



# LANE TRANSIT DISTRICT BOARD OF DIRECTORS SPECIAL MEETING

Tuesday, October 22, 2019  
5:30 – 7:30 p.m.

**LTD Board Room**  
3500 E. 17<sup>th</sup> Avenue, Eugene  
(Off Glenwood Blvd. in Glenwood)

## AGENDA

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. COMMENTS FROM BOARD PRESIDENT  <i>This agenda item provides an opportunity for the Board president to formally communicate with the Board on any current topics or items that may need consideration.</i>	
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 - NOVEMBER	4
5:45 p.m.	VIII. AUDIENCE PARTICIPATION  <ul style="list-style-type: none"> <li>◆ <i>Public Comment Note: This part of the agenda is reserved for members of the public to address the Board on any issue. The person speaking is requested to sign-in on the audience participation form. When your name is called, please step up to the podium and state your name, city of residence, and who you are representing for the audio record. If you are unable to utilize the podium, you may address the Board from your seat.</i></li> <li>◆ <i>Community member testimony is limited to three (3) minutes.</i></li> </ul>	
5:55 p.m.	IX. PUBLIC HEARING: COMMUNITY INVESTMENT PLAN [Christina Shew]  <ol style="list-style-type: none"> <li>1. Staff Presentation</li> <li>2. Opening of Public Hearing by Board President</li> <li>3. Public Testimony <ul style="list-style-type: none"> <li>◆ <i>Each speaker is limited to three (3) minutes.</i></li> </ul> </li> <li>4. Closing of Public Hearing</li> <li>5. Board Comments and Questions</li> </ol>	5

Time		Page
6:10 p.m.	X. 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>	29
	XI. ITEMS FOR ACTION	
6:20 p.m.	A. CONSENT CALENDAR:  <b>Action Needed:</b> Adoption  1. Minutes from the September 16, 2019, Board Work Session 2. Minutes from the September 18, 2019, Regular Board Meeting 3. Delegated Authority Report – SEPTEMBER 4. Amendment: Intergovernmental Agreement No. 2019-07: City of Cottage Grove 5. Board Use of District Resources Policy	31
6:25 p.m.	B. GENERAL MANAGER FISCAL YEAR 2019-2020 ANNUAL PERFORMANCE GOALS: <i>Materials Included</i> [Director Yeh]  <b>Action Needed:</b> Adoption  <i>The Board will review and discuss the proposed Fiscal Year 2019-2020 annual performance goals for the General Manager.</i>	50
	XII. ITEMS FOR INFORMATION/DISCUSSION - NONE	
7:10 p.m.	XIII. WRITTEN REPORTS – RESPOND IF QUESTIONS	
	A. MONTHLY FINANCIAL REPORT - AUGUST [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>	51
	B. MONTHLY CASH DISBURSEMENTS - SEPTEMBER [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>	55
	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 - AUGUST [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>	60

Time		Page
E. MONTHLY DEPARTMENT REPORTS – OCTOBER [Aurora Jackson]	<i>Monthly department activity reports, and reports throughout the District, are provided for the Board's information.</i>	64
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>	69
7:15 p.m. XIV.	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>	
7:30 p.m. XV.	ADJOURNMENT	
	<b>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).</b>	



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 22, 2019

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

**PRESENTER:** David Collier, Director of Human Resources and Risk Management

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**BACKGROUND:** HR/Risk Generalist Mackenzie Cowan has been selected to receive the November 2019 Employee of the Month (EOM) award. Mackenzie was hired as an Administrative Secretary on March 24, 2014. During that time Mackenzie received Monthly Value Awards for: 'Work Together' - October, 2015; 'Take Initiative' - October, 2017 and September, 2019; and received Employee of the Month - December, 2015. She obtained her Society for Human Resource Management HR Certified Professional Certification in December, 2016; is a Bus Roadeo volunteer; and is a past member and chair of the Employee Events Committee.

