

During the grant review process, projects for funding are reviewed to ensure that the recommended project list meets the 55% traditional project requirement. If the recommended list does not meet the requirement, then the committee will reallocate funding to projects to ensure that the requirement is met.

Projects to be funded with direct §5310 funds through application to the Federal Transit Administration are reported to FTA on their own §5310 program of projects. These projects are included in the project list developed through the grant review process.

Administration, Planning, and Technical Assistance

LTD supplies a high level of coordination and technical assistance to area transportation providers and human services agencies. LTD provides grant administration, contract oversight, graphic design, communications and publications support. LTD uses the 10 percent administrative allotment allowable under §5310 funding for these support activities.

Transfer of Funds

LTD will not be transferring directly received urban §5310 funds between rural and small urbanized areas. The State has a statewide program for meeting those objectives of §5310.

Private Sector Participation

LTD's centralized call center dispatches rides to a variety of private providers that provide a variety of human service transportation trips, including ADA paratransit trips.

LTD advertises the availability of funds through legal ads in the regional newspaper, e-mail notifications to a broad spectrum of providers and interested parties that includes private providers. In addition, the notice is posted on the LTD Website.

Civil Rights

LTD uses a variety of methods to disseminate information and to notify interested and affected public members of their rights under Title VI and to keep them informed about specific projects and progress. LTD alerts stakeholders to participation opportunities. Dissemination of project information is timed to coincide with milestone events. At times, LTD project managers issue additional project-related information outside of key project milestones to provide the public with newly surfaced information or encourage increased participation. The following methods are used: project newsletter, project flyers and postcards, media communications, website, public open houses, and speakers' bureau.

LTD also creates ad-hoc advisory committees that provide additional opportunities for involvement and feedback to get a well-rounded representation from communities.

For individuals who are limited English proficient (LEP), the most visible and critical piece of service information (LTD's Rider's Digest) is translated into Spanish. Customers are informed that any information about District operations will be translated upon request. Most written translations are handled through a contract with a local translator. All press releases go to the area's one Spanish radio station, and staff have participated in on-air interviews with this station. Public notices have been posted at one of the key area Spanish-owned grocery stores, and this store also acts as a distribution outlet for District-printed materials.

As part of the Title VI Quality of Service review, LTD works with the Lane Council of Governments (LCOG) to conduct an analysis using the Census Transportation Planning Package of Census 2010. This data has identified the primary block groups with the largest minority populations. Service planning staff uses this data as major service decisions are analyzed.

Lane Transit District has had no restrictions placed on its EEO program approval by the FTA.

Employment-related and Civil Rights complaints are handled through LTD's Human Resources Department. There have been no such complaints in the past three years. Transit Operations and the Customer Service Center use an on-line system to keep track of service-related ADA complaints and appropriate follow-up. The

RideSource (ADA paratransit) staff also uses a record keeping system. Employment-related complaints at RideSource are handled by the contractor's local management. Civil Rights complaints are handled by the contractor's administrative office. The contractor uses similar forms and procedures for responding to and tracking complaints, and discloses all complaints to the grantee on a regular basis. Paratransit program complaints are recorded in the paratransit operations database and investigated by the local contractor's management staff.

LTD develops and submits an annual DBE program to FTA for approval, and per FTA Region 10, the program has been approved. LTD develops overall annual DBE goals relative to the availability of DBEs in the area. These calculations are included as documentation in the annual goal submission to FTA. The Uniform Report of DBE Awards or Commitments and Payments has been submitted to FTA semiannually.

LTD monitors sub-recipient contracts on a monthly, quarterly, and annual basis. Monthly monitoring occurs through individual invoices that are received from sub-recipients that include project data, such as ridership counts by population type, etc. Quarterly reports are submitted by the sub-recipients that include vehicle data and Title VI, DBE, and EEO complaint reports. Annual site visits include a review of required Civil Rights documentation, Civil Rights activity as well as ensuring that required postings are posted in an accessible location and up to date. LTD has an aspirational goal for DBE participation, and is race and gender neutral. As such, we are prohibited from requiring contractors (subrecipients of grant funding) to secure any particular DBE goal percentage under LTD contracts. LTD does encourage the use of DBE firms where possible, but we cannot require it. Subrecipients are asked to provide an estimated level (%) of DBE participation they will be able to obtain under their contracts, and monthly reporting is required.

Title VI, Section 504 and ADA Reporting

LTD requires sub-recipients to document that they distribute FTA funds without regard to race, color, national origin, disability or discrimination against disadvantaged business enterprises among applicable civil rights requirements. Not all applicable civil rights requirements are discussed in the PMP.

LTD complies with FTA's Title VI requirements in the following manner:

- i. Provision of an annual Title VI certification and assurance;
- ii. Development of Title VI complaint procedures;
- iii. Record keeping of all Title VI investigations, complaints and lawsuits;
- iv. Provision of meaning access to persons with Limited English Proficiency;
- v. Notification to beneficiaries of protection under Title VI;
- vi. A requirement that each sub-recipient develops a Title VI program or becomes part of LTD's submittal of its Title VI program to the FTA's regional civil rights officer once every three years.

LTD's promotion, administration and distribution of information and funding relevant to the 5310 programs is consistent with LTD's Title VI Policy.

In order to fulfill Section 504 obligations, LTD plans on working closely with its sub-recipients to ensure the goals of their federal 5310 grants are being met. In order to track this progress, LTD will review each submitted invoice and insure that all required backup material is attached and correct in order to validate funds spent, work to resolve any potential ineligibility issues with any sub-recipient and obtain the return of any funds paid out that have been found to have been ineligible. In addition, LTD will review all quarterly and annual reports to ensure consistency with the terms of the federal grant and contracts. Finally, LTD will make annual site visits to each sub-recipient to ensure purchased items, service and/or training funded by the federal grant are in full service, being maintained as per manufacturer's recommendations and are being used to meet the performance measures set in the contract and in federal guidelines.

LTD will evaluate all projects receiving grant funds for compliance with all relevant ADA laws, regulations and policies. Moreover, LTD will work with sub-recipients to provide technical assistance.

LTD requires all sub-recipients to submit certifications and assurances annually in accordance with the FTA's annual process. When applicable, LTD will obtain and review ADA and Section 504 policies and reports to ensure compliance.

Program Measures

Lane Transit District will gather and report program measures required by federal guidelines. These include:

- Traditional §5310 Projects
 - Gaps in service filled
 - Ridership
- Other §5310 Projects
 - Increases or enhancements related to geographic coverage, service quality and/or service times that impact the availability of transportation services for seniors and individuals with disabilities.
 - Additions or changes to physical infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and vehicles that impact availability of transportation services for seniors and individuals with disabilities.
 - Actual or estimated number of rides (as measured by one-way trips) provided for seniors and individuals with disabilities.

Where applicable, these measures will be reported by the sub-recipient to LTD. LTD will gather all performance measure data and report in total to the FTA on an annual basis or as requested by FTA.

The sub-recipients will also work jointly with LTD to establish other performance indicators that are more specific to their projects to measure relevant outputs, service levels and outcomes. Sub-recipients will be required to report these performance measures on a quarterly basis and on an annual basis and as required by LTD and the FTA.

Program Management

This Program Management Plan (PMP) describes the Lane Transit District's policies and procedures for administering the Federal Transit Administration's (FTA) §5310 program. This PMP is designed to meet federal requirements and facilitate LTD's management and administration of the §5310 Programs. It will also serve as a guide to the general public and prospective applicants and to assist FTA in its oversight responsibilities by documenting LTD's policies and procedures for administering these programs.

LTD has assigned a staff person as project manager for its Program Management Plan. This staff person, or their designee, will be responsible for reviewing and processing all reports, plans and certifications required to be submitted under these regulations. LTD will review information provided by the sub-recipients of §5310 funds on a quarterly basis, at a minimum. In addition, records will be checked as part of the sub-recipient monitoring plans during site visits.

The LTD project manager will establish and maintain a point of contact with each sub-recipient and will monitor compliance through review of required quarterly reports, telephone inquiries and periodic site visits.

Accounting Systems, Financial Management, and Reporting

LTD as the sole direct recipient, has an established accounting and reporting system that meets or exceeds FTA requirements for financial management. In addition, all sub-recipients must assure LTD that each has fiscal control and accounting procedures that will permit preparation of the required reports as well as a level of expenditures adequate to establish that such funds are used consistent with the rules and requirements of the program.

All sub-recipients receiving operating assistance are required to report financial and operating data on a quarterly and annual basis. Milestone reports are also required for all capital and planning grants. Eligible direct recipients have in place accounting systems, financial management procedures and reporting capabilities adequate to meet the requirements of FTA.

All sub-recipients receiving capital assistance are required to keep appropriate property control records on all equipment and real property. Federal Office of Management and Budget and Federal Transit Administration guidelines are used in meeting this reporting requirement.

Procurement, Property Management, Vehicle Use, Maintenance and Disposition

As the Designated Recipient for §5310 funding, LTD will manage capital from procurement until disposition using FTA required processes and management reviews. Sub-recipients do not procure vehicles or equipment. Sub-recipients will be responsible for property management, vehicle use and maintenance. They will be required to follow all federal guidelines that govern these activities. LTD will monitor these activities through monthly/quarterly/annual report review and site visit verifications. LTD will be responsible for all disposition of property procured with federal funds under LTD's management. All dispositions will follow FTA rules under §5310.

Audits and Close-Outs

Sub-recipients are responsible for securing organization-wide or grant specific audits. An annual audit is conducting on all LTD activities, including activities under the §5310 program, in accordance with Office of Management and Budget, Circular A-133 or 2 CFR 200 Subpart 500. LTD is responsible for reviewing all audit reports and appropriately resolving and reporting any findings.

LTD will perform a project closeout with sub-recipients within 90 days after all funds are expended and all work activities for the project are completed. LTD will initiate program of project (POP) closeout with FTA within 90 days after all work activities for the POP are completed. LTD will electronically submit a final Federal Financial Report (SF 425), final budget, and final POP via the TEAM system at the time of closeout.

Subcontractors will be required to submit a project activity report and status reports. Programs status will be reviewed and a comprehensive status report will be prepared quarterly. Program status reports for FTA grants are provided quarterly.

Other Provisions

LTD will require certifications and assurances from sub-recipients that they will comply with other Federal requirements such as environmental protection, Buy America provisions, pre-award and post-delivery reviews, restrictions on lobbying, prohibition on exclusive school transportation, and drug and alcohol testing, as appropriate. Depending on the nature of the project, LTD will require reporting on the relevant actions taken to comply with the federal requirements listed above as part of quarterly reporting.

LTD will monitor project contracts with sub-recipients in the following manner consistent with its own project reporting requirements with the Federal Transit Administration. These requirements include LTD's direct quarterly and annual reporting requirements to FTA in the following areas:

1. Quarterly and annual program of projects reporting on each FTA grant contract
2. Milestone activity reports – filed with quarterly and annual program of project reports
3. Financial status reports – Submitted quarterly and annually
4. Program measures – Submitted quarterly and annually
5. Disadvantaged Business Enterprise (DBE) reports – as required for contracts in excess of \$250,000

Additionally, LTD will structure grant contracts and reporting in the following manner:

1. In the process of executing sub-recipient contracts, LTD will meet with sub-recipients and explain all contract obligations, including financial and non-financial reporting of project status, progress and compliance with contract requirements
2. Sub-recipients will be required to file monthly reports, due by the 15th of the following month. Monthly reports will include:
 - a. a comparative statement of project expenses relative to budget for the month and project to date
 - b. a progress report on project implementation, progress, made, problems encountered and proposed resolution, and expected activities in the following month
 - c. project progress compared to project implementation timeline

Monthly reports are not required for periods where quarterly reports are required.

3. Sub-recipients will be prepared to file quarterly reports by the 15th of April, July, October and January. The quarterly reports will include all required submissions for monthly reporting and include the following additional information:
 - a. A review of contract compliance
 - b. An analysis of the status of the project relative to project obligations in the contract
 - c. Recommendations for corrective actions, as required
 - d. Recommendations for contract amendment, if desired

The fourth quarter report will serve as the annual report of project status.

Since LTD will be handling all procurements of vehicles and other capital items, LTD will manage all environmental processes and ensure Buy America provisions are followed to ensure compliance with FTA requirements found in FTA Circular 9070.1, 4220.1, and 5010.1. Any FTA requirements borne by sub-recipients, like preventive maintenance, will be reviewed during site visits and through periodic reporting. All other federal requirements that sub-recipients are required to meet will be outlined within the contract and reviewed through periodic reporting and site visits.

§5310 Enhanced Mobility of Seniors and Individuals with Disabilities

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**Lane Transit District
Project Management Plan**

§5310: Enhanced Mobility of Seniors and Individuals with Disabilities

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The Program Management Plan (PMP) outlines the policies and procedures that Lane Transit District uses to administer FTA's Enhanced Mobility Program (§5310). The *Lane Coordinated Public Transportation Plan, 2019 Update* is the guiding document for the PMP.

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Introduction

LTD (LTD), as a large urbanized public transit agency, applies directly through the Federal Transit Administration for Federal Enhanced Mobility Program (§5310) funding. In addition, as the State designated Special Transportation Fund Agency for Lane County, LTD also acts as the pass through agency for §5310 funds that are passed through the State designated for Lane County, Oregon. The management of this program emphasizes integration and the multi-modal nature of the community's transportation programs.

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Program Goals and Objectives

LTD has led and participated in the development of a range of transportation services within Lane County using a coordinated and integrated approach. Providing transportation for people with limited resources and options has long been a guiding principle. Efficiency and cost-effectiveness is another tenet, as is offering a range of services that meet different transportation needs. This has led to the creation of community and population-based services. The promotion of independent travel opportunities has supported the broader values of self-empowerment and integration that are consistent with contemporary education and employment models for people with disabilities. As a result, LTD has been able to create innovative training and support services. The LTD Special Transportation Fund (STF) Committee periodically reviews the plan and recommends updates. LTD then begins a public review and comment period which includes important stakeholders, and the Metropolitan Planning Organization. The LTD Board of directors approves the plan once it is completed.

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LTD, with guidance from the Special Transportation Fund Committee, a consumer-based advisory group, has established programs and services using these principles and objectives:

Deleted: Accessible Transportation

Resourcefulness – To use a mix of resources (human, monetary, equipment, contractual) to create and sustain services that meet different transportation needs; to apply innovative thinking and cultivate community relationships to address issues.

Independence - To promote and maintain the independence of older adults, people with disabilities, and others with limited resources, by encouraging and supporting the use of transportation options that foster independence and allow for individual choice whenever possible.

Accessibility - To provide access to transportation services throughout Lane County that are open to older adults and people with disabilities and not limited to a specific group of clients or customers; to connect communities and their residents to transportation services that are integrated and open to the general public.

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Efficiency - To evaluate services based on productivity and measures of cost effectiveness that exemplify good stewardship of public resources; seek out cost sharing opportunities and partnerships in order to extend the usefulness of transportation resources; develop cost effective solutions and avoid duplication.

Interaction - To utilize the expertise and experience of people who use and rely on accessible public transportation services; encourage open communication and interactive discussions about how resources are distributed, about policies, and about service options; and make connections and communicate with staff,

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The State of Oregon and ensures that projects they fund are contained within the Coordinated Human Services Transportation Plan. They are a resource for grantees and require coordination when determining which projects to fund with statewide §5310 funds. LTD's process to award directly received §5310 funds is a component of the coordinated effort to plan and fund projects within Lane County.

Eligible Sub-recipients

State or local government authorities, private for-profit organizations, non-profit organizations, and/or public transit operators are eligible to apply for funds. As the designated recipient, LTD abides by Federal eligibility requirements. LTD conducts a competitive procurement process to allocate program funds. All applicants must be able to meet the required terms and conditions of grants administered under the Federal Transit Administration (FTA). A signed copy of the FTA's certifications and assurances must be submitted to LTD.

Local Share and Local Funding Requirements

Eligible local and non-U.S. DOT federal funds may be used for local match. Local matching funds must be assigned to and be included in the project budget. Different levels of local matching funds are required for different types of projects. LTD verifies all sources of matching funds for eligibility, applicability to eligible program costs, their sole use as match for the defined program, and availability to the project.

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Applicants are notified that the use of some types of non-cash contributions is allowed but restricted. Applicants are requested to contact LTD to find out whether volunteer or other in-kind contributions for a project would be allowed as part of the local match contribution to the project. If permitted, the value of the non-cash contributions must be documented and represent a cost which otherwise would be eligible under the program and be included in the project budget.

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¶ Project Categories

Project Selection Criteria and Method of Distributing Funds

LTD, as the lead agency, conducts a public, competitive process to solicit project proposals that enhance mobility for older adults and people with disabilities. This is a coordinated process used for project selection for directly received §5310 funds and funds received through the State of Oregon. This process coincides with the announcement of funding availability from the State and is typically a four-

§5310 Enhanced Mobility of Seniors and Individuals with Disabilities

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month biennial process that begins in late fall or early winter. A grant review committee is convened that includes members appointed by the LTD Board of Directors. The grant review committee then forwards the recommendation to the LTD Board of Directors for final approval.

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Deleted: of the Accessible Transportation Committee (ATC), an advisory committee to LTD staff and the

Deleted: A staff member of the local Metropolitan Planning Organization (MPO) also is appointed to the grant review committee.

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Proposed projects are evaluated on these criteria:

- Projects are derived from and support the Lane Coordinated Plan.
- Projects are eligible under the grant program guidelines.
- Agencies have the fiscal and operational expertise needed to comply with administrative and grant reporting requirements.
- Matching funds are clearly identified, come from permissible sources, and are not already committed to another grant-funded project.
- Projects are cost effective.
- Projects do not unnecessarily duplicate existing service.
- The budget is appropriate to the scale of the project.
- Project helps improve coordination and supports the effective use of public resources.

Annual Program of Projects Development and Approval Process

The consolidated program of projects development and approval process for both directly received §5310 funds and funds received from the State of Oregon coincides with ODOT Public Transit Division's discretionary grant application process and includes funding under Federal §5310, §5311, §5311(f), and State STF programs. The intent is to provide a better opportunity for coordination of projects and funding sources. ODOT operates on a two-year cycle with annual updates.

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LTD conducts workshops and provides technical assistance to potential applicants. All interested parties are encouraged to attend the workshops as well as the Grant Review Committee meetings. A sample schedule for §5310 projects:

- November - Notice of Fund Availability (Published Notice)
- November/December - Workshops (Technical Assistance)
- December - Applications due to LTD
- December/January - Application Review Committee Meeting(s)
- January - Funding Recommendations published and forwarded to STF Committee members and applicants.
- February - Public Comment / Protest Period
- February - LTD Board Approval –Board authorizes General Manager to sign applications
- March/April/May/June - Applications are processed with FTA for direct §5310 funded projects and to the state for all other projects

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Deleted: <#>March - Accessible Transportation Committee Meeting (Public Hearing and final recommendation for funding to LTD Board) 3rd Tuesday of the month following the comment period.¶
March/April

During the grant review process, projects for funding are reviewed to ensure that the recommended project list meets the 55% traditional project requirement. If the recommended list does not meet the requirement, then the committee will reallocate funding to projects to ensure that the requirement is met.

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Projects to be funded with direct §5310 funds through application to the Federal Transit Administration are reported to FTA on their own §5310 program of projects. These projects are included in the project list developed through the grant review process.

Administration, Planning, and Technical Assistance

LTD supplies a high level of coordination and technical assistance to area transportation providers and human services agencies. LTD provides grant administration, contract oversight, graphic design, communications and publications support. LTD uses the 10 percent administrative allotment allowable under §5310 funding for these support activities.

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Transfer of Funds

LTD will not be transferring directly received urban §5310 funds between rural and small urbanized areas. The State has a statewide program for meeting those objectives of §5310.

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Private Sector Participation

LTD's centralized call center dispatches rides to a variety of private providers that provide a variety of human service transportation trips, including ADA paratransit trips.

LTD advertises the availability of funds through legal ads in the regional newspaper, e-mail notifications to a broad spectrum of providers and interested parties that includes private providers. In addition, the notice is posted on the LTD Website.

Civil Rights

LTD uses a variety of methods to disseminate information and to notify interested and affected public members of their rights under Title VI and to keep them informed about specific projects and progress. LTD alerts stakeholders to participation opportunities. Dissemination of project information is timed to coincide with milestone events. At times, LTD project managers issue additional project-related information outside of key project milestones to provide the public with newly surfaced information or encourage increased participation. The following methods are used: project newsletter, project flyers and postcards, media communications, website, public open houses, and speakers' bureau.

LTD also creates ad-hoc advisory committees that provide additional opportunities for involvement and feedback to get a well-rounded representation from communities.

For individuals who are limited English proficient (LEP), the most visible and critical piece of service information (LTD's Rider's Digest) is translated into Spanish. Customers are informed that any information about District operations will be translated upon request. Most written translations are handled through a contract with a local translator. All press releases go to the area's one Spanish radio station, and staff have participated in on-air interviews with this station. Public notices have been posted at one of the key area Spanish-owned grocery stores, and this store also acts as a distribution outlet for District-printed materials.

As part of the Title VI Quality of Service review, LTD works with the Lane Council of Governments (LCOG) to conduct an analysis using the Census Transportation Planning Package of Census 2010. This data has identified the primary block groups with the largest minority populations. Service planning staff uses this data as major service decisions are analyzed.

Lane Transit District has had no restrictions placed on its EEO program approval by the FTA.

Employment-related and Civil Rights complaints are handled through LTD's Human Resources Department. There have been no such complaints in the past three years. Transit Operations and the Customer Service Center use an on-line system to keep track of service-related ADA complaints and appropriate follow-up. The

§5310 Enhanced Mobility of Seniors and Individuals with Disabilities

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RideSource (ADA paratransit) staff also uses a record keeping system. Employment-related complaints at RideSource are handled by the contractor's local management. Civil Rights complaints are handled by the contractor's administrative office. The contractor uses similar forms and procedures for responding to and tracking complaints, and discloses all complaints to the grantee on a regular basis. Paratransit program complaints are recorded in the paratransit operations database and investigated by the local contractor's management staff.

LTD develops and submits an annual DBE program to FTA for approval, and per FTA Region 10, the program has been approved. LTD develops overall annual DBE goals relative to the availability of DBEs in the area. These calculations are included as documentation in the annual goal submission to FTA. The Uniform Report of DBE Awards or Commitments and Payments has been submitted to FTA semiannually.

LTD monitors sub-recipient contracts on a monthly, quarterly, and annual basis. Monthly monitoring occurs through individual invoices that are received from sub-recipients that include project data, such as ridership counts by population type, etc. Quarterly reports are submitted by the sub-recipients that include vehicle data and Title VI, DBE, and EEO complaint reports. Annual site visits include a review of required Civil Rights documentation, Civil Rights activity as well as ensuring that required postings are posted in an accessible location and up to date. LTD has an aspirational goal for DBE participation, and is race and gender neutral. As such, we are prohibited from requiring contractors (subrecipients of grant funding) to secure any particular DBE goal percentage under LTD contracts. LTD does encourage the use of DBE firms where possible, but we cannot require it. Subrecipients are asked to provide an estimated level (%) of DBE participation they will be able to obtain under their contracts, and monthly reporting is required.

Title VI, Section 504 and ADA Reporting

LTD requires sub-recipients to document that they distribute FTA funds without regard to race, color, national origin, disability or discrimination against disadvantaged business enterprises among applicable civil rights requirements. Not all applicable civil rights requirements are discussed in the PMP.

LTD complies with FTA's Title VI requirements in the following manner:

- i. Provision of an annual Title VI certification and assurance;
- ii. Development of Title VI complaint procedures;
- iii. Record keeping of all Title VI investigations, complaints and lawsuits;
- iv. Provision of meaning access to persons with Limited English Proficiency;
- v. Notification to beneficiaries of protection under Title VI;
- vi. A requirement that each sub-recipient develops a Title VI program or becomes part of LTD's submittal of its Title VI program to the FTA's regional civil rights officer once every three years.

LTD's promotion, administration and distribution of information and funding relevant to the 5310 programs is consistent with LTD's Title VI Policy.

In order to fulfill Section 504 obligations, LTD plans on working closely with its sub-recipients to ensure the goals of their federal 5310 grants are being met. In order to track this progress, LTD will review each submitted invoice and insure that all required backup material is attached and correct in order to validate funds spent, work to resolve any potential ineligibility issues with any sub-recipient and obtain the return of any funds paid out that have been found to have been ineligible. In addition, LTD will review all quarterly and annual reports to ensure consistency with the terms of the federal grant and contracts. Finally, LTD will make annual site visits to each sub-recipient to ensure purchased items, service and/or training funded by the federal grant are in full service, being maintained as per manufacturer's recommendations and are being used to meet the performance measures set in the contract and in federal guidelines.

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LTD will evaluate all projects receiving grant funds for compliance with all relevant ADA laws, regulations and policies. Moreover, LTD will work with sub-recipients to provide technical assistance.

LTD requires all sub-recipients to submit certifications and assurances annually in accordance with the FTA's annual process. When applicable, LTD will obtain and review ADA and Section 504 policies and reports to ensure compliance.

Program Measures

Lane Transit District will gather and report program measures required by federal guidelines. These include:

- Traditional §5310 Projects
 - Gaps in service filled
 - Ridership
- Other §5310 Projects
 - Increases or enhancements related to geographic coverage, service quality and/or service times that impact the availability of transportation services for seniors and individuals with disabilities.
 - Additions or changes to physical infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and vehicles that impact availability of transportation services for seniors and individuals with disabilities.
 - Actual or estimated number of rides (as measured by one-way trips) provided for seniors and individuals with disabilities.

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Where applicable, these measures will be reported by the sub-recipient to LTD. LTD will gather all performance measure data and report in total to the FTA on an annual basis or as requested by FTA.

The sub-recipients will also work jointly with LTD to establish other performance indicators that are more specific to their projects to measure relevant outputs, service levels and outcomes. Sub-recipients will be required to report these performance measures on a quarterly basis and on an annual basis and as required by LTD and the FTA.

Program Management

This Program Management Plan (PMP) describes the Lane Transit District's policies and procedures for administering the Federal Transit Administration's (FTA) §5310 program. This PMP is designed to meet federal requirements and facilitate LTD's management and administration of the §5310 Programs. It will also serve as a guide to the general public and prospective applicants and to assist FTA in its oversight responsibilities by documenting LTD's policies and procedures for administering these programs.

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LTD has assigned a staff person as project manager for its Program Management Plan. This staff person, or their designee, will be responsible for reviewing and processing all reports, plans and certifications required to be submitted under these regulations. LTD will review information provided by the sub-recipients of §5310 funds on a quarterly basis, at a minimum. In addition, records will be checked as part of the sub-recipient monitoring plans during site visits.

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The LTD project manager will establish and maintain a point of contact with each sub-recipient and will monitor compliance through review of required quarterly reports, telephone inquiries and periodic site visits.

Accounting Systems, Financial Management, and Reporting

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LTD as the sole direct recipient, has an established accounting and reporting system that meets or exceeds FTA requirements for financial management. In addition, all sub-recipients must assure LTD that each has fiscal control and accounting procedures that will permit preparation of the required reports as well as a level of expenditures adequate to establish that such funds are used consistent with the rules and requirements of the program.

All sub-recipients receiving operating assistance are required to report financial and operating data on a quarterly and annual basis. Milestone reports are also required for all capital and planning grants. Eligible direct recipients have in place accounting systems, financial management procedures and reporting capabilities adequate to meet the requirements of FTA.

All sub-recipients receiving capital assistance are required to keep appropriate property control records on all equipment and real property. Federal Office of Management and Budget and Federal Transit Administration guidelines are used in meeting this reporting requirement.

Procurement, Property Management, Vehicle Use, Maintenance and Disposition

As the Designated Recipient for §5310 funding, LTD will manage capital from procurement until disposition using FTA required processes and management reviews. Sub-recipients do not procure vehicles or equipment. Sub-recipients will be responsible for property management, vehicle use and maintenance. They will be required to follow all federal guidelines that govern these activities. LTD will monitor these activities through monthly/quarterly/annual report review and site visit verifications. LTD will be responsible for all disposition of property procured with federal funds under LTD's management. All dispositions will follow FTA rules under §5310.

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Audits and Close-Outs

Sub-recipients are responsible for securing organization-wide or grant specific audits. An annual audit is conducting on all LTD activities, including activities under the §5310 program, in accordance with Office of Management and Budget, Circular A-133 or 2 CFR 200 Subpart 500. LTD is responsible for reviewing all audit reports and appropriately resolving and reporting any findings.

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LTD will perform a project closeout with sub-recipients within 90 days after all funds are expended and all work activities for the project are completed. LTD will initiate program of project (POP) closeout with FTA within 90 days after all work activities for the POP are completed. LTD will electronically submit a final **Federal Financial Report** (SF 425), final budget, and final POP via the TEAM system at the time of closeout.

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Subcontractors will be required to submit a project activity report and status reports. Programs status will be reviewed and a comprehensive status report will be prepared quarterly. Program status reports for FTA grants are provided quarterly.

Other Provisions

LTD will require certifications and assurances from sub-recipients that they will comply with other Federal requirements such as environmental protection, Buy America provisions, pre-award and post-delivery reviews, restrictions on lobbying, prohibition on exclusive school transportation, and drug and alcohol testing, as appropriate. Depending on the nature of the project, LTD will require reporting on the relevant actions taken to comply with the federal requirements listed above as part of quarterly reporting.

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LTD will monitor project contracts with sub-recipients in the following manner consistent with its own project reporting requirements with the Federal Transit Administration. These requirements include LTD's direct quarterly and annual reporting requirements to FTA in the following areas:

1. Quarterly and annual program of projects reporting on each FTA grant contract
2. Milestone activity reports – filed with quarterly and annual program of project reports
3. Financial status reports – Submitted quarterly and annually
4. Program measures – Submitted quarterly and annually
5. Disadvantaged Business Enterprise (DBE) reports – as required for contracts in excess of \$250,000

Additionally, LTD will structure grant contracts and reporting in the following manner:

1. In the process of executing sub-recipient contracts, LTD will meet with sub-recipients and explain all contract obligations, including financial and non-financial reporting of project status, progress and compliance with contract requirements
2. Sub-recipients will be required to file monthly reports, due by the 15th of the following month. Monthly reports will include:
 - a. a comparative statement of project expenses relative to budget for the month and project to date
 - b. a progress report on project implementation, progress, made, problems encountered and proposed resolution, and expected activities in the following month
 - c. project progress compared to project implementation timeline

Monthly reports are not required for periods where quarterly reports are required.

3. Sub-recipients will be prepared to file quarterly reports by the 15th of April, July, October and January. The quarterly reports will include all required submissions for monthly reporting and include the following additional information:
 - a. A review of contract compliance
 - b. An analysis of the status of the project relative to project obligations in the contract
 - c. Recommendations for corrective actions, as required
 - d. Recommendations for contract amendment, if desired

The fourth quarter report will serve as the annual report of project status.

Since LTD will be handling all procurements of vehicles and other capital items, LTD will manage all environmental processes and ensure Buy America provisions are followed to ensure compliance with FTA requirements [found in FTA Circular 9070.1, 4220.1, and 5010.1](#). Any FTA requirements borne by sub-recipients, like preventive maintenance, will be reviewed during site visits and through periodic reporting. All other federal requirements that sub-recipients are required to meet will be outlined within the contract and reviewed through periodic reporting and site visits.



RESOLUTION NO 2019-05-15-027

**AUTHORIZATION TO UPDATE LANE TRANSIT DISTRICT'S 5310 FUNDING PROJECT
MANAGEMENT PLAN**

WHEREAS, the Federal Transit Administration (FTA) Circular 9070.1G, establishes the requirements for recipients of 5310 funding used for capital and operating expenses to support the provision of transportation services to meet the specific needs of seniors and individuals with disabilities;

WHEREAS, Oregon Administrative Rules (OAR) chapter 732, divisions 5, 10, and 20 establish the procedures and requirements of the Public Transit Division for the administration of the Special Transportation Funds for the purpose of providing services to older adults and individuals with disabilities;

WHEREAS, Lane Transit District (LTD) is a direct FTA recipient and sub recipient from the Oregon Department of Transportation (ODOT) that operates transit services intended to benefit older adults and people with disabilities;

WHEREAS, in compliance with FTA C9070.1G and OAR 732, LTD is required to maintain a current Program Management Plan (PMP); and

WHEREAS, the LTD PMP requires an update to reflect changes in the bylaws of the Special Transportation Fund Committee.

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

The Lane Transit District Board of Directors authorizes the revision of the LTD Program Management Plan to update its document to reflect current practice.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 15th DAY OF MAY, 2019.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: May 15, 2019

ITEM TITLE: CONTRACT NO. 2019-39: IVOXY CONSULTING, LLC

PREPARED BY: Robin Mayall, IT Director

ACTION REQUESTED: Forward to the Board of Directors with a recommendation of approval

Please disclose any actual or potential conflict of interest.

PURPOSE: To authorize the general manager to enter into a sole source contract with Ivoxy Consulting, LLC (“Ivoxy”) for the purpose of completing an IT Disaster Recovery Study.

DESCRIPTION/JUSTIFICATION: LTD’s IT infrastructure, applications, and data are vulnerable in the event of a disaster (natural, man-made, or related to cyber-attack). In order to maintain business continuity, LTD must understand, identify, and take steps to implement the ability to restore business operations in a reasonable time frame. This IT Disaster Recovery study will identify Recovery Point Objectives and Recovery Time Objectives for all key systems in LTD, and then identify the requirements necessary (hardware, software, network, and business processes) in order to implement the restoration of services in the timelines so identified.

CONTRACT/PROJECT HISTORY: The proposed contractor has a history as a trusted partner in LTD’s IT Infrastructure support. The existing contract with Ivoxy covers the District’s virtual server environment, email backup and recovery, and current data/storage solutions, all of which are essential components in a Disaster Recovery Plan.

In order to effectively perform this study, a contractor would need to have deep access into the District’s IT environment, which always poses a security risk in and of itself. Since Ivoxy already has both access and familiarity with the District’s IT environment, and has performed exceptionally over a number of years, staff are confident they are trustworthy to implement this Disaster Recovery Study. Additionally, their years of knowledge of our environment enables them to perform this study in an extremely economical fashion, bypassing the many weeks of discovery that would be necessary if they did not already possess a high-level of familiarity with our systems. The cost and security risks inherent in hiring an unknown entity to perform this study would be counterproductive to the public’s interest in LTD’s systems security.

PROCUREMENT IMPACT: See Policy Impact below.

POLICY IMPACT:

1. In accordance with ORS 279B.075 and as outlined in Section 8 - PROCUREMENT METHODS (OTHER THAN FULL AND OPEN COMPETITION) of LTD’s Procurement Policy, LTD may, without following the Competitive Procurement requirements and without competition, award contracts for goods or services if the General Manager and the Procurement Manager have determined, in writing, that the goods or services are only available from one source, subject to the limits of their delegated authority. These written findings must be adopted by the LTD Board of Directors.
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 projected contract would be for \$10,000.00, which is the amount programmed into the 2018-2019 CIP for the Disaster Recovery Study.

FUNDING SOURCE: This study would be funded by the General Fund.

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: Staff recommend approval of the sole source procurement and award of a contract to Ivoxy Consulting, LLC.

OPTIONS IF NOT APPROVED: The Board could choose to competitively bid these services and award a contract to the successful proposer.

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

ATTACHMENTS: Findings of Fact and Resolution No. 2019-05-15-028

PROPOSED MOTION: I move adoption of LTD Resolution No. 2019-05-15-028:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2019-39 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:** Ivoxy Consulting LLC ("Ivoxy") has provided technical IT support to Lane Transit District ("LTD") since 2015 on areas including our virtual server environment, email backup and recovery, and data/storage solutions. All of these items are crucial components of LTD's disaster recovery solutions
2. **Finding:** Ivoxy's contract with LTD is limited in scope and does not cover the potential to complete a Disaster Recovery Study.
3. **Finding:** LTD is in critical need of Disaster Recovery capabilities. This is a large and complex project. A study is a crucial first step in discovering what the needs of LTD's business units are for items to be recovered and timeframe for recovery. This will determine the scope, scale, and cost of the Disaster Recovery Project.
4. **Finding:** In order to perform a Disaster Recovery Study, an entity would need unrestricted access to LTD's critical technology infrastructure, including network and storage components. This access carries with it a large component of risk and exposure.
5. **Finding:** Because Ivoxy is a trusted partner with a long history of working in our critical IT infrastructure components in a safe, secure, thorough, and exemplary manner, they greatly reduce the component of risk and exposure inherent in performing a Disaster Recovery Study.

CONCLUSIONS OF LAW

The above "Findings" show that the sole-source procurement process to retain the services of Ivoxy for the purposes of performing an IT Disaster Recovery Study aligns with the requirements of Oregon law for award of a contract for goods or services without competition.

RESOLUTION NO. 2019-05-15-028

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; and

WHEREAS, the Finance Committee reviewed the proposed contract between LTD and Ivoxy Consulting LLC 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 services of Ivoxy Consulting LLC relating to performing an IT Disaster Recovery Study 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 Ivoxy Consulting LLC for the provision of IT consulting services related to Disaster Recovery for an amount not to exceed \$10,000 over a one 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 \$10,000, whichever is less.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 15th DAY OF MAY, 2019.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: May 13, 2019

ITEM TITLE: CONTRACT NO. 2019-40: BEDFORD FALLS, LLC DBA VOX

PREPARED BY: AJ Jackson, General Manager

ACTION REQUESTED: Forward to the Board of Directors with a recommendation of approval

Please disclose any actual or potential conflict of interest.

PURPOSE: To authorize the general manager to enter into a sole source contract with Bedford Falls, LLC dba VOX for the provision of marketing and communications technical assistance.

DESCRIPTION/JUSTIFICATION: Due to the recent attrition of key marketing and communications personnel, the agency has an increased need for the services provided by VOX. VOX will act as LTD's public information officer in addition to assisting staff the implementation of the results from the communications analysis.

CONTRACT/PROJECT HISTORY: In 2014, following a competitive bidding process, the District entered into a contract with VOX to provide marketing, communications, public relations and production services. The initial contract term was for five (5) years.

PROCUREMENT IMPACT: See Policy Impact below.

POLICY IMPACT: In accordance with ORS 279B.075 and as outlined in Section 8 - PROCUREMENT METHODS (OTHER THAN FULL AND OPEN COMPETITION) of LTD's Procurement Policy, LTD may, without following the Competitive Procurement requirements and without competition, award contracts for goods or services if the General Manager and the Procurement Manager have determined, in writing, that the goods or services are only available from one source, subject to the limits of their delegated authority. These written findings must be adopted by the LTD Board of Directors.

ECONOMIC IMPACT: Staff has projected a contract value not to exceed \$120,000.

FUNDING SOURCE: Executive Office General Operational Funds

REQUIRED REPORTING: None

RECOMMENDATIONS: Approve and forward to the Board of Directors to authorize a one-year sole source contract.

OPTIONS IF NOT APPROVED: If contract is not authorized, additional personnel would need to be hired. At this time, no FTE available to cover duties.

PROJECT CLOSEOUT TEAM: The project closeout team consist of the General Manager who is responsible for final acceptance proper receipt of goods.

ATTACHMENTS: Resolution No. 2019-05-15-031

AGENDA ITEM SUMMARY

Contract No. 2019-40: Bedford Falls, LLC dba VOX

Page 2 of 2

PROPOSED MOTION: I move adoption of LTD Resolution No. 2019-05-15-031:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2019-40 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: Contractor's writing and messaging style represent the District's interest resulting in cost efficiencies by reducing workloads and streamlining communications.**
- 2. Finding: Contractor's historical knowledge of the District's communications strategies provides context for engaging key partners, elected officials and community members regarding the District's ongoing and upcoming transportation projects.**
- 3. Finding: Contractor's schedule availability and flexibility meet the District's need of having communication's services available nearly 24 hours and seven (7) days per week.**
- 4. Finding: Contractor has a long contracted history of outstanding performance.**
- 5. Finding: Given all of the prior listed findings, the contractor's rate is provided at a good value to the District.**

CONCLUSIONS OF LAW

The above "Findings" show that the sole-source procurement process to retain the legal services of Bedford Falls, LLC dba VOX relating to the provision of marketing and communications technical assistance complies with the requirements of Oregon law for award of a contract for goods or services without competition.



RESOLUTION NO. 2019-05-15-031

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 Bedford Falls, LLC dba VOX on May 13, 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 Bedford Falls, LLC dba VOX relating to the provision of marketing and communications technical assistance 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 Bedford Falls, LLC dba VOX related to the provision of marketing and communications technical assistance 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 15th DAY OF MAY, 2020.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: May 15, 2019

ITEM TITLE: ADOPTION: FISCAL YEAR 2019-2020 PROPOSED BUDGET

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 Fiscal Year 2019-2020 (FY20) Proposed Budget as presented under the authority assigned under ORS 294.456.

ROLE OF THE BOARD: The Board is responsible for the following:

- 1) participating on the Budget Committee;
- 2) holding public hearing(s) on the budget;
- 3) considering all public comments; and
- 4) adopting the budget.

Adoption of the budget by the Board of Directors creates the authority for LTD to spend public money effective July 1, 2019.

HISTORY: In accordance with ORS 294.408, the Board of Directors must adopt a budget for each of its five funds by the close of the current fiscal year. For LTD, the fiscal year ends on June 30, 2019.

Oregon Budget Law encourages citizen involvement in the control and expenditure of public funds. To that end, the FY20 Budget activities that have taken place to date are as follows:

- 1) posted the proposed FY20 Budget for public comment from March 29, 2019, to April 30, 2019;
- 2) FY20 Budget was reviewed and approved by the Budget Committee as presented on April 3, 2019, (ORS 294.414);
- 3) a financial summary and Notice of Budget Hearing (form LB-1) was published on April 10, 2019, in accordance with ORS 294.438,
- 4) a public hearing on the Budget Committee-approved budget was held on April 17, 2019, (ORS 294.453); and
- 5) provided five self-balanced funds (resources>= expenditure) (OAR 150-294.352(1)-(A).

At the April 17, 2019, public hearing, the following proposed changes to the FY20 budget approved by the Budget Committee were presented:

Capital Fund:

- o A correction to the beginning working capital balance in the Capital Projects Fund from \$19.4 million to \$15.1 million. This balance is an estimate and has no impact on the Budget Committee-approved appropriations.
- o A carryover of \$4.2 million of funds appropriated for five electric buses in FY19 to FY20 because of the timing of the delivery of these buses

General Fund, Point2point Fund, Medicaid Fund, Specialized Services Fund:

- There were no changes presented to the approved budgets for the General Fund, Point2point Fund, Medicaid Fund, or Specialized Services Fund from what was approved by the Budget Committee.
- No written public comments have been received. Only one comment was made at the FY20 Budget hearing. That comment was made by Kate Wilson from Lane Council of Governments (LCOG). This request was for LTD to continue to serve as the Public Transportation Service Provider (PTSP) for the Yachats-Florence pilot project between July 1, 2019, and September 30, 2019, and to extend the LTD contract with River Cities Taxi for the same time period. As of October 1, 2019, LCOG will take over as the PTSP of this service. The cost to operate the service from July 1, 2019, to September 30, 2019, is estimated to be \$40,000. The operation of the Yachats-Florence pilot beyond June 30, 2019, was not included in the Budget Committee-approved budget because the funding source, Oregon Department of Transportation (ODOT) Agreement No. 31386, expires on June 30, 2019, and the contract with River Cities Taxi to operate the service expires on September 3, 2019.
- LCOG presented that the bridge funding for the service from July 1, 2019, to September 30, 2019, would be paid for utilizing pending STIF Statewide Transit Network and Discretionary applications that have been submitted by LCOG and are currently under review by the ODOT rail and public transit division staff. The match for these grants would be contingent on approval by the LTD Board as an out-of-district project in the local STIF Plan.

Based on the request made, an additional change to the FY20 Budget Committee-approved budget is as follows:

Specialized Services Fund:

- Increase the State Assistance Resources by \$40,000.
- Add an expenditure requirement of \$40,000 for the Yachats-Florence pilot project.

The pending resource agreement to fund, the Yachats-Florence pilot project is expected to be completed in early June 2019. Should a funding agreement not be reached prior to June 30, 2019, the Yachats-Florence pilot will cease operation effective July 1, 2019.

Highlights of all of the changes since the Budget Committee hearing and an overview of the FY20 Budget requested for Board adoption will be presented at the May 15, 2019, Board of Directors meeting. A link to this presentation has been posted to the LTD website.

CONSIDERATIONS: In alignment with Oregon Local Budget Law (ORS 294.456), staff recommend that the Board adopt the FY20 proposed budget with amendments presented. The fixed-route operating budget is \$55,075,356. The legal total of all combined funds, plus reserves and transfers is \$114,299,922. A copy of the final budget document will be posted to the LTD website after adoption.

ALTERNATIVES:

- The Board may hold additional public hearings and/or additional Budget Committee meetings on the budget and/or postpone the adoption of the FY20 Budget as presented or amended to an alternate date on or before June 30, 2019.
- The Board may amend and adopt the FY20 Budget as amended.

NEXT STEPS: After FY20 Budget adoption, staff will file the FY20 Budget with the State of Oregon, as required by Oregon Budget Law, and the new budget will become the FY20 business plan beginning July 1, 2019.

SUPPORTING DOCUMENTATION:

- 1) FY20 Proposed Budget for Board adoption <https://www.ltd.org/annual-budget/>
- 2) FY20 Budget highlights and overview presentation <https://www.ltd.org/annual-budget/>
- 3) Resolution No. 2019-05-15-029

PROPOSED MOTION: I move adoption of LTD Resolution No. 2019-05-15-029:

It is hereby resolved that the LTD Board of Directors approves the Fiscal Year 2019-2020 Proposed Budget presented [amended].

	FY 2019-20
	Requested for
	adoption
General Fund - operating	\$ 60,735,570
Transit Services	51,339,141
Operating Contingency	500,000
Operating Reserve - Not appropriated	8,896,429
General Fund - non-operating	\$ 3,236,215
Transfer to Specialized Services Fund	3,011,212
Transfer to Medicaid Fund	225,003
Transfer to Point2Point Fund	0
Transfer to Capital Projects Fund	0
Specialized Services Fund	\$ 9,649,438
Transit services	9,187,018
Operating Contingency	0
Operating Reserve - Not appropriated	462,420
Medicaid Fund	\$ 12,101,233
Transit services	12,031,375
Operating Contingency	0
Operating Reserve - Not appropriated	69,858
Point 2 Point Fund	\$ 1,631,320
Transit services	1,354,716
Operating Contingency	244,604
Operating Reserve - Not appropriated	32,000
Capital Projects Fund	\$ 26,946,146
Transit investments	17,009,803
Operating Reserve - Not appropriated	9,936,343
TOTAL FY2019-20 Proposed Appropriation	\$ 94,902,872
TOTAL FY2019-20 Proposed Reserve - Not appropriated	\$ 19,397,050
TOTAL FY2019-20	\$ 114,299,922



RESOLUTION NO. 2019-05-15-029

ADOPTION OF FISCAL YEAR 2019-2020 ANNUAL BUDGET

WHEREAS, in compliance with Oregon Revised Statute (ORS) Chapter 294 Local Budget Law, Lane Transit District adopts an annual budget for each fiscal year (FY);

WHEREAS, the FY2019-2020 annual budget is a good faith estimate of expected revenues and expenditures on a fund by fund basis;

WHEREAS, on March 14, 2019, a notice of the required public hearing was published;

WHEREAS, on March 29, 2019, the FY2019-2020 proposed budget was posted for public comment;

WHEREAS, a public comment period for the FY2019-2020 proposed budget was opened from March 29, 2019, through April 30, 2019;

WHEREAS, on April 3, 2019, in compliance to ORS 294.428, the LTD Budget Committee met and approved the FY2019-2020 as presented;

WHEREAS, at the April 17, 2019, Board of Directors' meeting, a public hearing was held to accept comments from the public; and

WHEREAS, no public comment was received during the public comment period.

NOW, THEREFORE, BE IT RESOLVED that the LTD Board of Directors adopts the Fiscal Year 2019-2020 Annual Budget beginning July 1, 2019, as shown below and hereby appropriated as follows:



General Fund - operating	\$	60,735,570
Transit Services		51,339,141
Operating Contingency		500,000
Operating Reserve - Not appropriated		8,896,429
General Fund non-operating	\$	3,236,215
Transfer to Specialized Services Fund		3,011,212
Transfer to Medicaid Fund		225,003
Transfer to Point2Point Fund		0
Transfer to Capital Projects Fund		0
Specialized Services Fund	\$	9,649,438
Transit services		9,187,018
Operating Contingency		0
Operating Reserve - Not appropriated		462,420
Medicaid Fund	\$	12,101,233
Transit services		12,031,375
Operating Contingency		0
Operating Reserve - Not appropriated		69,858
Point 2 Point Fund	\$	1,631,320
Transit services		1,354,716
Operating Contingency		244,604
Operating Reserve - Not appropriated		32,000
Capital Projects Fund	\$	26,946,146
Transit investments		17,009,803
Operating Reserve - Not appropriated		9,936,343
TOTAL FY2019-20 Proposed Appropriation	\$	94,902,872
TOTAL FY2019-20 Proposed Reserve - Not appr	\$	19,397,050
TOTAL FY2019-20	\$	114,299,922

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THE 15th DAY OF MAY, 2019.

Board President, Carl Yeh

Fiscal Year 2019-2020 Budget Requested for Adoption

Lane Transit District – Eugene, Oregon – May 15, 2019



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Budget Process

April 2018:

ATU contract ratified

November 2018:

Community Investment Plan adopted

February 2019:

FY19 mid-year forecast completed

March 2019:

FY19 General Fund and Medicaid Fund supplemental budgets adopted

Proposed FY20 proposed budget developed

Proposed FY20 budget released for public comment on March 29 – April 30

April 2019:

Budget Committee review and recommendation to the Board on the proposed FY20 budget – **APPROVED AS PRESENTED**

Financial summary and Notice of Budget Hearing published April 10

Public hearing at Board of Directors meeting on April 17

May 2019:

Amendments made to FY20 budget based on Budget Committee and Public feedback

Request Board Adoption of Budget FY20 Budget on May 15 **

File budget with the State of Oregon



** NOTE: Budget must be adopted by June 30, 2019 (ORS 294.408)

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Change Since Budget Committee Hearing

Capital Fund:

- FY20 proposed budget beginning working capital balance was not based on the FY19 amended budget approved by the Board on March 13
- Correction: Beginning working capital balance is \$15.1 million to reflect the FY19 supplemental budget
- Carryover of \$4.2 million of funds from FY19 to FY20 for 5 electric buses

Specialized Services Fund:

- \$40,000 increase in resources and expenditures to operate the Florence-Yachats connector between July 1, 2019, and September 30, 2019.

General Fund, Point2point Fund, Medicaid Fund: NO change from what was presented and approved by the Budget Committee

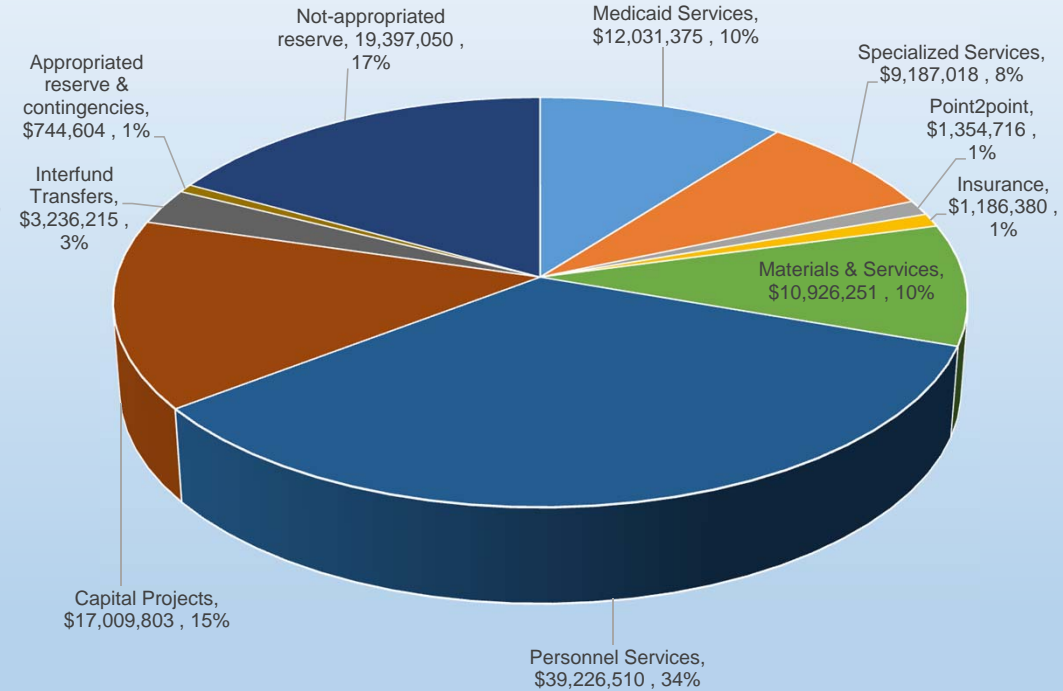
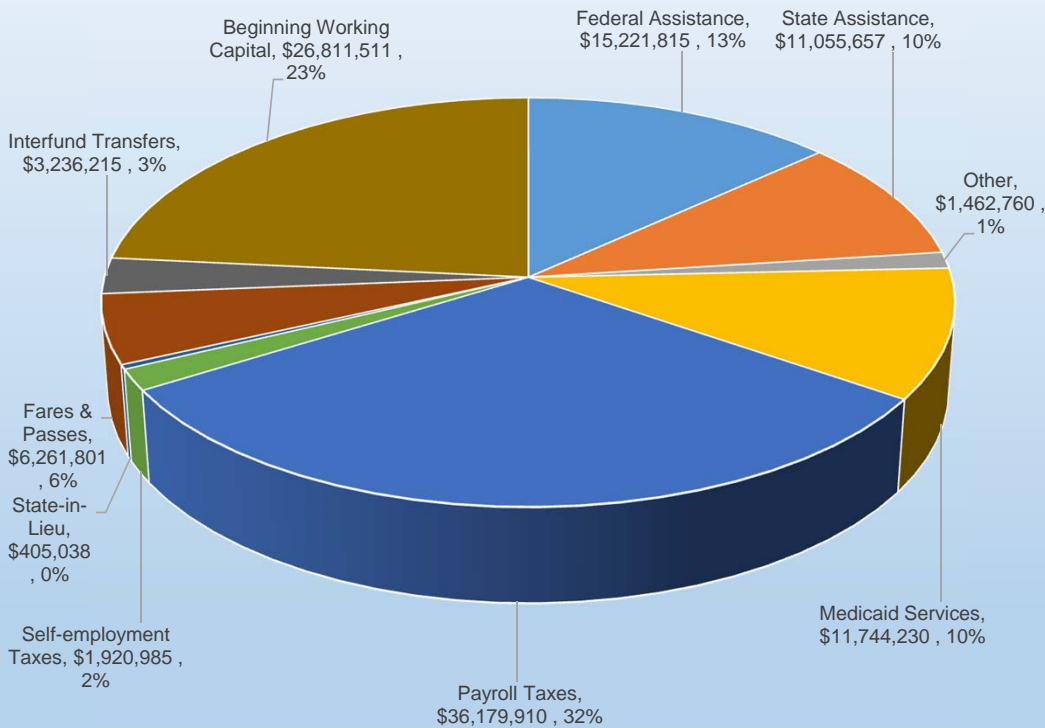


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Total Fund Resources & Requirements

All Funds Total Resources \$114,299,922

All Funds Total Requirements & not appropriated reserve \$114,299,922



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** Includes 2 months reserve in all operating funds and reserve for future capital For grant fund match requirements for projects on the Community Investment Plan

Approved by the
Budget Committee

Proposed Appropriations

	FY 2018-19 Amended Budget	FY 2019-20 Requested for adoption
General Fund - operating	\$ 49,700,132	\$ 51,839,141
Transit Services	\$ 49,647,675	\$ 51,339,141
Operating Contingency	52,457	500,000
General Fund - non-operating	\$ 3,515,947	\$ 3,236,215
Transfer to Specialized Services Fund	\$ 2,550,288	\$ 3,011,212
Transfer to Medicaid Fund	\$ 775,659	\$ 225,003
Transfer to Point2Point Fund	\$ 190,000	\$ -
Transfer to Capital Projects Fund	\$ -	\$ -
Specialized Services Fund	7,491,574	9,187,018
Transit services	7,361,574	9,187,018
Operating Contingency	130,000	0
Medicaid Fund	11,974,775	12,031,375
Transit services	11,842,775	12,031,375
Operating Contingency	132,000	0
Point 2 Point Fund	1,411,098	1,599,320
Transit services	1,377,583	1,354,716
Operating Contingency	33,515	244,604
Capital Projects Fund	13,240,489	17,009,803
Transit investments	13,240,489	17,009,803
TOTAL FY2019-20 Proposed Appropriation	\$ 87,334,015	\$ 94,902,872
Increase from current year budget		9%

\$40K to operate
Florence-Yachats
connector July 1,
2019 – Sept 30,
2019

\$4.2M carryover
from FY19
Budget as 5
buses will not be
accepted until
FY20



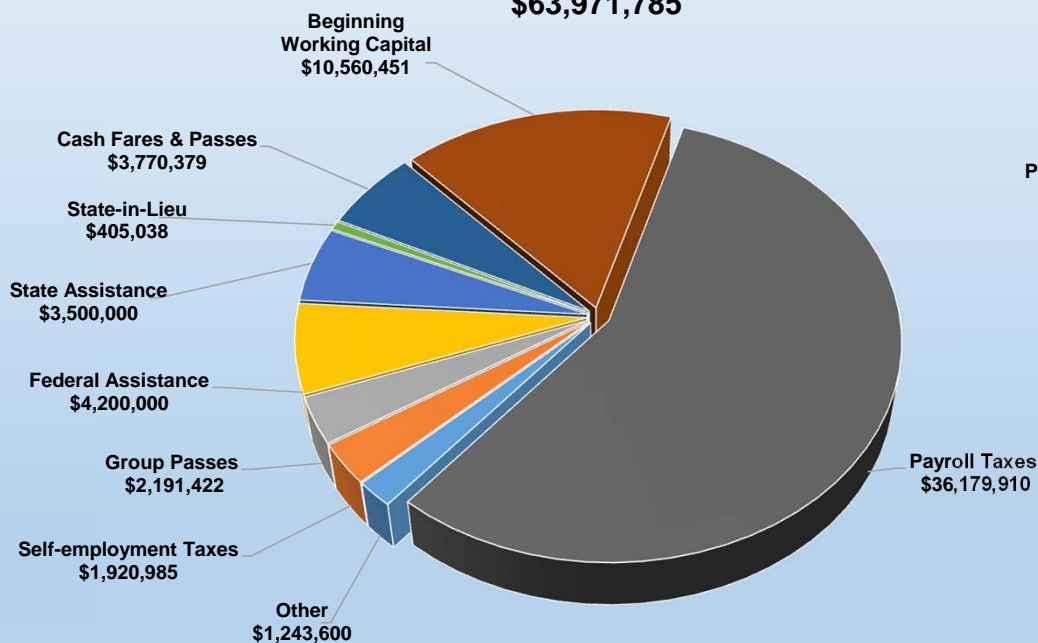
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Approved by the
Budget Committee

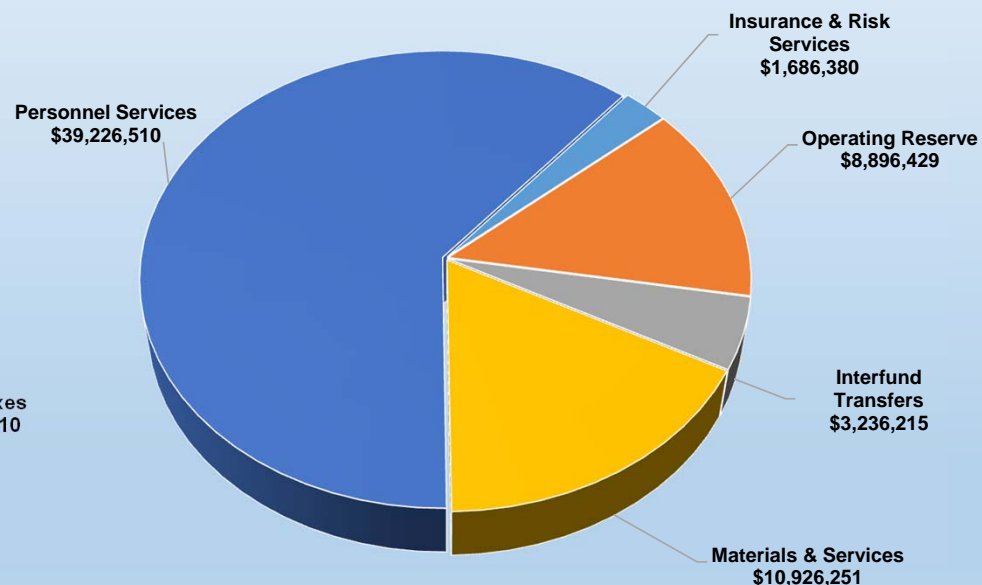
General Fund Budget

Records Daily Operational Revenues and Expenditures

General Fund Total Resources
\$63,971,785



General Fund Total Requirements
\$63,971,781

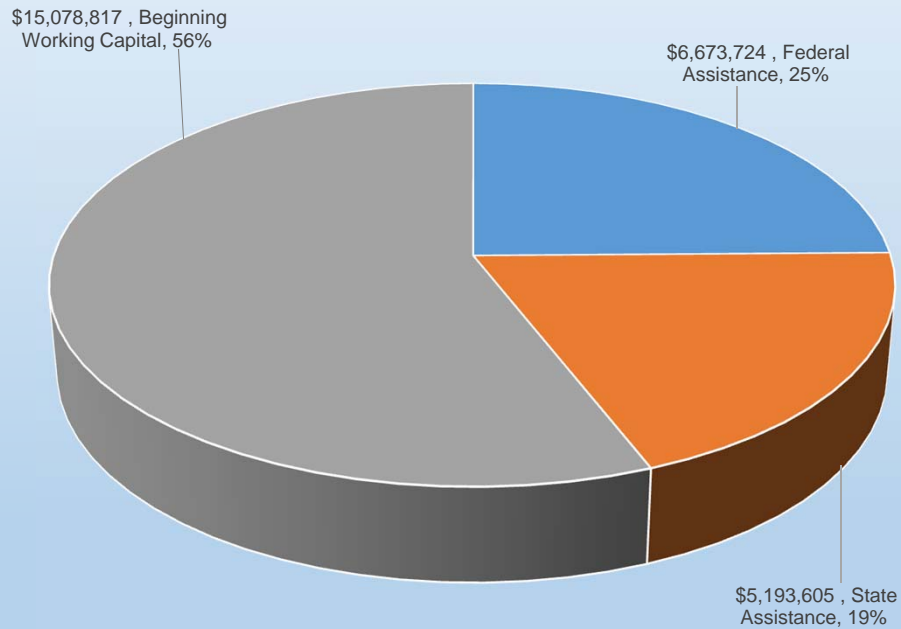


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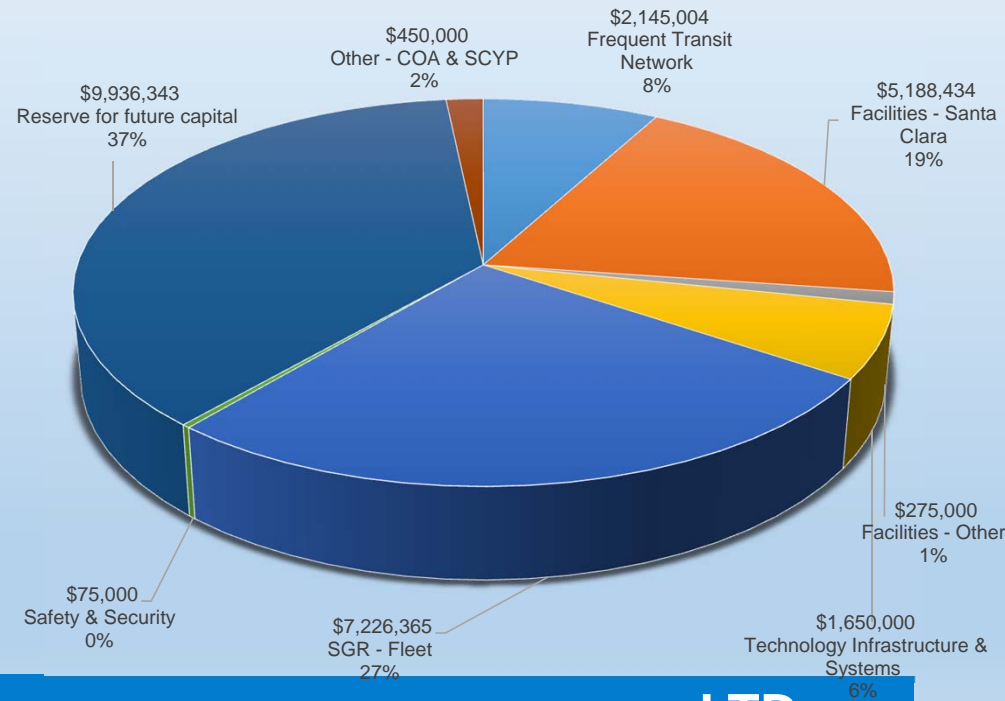
Change is only to the beginning WC & carryover of buses from FY19