Mackenzie received two nominations, one from her supervisor and the other from a coworker for 'Taking Initiative,' 'Working Together,' and 'Being Professional.' When her coworker had an insurance claim that had been denied she called Mackenzie to see who she should call. Mackenzie jumped in and handled the issue for the employee ultimately letting them know the denial had been a mistake and to have the provider resubmit the claim. Mackenzie stepped in and helped out another team member so their workload was more manageable when they returned from vacation. And when a calendar invite didn't get sent for a meeting that was not her responsibility, but others were on vacation, she didn't think twice or point blame she just jumped in and got the job done.

When asked to comment on Mackenzie's selection as EOM, Director of Human Resources and Risk Management said:

*"Mackenzie is one of those employees I get frequent compliments on from other employees for her attention to detail and her can-do attitude. She is truly deserving of this award."*

**AWARD:** Mackenzie will attend the October 22, 2019, meeting to be introduced to the Board and to receive her award.



## AGENDA ITEM SUMMARY

<b>DATE OF MEETING:</b>	October 22, 2019
<b>ITEM TITLE:</b>	COMMUNITY INVESTMENT PLAN PUBLIC HEARING
<b>PRESENTER:</b>	Christina Shew, Director of Finance
<b>DIRECTOR:</b>	Christina Shew, Director of Finance
<b>ACTION REQUESTED:</b>	Public Hearing

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**PURPOSE:** To request that the Board of Directors hold a public hearing on the 20120-2029 Community Investment Plan (CIP) to allow the Board of Directors to consider input from riders, community partners, and the general public prior to taking action at the November Board meeting to either adopt the CIP as presented or to amend the CIP and then adopt it.

**ROLE OF THE BOARD:** The Board's role in this instance is to obtain information for a future decision.

**HISTORY:** LTD revises its CIP annually. The CIP is a 10-year blueprint that provides direction and guidance for LTD's short and long term decisions for sustaining and improving on our delivery of LTD's mission and service to the community. The CIP is developed with Budget Committee guidance as well as input from riders, community partners, and the general public.

Although the CIP is not a budget and has no spend authority, it, together with funding availability and organizational capacity, inform the annual budgets approved. In that context, LTD Budget Committee met to review the 2020-2029 CIP.

The Fiscal Year 2020-2029 CIP presented to the Budget Committee totals approximately \$442 million. \$283 million have funding secured. \$34 million have funding identified and applied for and \$125 million have funding either not yet identified or not in the application process. All projects included in the CIP have been vetted through the Project Steering Committee (PSC) comprised of all LTD Directors. The PSC vets each project against 11 criteria. Those 11 criteria are:

1. Alignment with agency strategic objectives
2. Project deferral implications
3. Operating budget/organizational capacity/resources
4. Environmental impact
5. Feasibility of implementation
6. Ridership/quality of service delivery
7. Economic impact
8. Alternatives considered
9. Public/private partnerships/contractual relationships
10. Project interdependencies or conflicts
11. Other benefits

After vetting projects and eliminating those that do not meet the criteria, the PSC:

1. Tiers each project based on its funding status
2. Categorizes the projects based on one of 3 types:
  - State of Good Repair
  - Improvement
  - Operations

3. Within each type, the projects are further categorized based on the impacted business area:
  - Operations
  - Safety & Security
  - Fleet
  - Facilities
  - Frequent Transit Network
  - Technology Infrastructure & Systems

The proposed 2020-2029 CIP was posted for public comment on Sunday, September 22, 2019. On October 2, 2019, the Budget Committee reviewed, questioned and unanimously approved the 2020-2029 CIP with a request that Point2point projects through 2029 be added. This will be completed for the final CIP presented at the November Board meeting.

An overview of the CIP as well as changes made as a result of Budget Committee or public comments along with the Budget Committee's recommendation will be presented at the November 20, 2019, Board of Directors meeting. A link to this presentation will be posted to the LTD website prior to the November 20, 2019, Board meeting.

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

**CONSIDERATIONS:** Staff recommends that the Board hold a public hearing regarding the 2020-2029 Community Investment Plan. CIP details are posted on the LTD website.