Capital Projects Fund

Total Resources \$26,946,146



Total Requirements \$26,946,146

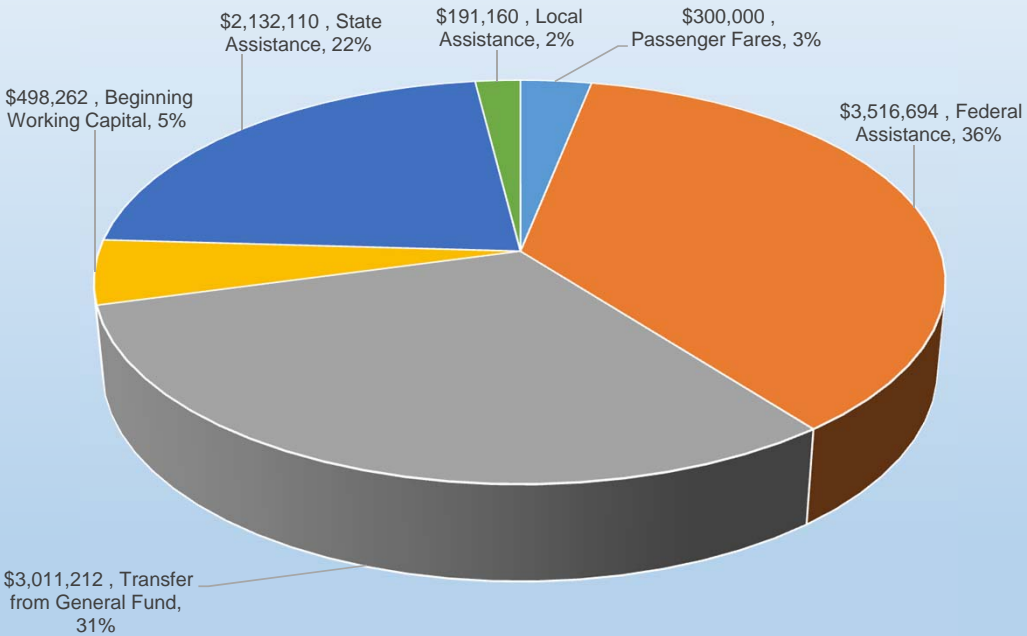


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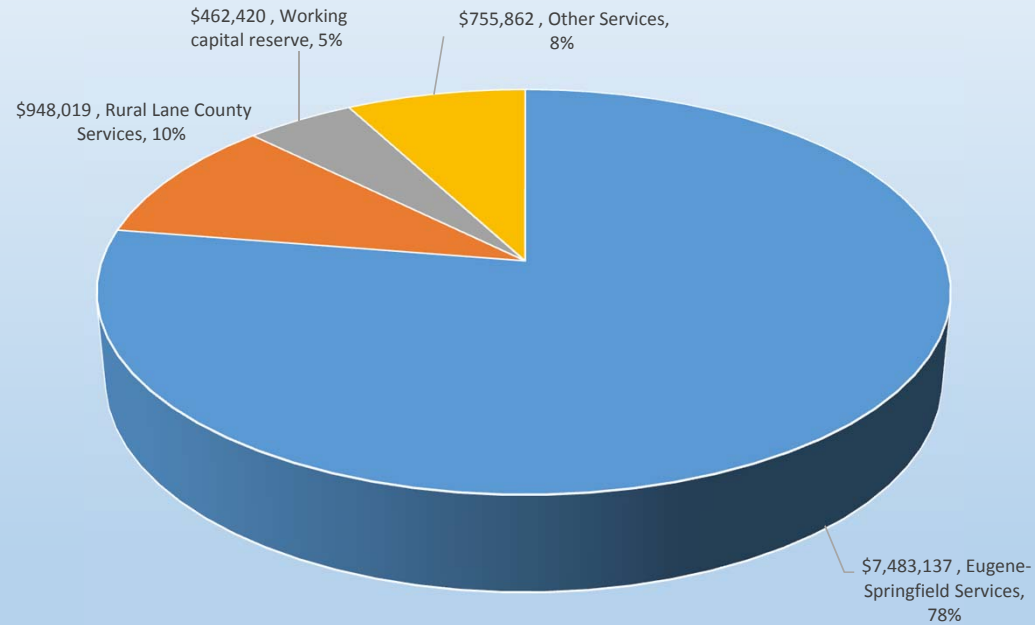
Change is \$40K to continue Florence-Yachats connector from July 1, 2019, to Sept 30, 2019

Specialized Services Fund

Total Resources \$9,649,438



Total Requirements \$9,649,438

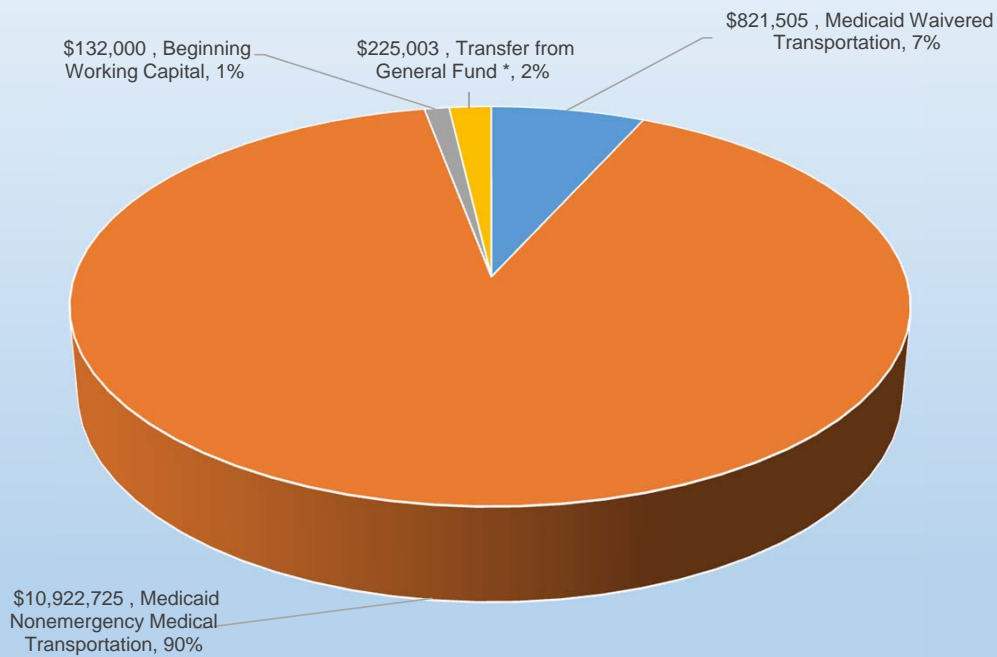


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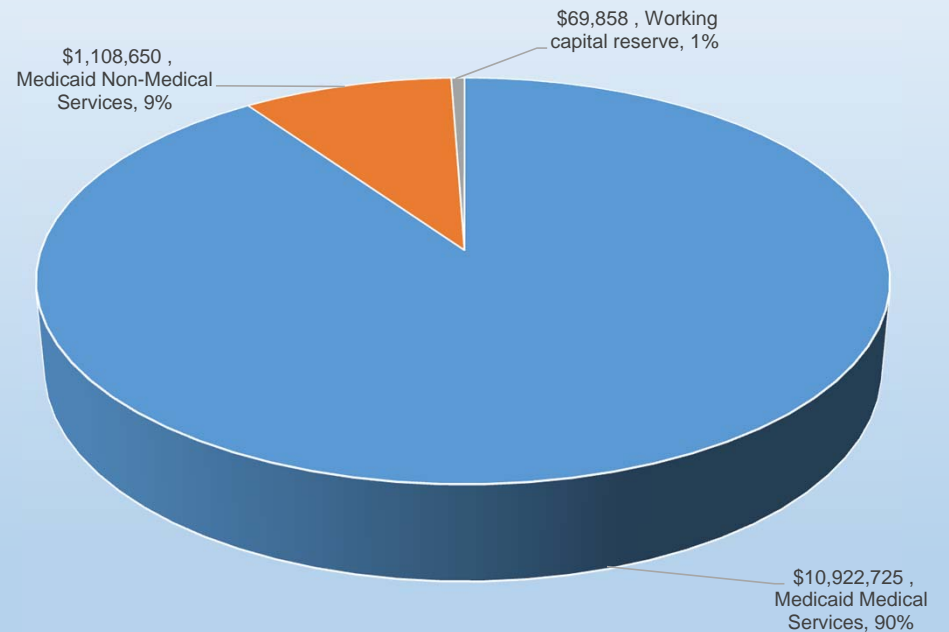
Approved by the
Budget Committee

Medicaid Fund

Resources \$12,101,233



Requirements \$12,101,333

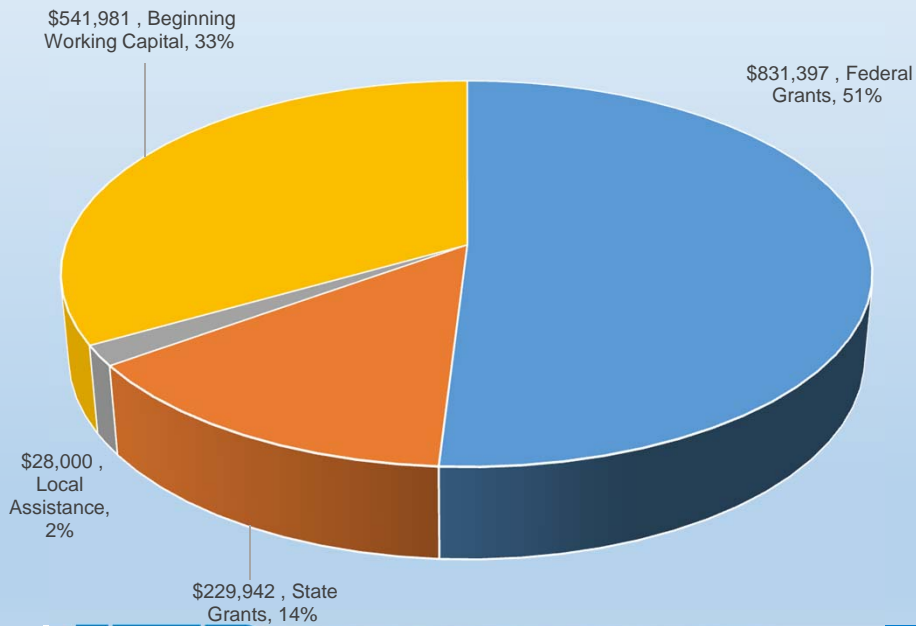


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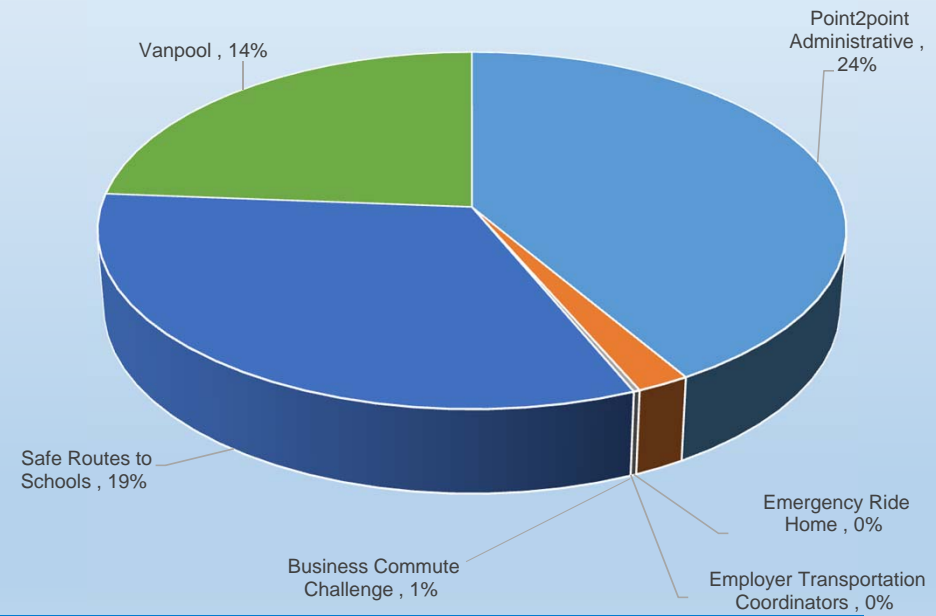
Approved by the
Budget Committee

Point2point Fund

Resources \$1,631,320



Requirements \$1,631,320



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Actions

Today's Request:

- Adopt the FY20 Budget as presented

Alternative Options:

- The Board may hold additional public hearings and/or additional Budget Committee meetings on the budget and/or postpone the adoption of the FY20 Budget as presented or amended to an alternate date on or before June 30, 2019
- The Board may amend and adopt the FY20 Budget as amended



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AGENDA ITEM SUMMARY

DATE OF MEETING: May 15, 2019

ITEM TITLE: PROCUREMENT POLICY REVISION: CLAIMS REVIEW BOARD AND THRESHOLD FOR MICRO PURCHASES

PRESENTER: Collina Beard, Director of Business Services

DIRECTOR: Aurora Jackson, General Manager

ACTION REQUESTED: Adoption

PURPOSE: To provide information to the Board of Directors for the purpose of amending LTD's Procurement Policies and Rules to establish a Claims Review Board, and to adjust the threshold for micro purchases.

HISTORY: On June 18, 1985, Lane Transit District's Board of Directors adopted Ordinance 30 creating a local contract review board for Lane Transit District (LTD). This local contract review board is known as the LTD Contract Review Board ("LTD/CRB").

On June 22, 2017, the LTD Contract Review Board adopted the Oregon Model Rules, Division 46, 47, 48, and 49, adopted by the Attorney General under Oregon Revised Statute ("ORS") 279A, 279B, and 279C as they now exist, and as they may be amended in the future, as LTD's Public Contracting Rules.

Staff continues to assess the contracting needs of the District and to identify areas in which there may be opportunities for process improvement.

CONSIDERATIONS: District staff seek to establish a policy related to the below:

- A. Claims Review Board. Staff recommends the LTD/CRB establish a procedure for the resolution of contractual disputes and claims against LTD. Anytime a Contractor needs clarification on a contract term or disagrees with the Project Manager's interpretation of a contract term, it may potentially give rise to a "claim" from a Contractor. For example, a Contractor asks LTD's Project Manager for clarification regarding the scope of work. The Project Manager provides a response, indicating that "X" is within the scope of work (and thus within the Not-to-Exceed amount set forth in the contract). Our contract documents provide that if Contractor disagrees with the Project Manager's determination (in this case, if the contractor thinks the Project Manager's interpretation would require "extra Work" and thus a change order should be merited), then the Contractor has a limited time period in which to appeal to "LTD" or its claim is waived. The Contractor's appeal to LTD would be heard by the Claims Review Board.
- B. Micro-Purchase Threshold. Staff recommends adjusting the threshold limits set forth in LTD's Procurement Policy for micro-purchases to align with increases to this limit implemented by the Federal Transit Administration ("FTA"). On June 20, 2018, the Office of Management and Budget ("OMB") issued memorandum [OM-18-18](#), "Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance." This memorandum raises the threshold for micro-purchases under Federal financial assistance awards from \$3,000 to \$10,000 for all recipients. The increases for micro-purchases and the simplified acquisition threshold apply to FTA-funded procurements made on or after June 20, 2018.

This change aligns the District's micro-purchase threshold with that of the State of Oregon, as well.

ALTERNATIVES:

- (1) Deny adoption of the procurement policy revisions as presented and request additional updates or changes;
- (2) Deny adoption of the procurement policy revisions; this would maintain the current policy and related procedures.

NEXT STEPS: No further action is required from the Board of Directors. If adopted, the policy revisions will take effect immediately.

SUPPORTING DOCUMENTATION:

- 1) Resolution No. 2019-05-15-030

PROPOSED MOTION: I move adoption of LTD Resolution No. 2019-05-15-030:

It is hereby resolved that the LTD Board of Directors adopts the revised procurement policy as presented [amended].



LTD RESOLUTION NO. 2019-05-15-030

ESTABLISHMENT OF A CLAIMS REVIEW BOARD AND ADJUSTMENT OF THE THRESHOLD LIMIT FOR MICRO PURCHASES

WHEREAS, the Lane Transit District (“LTD”) Board of Directors (“Board”) acts as the LTD Contract Review Board;

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

WHEREAS, the LTD Contract Review Board desires to establish a procedure for the resolution of contractual disputes and claims against LTD; and

WHEREAS, the LTD Contract Review Board desires to adjust the threshold limits set forth in LTD’s Procurement Policy for micro purchases to align with increases to this limit implemented by the Federal Transit Administration.

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

1. Claims Review Board. A Claims Review Board to hear contractual disputes is hereby established. The Claims Review Board shall be comprised of the following individuals: Finance Committee President, General Manager, and Legal Counsel.
2. Micro-Purchase and Small Purchase Limits. The limit for micro-purchases is increased from \$3,500 to \$10,000.
3. Procurement Policy. The Procurement Policy shall be revised to reflect the changes stated herein.

Date

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: May 15, 2019

ITEM TITLE: STATE LEGISLATIVE UPDATE

PRESENTER: Aurora Jackson, General Manager

DIRECTOR: N/A

ACTION REQUESTED: None. Information Only

PURPOSE: To provide the Board of Directors with a state legislative update.

ROLE OF THE BOARD: During this year's legislative session, bills being considered have not required a formal position from the Board; however, the Board may choose to take a position on any of the bills, or as is also the practice, the Board President may represent the entire Board in any correspondence submitted to the legislature.

HISTORY: Lane Transit District contracts with Oxley and Associates to provide lobbying support for state legislative matters. On April 10, 2019, Oxley provided a bill tracker summary of all active transportation-related bills. As of the development of this report, there were no formal changes in the status of those bill; however, there are ongoing discussions about possible modifications to certain bills that may impact LTD. Staff is working with Oxley and Associates to follow bills closely and staff will provide the most current status of bills during the verbal presentation.

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

NEXT STEPS: The next steps will be discussed with the Board based on the status of bills and potential impacts to LTD.

SUPPORTING DOCUMENTATION:

- 1) Handout

PROPOSED MOTION: N/A



AGENDA ITEM SUMMARY

DATE OF MEETING: May 15, 2019

ITEM TITLE: PAYROLL TAX SUMMARY

PRESENTER: Christina Shew, Director of Finance

DIRECTOR: Christina Shew, Director of Finance

ACTION REQUESTED: None. Information Only

PURPOSE: To provide the Board of Directors a summary of LTD's payroll tax revenue.

ROLE OF THE BOARD: The Board's role is to adopt LTD's budget and providing them with a summary of LTD's payroll tax revenues will increase their understanding of payroll tax eligibility, drivers, and associated fluctuations.

HISTORY: Lane Transit District was founded in 1970 under Oregon Revised Statute 267. ORS 267.380 permits the District to raise revenue by imposing a payroll tax on every employer (business, trade, occupation, and profession) and self-employed individuals who perform work or practice within the district equal to not more than eight-tenths of one percent (0.008) of wages (inclusive of wages deferred under a nonqualified deferred compensation plan, but excludes cash value of benefits). The exceptions to this tax are as follows:

1. Employer Exclusions:

- Organizations exempt from taxation under Section 501(c)(3) of the Internal Revenue Code except for hospitals
- Domestic service in a private home <\$1,000 per year
- Casual labor not in the course of the employer's trade or business
- Services performed wholly outside of the district
- Employees whose services to the employer consist solely of seasonal labor in connection with the planting, cultivating, or harvesting of agricultural crops
- Seamen who are exempt from garnishment, attachment, or execution
- Individuals temporarily employed as emergency firefighters
- Employees trusts exempt from taxation
- School districts
- Employees of the State of Oregon or its political subdivisions.

2. Self-employment Exclusions:

- Activities performed wholly outside the district
- Wages
- Net earnings not from self-employment as defined by IRS Code 1402 (e.g., non-trade or business personal property rentals, non-trade or business dividends on shares of stock and interest, etc.).
- Self-employment activity both within and outside the district is to be allocated and apportioned in alignment with ORS 314.280.

ORS 267.385 sets forth the provisions associated with collection and distribution of the District's payroll taxes. This ORS assigns the Department of Revenue (DOR) the following abilities:

- Enforcement of collection by the issuance of a distraint (seizure of property) warrant for the collection of the delinquent amount and all penalties, interest, and collection charges.
- Deduction of costs incurred in the administration, enforcement, collection, and distribution of taxes from the taxes collected before distribution is made.

ORS 305.620 provides that the Oregon Tax Court has the exclusive jurisdiction to review appeals and determinations of the Department of Revenue, taxpayers, or the District relating to the collection, enforcement, administration, and distribution of the District's taxes.

As of January 2019, the District's payroll tax rate is seventy-four one hundredths of one percent (0.0074). Each January, this tax rate increases one one-hundredth of one percent (0.0001) until it reaches its maximum rate of eight-tenths of one percent (0.008) in January 2025. Payroll taxes comprise approximately 50 percent of LTD's resources for funding operations. The District receives payroll taxes collected by DOR minus the administrative cost charged for the collection process. Subsequent to collection, taxpayers file amended returns which have resulted in the refunds for overpayments or misclassifications between taxes for the District and other taxes owed to the state.

In the last few years, overpayments and subsequent refunds have totaled approximately \$3.7 million. These refunds and the lack of direct correlation between the payroll tax revenues and construction activities in-district create a challenging budgetary process. These disconnects, coupled with the material impact of this important District resource and Board interest in payroll taxes, has increased our analysis, scrutiny, and focus on payroll taxes.

While the District cannot control taxpayer errors and amended returns, the District can and has taken a number of proactive measures to identify taxpayer errors earlier in order to mitigate the impact on budgeting and planning. Those actions include:

- Performed quarterly reviews of the top 20 taxpayers.
- Adopted a process of performing historical trend comparisons.

The District has also been working with the Department of Revenue to better understand their processes and how we can partner to identify employers or individuals who are not remitting their taxes or are under-remitting.

CONSIDERATIONS: No action is requested of the Board. The information is provided to increase understanding and transparency.

ALTERNATIVES: N/A

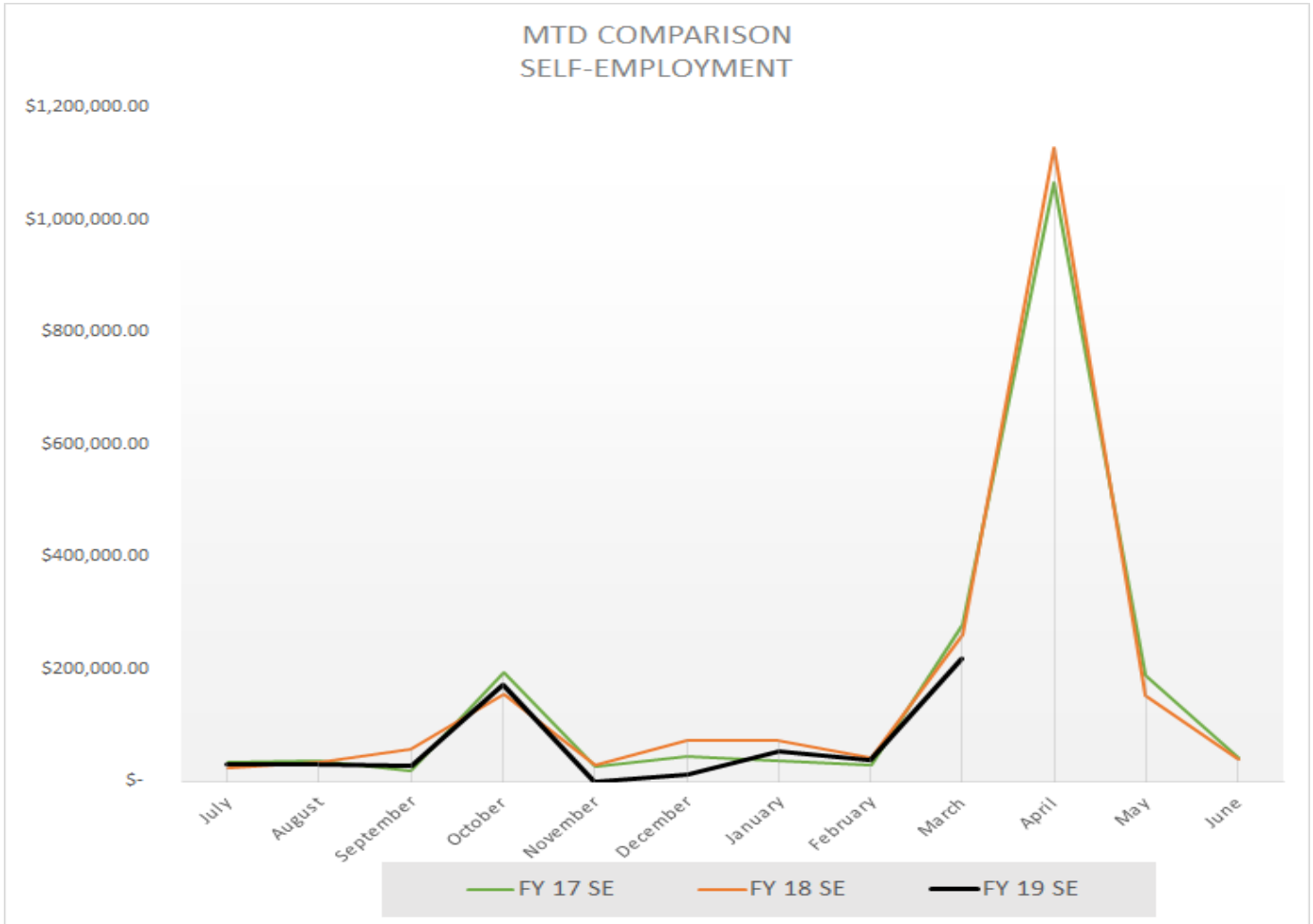
NEXT STEPS: The District will continue to provide monthly payroll tax updates to the Board, including actions and revelations as a result of collaboration with the Department of Revenue.

SUPPORTING DOCUMENTATION:

- 1) Payroll Tax Report - March 2019

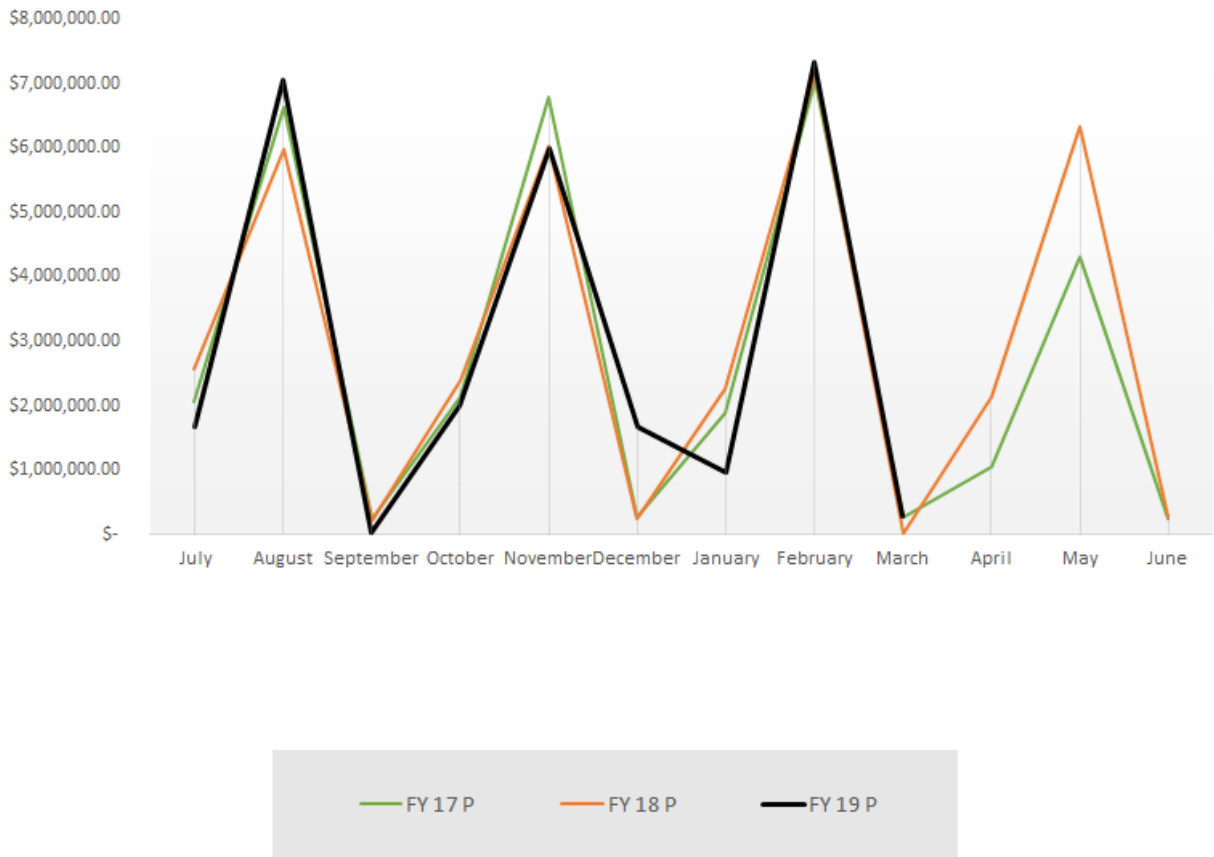
PROPOSED MOTION: N/A

LANE TRANSIT DISTRICT
March YTD 2019 Tax Update

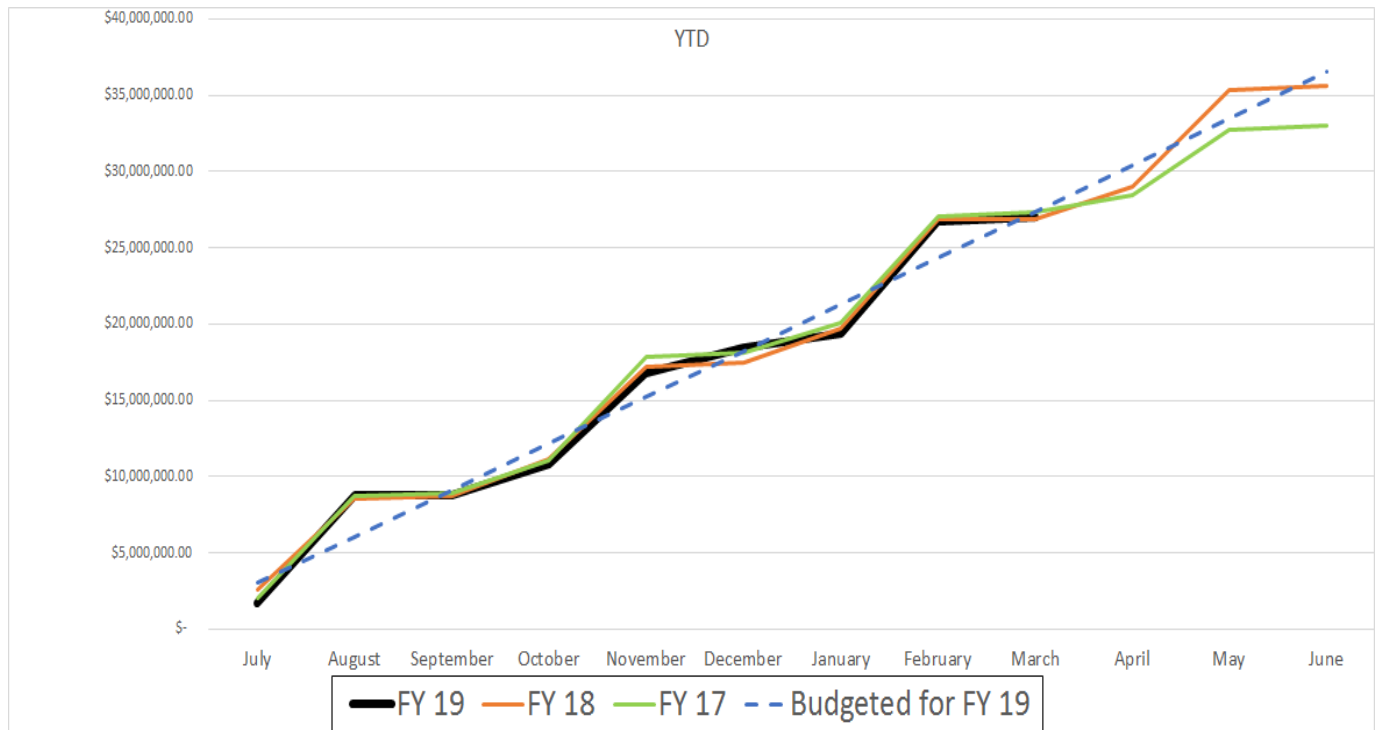


DOR is looking into the decline in Self-Employment taxes and will get back to us within 1-2 weeks with an update. [*4/16/19*](#)

MTD COMPARISON PAYROLL



2019 is at a higher dollar amount for December because of an overpayment of 1.3 million dollars. Consequently, the January dollar amount is lower because DOR retracted the 1.3 million after the error was brought to their attention.



This chart shows the Payroll dollars received accumulative for the year to date compared to the budgeted amount for FY 19.



AGENDA ITEM SUMMARY

DATE OF MEETING: May 15, 2019

ITEM TITLE: AD HOC COMMUNICATIONS COMMITTEE UPDATE

PRESENTER: Aurora Jackson, General Manager

DIRECTOR: N/A

ACTION REQUESTED: None. Information Only

PURPOSE: To provide the Board an update about the Ad Hoc Communications Committee.

HISTORY: At the April Board of Directors' meeting, the Board approved the formation of an ad hoc committee to receive a presentation from the firm that was hired to perform the communications. The scope of their work focused on the following areas:

- 1) Review existing district communications functions, messages, and strategies;
- 2) Identify areas of strength and needed improvement in the District's communications function;
- 3) Develop a solicitation for communications firms to execute the changes proposed;
- 4) Review success of implemented changes; and,
- 5) Offer professional development services on an as-needed basis.

On April 25, Celtis presented their preliminary findings to LTD staff and the Ad Hoc Communications Committee, comprised of Board Vice President, Kate Reid, and Board members Josh Skov, and Caitlin Vargas.

Based on feedback received during both meetings, Celtis will develop a final draft written report that will be submitted no later than June 1. The Ad Hoc Communications Committee may choose to reconvene to discuss the final draft written report prior to Board adoption.

A presentation will be provided to explain this topic in further detail.

SUPPORTING DOCUMENTATION:

- 1) LTD Communications Analysis Presentations

PROPOSED MOTION: N/A

LTD Communications Analysis

Presented by Celtis Ventures, Inc.

DRAFT WORKING DOCUMENT – PRESENTED APRIL 2019

MARKETING THAT MOVES PEOPLE

About Celtis

Celtis



WHAT WE WILL ACCOMPLISH

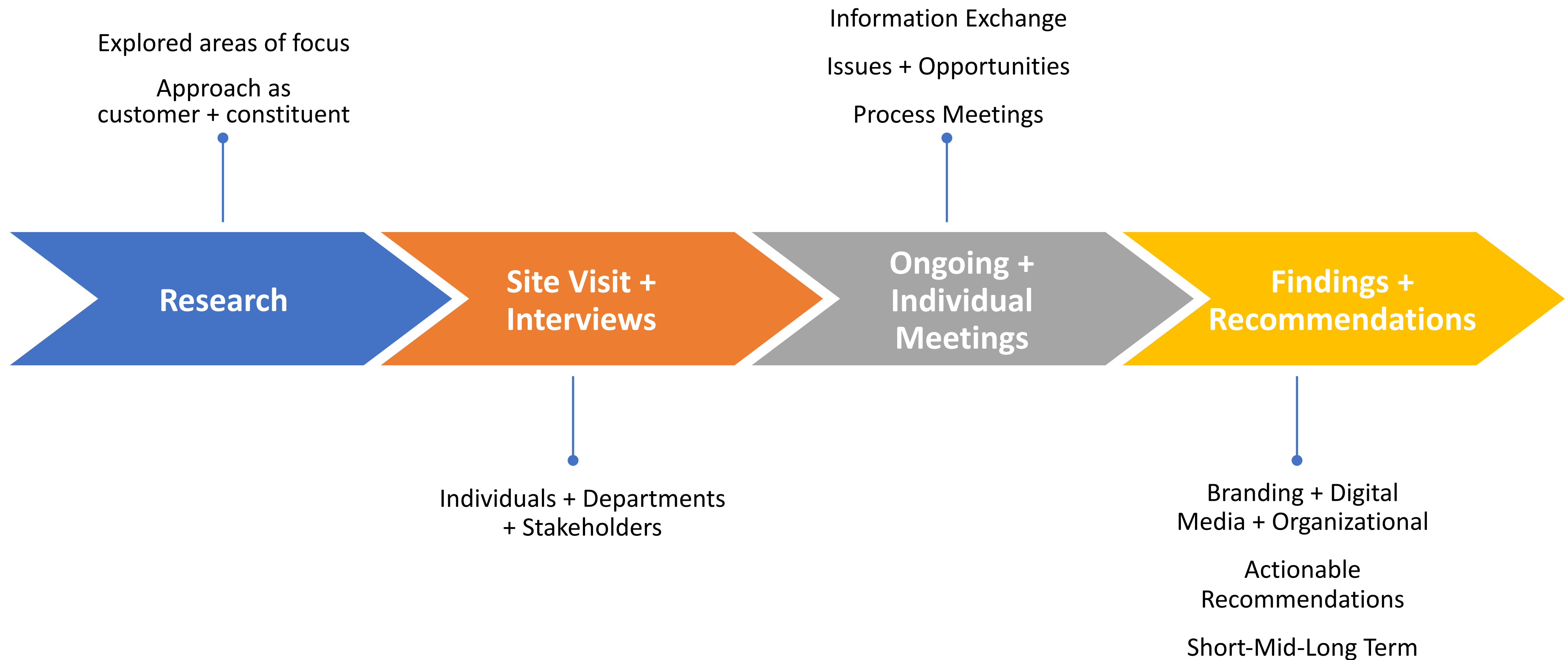
Goals

Project Goals

- 1 Thoroughly review LTD communications
- 2 Assess LTD brand
- 3 Identify opportunities + gaps
- 4 Focus on return on investment
- 5 Create an actionable path forward
- 6 Guide implementation

COMPREHENSIVE COMMUNICATIONS ANALYSIS

Approach



Exploring LTD

Information

Appearance

Impressions

MOST VISIBLE BRAND ASSET

The Fleet



MOST VISIBLE BRAND ASSET

Fleet Graphics



SIGNS OF THE TIMES

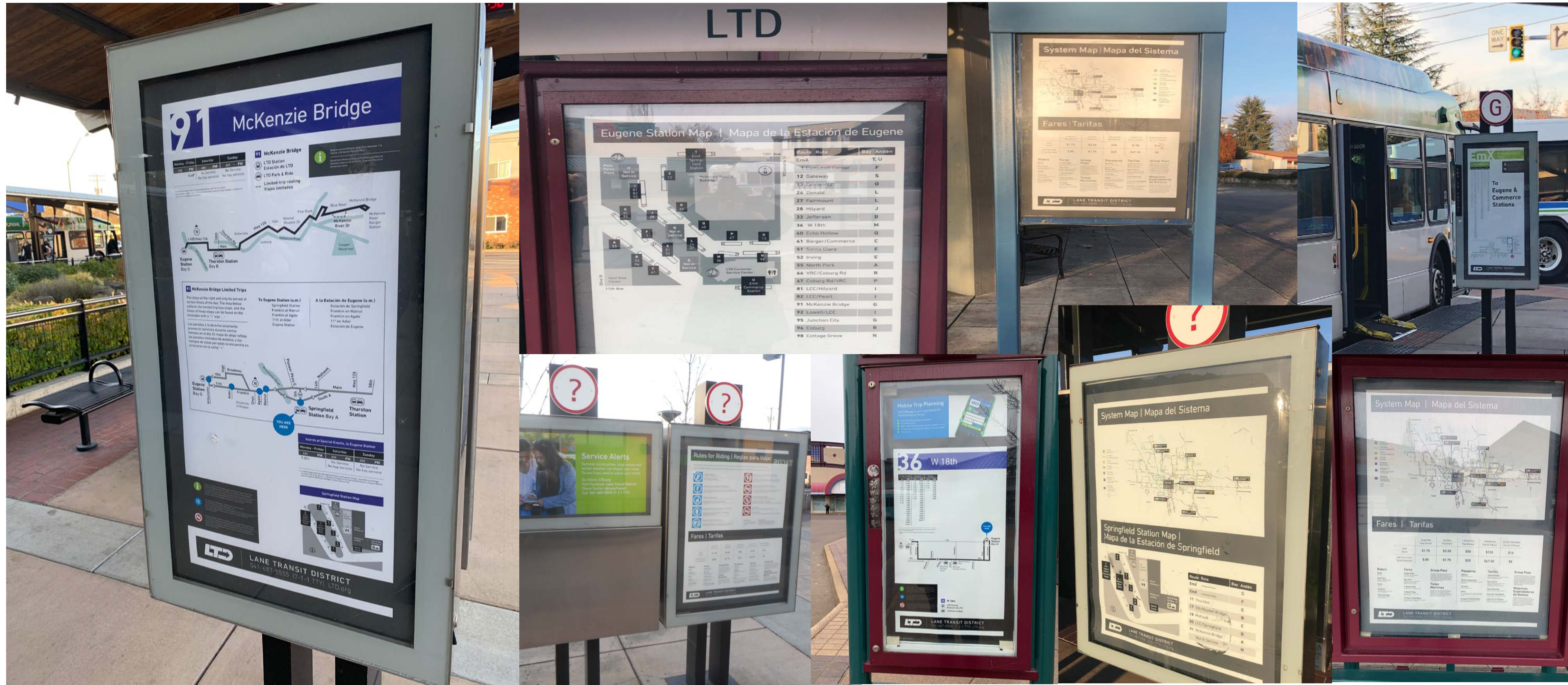
Welcome Signs

ENVIRONMENT



INVESTIGATION TOOLS

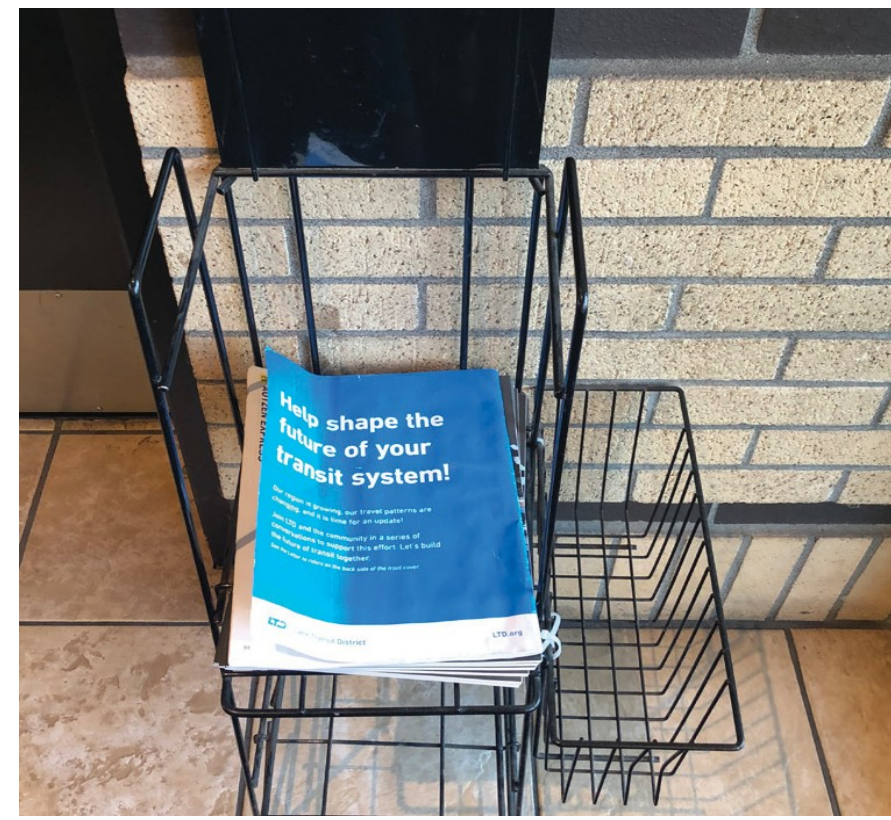
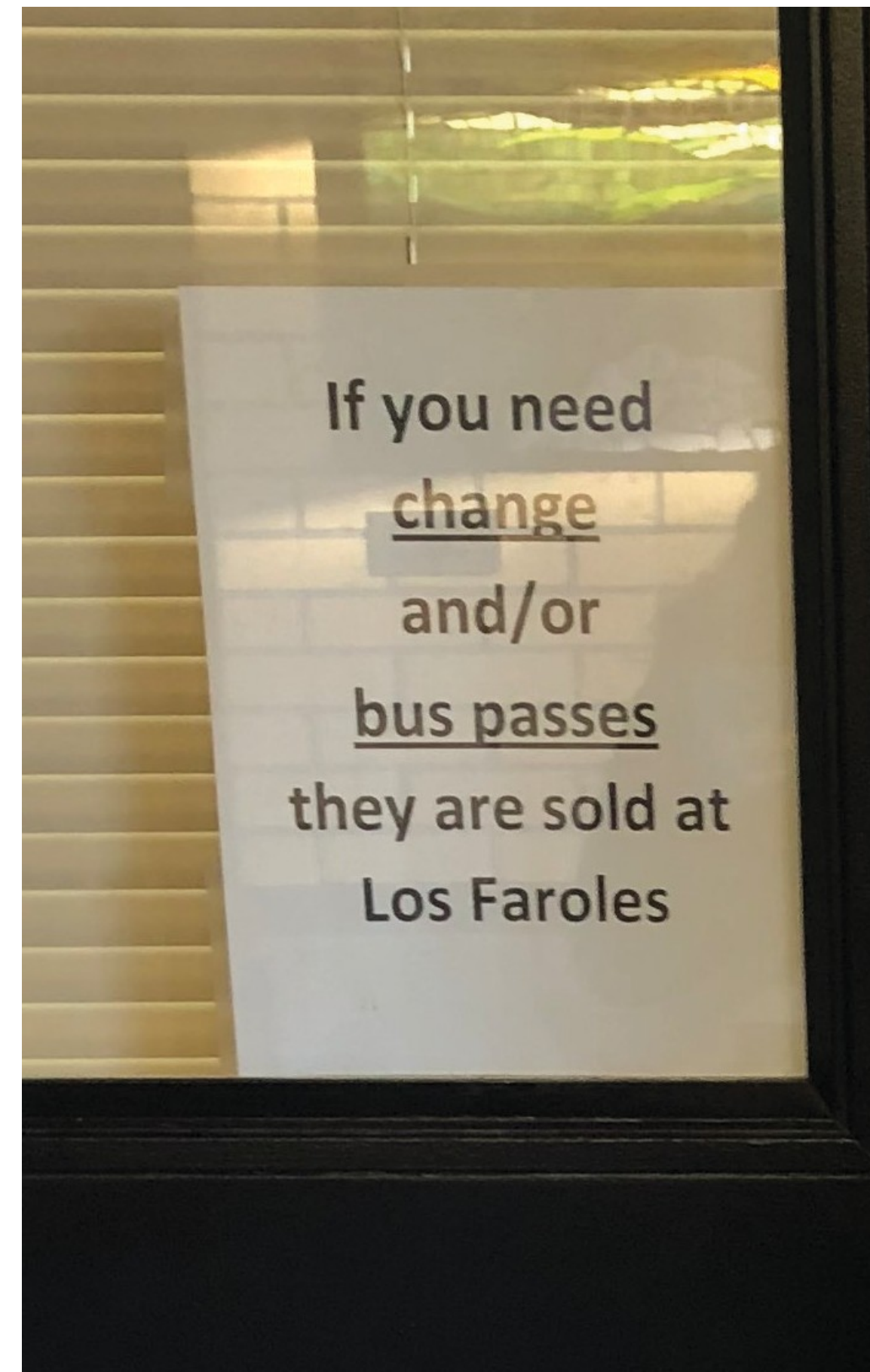
Station Signs





COMMUNICATING WITH CUSTOMERS

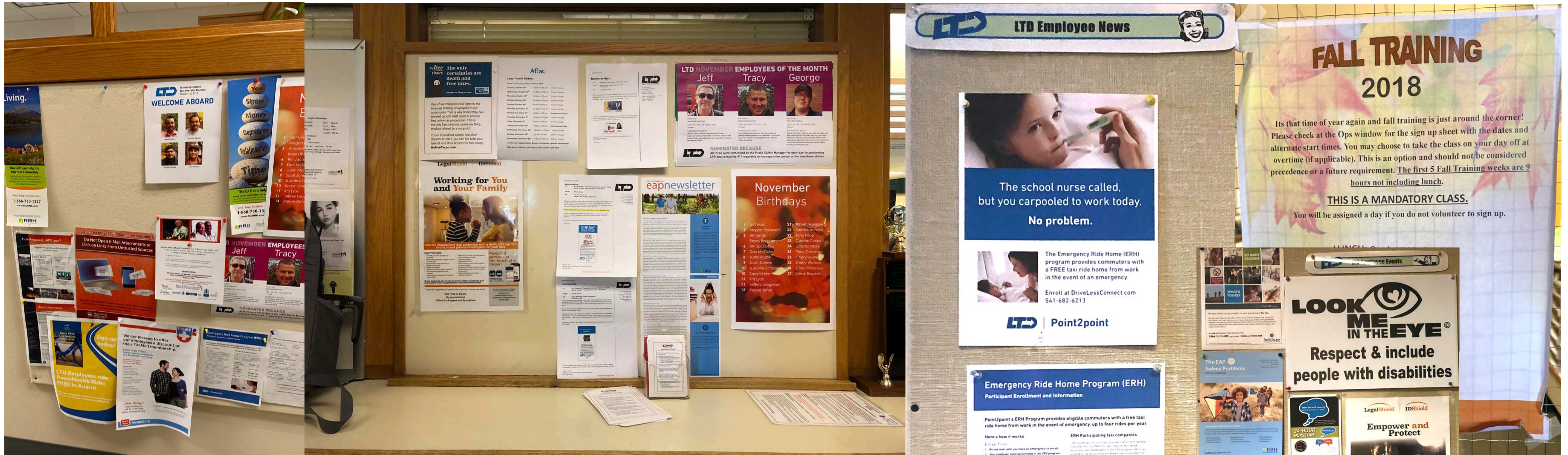
Customer Information





COMMUNICATE FROM THE INSIDE OUT

Employee Information



WHAT PEOPLE SEARCH

Digital Information

EXPERIENCE

The screenshot shows the Lane Transit District website with a blue header containing navigation links: RIDING LTD, FARES & PASSES, ABOUT US, ACCESSIBILITY INFO, and POINT2POINT. The main content area includes a 'SHARE A RIDE WITH SOMEONE' banner, a 'PLAN YOUR TRIP' tool with fields for 'From', 'To', and 'Date', and a 'FIND YOUR ROUTES' section. A 'LATEST NEWS' section features three articles, and an 'UPCOMING EVENTS' section lists meetings. A footer contains detailed navigation and a sign-up form for email updates.

The screenshot shows the Lane Transit District Facebook page. The profile header includes the LTD logo and the name 'Lane Transit District @LaneTransit'. A navigation menu lists 'Home', 'Reviews', 'Photos', 'Videos', 'Posts', 'Events', 'About', 'Community', and 'Info and Ads'. The main post area features a photo of Eugene Station and a 'Recommendations and Reviews' section with three user comments. A 'Do you recommend Lane Transit District?' poll is visible at the bottom of the post area. The right sidebar shows a 2.7 star rating, 'Our Story' text, and a 'Community' section.

WHAT PEOPLE SEE

The Logos



The Brand Plan

Be deliberate

Be consistent

Never waver

THE IMPACT OF A CONSISTENT BRAND

Own the LTD brand + logo

Develop brand system

Pull everything into the LTD brand

Plan for variations and partnerships

Associate sub-brands with LTD

Everything should reflect the brand

 | Lane Transit District

 | Hybrid

 | Point2point

 | Emerald Express

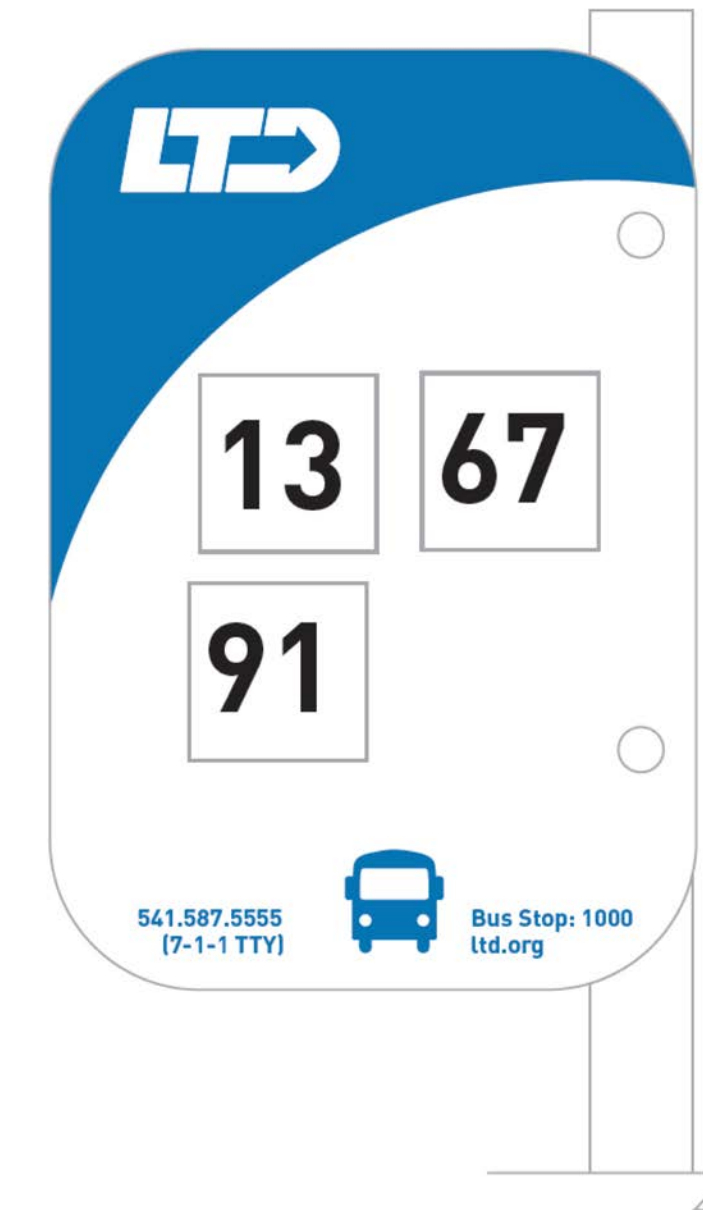
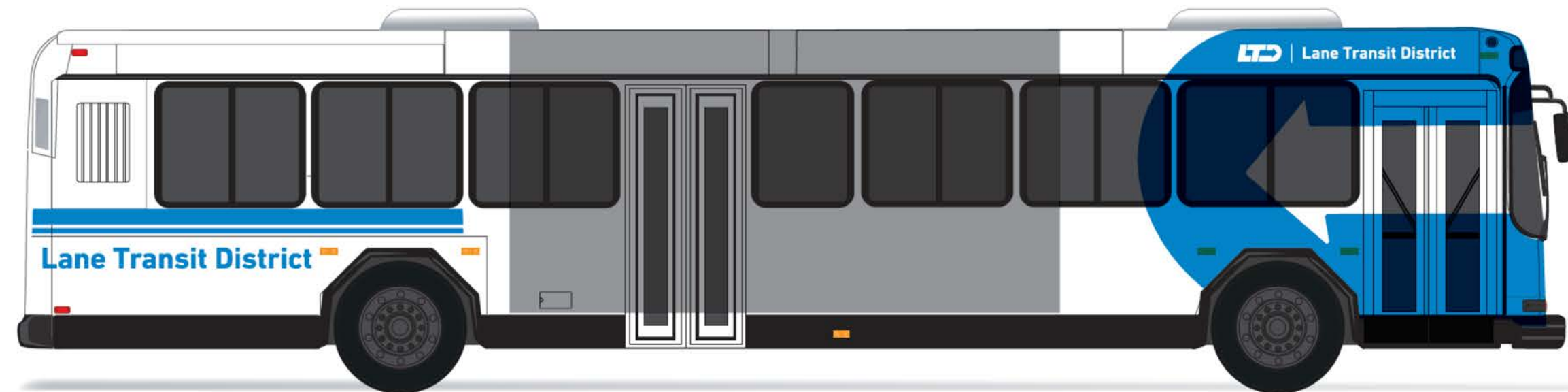
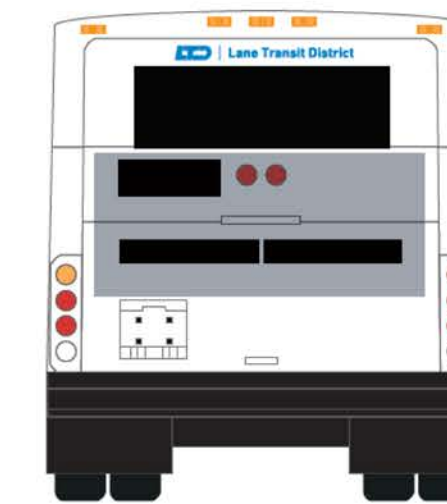
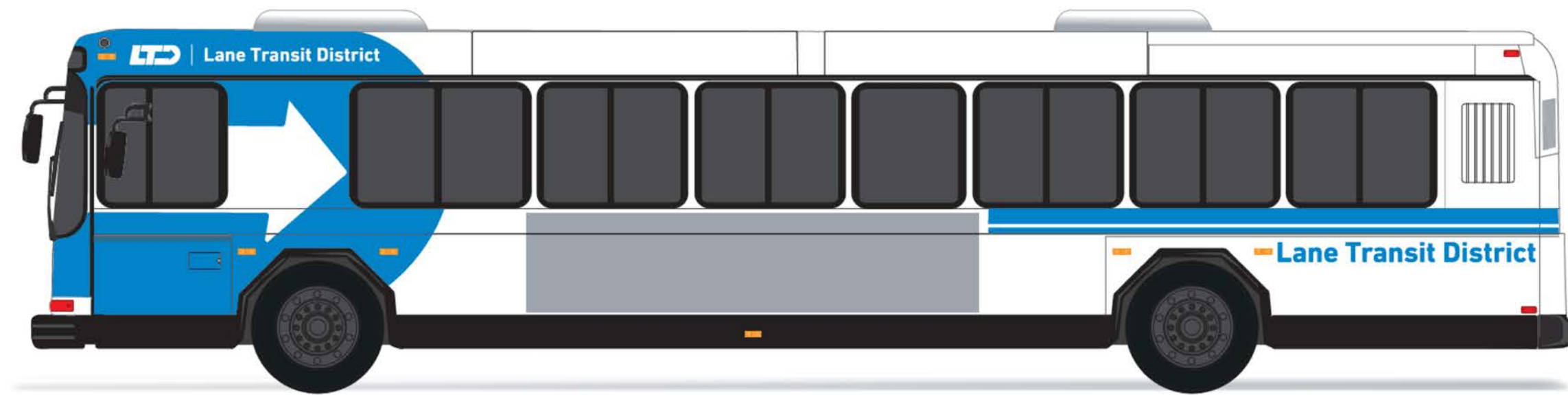
 | Autzen Express

 | Rhody Express

 | Diamond Express

THE IMPACT OF A CONSISTENT FLEET

Activate your Most Visible Brand Asset



THE IMPACT OF STANDARDIZED INFORMATION

Brand Inside + Out

TOUCHPOINTS

LTD | Lane Transit District

BUS SCHEDULE

THURSTON
from Springfield Station

→ Lorem ipsum dolor sit amet, consectetur adipiscing elit.

LTD | Lane Transit District

2019
February 3 – June 15

RIDER'S DIGEST

BUS ROUTES & SCHEDULES
Rutas y horarios de autobús

Route Changes

Snow & Ice
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam

The LTD Connector
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam

LTD.org

LTD | Lane Transit District

ltd.org
541.682.6105
aurora.jackson@ltd.org

3500 E. 17th Avenue,
Eugene, OR 97403

Dec 20, 2018

To whom it may concern,

—

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LTD | Lane Transit District

ltd.org
541.682.6105
aurora.jackson@ltd.org

Aurora Jackson
General Manager

3500 E. 17th Avenue,
Eugene, OR 97403

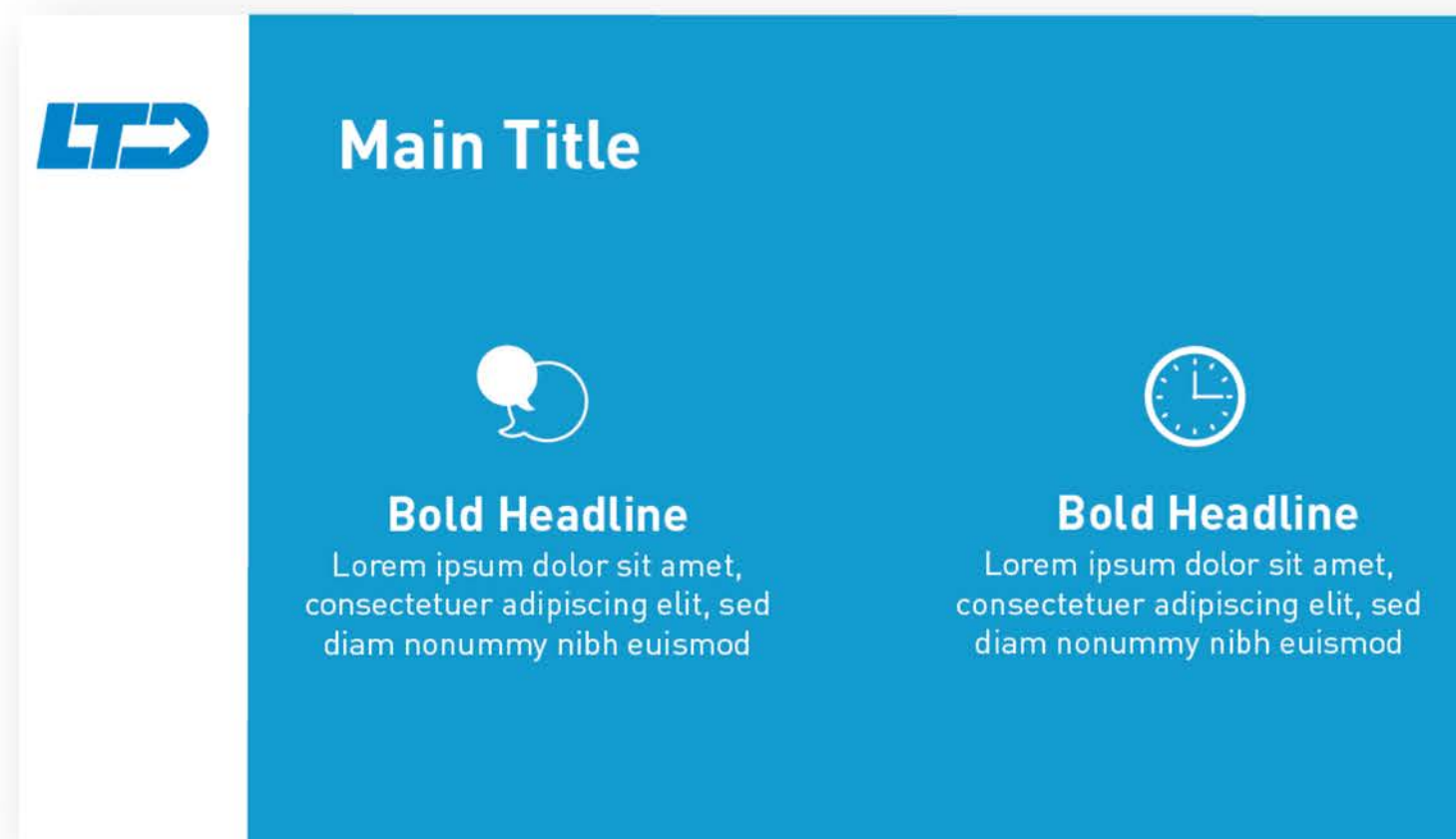
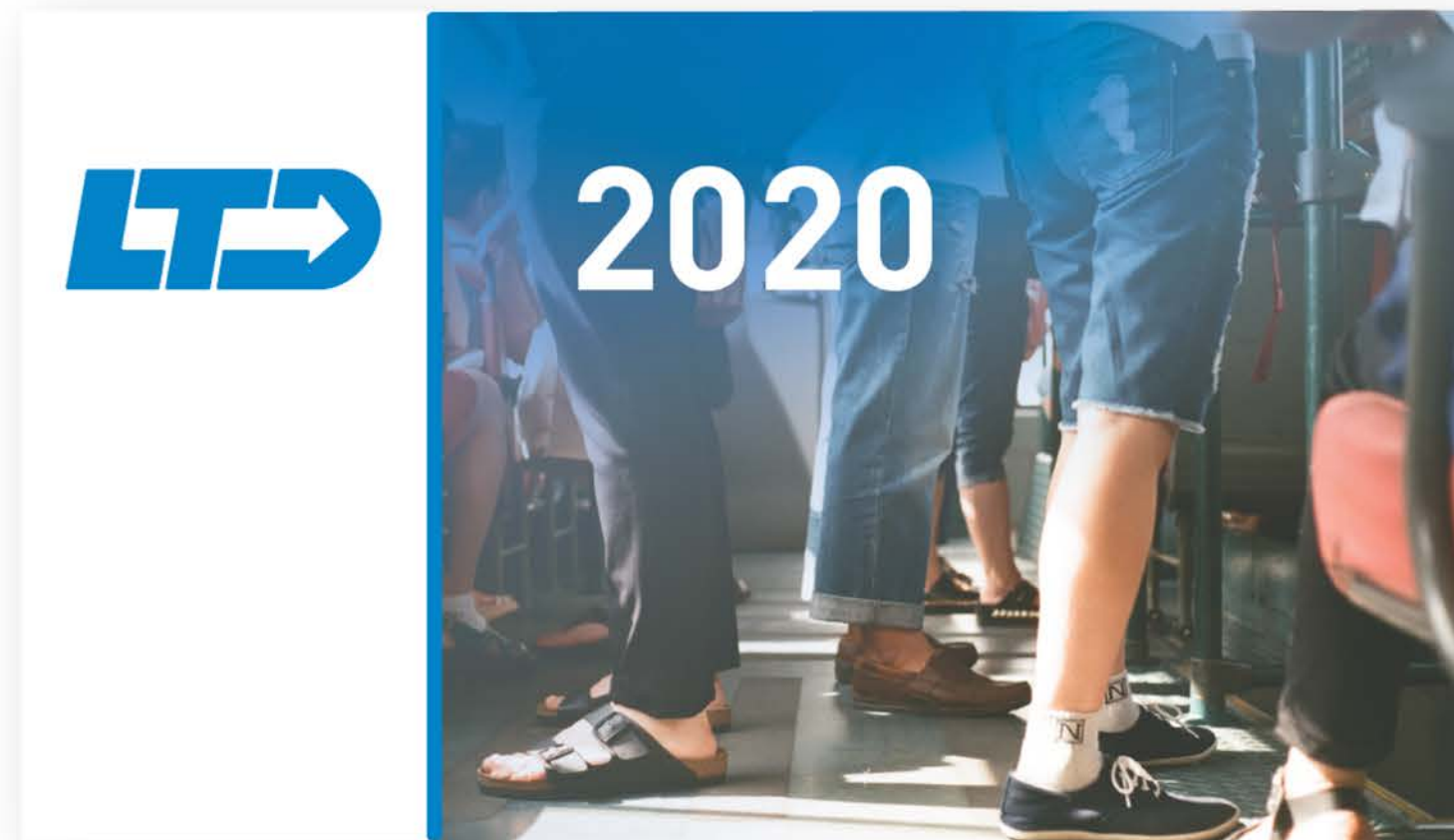
THE IMPACT OF A CONSISTENT BRAND IN PRESENTATIONS