**ALTERNATIVES:**

- The Board may postpone the public hearing on the 2020-2029 proposed CIP to an alternate date on or before 2020-2029 CIP adoption.
- The Board may hold a public hearing on the 2020-2029 proposed CIP and request a second public hearing on or before the 2020-2029 CIP adoption.

**NEXT STEPS:**

- Staff will update the proposed 2020-2029 CIP with input from 1) the Budget Committee and 2) written and verbal public comments received.
- Staff will be requesting Board adoption of the updated 2020-2029 CIP as presented or amended at the November 20, 2019, Board of Directors meeting.
- After 2020-2029 CIP adoption, staff post the final 2020-2029 CIP on the LTD website. The adopted CIP will become the official guiding capital and operational investment plan. The adopted CIP has no spend authority.

**SUPPORTING DOCUMENTATION:**

- 1) Supporting documentation: <https://www.ltd.org/community-investment-plan/>
- 2) PowerPoint Presentation

**PROPOSED MOTION:** N/A

# 2020 – 2029 Community Investment Plan

October 22, 2019





# LTD MISSION

We believe in providing people with the independence to achieve their goals, creating a more vibrant, sustainable, and equitable community.

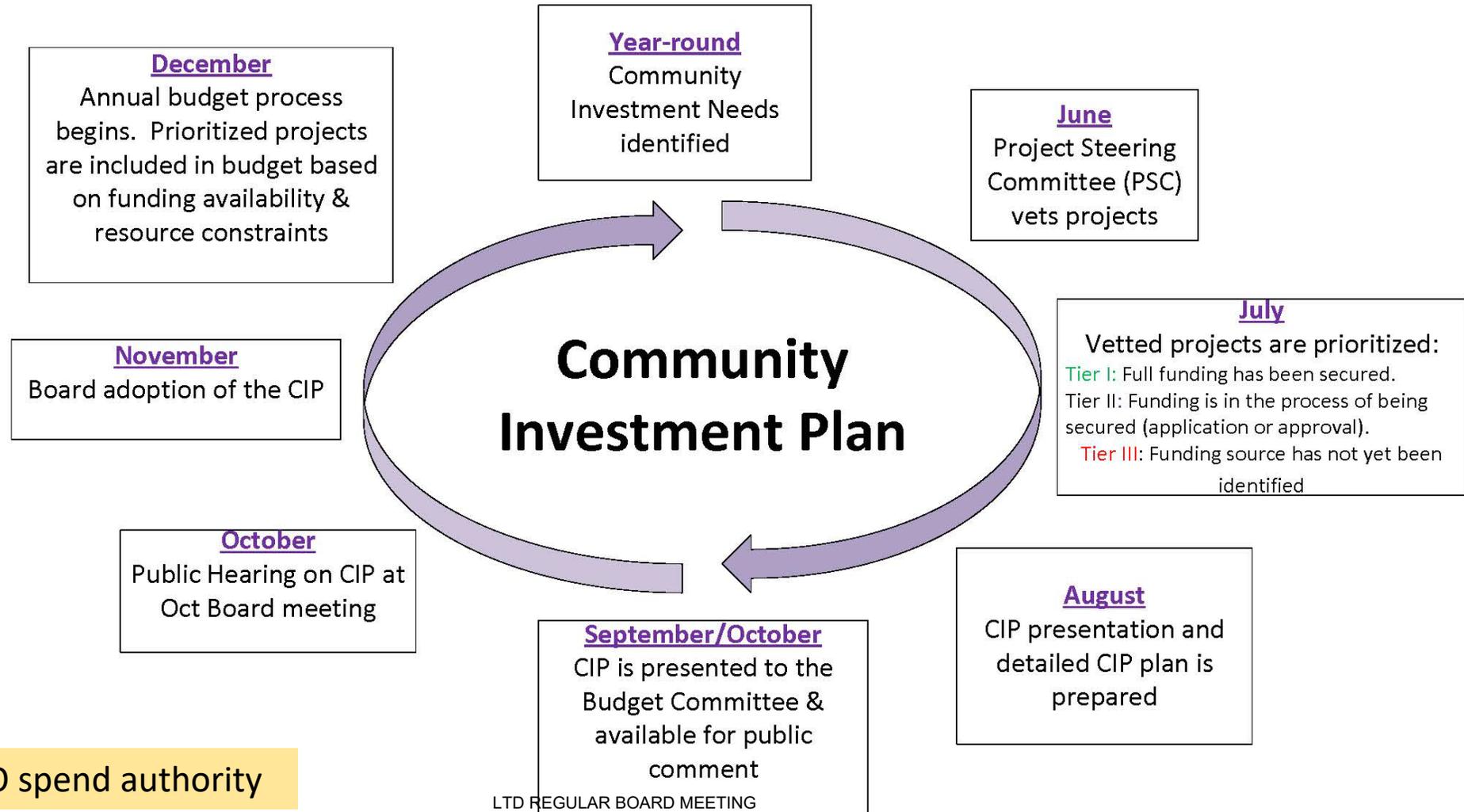
# Goal: Community Investment Plan (CIP)