Always Present the Best of LTD

Create branded presentation templates

Use for internal and external communications

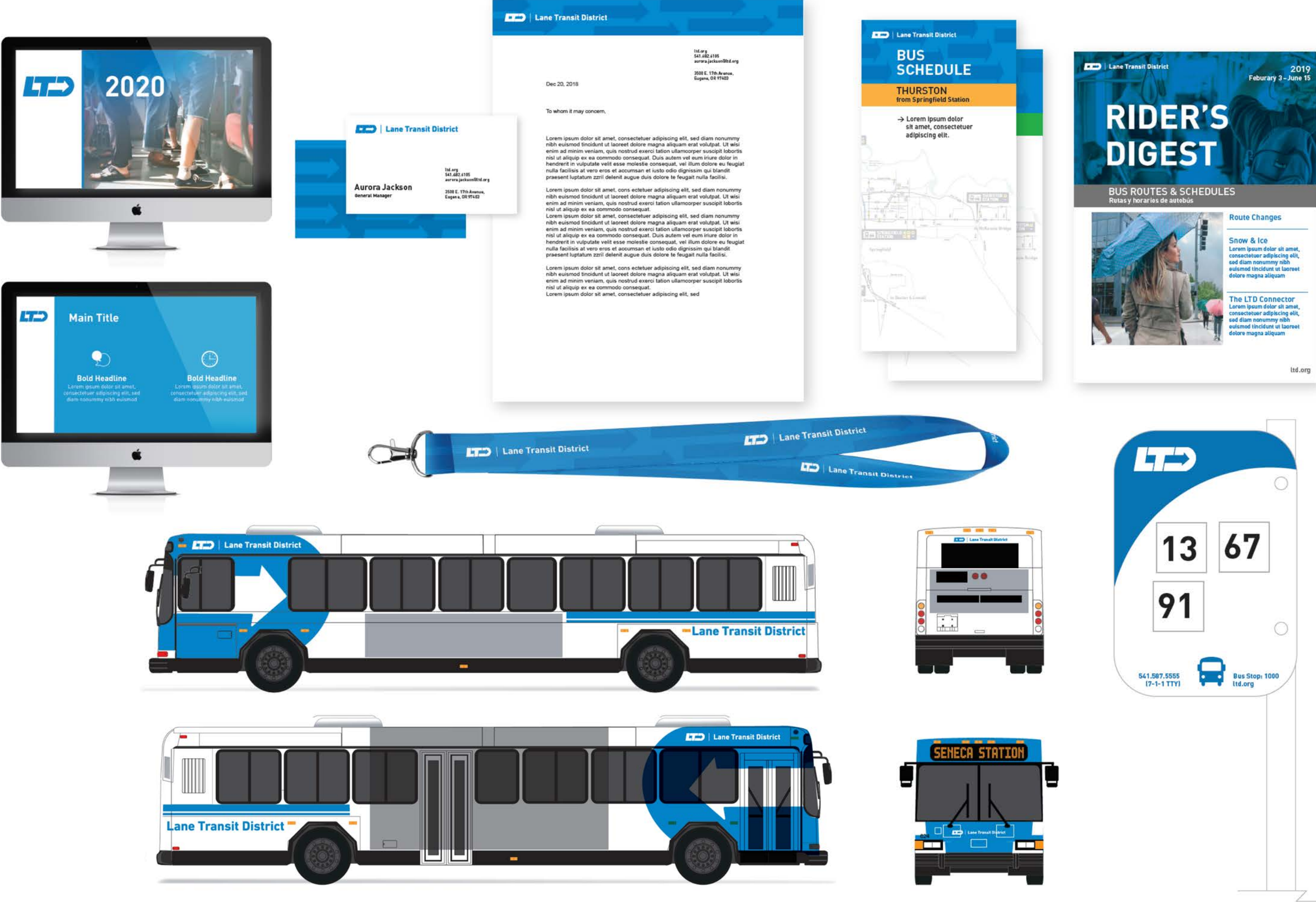
Implement content standards





THE IMPACT OF A CONSISTENT BRAND

Create a Powerful and Consistent LTD Brand



Messaging


Prepare

Practice

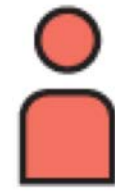
One voice

TARGET MARKETS

14+ Key Audiences

-  Current LTD riders
 - Commuters
 - Disabled individuals
 - Students

-  Potential LTD riders
 - Commuters
 - Occasional riders


-  Employers
 - Payroll tax contributors
 - Recipients of construction impact
 - Business owners


-  Universities
 - University of Oregon
 - Lane Community College
 - Northwest Christian University

-  LTD employees


-  LTD contractors

-  Media relations
 - Print
 - Television
 - Radio
 - Digital


-  LTD Board members

-  Elected officials

-  Partners

-  Schools
 - K-12
 - Safe Routes to School participants

-  Government officials
 - Local
 - State
 - National

-  Interested people
 - Local and regional cities with LTD service
 - Research groups

-  Organizations
 - Community organizations
 - Neighborhood groups
 - Alternate modes organizations
 - Affordable housing advocates
 - Organizations comprised of people with disabilities
 - Social services organizations

THE IMPACT OF A CONSISTENT BRAND

Actively Manage Media Relations

MEDIA

The Register-Guard

Develop Key Messages

Understand Audiences

Create Content Calendar

Identify + Plan Stories

Standardize Press Kits

Provide Media Training



THE IMPACT OF A CONSISTENT BRAND

Purposeful Messaging

Solidify mission + vision + values

Determine voice + tone

Identify positions of support + strength

Everyone on the same page

Know your audiences

Prepare + practice

Tell your story

Deliver on Promises

Going Digital

Take ownership

Curate content

Methodically engage



37K AVE WEEKDAY BOARDINGS

18,500

average weekday customers

SOCIAL MEDIA FOLLOWING

5,095

Facebook followers



DIGITAL TOUCHPOINTS

ONLINE

The Digital Journey

- Web
- Social
- Email
- Review Sites
- User Generated Content

DIGITAL ANALYSIS


Key Findings

- 11K social followers
- 12K email opt-ins
- 30K average web users/month
- 86% of traffic is mobile

- Content not optimized
- Negative reviews + ratings
- Low engagement
- No paid ads

DIGITAL LANDSCAPE

Optimize Digital Touchpoints




Lane Transit District

BUS TALK
November 2018

MovingAhead
Where are we now

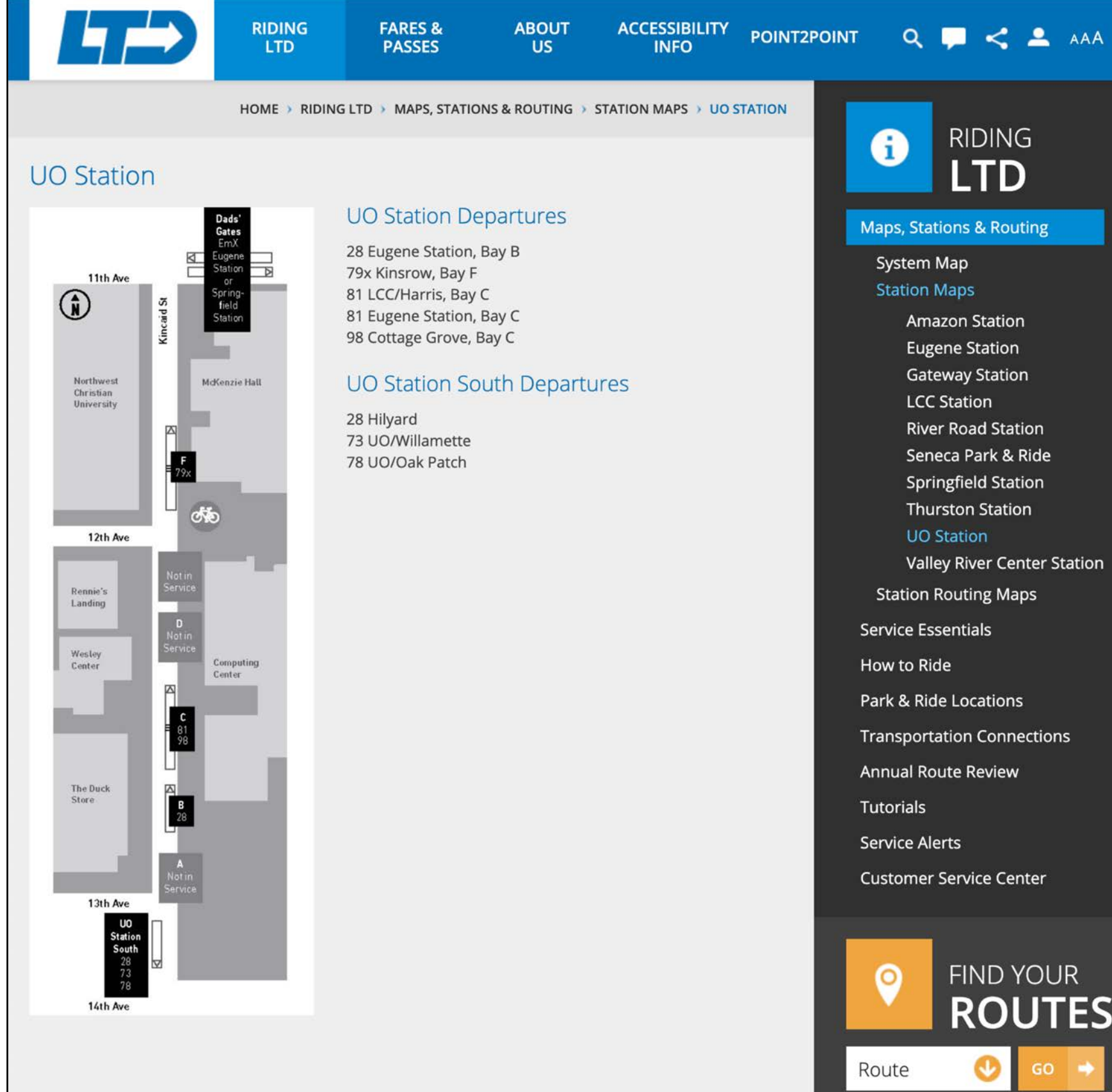
The City of Eugene is expecting over 34,000 more people and 37,000 more jobs within the next 15 years. The City is planning for this growth through MovingAhead, a joint transportation project between the City of Eugene and LTD. Over the past several months, the public and transit riders were asked for input on how they would like to see people move across the city in the future.



An online survey along with four open house meetings were held in the key neighborhoods where some of our busiest streets are: Coburg Road, MLK, Jr. Boulevard, Highway 99, River Road and 30th Avenue (downtown Eugene to LCC). A variety of listening sessions were also held. The MovingAhead project team received helpful feedback that will help define how these streets are developed in the future.

Based on recent input from our community, several transit option 'packages' are being developed. Another round of rider and public engagement will occur next spring to further define what is best for the community. Watch for updates via this Bus Talk newsletter or go online and sign up for MovingAhead project news. For information and an informative video, go to movingahead.org.

[Sign-up Here](#)



LTD RIDING LTD FARES & PASSES ABOUT US ACCESSIBILITY INFO POINT2POINT

HOME > RIDING LTD > MAPS, STATIONS & ROUTING > STATION MAPS > UO STATION

UO Station

UO Station Departures

- 28 Eugene Station, Bay B
- 79x Kinsrow, Bay F
- 81 LCC/Harris, Bay C
- 81 Eugene Station, Bay C
- 98 Cottage Grove, Bay C

UO Station South Departures

- 28 Hilyard
- 73 UO/Willamette
- 78 UO/Oak Patch

Maps, Stations & Routing

- System Map
- Station Maps
 - Amazon Station
 - Eugene Station
 - Gateway Station
 - LCC Station
 - River Road Station
 - Seneca Park & Ride
 - Springfield Station
 - Thurston Station
 - UO Station
 - Valley River Center Station
- Station Routing Maps
- Service Essentials
- How to Ride
- Park & Ride Locations
- Transportation Connections
- Annual Route Review
- Tutorials
- Service Alerts
- Customer Service Center

FIND YOUR ROUTES

Route

ENGAGING CONTENT

Every social Platform is Different

#lanetransitdistrict

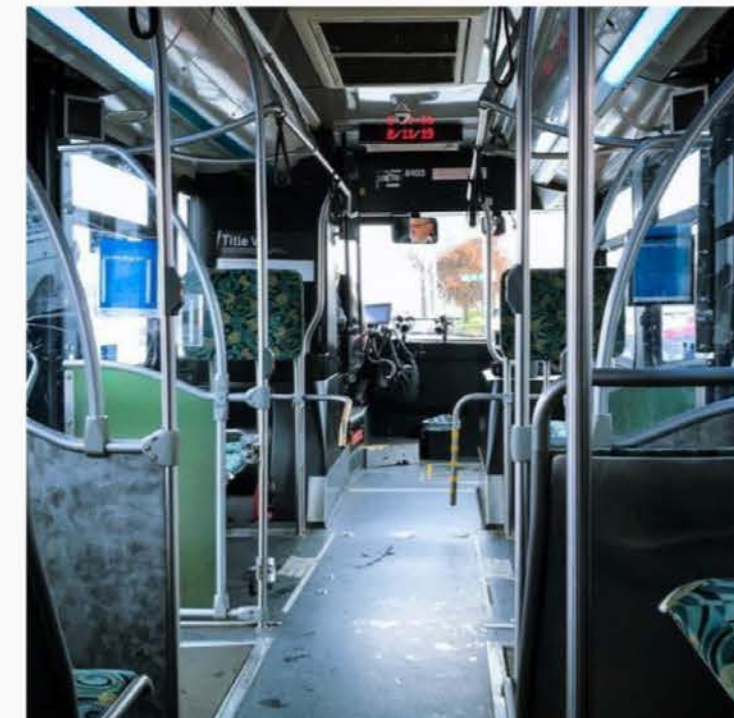
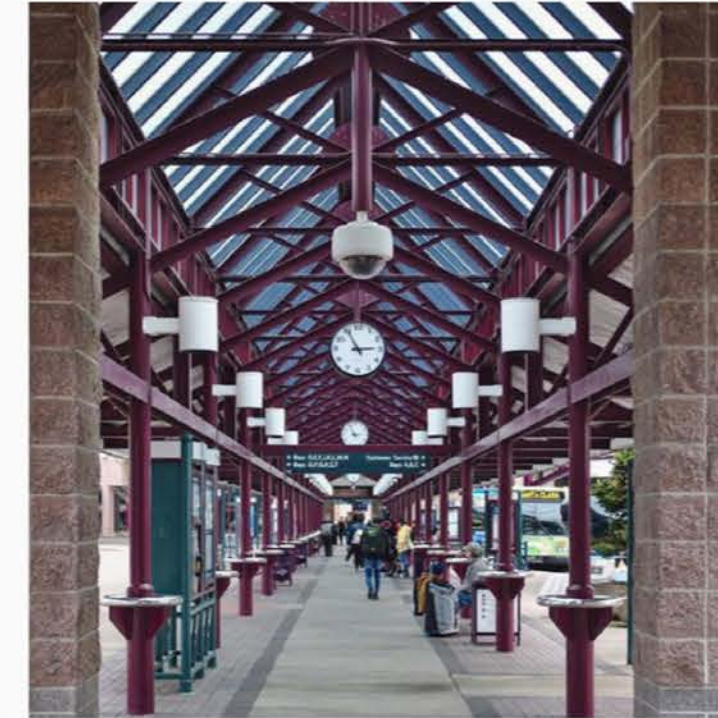


#lanetransitdistrict

68 posts

Follow

Top Posts



DIGITAL PRESENCE

Synchronize Social Naming

BRAND VOICE

Account	Current State		Target State Recommendation	
	Handle	Display Name	Handle	Display Name
LTD FB	@LaneTransit	Lane Transit District		
LTD TW	@LaneTransit	LTD		Lane Transit District
LTD LI	@LaneTransitDistrict	Lane Transit District (LTD)		
P2P FB	@point2pointSolutions	Point2point at Lane Transit District		
P2P TW	@point2pointS	Point2point at LTD		Lane Transit District – Point2point
P2P IG	@p2peeps	Point2point at LTD		

COMMENT MANAGEMENT

Manage the Community

SOCIAL

Recommendations and Reviews

Recommended by 52 people

The dreaded 98 route home to Cottage Grove. What a horrible night mare. The scary shuttle piece of [See More](#)

March 6

never been late to work until today when one of the bus driver blatantly passed by my stop. right pa... [See More](#)

December 17, 2018

Would be nice if the buses actually ran on time. Paying over 130 bucks for three months of bus passe... [See More](#)

July 3, 2018

Do you recommend Lane Transit District?

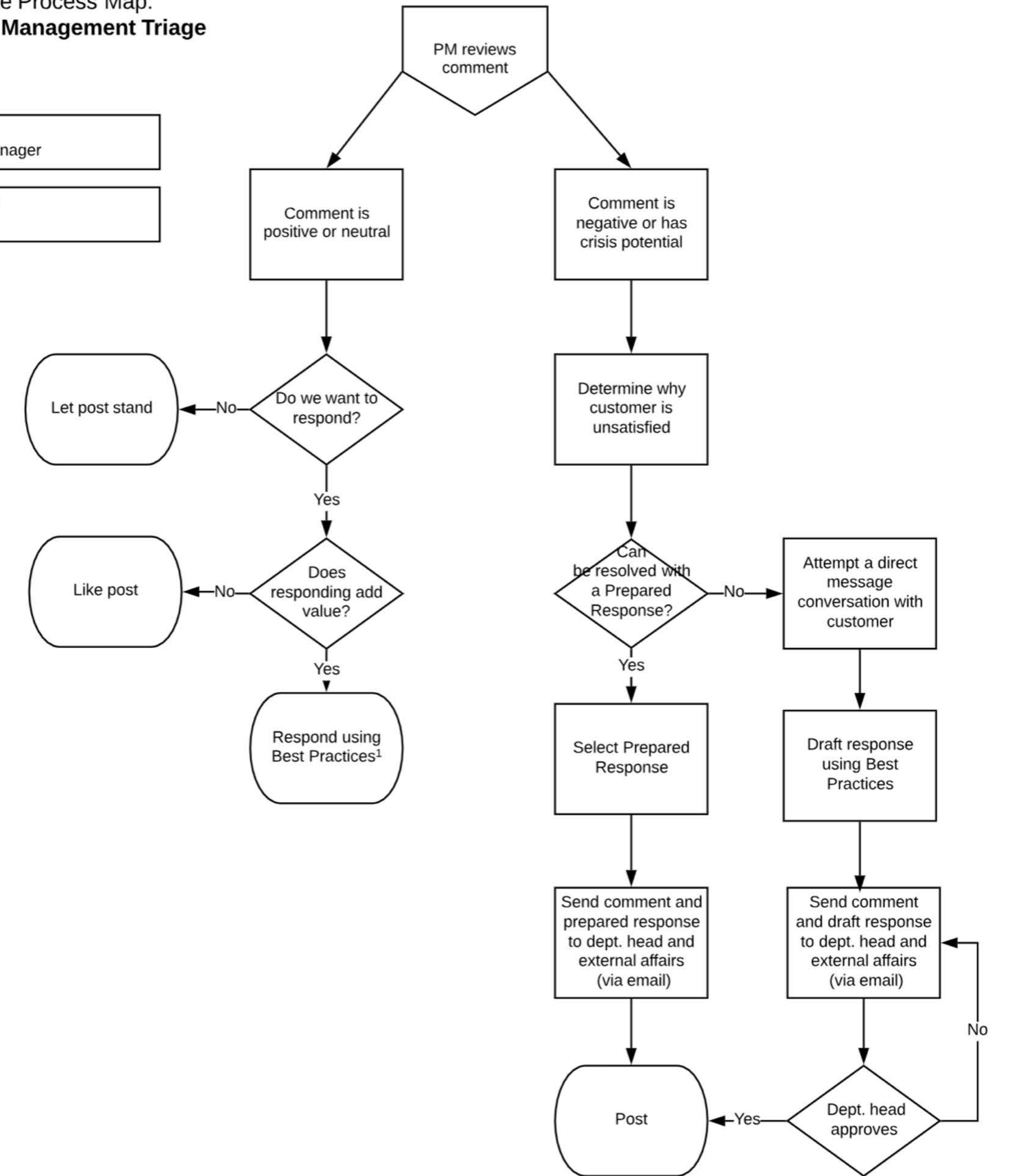
Yes

No

Target State Process Map:
Comment Management Triage

LEGEND
PM Project Manager

DOCUMENTS
Best Practices



FINDING LTD ONLINE

Know Your SEO

- Enhance content
- Create metadata
- Create XML sitemap
- Comply with ADA
- Remove broken links

GOAL: Rank #1 on Google for “LTD”

ltd

Volume: 165,000/mo | CPC: \$0.07 | Competition: 0.07 ★ 🇺🇸

All Shopping Videos Images News More Settings Tools

About 13,100,000,000 results (0.53 seconds)

LTD Commodities | Gifts, Unique Finds, Home Decor, Catalogs
<https://www.ltdcommodities.com/homeltd> ▼
 Shop LTD for incredible values in home and garden, unique gifts, holiday decor and more! Shop LTD Commodities Catalogs. Get the latest LTD promo codes.

Catalogs
 Shop the latest LTD Catalogs. Easily browse our current ...

Shop Sale | Daily Deals ...
 Shop hundreds of daily deals with our fantastic selection of sale ...

[More results from ltdcommodities.com »](#)

People also ask

- What is meant by LTD? ▼
- What is a Ltd in business? ▼
- Are LLC and LTD the same? ▼
- What does Ltd mean in finance? ▼

Feedback

Communications Management

Plans

Policies

Procedures

WORKING TOGETHER

External Affairs Functions

**Government &
Community
Relations**

Media Relations

Outreach

**Business
Relations**

**Sponsorships
+ Giving**

Marketing Functions

**Marketing
Management**

Graphic Design

**Customer
Information**

Digital Media

WORKING TOGETHER

Project + Initiatives, Roles + Responsibilities

Project Lead

- Planning
- Construction/Facilities
- Operations
- Other

Government Relations

- Manage all government communications
- Set tone and provide messaging direction
- Provide constituent + stakeholder guidance

Media Relations

- Manage media environment & communications
- Prepare project/initiative one-pagers
- Develop talking points
- Create leadership presentations

Marketing

- Develop marketing project plan
- Create campaign
- Produce customer + constituent information

Outreach

- Design Outreach Plan
- Identify & direct resources
- Execute plan

MARKETING TOOLS

Foundational Tools

Customer + Public Research Program

LTD Marketing Plan

Customer Information Inventory

Templates + Kit of Parts

Standard Operating Procedures

Consistent Marketing Project Plans

Model Outreach Plan

Standard Icons



LTD BRAND GUIDE



The Takeaways

EXPERIENCE

Information, Appearance, Impression

BRAND

Deliberate, Consistent, Never Waver

MESSAGING

Prepare, Practice, One Voice

DIGITAL

Own, Curate, Engage

MANAGEMENT

Plans, Policies, Procedures

Questions?



AGENDA ITEM SUMMARY

DATE OF MEETING: May 15, 2019

ITEM TITLE: UPCOMING PROJECT AND COMMUNICATION PLANS STATUS UPDATE

PRESENTER: Aurora Jackson, General Manager

DIRECTOR: N/A

ACTION REQUESTED: None. Information Only

PURPOSE: To provide the Board an update on upcoming projects and the status of the communications' plans.

ROLE OF THE BOARD: N/A

HISTORY: Over the last year, Lane Transit District (LTD) has been working on several projects that are scheduled to launch over the next few months. Staff will present information for the list of upcoming projects, their timelines and the status of the communications' plans. The focus of the presentation will be for the following projects:

- Fare Changes
- Electronic Fare Collection System (TouchPass)
- Downtown Eugene's Mobility on Demand
- Electric Buses Launch
- Fall Bus Service Changes
- Transit Tomorrow
- MovingAhead

A timeline listing all of these projects will be handed out at the Board meeting.

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

NEXT STEPS: Staff is developing communications material for the stated projects with the goal of providing a presentation to the Board at the June Board of Directors' meeting.

SUPPORTING DOCUMENTATION:

- 1) Upcoming Projects and Status of Communications Plan

PROPOSED MOTION: N/A

Upcoming Projects, Timelines and Communications



LTD.org

Upcoming Key Projects

- Fare Changes
- Electronic Fare (TouchPass)
- Downtown Eugene Mobility on Demand (MOD)
- Transit Tomorrow
- Fall Service Change
- MovingAhead



Important Dates – Spring 2019

- May 9 through June 8 –Open Comment Period on Proposed Fare Changes
- May 15 – 1st Public Hearing on Proposed Fare Changes
- June 19
 - 2nd Public Hearing on Proposed Fare Changes
 - Adoption of Fare Changes



Important Dates – Summer 2019

- August 1
 - Launch TouchPass Mobile App
 - Downtown Eugene Mobility on Demand
 - Electric Vehicles
- August 21 – Transit Tomorrow



Important Dates – Fall 2019

- September 1 -Student Pass Subsidy Program
- September 15 – Fall Service Changes
- October 1 – Card Roll Out (Phased Approach)



Important Dates – Winter 2020

- January 1 – No paper passes available at all
- January 1 – Low-Income Subsidy Program
- January 1 – Group Pass Program Phase-in
- January 15 – Tentative Moving Ahead Decision



Communications Plan Status

- Development of Communications' Goals
- Targeted Audience Engagement
- Focus Groups (as applicable)
- Partners' Roles
- Messaging and Marketing Materials Development



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

Fiscal Year: P9 2019 (March 31, 2019)

DRAFT

Year to date through: 3/31/2019

	Annual Budget	Amended Budget	P9			
			YTD Budget	YTD Actuals	% of Budget	YTD B/(W) than Budget
						(pts)

GENERAL FUND

General Fund Resources	63,378,077	66,273,698	49,705,274	43,899,523	69%	-6 pts	(5,805,750)
General Fund Expenditures	63,378,077	66,273,698	49,705,274	37,639,494	59%	16 pts	12,065,779
General Fund Revenues higher/(lower) than	0	0	0	6,260,029			

Resources are lower than amended budget due to timing of grant assistance (\$4M) and self-employment taxes (\$1.1M). Grant assistance shortage of \$2.2M for preventative maintenance is timing related and is expected to be drawn down by year-end. Remaining grant assistance shortage of \$1.9M 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 March vs. same time one year ago, payroll taxes are \$0.1M higher than in FY18 despite a budgeted growth of 2% (\$693K). Lane County issued its March 2019 labor force report. This report shows a increase of 294 employed persons vs. the same time a year ago (see page 5).

Expenditures are favorable to budget by \$12.1M, inclusive of the working capital reserve (not appropriated). Excluding this reserve, expenditures are ~\$2.3M lower than budget. This is due to timing of materials and services costs, which are projected to end the year slightly under budget.

MEDICAID FUND

Medicaid Fund Resources	10,624,775	11,974,775	8,981,081	7,203,349	68%	-7 pts	(1,777,732)
Medicaid Fund Expenditures	10,624,775	11,974,775	8,981,081	8,005,976	75%	pts	975,105
Accessible Services Fund Revenues higher/(lower) than expenditures	0	0	0	(802,626)			

Expenditures exceed resources \$0.8M due to timing. There is typically a ~6 (~\$800K) week lag between expenditures and claims reimbursement.

DRAFT

Lane Transit District
Revenue and Expenditure by Fund

Fiscal Year: P9 2019 March 31, 2019)

Year to date through: 3/31/2019

	Annual Budget	Amended Budget	P9				
			YTD Budget	YTD Actuals	% of Budget	YTD B/(W) than Budget	
						(pts)	\$\$

ACCESSIBLE SERVICES FUND

Accessible Services Fund Resources	7,654,197	7,654,197	5,740,648	4,069,100	53%	-22 pts	(1,671,548)
Accessible Services Fund Expenditures	7,654,197	7,654,197	5,740,648	3,712,067	48%	27 pts	2,028,581
Accessible Services Fund Revenues higher/(lower) than expenditures	0	0	0	357,033			

Resources exceed expenditures by \$357K. Expenditures are lower than the same time a year ago (~\$500K lower) and below the FY19 YTD budget. Reimbursement percentage is budgeted is 65%, but March YTD actuals are at 55% due to reimbursement timing.

P2P FUND

P2P Fund Resources	1,411,098	1,411,098	1,058,324	470,696	33%	-42 pts	(587,627)
P2P Fund Expenditures	1,411,098	1,411,098	1,058,324	646,175	46%	29 pts	412,149
P2P Fund Revenues higher/(lower) than expenditures	0	0	0	(175,478)			

Expenditures exceed resources for the P2P fund due to grant reimbursement timing. Quarterly grant reimbursements through March will occur in May. P2P is primarily funded by grants.

CAPITAL PROJECTS FUND

Capital Projects Fund Resources	14,783,763	9,369,595	7,027,196	16,676,407	113%	38 pts	9,649,211
Capital Projects Fund Expenditures	14,783,763	14,783,763	11,087,822	2,335,232	16%	59 pts	8,752,591
Capital Projects Fund Revenues higher/(lower) than expenditures	0	(5,414,168)	(4,060,626)	14,341,175			

Resources exceed expenditures due to beginning working capital (\$12.8M per CAFR). Drawdowns have been keeping up with expenditures through February. Expenditures = \$2,335K, revenues = \$2,317K.