A 10 year plan of community capital & operational investments that reflect:

- The community needs
- The Board's direction
- LTD's mission

The CIP has no spend authority

# Process: CIP Development

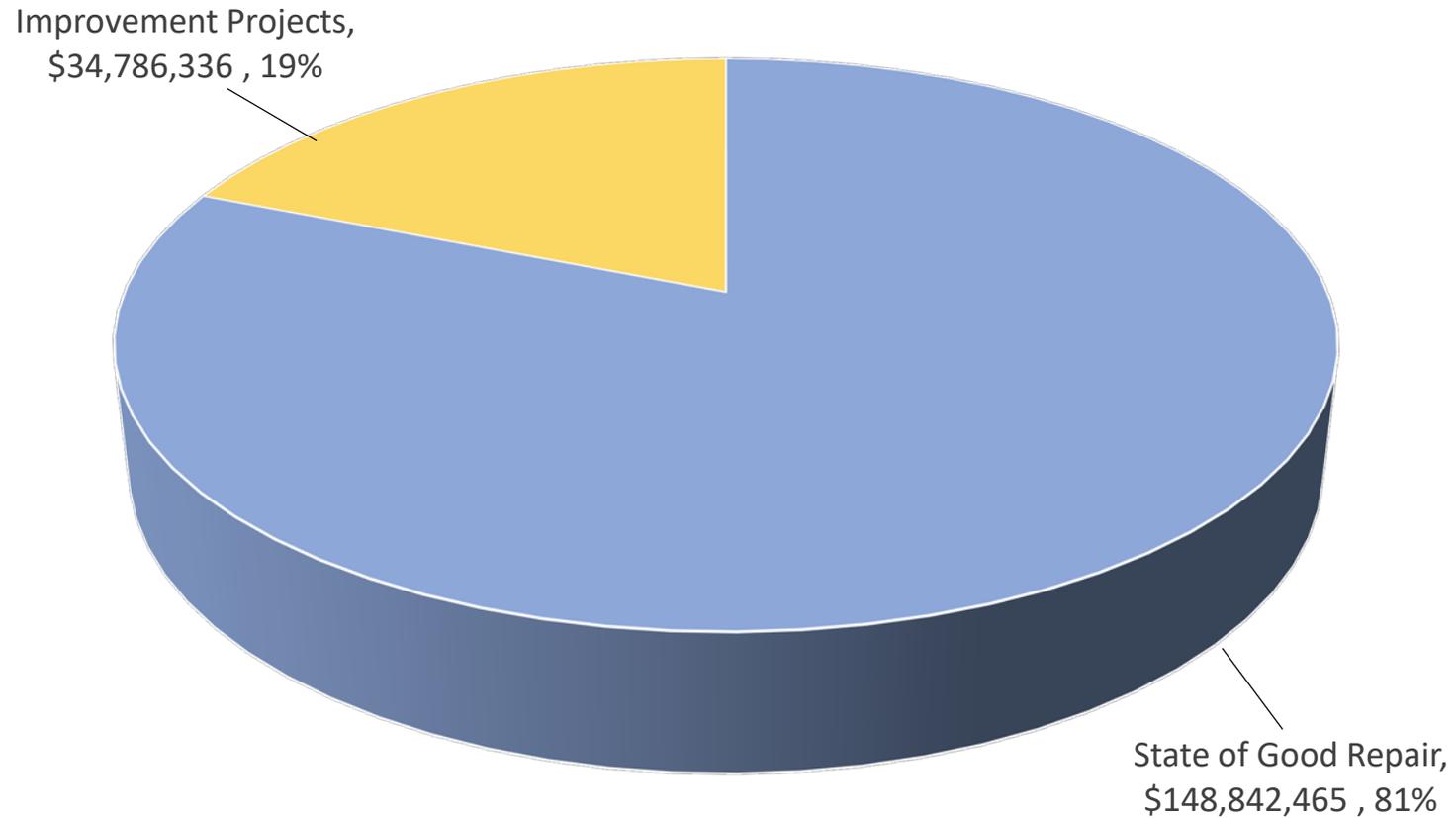


NOTE: CIP has NO spend authority

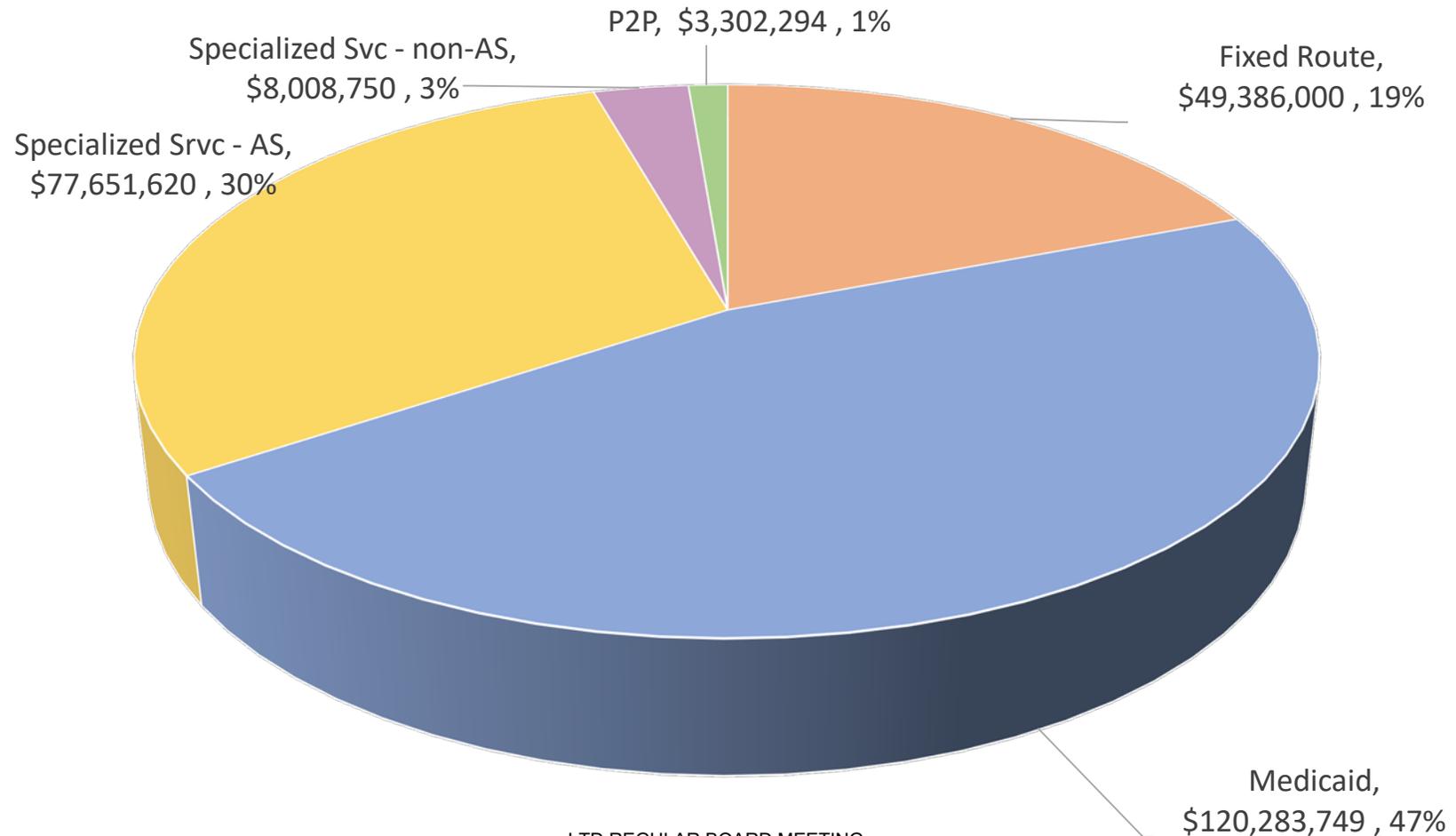
# CIP Summary: 2020-2029

<b>Project Category</b>	<b>Tier I Funding Secured</b>	<b>Tier II Funding identified. In application process</b>	<b>Tier III Unfunded</b>	<b>Total Project Cost</b>
Improvement Projects	23,629,926	230,000	10,926,410	34,786,336
State of Good Repair	18,708,261	10,707,990	106,426,214	135,842,465
Preventative Maintenance	6,500,000		6,500,000	13,000,000
Point2point	2,156,260	645,651	500,383	3,302,294
Medicaid	120,283,749			120,283,749
Specialized Services	79,749,170	5,911,200		85,660,370
Operations	32,346,000	16,840,000	200,000	49,386,000
<b>Totals</b>	<b>283,373,366</b>	<b>34,334,841</b>	<b>124,553,007</b>	<b>442,261,214</b>

# 10 year CIP Plan – Non-Operating Projects



# 10 year CIP Plan – Operating Projects



# CIP DETAILS: State of Good Repair

	Tier	Pre-FY2020	FY 2020	FY 2021	FY 2022	Yrs 4 - 6	Yrs 7 - 10	Ten Year Total	Project Total
<b>Facilities</b>		-	-	1,135,000	750,000	-	150,000	2,035,000	
Glenwood Facilities Assessment	Tier III					-	150,000	150,000	150,000
Welding Bay relocation	Tier III			150,000		-	-	150,000	150,000
Bus Wash Improvements	Tier II	-	-	-	750,000	-	-	750,000	750,000
Glenwood Fire System Update	Tier III			150,000		-	-	150,000	150,000
Overhead Door Replacement	Tier II		-	250,000		-	-	250,000	250,000
Bus Gate Improvements	Tier II	-	-	550,000	-	-	-	550,000	550,000
Fleet Generator Fuel Tank	Tier II			35,000		-	-	35,000	35,000
<b>Fleet</b>		261,700	11,194,263	23,579,517	14,912,594	38,498,061	34,830,230	123,014,664	
ACM Replacement parts	Tier I	261,700	366,500	249,600		-	-	616,100	877,800
Mobile Video Surveillance	Tier III			293,543	-	1,839,119	588,090	2,720,751	2,720,751
Fixed Route Replacement	Tier I, II, III		9,757,763	18,937,500	12,772,000	31,105,500	28,943,500	101,516,263	101,516,263
Non-revenue vehicle replacement	Tier III		-	347,280	141,110	383,840	749,000	1,621,230	1,621,230
Hybrid System Overhaul	Tier III	-	-	2,960,244	373,464	1,563,282	-	4,896,990	4,896,990