FY19 Resources

	FY19 Adopted Budget	FY19 Amended Budget	FY19 YTD Budget	FY19 Actuals as of:	Better/(Worse) than Budget	Description
	Budget Adopted by Resolution 2018-05-16-12 on May 16, 2018	Budget Adopted by Resolution 2019-03-20-016 on March 20, 2019	31-Mar-19	31-Mar-19		
GENERAL FUND						
Beginning Working Capital	\$ 9,918,411	\$ 12,814,032	\$ 9,610,524	\$ 9,610,524	\$	- Based on finalized, published CAFR
Operating Revenues						
Cash Fares & Passes	4,241,700	4,241,700	3,181,275	3,261,948	80,673	Roughly in line with budget
Group Passes	2,227,311	2,227,311	1,670,483	1,648,615	(21,868)	Roughly in line with budget
Advertising	420,000	420,000	315,000	300,000	(15,000)	\$300K is the minimum annual guarantee for FY19
Special Services	238,000	238,000	178,500	363,466	184,966	Partially higher due to timing since football fares are Fall/Winter, but budget is for the full year. Will end ~\$125K higher than budget due to the higher contract negotiated for FY19
Total Operating Revenues	\$ 7,127,011	\$ 7,127,011	\$ 5,345,258	\$ 4,900,208	\$ (445,050)	
Nonoperating Revenues						
Payroll Taxes	36,490,588	36,490,588	27,367,941	27,013,596	(354,345)	Timing as peak is in August, Nov, Feb & May. Compared to March FY18 YTD, payroll taxes are higher by \$130K in FY19. Lane County issued its March 2019 Labor force report. This report shows an increase of 294 employed persons vs. the same time a year ago.
Self-employment Taxes	2,307,567	2,307,567	1,730,675	587,031	(1,143,644)	Budget is a 3% growth, however vs. same time a year ago we are short \$163K. Employment vs. the same time a year ago is roughly flat (see page 5)
State-in-Lieu	433,000	433,000	324,750	313,551	(11,199)	Budget is roughly flat vs. the prior year, but March YTD is \$19K higher than March YTD FY18
Grant Assistance	6,725,000	6,725,000	5,043,750	996,118	(4,047,632)	Preventative Maintenance (\$2.2M) is due to timing. PM funds have been drawn down through December and are expected to be drawn down in full by the end of the year. Revenues for House Bill 2017 (\$1.9M). Once projects are approved, funds will be moved to appropriate funds via resolution
Miscellaneous	232,500	232,500	174,375	238,363	63,988	Roughly in line with budget. SAIF Year-end dividend of \$77K is the minor increase
Interest	144,000	144,000	108,000	234,487	126,487	Interest rate increased in Feb, coupled with a change to the banking structure in FY19 is having a positive impact. 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	\$ 46,332,655	\$ 34,749,491	\$ 29,388,791	\$ (5,360,700)	
Total General Fund Resources	\$ 63,378,077	\$ 66,273,698	\$ 49,705,274	\$ 43,899,523	\$ (5,805,750)	
ACCESSIBLE SERVICES FUND						
Beginning Working Capital	292,623	292,623	219,467	109,983	(109,484)	Updated based on finalized, published CAFR
Operating Revenues	4,811,286	4,811,286	3,608,465	2,046,401	(1,562,063)	Expected reimbursement percentage is 65%. Current reimbursement is lower at 55% due to reimbursement timing
Transfer from the General Fund	2,550,288	2,550,288	1,912,716	1,912,716		- As budgeted. Updated when CAFR published
Total Resources	\$ 7,654,197	\$ 7,654,197	\$ 5,740,648	\$ 4,069,100	\$ (1,671,548)	
MEDICAID FUND						
Beginning Working Capital	-	(369,159)	(276,869)	(276,869)		- Updated based on finalized, published CAFR
Operating Revenues	10,218,275	11,568,275	8,676,206	6,898,474	(1,777,732)	March Novus claims processing issue which was resolved in April resulted in temporarily delayed claims payments increasing the payment to claims lag
Transfer from the General Fund	406,500	775,659	581,744	581,744		- As budgeted
Total Resources	\$ 10,624,775	\$ 11,974,775	\$ 8,981,081	\$ 7,203,349	\$ (1,777,732)	
POINT2POINT FUND						
Beginning Working Capital	-	-	-	263,986	263,986	Updated based on finalized, published CAFR
Operating Revenues	1,221,098	1,221,098	915,824	328,196	(587,627)	Reimbursement timing. Quarterly invoicing through March will be done in mid-May. Most of P2P is grant funded. Expenditures through March total \$646K.
Transfer from the General Fund	190,000	190,000	142,500	142,500		- As budgeted
Total Resources	\$ 1,411,098	\$ 1,411,098	\$ 1,058,324	\$ 470,696	\$ (587,627)	
CAPITAL PROJECTS FUND						
Beginning Working Capital	5,398,538	5,398,538	4,048,904	14,359,703	10,310,800	Updated based on finalized, published CAFR.
Grants	3,971,057	3,971,057	2,978,293	2,316,704	(661,589)	Only \$2,335K of expenditures through March. Drawdowns are keeping up with expenditures
Transfer from the General Fund	5,414,168	-	-	-	-	- As budgeted
Total Resources	\$ 14,783,763	\$ 9,369,595	\$ 7,027,197	\$ 16,676,407	\$ 9,649,210	

FY19 Expenditures

	FY19 Adopted Budget	FY19 Amended Budget	FY19 YTD Budget	FY19 Actuals as of:	Better/(Worse) than Budget	Description
	Budget Adopted by Resolution 2018-05-16-12 on May 16, 2018	Budget Adopted by Resolution 2019-03-20-016 on March 20, 2019	31-Mar-19	31-Mar-19		
GENERAL FUND - OPERATING BUDGET						
Transit Services	\$ 47,737,731	\$ 49,647,675	\$ 37,235,756.25	\$ 35,002,534	\$ 2,233,222	Due to timing of materials & services costs. The FY19 mid-year forecast was only slightly below budget in material and service costs at the end of the fiscal year
GENERAL FUND - NON-OPERATING						
Transfer to Accessible Services Fund	2,550,288	2,550,288	1,912,716	1,912,716		- As budgeted
Transfer to Medicaid Fund	406,500	775,659	581,744	581,744		- As budgeted
Transfer to Point2point Fund	190,000	190,000	142,500	142,500		- As budgeted
Transfer to Capital Projects Fund	5,414,168	-	-	-		- As budgeted
Operating Contingency	52,457	52,457	39,343	-	39,343	Contingency for FY19
Total Non-operating	\$ 8,613,413	\$ 3,568,404	\$ 2,676,303	\$ 2,636,960	\$ 39,343	
Operating Reserve	\$ 7,026,933	\$ 13,057,619	9,793,214	-	9,793,214	Not authorized to use in FY19
Total General Fund	\$ 63,378,077	\$ 66,273,698	\$ 49,705,274	\$ 37,639,494	\$ 12,065,779	
ACCESSIBLE SERVICES FUND						
Transit Services	7,361,574	7,361,574	5,521,181	3,712,067	1,809,114	Expenditures ~500K lower vs. same time in FY18. Expenditure below FY19 YTD budget.
Operating Contingency	130,000	130,000	97,500	-	97,500	Contingency for FY19
Operating Reserve	162,623	162,623	-	-	-	Not authorized to use in FY19
Total Accessible Services Fund	\$ 7,654,197	\$ 7,654,197	\$ 5,740,648	\$ 3,712,067	\$ 2,028,581	
MEDICAID FUND						
Transit Services	10,492,775	11,974,775	8,981,081	8,005,976	975,105	\$2.1M higher the same time in FY18 March YTD. Increase due to increased costs associated with the trillium NEMT provider payment costs coupled with increased ridership.
Operating Contingency	132,000	-	-	-	-	- Contingency for FY19
Total Medicaid Fund	\$ 10,624,775	\$ 11,974,775	\$ 8,981,081	\$ 8,005,976	\$ 975,105	
POINT2POINT FUND						
Transit Services	1,377,583	1,377,583	1,033,187	646,175	387,013	Payment & project timing
Operating Contingency	33,515	33,515	25,136	-	25,136	Contingency for FY19
Total Point2point Fund	\$ 1,411,098	\$ 1,411,098	\$ 1,058,324	\$ 646,175	\$ 412,149	
CAPITAL PROJECTS FUND						
Capital Outlay	13,240,489	13,240,489	9,930,367	2,335,232	7,595,135	Payment & project timing. Largest timing impacts are for fleet (buses & mobility service vehicles) some of which may not be received and accepted until FY20
Capital Reserve	1,543,274	1,543,274	1,157,456	-	1,157,456	Not authorized to use in FY19
Total Capital Projects Fund	\$ 14,783,763	\$ 14,783,763	\$ 11,087,822	\$ 2,335,232	\$ 8,752,591	



Workforce & Economic Research Division

QualityInfo.org

March 26, 2019

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

	--Change From--				
	February 2019	January 2019	February 2018	January 2019	February 2018
Labor Force Status					
Civilian labor force	183,430	181,792	183,175	1,638	255
Unemployed	8,902	9,359	8,941	-457	-39
Unemployment rate	4.9%	5.1%	4.9%	-0.2	0.0
<i>Unemployment rate (seasonally adjusted)</i>	4.6%	4.8%	4.3%	-0.2	0.3
Employed	174,528	172,433	174,234	2,095	294
Nonfarm Payroll Employment					
Total nonfarm employment	161,900	160,600	160,900	1,300	1,000
<i>Total nonfarm employment (seasonally adjusted)</i>	162,400	162,400	161,000	0	1,400
Total private	131,500	131,400	130,800	100	700
Mining, logging, and construction	7,900	8,000	7,800	-100	100
Mining and logging	900	900	900	0	0
Construction	7,000	7,100	6,900	-100	100
Manufacturing	14,500	14,500	14,000	0	500
Durable goods	9,500	9,500	9,100	0	400
Wood product manufacturing	3,600	3,600	3,500	0	100
Nondurable goods	5,000	5,000	4,900	0	100
Trade, transportation, and utilities	29,700	30,100	29,800	-400	-100
Wholesale trade	6,400	6,400	6,300	0	100
Retail trade	20,000	20,200	20,100	-200	-100
Food and beverage stores	4,400	4,400	4,400	0	0
Transportation, warehousing, and utilities	3,300	3,500	3,400	-200	-100
Information	2,300	2,300	2,600	0	-300
Financial activities	8,000	7,900	8,000	100	0
Professional and business services	18,000	17,800	18,300	200	-300
Administrative and support services	8,700	8,500	8,800	200	-100
Education and health services	28,700	28,500	28,000	200	700
Health care and social assistance	26,600	26,400	25,900	200	700
Leisure and hospitality	17,100	17,000	16,900	100	200
Accommodation and food services	15,100	15,000	14,800	100	300
Food services and drinking places	13,400	13,300	13,000	100	400
Other services	5,300	5,300	5,400	0	-100
Government	30,400	29,200	30,100	1,200	300
Federal government	1,700	1,700	1,700	0	0
State government	1,700	1,700	1,600	0	100
State education	0	0	0	0	0
Local government	27,000	25,800	26,800	1,200	200
Local education	19,700	18,600	19,700	1,100	0



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100801	04/04/2019	ALTERNATIVE WORK CONCEPTS	13,349.00
100802	04/04/2019	BARRETT BUSINESS SERVICES INC	5,187.80
100803	04/04/2019	THE BUS COALITION, INC.	3,000.00
100804	04/04/2019	CITY OF EUGENE	2,700.00
100805	04/04/2019	COMCAST	161.00
100806	04/04/2019	DISH NETWORK	117.03
100807	04/04/2019	ERGO FLEX CONSULTING, INC.	341.25
100808	04/04/2019	EUGENE WATER & ELECTRIC BOARD	669.18
100809	04/04/2019	FASTENAL COMPANY	46.18
100810	04/04/2019	LLC FUSSY'S @ VALLEY RIVER PLAZA	75.75
100811	04/04/2019	HARVEY & PRICE COMPANY	344.09
100812	04/04/2019	KOKE NEW CENTURY, INC.	8,900.00
100813	04/04/2019	MEDICAL TRANSPORTATION MGT	1,419,128.10
100814	04/04/2019	MED-TECH RESOURCES, INC.	60.48
100815	04/04/2019	GERALD P MORSELLO	575.00
100816	04/04/2019	OFFICE DEPOT	543.81
100817	04/04/2019	KELLY A PERRON	426.80
100818	04/04/2019	PITNEY BOWES-PURCHASE POWER	3,167.04
100819	04/04/2019	RECORDXPRESS OF CALIFORNIA,LLC	70.75
100820	04/04/2019	RG MEDIA COMPANY	205.00
100821	04/04/2019	JAY RUSCHER	360.80
100822	04/04/2019	SPRINGFIELD UTILITY BOARD	611.45
100823	04/04/2019	SUNSHINE PLANT CARE	150.00
100824	04/04/2019	JEANETTE L. BAILOR	10,000.00
100825	04/04/2019	CALLIDUS SOFTWARE, INC.	8,640.00
100826	04/04/2019	CHAVES CONSULTING, INC.	370.20
100827	04/04/2019	DUNCAN AND BROWN, LLC	2,900.00
100828	04/04/2019	GLORIA, J GALLARDO	10,000.00
100829	04/04/2019	GRAINGER INC	39.33
100830	04/04/2019	JERRY'S HOME IMPROVEMENT CTR	88.30
100831	04/04/2019	KUHN INVESTMENTS, INC.	24,046.85
100832	04/04/2019	LTD SALARIED EMP. PENSION PLAN	97,203.00
100833	04/04/2019	LYNX GROUP, INC.	4,539.03
100834	04/04/2019	MODA HEALTH	16,945.87
100835	04/04/2019	NINFA'S ELITE CORPORATION	70,299.40
100836	04/04/2019	OXLEY & ASSOCIATES, INC.	5,000.00
100837	04/04/2019	PACIFIC POWER GROUP, LLC	124.56
100838	04/04/2019	PARKEON, INC.	2,590.00
100839	04/04/2019	ROADRUNNER DELIVERY	266.00
100840	04/04/2019	DON'T USE SILKE COMMUNICATIONS, INC. -	847.82
100841	04/04/2019	SMITH DAWSON & ANDREWS, INC.	2,500.00
100842	04/04/2019	SOFTCHOICE CORPORATION	2,467.64
100843	04/04/2019	THORP, PURDY, JEWETT, URNESS,	6,213.40
100844	04/04/2019	TOUCHPOINT NETWORKS LLC	180.00
100845	04/04/2019	UPWARD, INC.	210.00
100846	04/04/2019	VISION SERVICE PLAN	4,667.15
100847	04/04/2019	PHYLLIS L WALKER	5,000.00
100848	04/11/2019	A-1 FIRE PROTECTION	659.00
100849	04/11/2019	AMERICAN FAMILY LIFE	1,477.87
100850	04/11/2019	BETHEL SCHOOL DISTRICT #52	3,536.62
100851	04/11/2019	CHAPTER 13 TRUSTEE	415.39
100852	04/11/2019	CINTAS CORPORATION	2,833.09
100853	04/11/2019	COAST PROFESSIONAL INC	356.46
100854	04/11/2019	CROCKETTS INTERSTATE TOWING	250.00

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100855	04/11/2019	DUNCAN AND BROWN, LLC	2,900.00
100856	04/11/2019	EUGENE WATER & ELECTRIC BOARD	616.65
100857	04/11/2019	FASTENAL COMPANY	634.24
100858	04/11/2019	GILLIAN J GARBER-YONTS	82.50
100859	04/11/2019	CHRISTIAN GREEN	1,850.00
100860	04/11/2019	JEFFREY HADDEN	231.00
100861	04/11/2019	HARVEY & PRICE COMPANY	277.50
100862	04/11/2019	INFOGROUP NORTHWEST, INC.	20,500.00
100863	04/11/2019	JOHNSON MARK, LLC	575.58
100864	04/11/2019	MARK JOHNSON	302.50
100865	04/11/2019	KENDALL AUTOMOTIVE GROUP	4,734.79
100866	04/11/2019	KOKE NEW CENTURY, INC.	667.00
100867	04/11/2019	LIFEMAP ASSURANCE COMPANY	1,554.55
100868	04/11/2019	ANDREW G MARTIN	297.00
100869	04/11/2019	AMANDA BETH MCGILL	231.00
100870	04/11/2019	MCKENZIE SEW-ON	4,511.75
100871	04/11/2019	MED-TECH RESOURCES, INC.	105.84
100872	04/11/2019	MID-STATE INDUSTRIAL SERVICE	389.58
100873	04/11/2019	MOTOR VEHICLES DIVISION	9.00
100874	04/11/2019	NORTHWEST NATURAL GAS	6,119.62
100875	04/11/2019	OFFICE DEPOT	645.36
100876	04/11/2019	OIL PRICE INFORMATION SERVICE	268.00
100877	04/11/2019	OREGON DEPARTMENT OF REVENUE	888.64
100878	04/11/2019	PROTECTIVE SERVICE LLC	832.44
100879	04/11/2019	RG MEDIA COMPANY	187.50
100880	04/11/2019	SANIPAC	3,293.50
100881	04/11/2019	SMALL WORLD AUTO CENTER, INC	629.70
100882	04/11/2019	SPRINGFIELD UTILITY BOARD	8,514.52
100883	04/11/2019	STAPLES BUSINESS ADVANTAGE	216.03
100884	04/11/2019	SUNBELT CONTROLS, INC.	920.00
100885	04/11/2019	THERMO KING NORTHWEST, INC.	28.20
100886	04/11/2019	THYSSENKRUPP ELEVATOR	673.59
100887	04/11/2019	TRIANGLE GRAPHICS	2,345.04
100888	04/11/2019	MAXWELL T. VUYLSTEKE	82.50
100889	04/11/2019	WESCO AUTOMOTIVE PAINT	551.12
100890	04/11/2019	WHA INSURANCE AGENCY, INC.	692.90
100891	04/11/2019	WILLAMALANE PARK & RECREATION	1,033.34
100892	04/11/2019	WYATT'S TIRE COMPANY	27.50
100893	04/11/2019	THE AFTERMARKET PARTS COMPANY LLC	0.00
100894	04/11/2019	THE AFTERMARKET PARTS COMPANY LLC	8,314.11
100895	04/11/2019	BELL+FUNK	1,475.02
100896	04/11/2019	BEYONDTRUST CORPORATION	2,489.22
100897	04/11/2019	BUCK'S SANITARY SERVICE, INC.	89.00
100898	04/11/2019	CAIC PRIMARY	1,674.35
100899	04/11/2019	CENTRO LATINO AMERICANO	203.75
100900	04/11/2019	CITY OF COTTAGE GROVE	22,486.25
100901	04/11/2019	INC. CONSOLIDATED STORAGE COMPANIES	2,886.25
100902	04/11/2019	CUMMINS NORTHWEST, INC.	0.00
100903	04/11/2019	CUMMINS NORTHWEST, INC.	1,546.18
100904	04/11/2019	EAN HOLDINGS, LLC	5,955.00
100905	04/11/2019	EUROFINS ANA LABORATORIES, INC	424.80
100906	04/11/2019	FOSSIL INDUSTRIES, INC.	698.00
100907	04/11/2019	GRAINGER INC	529.02
100908	04/11/2019	JARRETT WALKER & ASSOCIATES	24,968.00

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100909	04/11/2019	JERRY'S HOME IMPROVEMENT CTR	95.59
100910	04/11/2019	JLA PUBLIC INVOLVEMENT	10,217.00
100911	04/11/2019	LTD & ATU PENSION TRUST	109,022.13
100912	04/11/2019	LTD EMPLOYEES FUND	172.00
100913	04/11/2019	LTD SALARIED EMP. PENSION PLAN	15,574.37
100914	04/11/2019	MOHAVE AUTO PARTS, INC.	0.00
100915	04/11/2019	MOHAVE AUTO PARTS, INC.	2,487.86
100916	04/11/2019	NINFA'S ELITE CORPORATION	20.00
100917	04/11/2019	NORTH COAST ELECTRIC	180.59
100918	04/11/2019	ONE CALL CONCEPTS, INC.	48.30
100919	04/11/2019	PRE-PAID LEGAL SERVICES INC.	200.35
100920	04/11/2019	RICOH USA, INC.	1,771.47
100921	04/11/2019	ROMAINE ELECTRIC CORP	3,944.50
100922	04/11/2019	SCHETKY NW SALES, INC.	78,291.00
100923	04/11/2019	SPRAGUE PEST SOLUTIONS	115.00
100924	04/11/2019	TAC TRANSPORTATION, INC.	16,078.66
100925	04/11/2019	TRAPEZE ITS USA, LLC	41,607.00
100926	04/11/2019	UNITED WAY OF LANE COUNTY	563.34
100927	04/11/2019	WANNAMAKER CONSULTING, INC.	5,000.00
100928	04/11/2019	WOODBURY ENERGY CO. INC.	151,472.79
100929	04/18/2019	BARRETT BUSINESS SERVICES INC	1,492.56
100930	04/18/2019	CDW-G COMPUTING SOLUTIONS	6,814.50
100931	04/18/2019	CENTURY LINK	2,930.58
100932	04/18/2019	FORMFOX, INC.	50.00
100933	04/18/2019	GOPURA, LLC	7,764.08
100934	04/18/2019	J.J. KELLER & ASSOCIATES, INC.	1,990.00
100935	04/18/2019	LTD REIMBURSEMENT PLAN	2,439.47
100936	04/18/2019	JOSEPH C MCCORMACK	18.56
100937	04/18/2019	OFFICE DEPOT	266.35
100938	04/18/2019	PACIFICSOURCE ADMINISTRATORS,	332.50
100939	04/18/2019	PNW SECURITY, LLC	61,690.40
100940	04/18/2019	RECORDXPRESS OF CALIFORNIA,LLC	70.75
100941	04/18/2019	KATE REID	242.30
100942	04/18/2019	RFI ELECTRONICS, INC.-OREGON	1,076.40
100943	04/18/2019	RG MEDIA COMPANY	467.50
100944	04/18/2019	ROWELL BROKAW ARCHITECTS,PC	42,173.13
100945	04/18/2019	SPECIAL DISTRICTS INSURANCE	507.00
100946	04/18/2019	SPECIAL DISTRICTS INSURANCE SV	2,700.00
100947	04/18/2019	SPRINGFIELD MOTORS, INC.	161.71
100948	04/18/2019	SPRINGFIELD UTILITY BOARD	579.85
100949	04/18/2019	THOMSON REUTERS - WEST	162.68
100950	04/18/2019	UNIV OF OR NERO NETWORK	1,110.00
100951	04/18/2019	WHA INSURANCE AGENCY, INC.	150.00
100952	04/18/2019	WHITE BIRD CLINIC	7,660.10
100953	04/18/2019	WYATT'S TIRE COMPANY	667.54
100954	04/18/2019	BPA VEBA-HRA SERVICES	83.00
100955	04/18/2019	JERRY'S HOME IMPROVEMENT CTR	105.72
100956	04/18/2019	LANE COUNCIL OF GOVERNMENTS	13,739.51
100957	04/18/2019	MODA HEALTH	7,939.00
100958	04/18/2019	NINFA'S ELITE CORPORATION	1,836.09
100959	04/18/2019	OREGON CORRECTIONS ENTERPRISES	22,750.00
100960	04/18/2019	PACIFIC ARMORED INC.	1,596.00
100961	04/18/2019	PACIFICSOURCE HEALTH PLANS	571,731.49
100962	04/18/2019	SCHETKY NW SALES, INC.	592,969.08

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100963	04/18/2019	AKA: SENIOR WHEELS, INC. SOUTH LANE WHEELS	6,196.14
100964	04/18/2019	TOUCHPOINT NETWORKS LLC	3,543.00
100965	04/25/2019	AMAL TRANSIT UNION #757	15,620.34
100966	04/25/2019	BARRETT BUSINESS SERVICES INC	628.06
100967	04/25/2019	BATTERIES PLUS	1,559.80
100968	04/25/2019	CHAPTER 13 TRUSTEE	415.39
100969	04/25/2019	CINTAS CORPORATION	1,790.41
100970	04/25/2019	COAST PROFESSIONAL INC	311.21
100971	04/25/2019	DHS RECEIPTING & TRUST	92,421.35
100972	04/25/2019	EUGENE WATER & ELECTRIC BOARD	0.00
100973	04/25/2019	EUGENE WATER & ELECTRIC BOARD	0.00
100974	04/25/2019	EUGENE WATER & ELECTRIC BOARD	9,666.20
100975	04/25/2019	FASTENAL COMPANY	125.53
100976	04/25/2019	GOPURA, LLC	1,721.42
100977	04/25/2019	JIM BARR ENT, INC.	3,950.00
100978	04/25/2019	JOHNSON MARK, LLC	574.92
100979	04/25/2019	KENDALL AUTOMOTIVE GROUP	2,060.27
100980	04/25/2019	KRISTIN KOKKELER	1,357.00
100981	04/25/2019	MCKENZIE SEW-ON	193.90
100982	04/25/2019	MEDICAL TRANSPORTATION MGT	1,266,739.59
100983	04/25/2019	MIDWEST BUS	226.00
100984	04/25/2019	OFFICE DEPOT	280.92
100985	04/25/2019	OREGON DEPARTMENT OF REVENUE	944.00
100986	04/25/2019	OREGON TAXI, LLC	25.50
100987	04/25/2019	OVERHEAD DOOR COMPANY	450.00
100988	04/25/2019	PETERSON MACHINERY CO.	3,563.42
100989	04/25/2019	READY ROOTER DRAIN CLEANING &	97.00
100990	04/25/2019	MATTHEW SCHMIDT	25.00
100991	04/25/2019	SPRINGFIELD PUBLIC SD 19	12,373.55
100992	04/25/2019	SPRINGFIELD UTILITY BOARD	466.65
100993	04/25/2019	SUNSHINE PLANT CARE	150.00
100994	04/25/2019	THERMO KING NORTHWEST, INC.	2,319.16
100995	04/25/2019	ERIC THOMAN	25.00
100996	04/25/2019	TTT RANCH III, LLC	471.00
100997	04/25/2019	VERIZON WIRELESS	8,149.72
100998	04/25/2019	WYATT'S TIRE COMPANY	26,910.10
100999	04/25/2019	THE AFTERMARKET PARTS COMPANY LLC	10,711.05
101000	04/25/2019	AUDIOSEARS CORPORATION	1,558.23
101001	04/25/2019	C & K PETROLEUM EQUIPMENT CO,	290.40
101002	04/25/2019	CITY OF COTTAGE GROVE	14,643.49
101003	04/25/2019	CUMMINS NORTHWEST, INC.	67,931.18
101004	04/25/2019	ENERDEL, INC.	45,500.00
101005	04/25/2019	GLORIA, J GALLARDO	10,000.00
101006	04/25/2019	GILLIG CORPORATION	0.00
101007	04/25/2019	GILLIG CORPORATION	18,596.09
101008	04/25/2019	JERRY'S HOME IMPROVEMENT CTR	53.13
101009	04/25/2019	LTD & ATU PENSION TRUST	104,446.13
101010	04/25/2019	LTD SALARIED EMP. PENSION PLAN	16,451.13
101011	04/25/2019	INC MAN ENGINES AND COMPONENTS,	20,105.00
101012	04/25/2019	MOTION & FLOW CONTROL PRD, INC	382.46
101013	04/25/2019	MUNCIE TRANSIT SUPPLY	6,381.23
101014	04/25/2019	NEOPART TRANSIT LLC	476.96
101015	04/25/2019	SITECRAFTING, INC.	400.00
101016	04/25/2019	SOFTCHOICE CORPORATION	98.99

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101017	04/25/2019	UNITED WAY OF LANE COUNTY	595.00
101018	04/25/2019	UPWARD, INC.	10,201.00
91050119	04/30/2019	BENEFIT PLANS ADMIN SVCS, LLC	29,620.00
92050119	04/30/2019	BENEFIT PLANS ADMIN SVCS, LLC	3,642.00
93033019	04/03/2019	BENEFIT PLANS ADMIN SVCS, LLC	6,627.02
803103833	04/12/2019	VALIC %CHASE BANK OF TEXAS	77,164.97
803124772	04/26/2019	VALIC %CHASE BANK OF TEXAS	77,447.15
804517885	04/13/2019	INTERNAL REVENUE SERVICE-EFTPS	60.90
808440320	04/10/2019	OREGON DEPARTMENT OF REVENUE	4,106.88
809973638	04/02/2019	BANK OF AMERICA	31.48
809973643	04/02/2019	BANK OF AMERICA	2,396.10
809973644	04/02/2019	BANK OF AMERICA	3,017.77
811959503	04/22/2019	BANK OF AMERICA	59,968.05
812081810	04/26/2019	MASS MUTUAL FINANCIAL GROUP	4,492.94
813192431	04/12/2019	MASS MUTUAL FINANCIAL GROUP	4,481.96
826572544	04/13/2019	OREGON DEPARTMENT OF REVENUE	14.69
848180224	04/27/2019	OREGON DEPARTMENT OF REVENUE	1,348.81
852495653	04/26/2019	OREGON DEPARTMENT OF JUSTICE	2,066.60
853908809	04/12/2019	OREGON DEPARTMENT OF JUSTICE	2,066.60
860081664	04/12/2019	OREGON DEPARTMENT OF REVENUE	48,000.94
880109350	04/27/2019	INTERNAL REVENUE SERVICE-EFTPS	6,945.56
893381730	04/12/2019	INTERNAL REVENUE SERVICE-EFTPS	180,838.14
894742006	04/26/2019	INTERNAL REVENUE SERVICE-EFTPS	188,835.43
899952384	04/26/2019	OREGON DEPARTMENT OF REVENUE	50,357.49
240 Checks			\$6,227,850.72

LANE TRANSIT DISTRICT March 2018 Performance Report

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	823,765	887,986	- 7.2%	7,279,971	7,506,778	- 3.0%	9,984,516	10,183,709	- 2.0%
Mobility Assisted Riders	11,545	12,648	- 8.7%	116,820	111,642	+ 4.6%	157,296	151,035	+ 4.1%

Average Passenger Boardings:

Weekday	32,098	34,010	- 5.6%	32,577	32,812	- 0.7%	33,372	33,436	- 0.2%
Saturday	17,516	18,200	- 3.8%	17,897	19,436	- 7.9%	18,194	19,186	- 5.2%
Sunday	12,425	12,192	+ 1.9%	11,810	11,403	+ 3.6%	11,841	11,346	+ 4.4%
Monthly Revenue Hours	23,588	25,781	- 8.5%	212,552	222,595	- 4.5%	287,309	294,228	- 2.4%
Boardings Per Revenue Hour	34.9	34.4	+ 1.4%	34.25	33.72	+ 1.6%	34.75	34.61	+ 0.4%
Weekly Revenue Hours	5,326	5,822	- 8.5%	5,465	5,754	- 5.0%	5,536	5,693	- 2.8%
Weekdays	21	22		187	191		251	256	
Saturdays	5	5		41	40		54	53	
Sundays	5	4		44	40		58	53	

Farebox Revenues & Sales*

Farebox Revenue	\$128,376	\$153,352	- 16.3%	\$1,196,366	\$1,319,887	- 9.4%	\$1,563,575	\$1,755,901	- 11.0%
Adult Pass	3,126	3,014	+ 3.7%	27,000	24,768	+ 9.0%	36,130	33,451	+ 8.0%
Youth Pass	782	827	- 5.4%	6,150	6,147	+ 0.0%	8,412	8,325	+ 1.0%
Reduced Fare Pass	792	1,046	- 24.3%	7,355	8,405	- 12.5%	36,130	33,451	+ 8.0%
Adult 3 Month Pass	144	123	+ 17.1%	1,189	1,236	- 3.8%	1,572	1,780	- 11.7%
Youth 3 Month Pass	75	157	- 52.2%	622	777	- 19.9%	671	868	- 22.7%
Reduced Fare 3 Month Pass	57	52	+ 9.6%	451	449	+ 0.4%	580	607	- 4.4%
Adult 10-Ride Ticket Book	1,953	1,747	+ 11.8%	16,146	15,291	+ 5.6%	21,153	20,901	+ 1.2%
Half-Fare 10-Ride Ticket Book	327	235	+ 39.1%	3,192	3,082	+ 3.6%	4,039	4,114	- 1.8%
RideSource 10-Ride Ticket Book	459	370	+ 24.1%	3,710	3,397	+ 9.2%	5,026	4,589	+ 9.5%