Specd Svc Vehicle Replmnt & Expansion	Tier I, II, III		1,070,000	590,850	1,425,520	3,606,320	4,549,640	11,242,330	11,242,330
Spare Parts for Vehicles	Tier III			200,500	200,500	-	-	401,000	401,000
<b>Technology Infrastructure &amp; Systems</b>		6,058	505,000	980,000	5,092,801	1,050,000	1,265,000	8,892,801	
Data Warehouse/Governance	Tier I, III	6,058	95,000	170,000	25,000	-	-	290,000	296,058
HR Software	Tier III		-	10,000	10,000	30,000	10,000	60,000	60,000
Fleet Mgmt SW upgrade	Tier III		-	-	252,801	-	-	252,801	252,801
Finance SW	Tier III		-	-	500,000	-	-	500,000	500,000
IT Hardware/Software Improvements	Tier I, III	-	410,000	800,000	1,230,000	345,000	355,000	3,140,000	3,140,000
CAD/AVL	Tier III				3,000,000	600,000	800,000	4,400,000	4,400,000
VoIP	Tier III				25,000	75,000	100,000	200,000	200,000
Workstations	Tier III				50,000	-	-	50,000	50,000
<b>Operations</b>		-	4,200,000	4,200,000	3,500,000	3,000,000	-	14,900,000	
Preventative Maintenance	Tier I, II, III	-	4,200,000	4,200,000	3,500,000	3,000,000	-	14,900,000	14,900,000
<b>Total</b>		267,758	15,899,263	29,894,517	24,255,395	42,548,061	36,245,230	148,842,465	