*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	326,298	362,166	- 9.9%	2,922,291	3,086,065	- 5.3%	3,956,009	4,090,695	- 3.3%
Average Passenger Boardings/Mile	2.52	2.45	+ 3.0%	2.49	2.43	+ 2.4%	2.52	2.49	+ 1.4%
Fuel Cost	\$171,586	\$195,859	- 12.4%	\$1,687,342	\$1,601,741	+ 5.3%	\$2,344,503	\$2,062,871	+ 13.7%
Fuel Cost Per Mile	\$0.526	\$0.541	- 2.8%	\$0.577	\$0.519	+ 11.2%	\$0.593	\$0.504	+ 17.5%
Repair Costs	\$256,270	\$431,349	- 40.6%	\$2,627,422	\$2,626,789	+ 0.0%	\$3,674,474	\$3,481,193	+ 5.6%
Total Repair Cost Per Mile	\$0.785	\$1.191	- 34.1%	\$0.899	\$0.851	+ 5.6%	\$0.929	\$0.851	+ 9.1%
Preventive Maintenance Costs	\$27,823	\$42,112	- 33.9%	\$323,874	\$322,266	+ 0.5%	\$450,873	\$433,086	+ 4.1%
Total PM Cost Per Mile	\$0.085	\$0.116	- 26.7%	\$0.111	\$0.104	+ 6.1%	\$0.114	\$0.106	+ 7.7%
Mechanical Road Calls	26	41	- 36.6%	319	309	+ 3.2%	450	428	+ 5.1%
Miles/Mech. Road Call	12,550	8,833	+ 42.1%	9,161	9,987	- 8.3%	8,791	9,558	- 8.0%

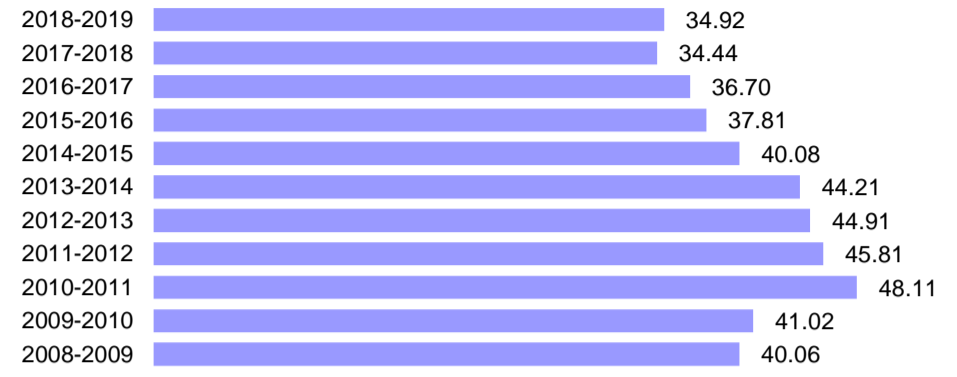
RideSource Internal Fleet

MTM Rides	13,812	13,713	+ 0.7%	117,160	120,055	- 2.4%	158,023	167,243	- 5.5%
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March Revenue Hours



March Passenger Boardings per Revenue Hour



March Fleet Miles



March Passenger Boardings per Mile



March Passenger Boardings

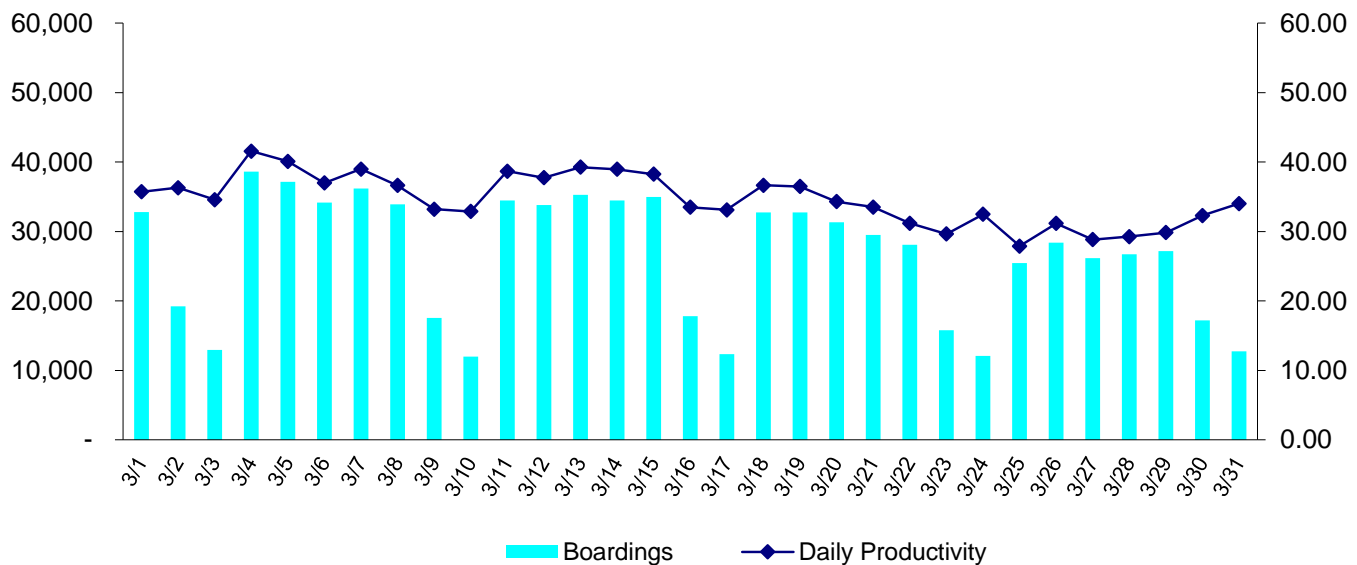


March Average Weekday Passenger Boardings



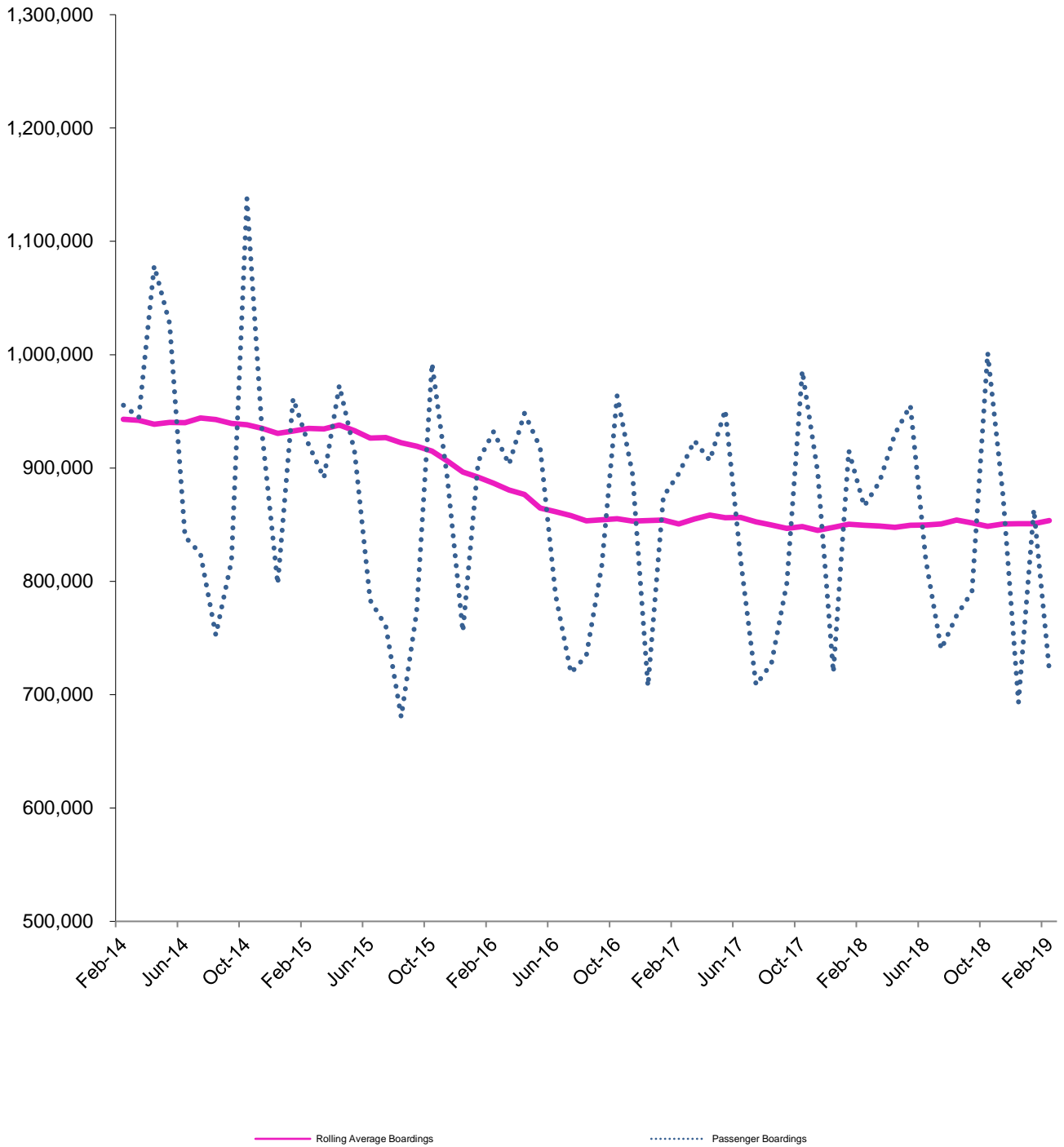
Daily Ridership Recap March 2019

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
3/1/2019	Friday	Weekday	32,782	348	918	35.71
3/2/2019	Saturday	Saturday	19,233	301	530	36.29
3/3/2019	Sunday	Sunday	12,934	161	374	34.58
3/4/2019	Monday	Weekday	38,613	437	929	41.56
3/5/2019	Tuesday	Weekday	37,168	399	927	40.09
3/6/2019	Wednesday	Weekday	34,179	355	924	36.99
3/7/2019	Thursday	Weekday	36,178	432	928	38.98
3/8/2019	Friday	Weekday	33,909	439	926	36.62
3/9/2019	Saturday	Saturday	17,540	293	528	33.22
3/10/2019	Sunday	Sunday	12,004	142	365	32.89
3/11/2019	Monday	Weekday	34,467	445	891	38.68
3/12/2019	Tuesday	Weekday	33,826	445	896	37.75
3/13/2019	Wednesday	Weekday	35,287	391	899	39.25
3/14/2019	Thursday	Weekday	34,466	462	885	38.94
3/15/2019	Friday	Weekday	34,954	487	914	38.24
3/16/2019	Saturday	Saturday	17,818	335	532	33.49
3/17/2019	Sunday	Sunday	12,353	183	373	33.12
3/18/2019	Monday	Weekday	32,730	464	893	36.65
3/19/2019	Tuesday	Weekday	32,726	444	897	36.48
3/20/2019	Wednesday	Weekday	31,322	504	913	34.31
3/21/2019	Thursday	Weekday	29,485	433	880	33.51
3/22/2019	Friday	Weekday	28,069	426	900	31.19
3/23/2019	Saturday	Saturday	15,773	246	532	29.65
3/24/2019	Sunday	Sunday	12,112	137	373	32.47
3/25/2019	Monday	Weekday	25,469	393	913	27.90
3/26/2019	Tuesday	Weekday	28,397	530	911	31.17
3/27/2019	Wednesday	Weekday	26,141	455	907	28.82
3/28/2019	Thursday	Weekday	26,696	470	912	29.27
3/29/2019	Friday	Weekday	27,194	489	911	29.85
3/30/2019	Saturday	Saturday	17,218	358	533	32.30
3/31/2019	Sunday	Sunday	12,722	141	374	34.02
Totals			823,765	11,545	23,588	34.92



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

Transit Tomorrow:

- At the March 20 Board meeting, the LTD Board directed Transit Tomorrow project staff and consultants to develop a network proposal with 80-85 percent of metro fixed-route resources dedicated to Ridership oriented (frequent) transit service and up to 5 percent for a consideration of non-fixed-route (mobility on demand, bike share, etc.) services.

To implement this policy direction, project consultants from Jarrett Walker and Associated (JWA) led a second Core Design Retreat on March 21-22. Contributing to the design and attending that workshop, technical staff from partnering agencies from Eugene, Springfield, Oregon Department of Transportation (ODOT), Lane Council of Governments (LCOG), along with LTD staff, a representative from Parking and Transportation at the UO, and staff from Better Eugene-Springfield Transportation (BEST) participated in the intensive two-day workshop. Briefings open to the broader public held at the end of each workshop day summarized the work completed and collected input on some of the progress and challenges arising as the designs developed. Local leaders including LTD Board members, community members, and agency staff from LTD and its partners participated in the 4pm daily briefings.

- In the following weeks, project staff worked to confirm the routing and service parameters of the network proposal, giving the green light to JWA to analyze the refined network proposal in late April.

JWA staff have begun their work to produce a report set to be released in June which analyzes the draft network proposal in terms of residential and employment proximity to transit, access to jobs by transit, passenger transit travel times from key locations, and a summary of operational components of the network. Contributing appendices to JWA's report, sub-consultant experts in on-demand and accessible services (AMMA Transit Planning) are working to analyze the potential impacts to the network to RideSource along with the potential for non-fixed-route mobility in selected areas. An additional sub to JWA, scheduling expert Dan Boyle of Dan Boyle & Associates (DBA) is reviewing LTD's service policy to produce an appendix with recommendations of changes which can support the goals and objectives of the network proposal and the allocation of resource assumptions underlying it.

- The proposal under development reflects the Board's direction to allocate an additional 15-20 percent of metro fixed-route resources to ridership services, which involves a considerable change from LTD's existing service balance. As a result, the draft network designed at the Core Design workshop underwent extensive testing and

refinement by LTD planners to maximize the operational and financially feasibility of the designs that will be presented to the Board in June.

- At the Board’s July or August meeting, Board members will be asked to direct staff to proceed with development of an implementation plan for the proposed network.

If advanced for implementation planning, the operational details for transitioning to the new service (bus stop changes, fleet requirements, driver rostering requirements, marketing needs, etc.) will be developed; and the network proposal will be refined through further engagement with LTD’s stakeholders and ultimately implemented in September 2020 based on Board direction.

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

There is no report this month.

ACCESSIBLE AND CUSTOMER SERVICE

Cosette Rees, Director of Customer & Specialized Services

- Staff attended the 4J/Bethel Transition Information Night, partnering with the travel training contractor Alternative Work Concepts to provide a resource for students and their parents who are preparing to graduate and wondering “what now?” Staff attend many such programs throughout the year, helping people transition into an independent and confident life after high school.
- Accessible Services Specialist John Ahlen and Human Service Transportation Coordinator Kris Lyon will be attending the Community Transportation Association of America (CTAA) Expo in May, where John will present a report and be available to answer questions on LTD’s Paw Print program. John will also be completing the CTAA Emerging Leaders Program. Showing what an amazing team they are, Kris will be attending the conference in person, and John will be attending electronically.
- The Oregon Health Authority (OHA) has received 19 applications from organizations seeking contracts to serve as coordinated care organizations (CCOs) for the Oregon Health Plan’s nearly 1 million members. The contracts start January 1, 2020, and go through December 31, 2024. Awards for the CCO contracts are expected to be announced in July 2019.
- To date, three coordinated care organizations (CCO’s have submitted applications for Lane County: West Central Coordinated Care Organization LLC (Moda Health Plan Inc.); PacificSource Community Solutions - Lane County;

and, Trillium Community Health Plan, Inc. Should OHA award multiple contracts to CCOs, there may be impacts to the Medicaid program, but it is undetermined what those changes will entail. Staff will provide more information as soon as it becomes available.

POINT2POINT (P2P)

Theresa Brand, Transportation Options Manager

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.

Staff have added three new events to this year's event calendar. Check out commutechallenge.org for full event details.

- Smart Cycling Lunch and Learn
- Smart Cycling Social Ride
- BCC Transportation Trivia

The following businesses are on board as Champion Sponsors: City of Eugene, City of Springfield, Burley, Pacific Cascade Federal Credit Union, Cliff Bar, Tracktown Pizza, University of Oregon Transportation Services (new), and Arriving by Bike. Supporter Sponsors include The Kiva Grocery and Deli.

Key BCC milestones in May:

- BCC starts on May 11.
- Last day to log your commute is May 20 by 5:00 p.m.
- BCC Wrap-up Party, May 23 between 4:00 p.m. and 7:00 p.m. at Sweet Cheeks Tasting Room at 5th Street Public Market, 207 Madison Ave, Eugene.

Employer Transportation Coordinator (ETC) Toolkit: Point2point (P2p) staff continue to coordinate with LTD's graphics and marketing staff to create final versions of the ETC toolkit materials and to update the P2p website. Final materials will be promoted to, and evaluated by, a wider audience once complete. Work will continue on the project through spring with an anticipated completion date of May 1, 2019. The Toolkit will be showcased in partnership with a more generic version, at the June Oregon Department of Transportation (ODOT) Transportation Option Quarterly Meeting in The Dalles on June 21.

Gateway/EMX Corridor Outreach: Planning for further outreach to employers along the EmX corridor is underway and should be completed over the next two-months. Staff will be developing a targeted employer list for the entire EmX corridor so conversations and outreach can be done around the ETC toolkit, BCC, and congestion. Internal meetings are occurring to determine next steps to enhance ridership in the Gateway area as much as possible. A memo with to-date progress and future strategies has been shared with the City of Springfield.

P2p met with the Director of Parking and Safety at PeaceHealth and the CEO of Northwest Specialty Clinics (NSC) to discuss research among their employees and recommendations for commute option programs. P2p will follow up with PeaceHealth and NSC in the coming months.

Employer Programs:

- P2p staff met with the CEO of the NSC at RiverBend to discuss employee transportation options and employee research at their location.
- McDonald's Restaurants in Gateway and Thurston have joined the Emergency Ride Home (ERH) Program. These two worksites represent about 120 employees.
- P2p tabled at two employers' Earth Day Events; Mountain Rose Herbs and Thermo Fisher.



School Programs – Safe Routes to School (SRTS) Outreach Programs: The Regional SRTS team has entered its final phase of planning for the May Walk+Roll Challenge Month. The SRTS coordinators are working to finalize the last events and school sign-ups in preparation for the May event season. It is anticipated that more than 50 schools will participate this year.

The Regional SRTS team began its contracted work with Professor Reyes-Santos of Alai Community Consulting. Reyes-Santos is a “professor of Ethnic Studies and Conflict Resolution at University of Oregon, (she) facilitates workshops, equity engagement plans, and consulting services to address equity, justice, and environmental stewardship.” This training is part of an established effort to expand work done around the Equity goals in the Eugene-Springfield Strategic Plan.

Eugene-Springfield SRTS and the City of Eugene Adaptive Recreation Department, partnered for the Hilyard Center “**Student Adaptive Bicycle Open House**” on April 16 from 3:30-6:30pm. The event hosted students from all three districts and provided free

fittings for more than 30 people on 20 adaptive bikes, including a newly acquired electric assist recumbent trike.

Outreach & Education: P2p staff and SRTS staff conducted outreach and shared transportation information at the following community event:

Date	Event	# of Participants
4/6/2019	Saturday Market	125
4/10/2019	Cornerstone Extra Helping Fair	30
4/11/2019	Climate Town Hall	35
4/16/2019	Adaptive Bike Event	30
4/17/2019	Lee's Mobile Homes Coffee Hour	15
4/19/2019	Mountain Rose Herbs Earth Day Event	40
4/19/2019	Thermo Fisher Earth Day Event	15
4/20/2019	Metamorphose Earth Day Event	80
4/25/2019	BCC Kick-off Party	
	Total	370

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
May 15 - Regular Board Meeting (Materials Deadline April 24)			Time (minutes)	CONFIRMED: May 15 - 4:00 p.m. Board Work Session			Time (minutes)
Introductory Items			15	Strategic Business Plan Discussion			30
Employee of the Month		Board President	5	Sustainable City Year Program		Tom Schwetz	30
Public Hearing: Fare Ordinance Changes		Cosette Rees/Robin Mayall	10	TOTAL TIME (60 - 120 minute max)			60
First Reading Ordinance 53: Fare ordinance change		Cosette Rees/Robin Mayall	5				
Board Member Reports		Camille Gandolfi	10				
Items for Action:							
Consent Calendar:			5				
1	Minutes from the April 17, 2019, Board Work Session	Camille Gandolfi					
2	Minutes from the April 17, 2019, Regular Board Meeting	Camille Gandolfi					
3	Delegated Authority Report – April	Collina Beard					
4	Board Member Expense Report						
5	5310 Program Management Plan	Cosette Rees					
6	Contract No. 2019-39: Ivoxy Consulting, LLC	Robin Mayall					
Adoption: Proposed Budget			10				
Adoption: Procurement Policy: Claims Review Board & Micro Purchase Threshold			10				



Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
<u>Items for Information/Discussion:</u>							
Legislative Update		Aurora Jackson	10				
Tax Revenue		Christina Shew	10				
Fare Changes and Fare Collection Communications Strategy		Aurora Jackson	10				
Communications Analysis Update		Aurora Jackson	10				
<u>Written Reports:</u>							
Monthly Financial Report		Christina Shew					
Monthly Cash Disbursements		Christina Shew					
Monthly Performance Reports		Hart Migdal					
Monthly Department Reports							
<i>Transit Tomorrow Update</i>		Tom Schwetz					
<i>Accessible & Customer Services</i>		Cosette Rees					
<i>Point2point</i>		Theresa Brand					
<u>Executive Session:</u>							
Electric Buses		Mark Johnson	15				
Labor Negotiations		David Collier	15				
		TOTAL TIME (120 minute max)	140				
June 19 Regular Board Meeting (Materials Deadline - May 22)			Time (minutes)	CONFIRMED: June 19 Work Session (Materials Deadline - May 22)			Time (minutes)
Introductory Items			15	<u>Executive Session:</u>			
Employee of the Month		Board President	5	SCTS: Property Purchase of corner property		Matt Imlach	15
Public Hearing: Fare Ordinance Changes		Cosette Rees	10	MovingAhead Investment Packages		Andrew Martin/ Tom Schwetz	50
Board Member Reports		Camille Gandolfi	10	Transit Tomorrow			50



Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
Items for Action:				TOTAL TIME (60 - 120 minute max)			
Consent Calendar:							
			5				
1	<i>Minutes from the May 15, 2019, Board Work Session</i>	Camille Gandolfi					
2	<i>Minutes from the May 15, 2019, Regular Board Meeting</i>	Camille Gandolfi					
3	<i>Delegated Authority Report – May</i>	Collina Beard					
4	<i>Lane Coordinated Plan</i>	Cosette Rees					
5	<i>Board Member Expense Report</i>						
6	<i>Public Records Request Policy</i>	Camille Gandolfi					
7	<i>Contract No. 2019-17 Transit Advertising</i>	Charlie Clarke					
8	<i>Contract No. 2019-33 Marketing Bench</i>	Charlie Clarke					
9	<i>Adoption: District Boundary Renewal & Special District Designation</i>	Camille Gandolfi					
Second Reading Ordinance 53: Fare ordinance change		Cosette Rees	5				
Adoption: Ordinance 53 - Fare ordinance change		Cosette Rees	5				
Items for Information/Discussion:							
WEE CM/GC Contracting Approach		Joe McCormack	10				
Mobility on Demand		Cosette Rees	20				
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 Financial Report		Christina Shew					
Monthly Cash Disbursements		Christina Shew					
Quarterly Grant Report		Christina Shew					
Monthly Performance Reports		Hart Migdal					
Monthly Department Reports							
<u>Executive Session:</u>							
	TOTAL TIME (120 minute max)		85		TOTAL TIME (60 - 120 minute max)		0
July 17 - Regular Board Meeting (Materials Deadline - June 26)			Time (minutes)	July 15: Joint Work Session City of Eugene			Time (minutes)
Introductory Items			15	MovingAhead		Andrew Martin	90
Employee of the Month		Board President	5				
Public Hearing:							
Board Member Reports		Camille Gandolfi	10				
<u>Items for Action:</u>							
Consent Calendar:			5				
1	<i>Minutes from the June 19, 2019, Board Work Session</i>	Camille Gandolfi					
2	<i>Minutes from the June 19, 2019, Board Work Session</i>	Camille Gandolfi					
3	<i>Minutes from the June 19, 2019, Regular Board Meeting</i>	Camille Gandolfi					
4	<i>Delegated Authority Report – June</i>	Collina Beard					



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:							
Board Member Reports		Camille Gandolfi	10				
Items for Action:							
Consent Calendar:							
1	<i>Minutes from the July 15, 2019, Joint Eugene City Council/LTD Board Work Session</i>						
2	<i>Minutes from the July 17, 2019, Regular Board Meeting</i>						
3	<i>Delegated Authority Report – July</i>						
4							
5							
6							
Items for Information/Discussion:							
Preliminary Financial Report		Christina Shew	10				
Written Reports:							
Monthly Financial Report		Christina Shew					
Monthly Cash Disbursements		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
<u>Executive Session:</u>							
			TOTAL TIME (120 minute max)	TOTAL TIME (60 - 120 minute max)			0
September 18 - Regular Board Meeting (Materials Deadline August 28)			Time (minutes)				Time (minutes)
Introductory Items			15				
Employee of the Month		Board President	5				
Public Hearing: Community Investment Plan		Christina Shew	10				
Public Hearing: MovingAhead							
Board Member Reports		Camille Gandolfi	10				
<u>Items for Action:</u>							
Consent Calendar:							
1	<i>Minutes from the August 21, 2018, Regular Board Meeting</i>						
2	<i>Delegated Authority Report – August</i>						
3							
4							
5							
Budget Committee Member Appointments			5				
<u>Items for Information/Discussion:</u>							
Strategic Business Plan Retreat			15				



Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
Written Reports:							
Monthly Financial Report		Christina Shew					
Monthly Cash Disbursements		Christina Shew					
Quarterly Grant Report		Christina Shew					
Monthly Performance Reports		Hart Migdal					
Monthly Department Reports							
Executive Session:							
TOTAL TIME (120 minute max)			65	TOTAL TIME (60 - 120 minute max)			0
October 16 - Regular Board Meeting (Materials Deadline - September 25)			Time (minutes)	TENTATIVE: Joint Work Session City of Eugene			Time (minutes)
Introductory Items			15				
Employee of the Month			5			Board President	
Public Hearing: MovingAhead							
Public Hearing: CIP							
Board Member Reports			10			Camille Gandolfi	
Items for Action:							
Consent Calendar:							
1	<i>Minutes from the September 18, 2019, Regular Board Meeting</i>					Camille Gandolfi	
2	<i>Delegated Authority Report – September</i>						
3							



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 October 16, 2019, Regular Board Meeting	Camille Gandolfi					
2	Delegated Authority Report – October						
3							
4							
5							
CIP Adoption							
<u>Items for Information/Discussion:</u>							
<u>Written Reports:</u>							
Monthly Financial Report		Christina Shew					
Monthly Cash Disbursements		Christina Shew					
Monthly Performance Reports		Hart Migdal					
Monthly Department Reports							
<u>Executive Session:</u>							
TOTAL TIME (120 minute max)			35	TOTAL TIME (60 - 120 minute max)			0
December 18 - Regular Board Meeting (Materials Deadline - November 27)			Time (minutes)	TENTATIVE: Joint Work Session City of Eugene			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:							
Board Member Reports		Camille Gandolfi	10				
Items for Action:							
Consent Calendar:							
1	<i>Minutes from the November 20, 2019, Regular Board Meeting</i>						
2	<i>Delegated Authority Report – November</i>						
3							
4							
5							
Items for Information/Discussion:							
Written Reports:							
Monthly Financial Report		Christina Shew					
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
<u>Executive Session:</u>							
TOTAL TIME (120 minute max)			35	TOTAL TIME (60 - 120 minute max)			0

Lane Transit District

HB 2005

Position	Priority	Date Input
No Position	0	3/28/19
Summary: Creates family and medical leave insurance program to provide employee who is eligible for coverage with portion of wages while employee is on family leave or medical		
Status:		
3/28/19	H - First reading. Referred to Speaker's desk.	
3/28/19	H - Referred to Rules.	

HB 2007

Position	Priority	Date Input
No Position	0	2/26/19
Summary: Directs Environmental Quality Commission to adopt by rule diesel engine emission standards for medium-duty trucks and heavy-duty trucks. Requires commission to phase in		
Status:		
5/15/19	H - Possible Work Session scheduled.	
5/13/19	H - Public Hearing held.	
5/6/19	H - Public Hearing held.	
4/11/19	H - Without recommendation as to passage, be referred to Rules, and then to Ways and Means by prior reference.	
4/11/19	H - Referred to Rules by order of Speaker and then Ways and Means by prior reference.	
4/4/19	H - Work Session held.	
3/21/19	H - Public Hearing held.	
3/19/19	H - Public Hearing held.	
2/28/19	H - Referred to Energy and Environment with subsequent referral to Ways and Means.	
2/26/19	H - First reading. Referred to Speaker's desk.	

HB 2016A

Position	Priority	Date Input
No Position	0	3/15/19
Summary: Requires public employer to grant reasonable paid time to public employee who is designated representative to engage in certain activities. Requires public employer, upon		
Status:		
5/21/19	S - Work Session scheduled.	
4/18/19	S - Public Hearing held.	
3/29/19	S - Referred to Workforce.	
3/28/19	S - First reading. Referred to President's desk.	
3/27/19	H - Motion to substitute Minority Report for Committee Report failed.	
3/27/19	H - Third reading. Carried by Barker. Passed.	
3/26/19	H - Second reading.	
3/25/19	H - Recommendation: Do pass with amendments and be printed A-Engrossed.	
3/25/19	H - Minority Recommendation: Do pass with amendments and be printed A-Engrossed.	
3/18/19	H - Work Session held.	
3/11/19	H - Public Hearing held.	
2/21/19	H - First reading. Referred to Speaker's desk.	
2/21/19	H - Referred to Business and Labor.	

HB 2020

Position	Priority	Date Input
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[Bill Info](#) No Position 0 5/14/19

Summary: Establishes Carbon Policy Office within Oregon Department of Administrative Services and directs Director of Carbon Policy Office to adopt Oregon Climate Action Program

Status:

- 5/13/19 H - Work Session held.
- 5/10/19 H - Work Session held.
- 5/6/19 H - Work Session held.
- 5/3/19 H - Work Session held.
- 4/29/19 H - Work Session cancelled.
- 4/12/19 H - Work Session cancelled.
- 4/5/19 H - Work Session held.
- 4/1/19 H - Work Session held.
- 3/29/19 H - Work Session held.
- 3/25/19 H - Work Session held.
- 3/2/19 H - Public Hearing held.
- 3/1/19 H - Public Hearing held.
- 2/25/19 H - Public Hearing held.
- 2/23/19 H - Public Hearing held.
- 2/22/19 H - Public Hearing held.
- 2/18/19 H - Public Hearing held.
- 2/15/19 H - Public Hearing held.
- 2/11/19 H - Informational Meeting held.
- 2/8/19 H - Informational Meeting held.
- 2/4/19 H - Referred to Carbon Reduction.
- 2/4/19 H - First reading. Referred to Speaker's desk.

HB 2083

Position **Priority** **Date Input**

[Bill Info](#) No Position 0 1/10/19

Summary: Extends authorized uses of moneys received by state pursuant to Volkswagen Environmental Mitigation Trust Agreement and deposited in Clean Diesel Engine Fund.

Status:

- 1/18/19 H - Referred to Energy and Environment with subsequent referral to Ways and Means.
- 1/14/19 H - First reading. Referred to Speaker's desk.

HB 2083

Position **Priority** **Date Input**

[Bill Info](#) No Position 0 1/14/19

Summary: Directs State Parks and Recreation Department to work in cooperation with Department of Transportation to allocate funding for bicycle and pedestrian projects. Sunsets

Status:

- 1/18/19 H - Referred to Transportation with subsequent referral to Ways and Means.
- 1/14/19 H - First reading. Referred to Speaker's desk.

HB 2104

Position **Priority** **Date Input**

[Bill Info](#) No Position 0 1/10/19

Summary: Reduces discount for on-time payment of property taxes imposed on business property. Reduces amounts scheduled for distribution by tax collector to taxing jurisdictions to

Status:

1/18/19 H - Referred to Revenue.

1/14/19 H - First reading. Referred to Speaker's desk.

[HB 2112](#) Position Priority Date Input

[Bill Info](#) No Position 0 1/10/19

Summary: Requires Department of Transportation to study development of uniform standards for speed bump height and markings. Sunsets January 2, 2022.

Status:

5/15/19 H - Work Session scheduled.

5/1/19 H - Public Hearing held.

1/15/19 H - Referred to Transportation.

1/14/19 H - First reading. Referred to Speaker's desk.

[HB 2129A](#) Position Priority Date Input

[Bill Info](#) No Position 0 1/10/19

Summary: *Extends and]* Creates sunsets for certain transportation-related tax expenditures. Takes effect on 91st day following adjournment sine die.

Status:

5/9/19 H - Recommendation: Do pass with amendments, be printed A-Engrossed, and be referred to Revenue by prior reference.

5/9/19 H - Referred to Revenue by prior reference.

5/6/19 H - Work Session held.

3/25/19 H - Public Hearing held.

1/18/19 H - Referred to Transportation with subsequent referral to Revenue.

1/14/19 H - First reading. Referred to Speaker's desk.

[HB 2145](#) Position Priority Date Input

[Bill Info](#) No Position 0 1/10/19

Summary: Increases corporate excise tax rates. Applies to tax years beginning on or after January 1, 2020. Takes effect on 91st day following adjournment sine die.

Status:

1/18/19 H - Referred to Revenue.

1/14/19 H - First reading. Referred to Speaker's desk.

[HB 2162](#) Position Priority Date Input

[Bill Info](#) No Position 0 1/13/19

Summary: Modifies methods for calculating numerator used in apportionment of business income for purposes of corporate excise taxation. Requires sales of all members of unitary group

Status:

1/18/19 H - Referred to Revenue.

1/14/19 H - First reading. Referred to Speaker's desk.

HB 2174A

Position **Priority** **Date Input**

[Bill Info](#) No Position 0 1/18/19

Summary: For urban renewal plan proposed on or after *July 1, 2019*] **effective date of Act**, that includes public building project, requires concurrence of at least three of four taxing

Status:

- 4/4/19 H - Recommendation: Do pass with amendments, be printed A-Engrossed, and be referred to Revenue.
- 4/4/19 H - Referred to Revenue by order of Speaker.
- 4/1/19 H - Work Session held.
- 3/18/19 H - Public Hearing held.
- 1/18/19 H - Referred to Economic Development.
- 1/14/19 H - First reading. Referred to Speaker's desk.

HB 2326

Position **Priority** **Date Input**

[Bill Info](#) No Position 0 1/14/19

Summary: Provides funding for grant program under which Department of Education awards grants to school districts for percentage of certain student transportation costs for which

Status:

- 4/8/19 H - Recommendation: Do pass and be referred to Student Success by prior reference.
- 4/8/19 H - Referred to Student Success by prior reference.
- 4/1/19 H - Work Session held.
- 3/18/19 H - Public Hearing held.
- 1/15/19 H - Referred to Education with subsequent referral to Student Success.
- 1/14/19 H - First reading. Referred to Speaker's desk.

HB 2404

Position **Priority** **Date Input**

[Bill Info](#) No Position 0 1/14/19

Summary: Directs Department of Transportation to study development of uniform standards for speed bump height and markings and report on findings to interim committees of

Status:

- 1/15/19 H - Referred to Transportation.
- 1/14/19 H - First reading. Referred to Speaker's desk.

HB 2405

Position **Priority** **Date Input**

[Bill Info](#) No Position 0 1/14/19

Summary: Directs Department of Transportation to study development of uniform standards for speed bump height and markings and report on findings to interim committees of

Status:

- 1/15/19 H - Referred to Transportation.
- 1/14/19 H - First reading. Referred to Speaker's desk.

HB 2489

Position **Priority** **Date Input**

[Bill Info](#) No Position 0 1/11/19

Summary: Establishes conditions of enforceability for certain employment contracts or agreements. Allows court to award to prevailing plaintiff who is employee reasonable attorney fees
Status:
 1/15/19 H - Referred to Business and Labor.
 1/14/19 H - First reading. Referred to Speaker's desk.

HB 2506A

Position **Priority** **Date Input**

[Bill Info](#) No Position 0 1/11/19

Summary: Provides that funds held in trust by *mass transit district*] **TriMet** for purpose of paying post-employment benefits other than pensions are not surplus funds and may be invested
Status:
 4/2/19 H - Governor signed.
 3/26/19 H - Speaker signed.
 3/26/19 S - President signed.
 3/25/19 S - Third reading. Carried by Taylor. Passed.
 3/21/19 S - Recommendation: Do pass the A-Eng. bill.
 3/21/19 S - Second reading.
 3/14/19 S - Public Hearing and Work Session held.
 3/6/19 S - Referred to Workforce.
 2/28/19 S - First reading. Referred to President's desk.
 2/26/19 H - Third reading. Carried by Smith Warner. Passed.
 2/25/19 H - Second reading.
 2/22/19 H - Recommendation: Do pass with amendments and be printed A-Engrossed.
 2/20/19 H - Work Session held.
 2/11/19 H - Public Hearing held.
 1/18/19 H - Referred to Business and Labor.
 1/14/19 H - First reading. Referred to Speaker's desk.

HB 2545

Position **Priority** **Date Input**

[Bill Info](#) No Position 0 1/11/19

Summary: Requires use of headlights when windshield wipers are on or there is fog. Punishes offense by maximum fine of \$250.
Status:
 1/18/19 H - Referred to Judiciary.
 1/14/19 H - First reading. Referred to Speaker's desk.

HB 2576A

Position **Priority** **Date Input**

[Bill Info](#) No Position 0 3/12/19

Summary: *Provides that when person's vehicle is totaled or substantially altered person may keep registration plates with vehicle if vehicle issued branded title or person may transfer plates to another*
Status:
 4/2/19 H - Governor signed.
 3/26/19 H - Speaker signed.
 3/26/19 S - President signed.
 3/25/19 S - Third reading. Carried by Gelsner. Passed.

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3/21/19 S - Carried over to 03-25 by unanimous consent.
 3/19/19 S - Recommendation: Do pass the A-Eng. bill.
 3/19/19 S - Second reading.
 3/15/19 S - Referred to Transportation.
 3/14/19 S - First reading. Referred to President's desk.
 3/13/19 H - Third reading. Carried by McKeown, McLain. Passed.
 3/12/19 H - Second reading.
 3/11/19 H - Recommendation: Do pass with amendments and be printed A-Engrossed.
 3/6/19 H - Work Session held.
 2/13/19 H - Public Hearing held.
 1/15/19 H - Referred to Transportation.
 1/14/19 H - First reading. Referred to Speaker's desk.

HB 2580

Position

Priority

Date Input

[Bill Info](#)

No Position

0

1/11/19

Summary:
Status:

Amends definition of "employment relations" to include class size and caseload limits as mandatory collective bargaining subjects for school districts.

1/18/19 H - Referred to Education with subsequent referral to Student Success.
 1/14/19 H - First reading. Referred to Speaker's desk.

HB 2589A

Position

Priority

Date Input

[Bill Info](#)

No Position

0

1/11/19

Summary:
Status:

Clarifies that sexual orientation *and transgender status are*] is not considered physical or mental *impairments*] **impairment and that individual does not have disability solely by**

5/10/19 H - Chapter 71, (2019 Laws): Effective date May 6, 2019.
 5/6/19 H - Governor signed.
 4/29/19 H - Speaker signed.
 4/29/19 S - President signed.
 4/25/19 S - Third reading. Carried by Taylor. Passed.
 4/24/19 S - Recommendation: Do pass the A-Eng. bill.
 4/24/19 S - Second reading.
 4/22/19 S - Public Hearing and Work Session held.
 3/15/19 S - Referred to Judiciary.
 3/14/19 S - First reading. Referred to President's desk.
 3/13/19 H - Third reading. Carried by Power. Passed.
 3/12/19 H - Rules suspended. Carried over to March 13, 2019 Calendar.
 3/11/19 H - Second reading.
 3/7/19 H - Recommendation: Do pass with amendments and be printed A-Engrossed.
 3/4/19 H - Work Session held.
 2/26/19 H - Public Hearing held.
 1/15/19 H - Referred to Judiciary.
 1/14/19 H - First reading. Referred to Speaker's desk.

HB 2590

Position

Priority

Date Input

[Bill Info](#) No Position 0 1/11/19

Summary: Modifies and adds laws related to transportation.

Status:

1/15/19 H - Referred to Transportation with subsequent referral to Ways and Means.

1/14/19 H - First reading. Referred to Speaker's desk.

HB 2591 Position Priority Date Input

[Bill Info](#) No Position 0 1/11/19

Summary: Directs Department of Transportation to study development of uniform standards for speed bump height and markings and report on findings to interim committees of

Status:

5/22/19 H - Public Hearing and Possible Work Session scheduled.

1/15/19 H - Referred to Transportation.

1/14/19 H - First reading. Referred to Speaker's desk.

HB 2592 Position Priority Date Input

[Bill Info](#) No Position 0 1/11/19

Summary: Directs Department of Transportation to study development of uniform standards for speed bump height and markings and report on findings to interim committees of

Status:

5/20/19 H - Work Session scheduled.

5/8/19 H - Public Hearing held.

1/15/19 H - Referred to Transportation.

1/14/19 H - First reading. Referred to Speaker's desk.

HB 2599 Position Priority Date Input

[Bill Info](#) No Position 0 1/11/19

Summary: Establishes Task Force on Preventing Assaults Committed Against Public Transit Employees to address ways to reduce and prevent assaults committed against public transit

Status:

1/18/19 H - Referred to Judiciary.

1/14/19 H - First reading. Referred to Speaker's desk.

HB 2818 Position Priority Date Input

[Bill Info](#) No Position 0 3/14/19

Summary: Clarifies meaning of "because of age" in employment discrimination law. Designates as unlawful employment practice for employer to seek age of applicant prior to making

Status:

3/13/19 H - Public Hearing held.

2/4/19 H - Referred to Business and Labor.

1/28/19 H - First reading. Referred to Speaker's desk.

HB 2880	Position	Priority	Date Input
Bill Info	No Position	0	2/4/19
Summary:	Prohibits mass transit district from collecting user charges, fees or tolls from disabled veterans for use of mass transit system.		
Status:			
2/11/19	H - Referred to Transportation.		
2/4/19	H - First reading. Referred to Speaker's desk.		

HB 2920	Position	Priority	Date Input
Bill Info	No Position	0	2/11/19
Summary:	Reduces interest rates chargeable on delinquent property tax payments and payable on property tax refunds. Takes effect on 91st day following adjournment sine die.		
Status:			
2/14/19	H - Referred to Revenue.		
2/11/19	H - First reading. Referred to Speaker's desk.		

HB 2927	Position	Priority	Date Input
Bill Info	No Position	0	2/11/19
Summary:	Provides that employee of public employer is liable to employer for wages paid to employee during period of administrative leave if employee was placed on leave as result of		
Status:			
2/14/19	H - Referred to Business and Labor.		
2/11/19	H - First reading. Referred to Speaker's desk.		

HB 3023A	Position	Priority	Date Input
Bill Info	No Position	0	5/14/19
Summary:	Requires transportation network company that operates in this state to obtain license from Department of Transportation. Requires department to establish licensing program		
Status:			
5/14/19	H - Public Hearing held.		
5/13/19	H - Public Hearing held.		
4/16/19	H - Recommendation: Do pass as amended and be printed A-Engrossed, be referred to Revenue, and then referred to Ways and Means by prior reference.		
4/16/19	H - Referred to Revenue by order of Speaker and then Ways and Means by prior reference.		
4/8/19	H - Work Session held.		
3/18/19	H - Public Hearing held.		
2/26/19	H - Referred to Business and Labor with subsequent referral to Ways and Means.		
2/21/19	H - First reading. Referred to Speaker's desk.		

HB 3031	Position	Priority	Date Input
Bill Info	No Position	0	2/25/19
Summary:	Creates family and medical leave insurance program to provide employee who is eligible for coverage with portion of wages while employee is on family and medical leave or		
Status:			

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3/25/19 H - Public Hearing held.
 3/14/19 H - Without recommendation as to passage, be referred to Business and Labor, and then to Revenue by prior reference.
 3/14/19 H - Referred to Business and Labor by order of Speaker and then Revenue by prior reference.
 3/11/19 H - Work Session held.
 2/28/19 H - Referred to Human Services and Housing with subsequent referral to Revenue.
 2/25/19 H - First reading. Referred to Speaker's desk.

HB 3031

Position **Priority** **Date Input**

[Bill Info](#) No Position 0 2/25/19

Summary: Creates family and medical leave insurance program to provide employee who is eligible for coverage with portion of wages while employee is on family and medical leave or
Status:

3/25/19 H - Public Hearing held.
 3/14/19 H - Without recommendation as to passage, be referred to Business and Labor, and then to Revenue by prior reference.
 3/14/19 H - Referred to Business and Labor by order of Speaker and then Revenue by prior reference.
 3/11/19 H - Work Session held.
 2/28/19 H - Referred to Human Services and Housing with subsequent referral to Revenue.
 2/25/19 H - First reading. Referred to Speaker's desk.

HB 3072

Position **Priority** **Date Input**

[Bill Info](#) No Position 0 2/25/19

Summary: Prohibits terms of collective bargaining agreement from requiring public employee who has withdrawn membership from labor organization from continuing to pay member
Status:

3/1/19 H - Referred to Business and Labor.
 2/25/19 H - First reading. Referred to Speaker's desk.

HB 3075

Position **Priority** **Date Input**

[Bill Info](#) No Position 0 2/25/19

Summary: Permits duplicate health benefit plan coverage for public employees. Deletes provision requiring Oregon Educators Benefit Board to use payment methodologies in self-insured
Status:

4/9/19 H - Without recommendation as to passage, be referred to Rules, and then to Ways and Means by prior reference.
 4/9/19 H - Referred to Rules by order of Speaker and then Ways and Means by prior reference.
 4/2/19 H - Work Session held.
 3/26/19 H - Public Hearing held.
 3/19/19 H - Public Hearing held.
 3/4/19 H - Referred to Health Care with subsequent referral to Ways and Means.
 2/25/19 H - First reading. Referred to Speaker's desk.

HB 3176

Position **Priority** **Date Input**

[Bill Info](#) No Position 0 2/28/19

Summary: Requires vehicle dealer to submit notice of sale or transfer of vehicle to Department of Transportation if vehicle dealer sells vehicle to another vehicle dealer. Provides that

Status:

4/22/19 H - Public Hearing held.
3/6/19 H - Referred to Transportation.
2/28/19 H - First reading. Referred to Speaker's desk.

HB 3209

Position **Priority** **Date Input**

[Bill Info](#) No Position 0 3/1/19

Summary: Authorizes issuance of general obligation bonds for Interstate 205: Stafford Road to State Highway 213 Project. Requires Department of Transportation to consult with certain
Status:

5/15/19 H - Public Hearing scheduled.
3/6/19 H - Referred to Transportation with subsequent referral to Ways and Means.
2/28/19 H - First reading. Referred to Speaker's desk.

HB 3335

Position **Priority** **Date Input**

[Bill Info](#) No Position 0 3/25/19

Summary: Removes entering or remaining unlawfully in or on public transit vehicle or public transit station as manner of committing crime of interfering with public transportation.

Status:
3/25/19 H - Public Hearing held.
3/11/19 H - Referred to Judiciary.
3/4/19 H - First reading. Referred to Speaker's desk.

HB 3336

Position **Priority** **Date Input**

[Bill Info](#) No Position 0 3/25/19

Summary: Provides that use of certain name other than name displayed on government-issued identification document does not constitute crime of giving false information to a peace

Status:
3/25/19 H - Public Hearing held.
3/11/19 H - Referred to Judiciary.
3/4/19 H - First reading. Referred to Speaker's desk.

HB 3337

Position **Priority** **Date Input**

[Bill Info](#) No Position 0 3/4/19

Summary: Prohibits police officer from conducting or participating in activities intended to determine whether person has paid certain user charges, fees or tolls imposed by mass transit

Status:
3/25/19 H - Public Hearing held.
3/11/19 H - Referred to Judiciary.
3/4/19 H - First reading. Referred to Speaker's desk.

HB 3418

Position **Priority** **Date Input**

[Bill Info](#) No Position 0 3/28/19

Summary: Provides that portion of McKenzie Highway shall also be known as Johnny Miner Memorial Highway.
Status:

4/29/19 H - Public Hearing held.
3/28/19 H - First reading. Referred to Speaker's desk.
3/28/19 H - Referred to Transportation.

HB 3427A

Position **Priority** **Date Input**

[Bill Info](#) No Position 0 4/17/19

Summary: Directs Department of Education to conduct study to examine best methods for funding state's system of kindergarten through grade 12 public education.] Directs department to submit report
Status:

5/13/19 S - Third reading. Carried by Roblan, Hass. Passed.
5/6/19 S - Recommendation: Do pass the A-Eng. bill.
5/6/19 S - Second reading.
5/2/19 S - First reading. Referred to President's desk.
5/2/19 S - Referred to Student Success.
5/1/19 H - Third reading. Carried by Smith Warner, Nathanson.
5/1/19 H - Motion to refer to Revenue failed.
5/1/19 H - Passed.
5/1/19 H - Vote explanation(s) filed by Evans, Leif.
4/30/19 H - Second reading.
4/29/19 H - Work Session held.
4/29/19 H - Recommendation: Do pass with amendments and be printed A-Engrossed.
4/25/19 H - Work Session held.
4/23/19 H - Informational Meeting held.
4/18/19 H - Public Hearing held.
4/16/19 H - Public Hearing held.
4/10/19 H - Referred to Student Success.
4/9/19 H - First reading. Referred to Speaker's desk.

SB 0059

Position **Priority** **Date Input**

[Bill Info](#) No Position 0 1/20/19

Summary: Authorizes issuance of lottery bonds for Connect Oregon. Declares emergency, effective on passage.
Status:

5/20/19 S - Public Hearing and Possible Work Session scheduled.
1/15/19 S - Referred to Transportation, then Ways and Means.
1/14/19 S - Introduction and first reading. Referred to President's desk.

SB 0122

Position **Priority** **Date Input**

[Bill Info](#) No Position 0 3/19/19

Summary: Directs Bureau of Labor and Industries to conduct study of issues related to predictability in employee work schedules in Oregon and to report results to interim committee of

Status:

1/15/19 S - Referred to Workforce.
1/14/19 S - Introduction and first reading. Referred to President's desk.

SB_0190

Position	Priority	Date Input
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Bill Info	No Position	0	1/11/19
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Summary: Extends and creates sunsets for certain transportation-related tax expenditures. Takes effect on 91st day following adjournment sine die.

Status:

1/15/19 S - Referred to Finance and Revenue.
1/14/19 S - Introduction and first reading. Referred to President's desk.

SB_0220

Position	Priority	Date Input
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Bill Info	No Position	0	1/11/19
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Summary: Requires Department of Environmental Quality to conduct study related to greenhouse gas emissions. Sunsets January 2, 2022.

Status:

1/15/19 S - Referred to Environment and Natural Resources.
1/14/19 S - Introduction and first reading. Referred to President's desk.

SB_0379A

Position	Priority	Date Input
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Bill Info	No Position	0	1/10/19
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Summary: Provides that conditioning employment on refraining from using any substance that is lawful to use in this state is unlawful employment practice. **Allows certain exemptions.**

Status:

4/29/19 S - Recommendation: Do Pass with amendments. (Printed A-Eng.)
4/29/19 S - Referred to Senate Judiciary by order of the President.
4/8/19 S - Work Session held.
4/4/19 S - Work Session held.
2/7/19 S - Public Hearing held.
1/16/19 S - Referred to Judiciary.
1/14/19 S - Introduction and first reading. Referred to President's desk.

SB_0400

Position	Priority	Date Input
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Bill Info	No Position	0	1/10/19
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Summary: Allows costs attributable to providing transportation for summer programs to be considered approved transportation costs for purposes of State School Fund distributions.

Status:

1/16/19 S - Referred to Education.
1/14/19 S - Introduction and first reading. Referred to President's desk.

SB_0405

Position	Priority	Date Input
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[Bill Info](#) No Position 0 1/10/19

Summary: Directs Department of Transportation to study modification and enforcement of laws regulating identification of long-load trucks on two directional, two-lane highways in this
Status:
 1/16/19 S - Referred to Transportation.
 1/14/19 S - Introduction and first reading. Referred to President's desk.

[SB_0413](#) **Position** **Priority** **Date Input**

[Bill Info](#) No Position 0 1/10/19

Summary: Authorizes governing bodies of cities and counties to jointly form district for purposes of acquisition, design, construction, reconstruction, installation, operation, maintenance
Status:
 4/10/19 S - Public Hearing held.
 1/16/19 S - Referred to Transportation.
 1/14/19 S - Introduction and first reading. Referred to President's desk.

[SB_0848](#) **Position** **Priority** **Date Input**

[Bill Info](#) No Position 0 2/26/19

Summary: Authorizes person to make claim against vehicle dealer bond for benefit of retail customers under certain circumstances.
Status:
 2/27/19 S - Referred to Judiciary.
 2/26/19 S - Introduction and first reading. Referred to President's desk.

[SB_0882](#) **Position** **Priority** **Date Input**

[Bill Info](#) No Position 0 2/28/19

Summary: Caps salary of state employees hired on or after July 1, 2021, at amount of compensation of similarly situated federal employee. Prohibits state agencies from contracting with
Status:
 3/1/19 S - Referred to Workforce.
 2/28/19 S - Introduction and first reading. Referred to President's desk.

[SB_0947](#) **Position** **Priority** **Date Input**

[Bill Info](#) No Position 0 3/4/19

Summary: Expands definition of "family member" for purposes of family and medical leave. Makes family and medical leave requirements applicable to all employers, regardless of size of
Status:
 3/25/19 S - Public Hearing held.
 3/6/19 S - Referred to Workforce.
 3/4/19 S - Introduction and first reading. Referred to President's desk.

Fare Ordinance No. 53

May 15, 2019



LTD.org

Agenda

- Review discussions to date regarding new fare ordinance
- Hold public hearing



Ad Hoc Committee

- In early 2018, the Board formed Ad Hoc Committee for the purpose of reviewing fares with new goals and opportunities of STIF funding including:
 - ✓ Increase low-income fare subsidy through non-profits from 50% to a 75% subsidy; and,
 - ✓ Adopt a K12 student fare subsidy program.



Ad Hoc Committee

- The Ad Hoc Committee provided recommendations to the Strategic Planning Committee in November 2018, who forwarded it as a recommendation to the Board.
- At the November 2018 meeting, the Board directed the general manager to apply for STIF funds and begin the process to update the fare ordinance.
- At the March 2019 meeting, the board reviewed proposed changes, and approved moving to the next step to update the fare ordinance.



Fare Collection System

- March 2019 - The Board approved the purchase of the Delerrok TouchPass electronic fare collection system.
- April 2019 - The Board reviewed opportunities to make fixed-route fare changes geared toward equity, efficiency, and fare recovery, including:
 - ✓ Fare-capping by calendar day and calendar month;
 - ✓ Elimination of 10-ride ticket book on the fixed-route; and,
 - ✓ Implementation of \$5 fare for cash payments on Autzen Express.



Today's Action

- Hold a public hearing on proposed changes



Next Steps

At the June Board meeting, staff will:

- Provide a summary of feedback received and report any findings from the Title VI analysis;
- Hold a second public hearing;
- Second reading of Ordinance 53; and,
- Request adoption of Ordinance 53.



ORDINANCE NO. 53

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AN ORDINANCE SETTING FARES FOR THE USE OF DISTRICT SERVICES

Deleted: , AND AMENDING AND RESTATING ORDINANCE NO. 498.

WHEREAS the Lane Transit District evaluated its fare structure and fare policy procedures as part of its overall assessment of its services to the community;

Deleted: fare rates are evaluated on an annual basis;¶

WHEREAS, Lane Transit District's goals related to fares focus on using fare structure and policy to:

- Increase ridership
- Improve equitable access to LTD's services
- Facilitate creation of life-long public transportation users
- Encourage choices that promote environmental sustainability
- Balance fare levels to optimize affordability and cost recovery

WHEREAS, the general manager is delegated the authority to make operational decisions related to establishing and adjusting incidental fees;

WHEREAS, the proposed fare rates were presented at a public hearing on May 17, 2019 and a second public hearing on June 19, 2019;

WHEREAS, a Title VI analysis conducted prior to the adoption of this ordinance showed the proposed fare changes will not have a discriminatory impact based on race, color, or national origin, nor will low-income populations bear a disproportionate burden of the proposed fare changes; and

Deleted: disparate impact

WHEREAS, this ordinance supersedes and replaces the prior fare ordinance (Ordinance No. 49) and all prior adopted policies or procedures related to the District's fares;

Deleted: ;

NOW, THEREFORE, be it enacted by the Lane Transit District Board of Directors that Lane Transit District Ordinance No. 53 is stated in its entirety to read as follows:

Deleted: WHEREAS the proposed Monthly Pass, Three-Month Pass, and Group Pass fare rates were recently presented at a public hearing, and written comment having been received;¶

Deleted: BE IT ENACTED BY LANE TRANSIT DISTRICT

1.01 Definitions. As used herein, the following defined terms have the meaning set forth below:

Deleted: Lane Transit District Ordinance No. 48 is amended and restated in its entirety to read as follows:

Deleted: in this ordinance, unless the context requires otherwise

- (1) "District" means Lane Transit District.
- (2) "Service Area" means the area designated in Lane Transit District Ordinance No. 42, as such area is now constituted and as it may be altered from time to time hereafter by ordinance of this District.

1.02 Fares.

(1) Fares on the District transit system shall vary according to the status of the rider and method of payment and shall be in accordance with the following schedule:

(a) Cash Fare (Effective 7/01/12)

	Monday-Sunday
Adult (ages 19-64)	\$1.75
Youth (ages 6-18)*	\$.85
Half-Fare**	\$.85
Senior Honored Rider*** (ages 65 and older) **	Free

Deleted: Senior (ages 65 and older)

(b) Monthly Pass (Effective 7/01/14)

Pass Type	Monthly Price	Three-Month Price
Adult (ages 19-64)	\$50.00	\$135.00
Youth (ages 6-18)*	\$25.00	\$ 67.50
Half-Fare**	\$25.00	\$ 67.50
Senior Honored Rider (ages 65 and older) ***	Free	Free

Deleted: (b) Ten-Ride Ticket Books (Effective 9/01/12) ¶

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Deleted: Senior (ages 65 and older)

(c) Day Pass (Effective 7/01/12)

Adult (ages 19-64)	\$3.50
Youth (ages 6-18)*	\$1.75
Half-Fare**	\$1.75
<u>Senior Honored Rider (ages 65 and older) ***</u>	<u>Free</u>

Deleted: * Youth fare applies to ages 6-18. Children age five and under ride free with parent or guardian. ¶

¶ - LTD's EZ Access Program provides a Half-Fare Program for persons with disabilities and Medicare cardholders. The EZ Access Program also provides the Honored Rider pass, which provides free rides for persons 65 years of age and older. The Half-Fare and Honored Rider photo identification cards may be obtained at the LTD Customer Service Center. ¶

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* Youth fare applies to ages 6-18 who are not participants in the Student Transit Pass program. Children age five and under ride free with parent or guardian.

** LTD provides a Half-Fare Program for persons with disabilities and Medicare cardholders. Eligibility and photo identification is required and available at the LTD Customer Service Center.

*** The Senior Honored Rider Program provides free rides for persons 65 years of age and older. Photo identification and proof of age is required. A Senior Honored Rider photo identification card may be obtained at the LTD Customer Service Center.

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(2) Fare Capping. On a calendar day and calendar month basis, the District may provide riders, using stored value on a TouchPass fare media to purchase their fares, the ability to accumulate stored value. By accumulating stored value, riders will be charged only up to the eligible rate for qualifying fare types and not more. For example, an adult rider who purchases Day Passes will accumulate the value of those Day Passes, such that when the rider purchases \$50.00 in Day Passes within one calendar month (the eligible Monthly Pass rate), the rider will not be charged to ride within the Service Area for the remainder of that calendar month. When accessing stored value on a TouchPass mobile application or smartcard:

- Fares shall accumulate on a calendar day basis up to the eligible Day Pass rate.
- Fares shall accumulate on a calendar month basis up to the eligible Monthly Pass rate.

Rides taken after reaching the maximum fare for the calendar period shall be free for the remainder of that calendar period.

(3) Group Pass Program. The general manager, or his/her designated representative, is authorized to sign contracts on behalf of the District to provide transit service through organizations and entities for their participants at reduced rates pursuant to policies established by the Board at its May 2, 1990, meeting, as amended, or pursuant to such policies as the Board may hereafter adopt by resolution or ordinance.

LTD's contract will be with the entity or organization, and participants will be eligible for benefits as determined and administered by that entity or organization.

Group Pass (Effective 1/01/15)

Pass Type	Monthly Rate
Taxpayer	\$5.42
Non-Taxpayer	\$6.30

(4) Special Event Discounts. The promotional distribution of free tickets from time to time is necessary or convenient for the provision of a public transit system. The general manager, or his/her designated representative, is authorized to reduce or eliminate fares, or to approve the distribution of free tickets for use of District facilities during special events, or at specified times, on a finding by the general manager, or his/her designated representative, that the fare reduction or elimination will promote increased use of the District's public transit system or will otherwise further the provision of a public transit system.

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Commented [KD1]: I am confused by this Group Pass section. Are you referring to the fact that the individual is an LTD tax payer and how do we confirm that, or the entity we contract with pays LTD payroll taxes, and thus this is the rate for individuals within the group if the entity is/is not a tax payer?? And would the non-taxpayers be outside of our service area??? We need to be a little more clear in this section to address these concerns.

Commented [CR2]: GP is a contract between LTD and a structured group (i.e., business, agency, UO, etc.). The contract is with that entity and it is whether or not that entity pays the payroll tax (there are entities who are exempted and do not, both in and out of our service area). The rate is paid by the entity, and the entity can determine whether they pass part or all of that cost on to the individual participants.

LTD is able to verify whether an entity pays the payroll tax and apply the correct rates.

I've clarified that it is the organizations and entities, highlighted in yellow. Does this make it more clear?

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(5) Autzen Express Route (Effective 8/1/19)

This service requires moving large numbers of people to and from an event that has a start and end time. LTD incurs additional costs to collect and secure cash fares. LTD will encourage customers to utilize prepaid fares for this service. For customer who pay with cash for this service only LTD will charge a cash surcharge that brings the price up to \$5. This surcharge will cover the cost needed for cash fare collection.

Commented [KD3]: I have concerns that by charging an increased fare, we make this charter service. We have already had the FTA analyze LTD's Autzen Bus Service once and found, in part, because we charged the ordinary fare it was not charter service. Now, we are seeking to change that structure and this proposed change I believe could qualify this as charter service, which is prohibited unless LTD enters into a Charter Service Agreement with local charter service providers (see attached materials from FTA)

One alternative that we could discuss is charging the regular fee through prepaid fares and simply NOT accepting cash. It may be possible that keeps you out of charter service, or we could just charge our ordinary rates regardless of payment method.

(6) Reduced Fares for Low-Income Persons. (Effective 8/1/19)

The general manager, or his/her designated representative, is authorized to sign contracts with local nonprofit agencies whereunder the District may agree to provide transit fare passes at a 75% subsidy (i.e., they would purchase passes for 25% of face value) up to a cumulative \$750,000 per year for fixed route fares, for distribution to low-income persons within the Service Area who need transportation assistance. Definitions of those who are "low income persons" and "who need transportation assistance" shall be part of such contracts.

Commented [CR4]: I see what you are saying. It is because of the cash fares and the need to have infrastructure in place to collect those fares that we would charge a higher rate for those paying cash.

Not accepting cash would be a Title VI issue for us.

I will explore this further and provide/seek additional clarification on our end.

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(7) Student Transit Pass Program. (Effective 9/1/19)

The general manager, or his/her designated representative, is authorized to sign contracts with educational entities whereunder the District may allow eligible students enrolled in kindergarten through 12th grade to ride the District's fixed route service within the Service Area at no cost. Educational entities will be responsible for determining which students may be eligible for this program and for distribution of passes to such students.

Commented [KD5]: This is very confusing.

Are we saying that it is a total of \$750,000 per year across all agencies, or just to one agency? And we are saying LTD will subsidize the passes to these nonprofit agencies by 75% (so that they pay 25%).

Commented [CR6]: Thanks for this feedback. It is a total of \$750,000 in total subsidy for the year across all agencies.

The current subsidy is 50%. We are increasing the subsidy to 75% (i.e., a \$50 pass would be \$25 currently; \$12.50 under the new program)

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(8) Paratransit. Fare structure (Effective 7/01/12):

RideSource	\$3.50 one way
RideSource Out of Area surcharge	\$2.00 one way
Escort*	\$3.50 one way
RideSource Shopper**	\$2.00 round trip
Social Service Agencies***	100 percent
Book of Ten Tickets	\$35.00

Commented [KD7]: You can include the definition by reference in the contract. I do not know what you mean by including "verbatim" here.

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Deleted: for distribution to youth enrolled in kindergarten through 12th grade. Eligible youth who have these passes will be able to ride the District's fixed route service within the District service area.

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* Escort is limited to door-to-door transportation for medical rides.

** RideSource Shopper is specialized transportation service for grocery shopping. RideSource Shopper fares are based on round-trip rides. All other fares are one-way rides.

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*** Social service agencies will contract for service and pay 100 percent of the marginal cost of service.

2.01 Large-quantity Pass Purchases. The District will provide a discount of five (5) percent to private sales organizations authorized by the District, who will in turn sell to the public for full price.

ADOPTED this 19th day of June, 2019.

President and Presiding Officer

ATTEST:

Secretary

Recording Secretary

Commented [KD8]: I'm confused by this and more explanation is needed. Does the discount go to the entity, who then sells to the public at full price, so the entity recoups the 5% discount?

Does this provided necessary clarification?

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