## CIP DETAILS: Improvement Projects

	Tier	Pre-FY2020	FY 2020	FY 2021	FY 2022	Yrs 4 - 6	Yrs 7 - 10	Ten Year Total	Project Total
<b>Facilities</b>		<b>4,182,279</b>	<b>5,513,434</b>	<b>3,883,280</b>	<b>200,000</b>	<b>3,600,000</b>	<b>4,300,000</b>	<b>17,496,714</b>	
Eugene Station Modernization	Tier III	-	-	-	-	3,000,000	-	3,000,000	3,000,000
Operation Command Control	Tier III	-	-	-	-	-	3,500,000	3,500,000	3,500,000
Passngr Brdng Imprvts & systs facils imprvts	Tier I	-	275,000	200,000	200,000	600,000	800,000	2,075,000	2,075,000
River Road Transit Station Disposal	Tier I	-	-	75,000	-	-	-	75,000	75,000
Garfield Property Sale	Tier I	-	50,000	-	-	-	-	50,000	50,000
Santa Clara Transit Station	Tier I	2,208,286	4,788,434	3,303,280	-	-	-	8,091,714	10,300,000
Green Lane Corner Improvement	Tier I	-	400,000	100,000	-	-	-	500,000	
Hunsaker Development Project	Tier I, II	1,973,993	-	205,000	-	-	-	205,000	2,178,993
<b>Frequent Transit Network</b>		<b>104,052,005</b>	<b>3,525,236</b>	<b>2,187,976</b>	<b>5,526,410</b>	<b>5,650,000</b>	<b>-</b>	<b>16,889,622</b>	
Existing EmX Corridor Improvement	Tier I & III	-	-	-	5,000,000	5,650,000	-	10,650,000	10,650,000
Platform Validators	Tier III	-	-	500,000	-	-	-	500,000	500,000
West Eugene EmX Extension	Tier I/II	100,436,645	430,000	-	-	-	-	430,000	100,866,645
Franklin Blvd Phase 1 Transit Stations	Tier I	205,765	729,235	-	-	-	-	729,235	935,000
Main-McVay Transit Study	Tier I	1,005,226	205,000	100,316	-	-	-	305,316	1,310,542
River Road Transit Community Implentation Pl	Tier I	216,900	347,100	-	-	-	-	347,100	564,000
MovingAhead	Tier I	2,187,469	375,776	-	-	-	-	375,776	2,563,245
FTN Safety and Amenity Improvements	Tier I	-	388,125	776,250	-	-	-	1,164,375	1,164,375
Planning Studies	Tier I, II & III	-	1,050,000	811,410	526,410	-	-	2,387,820	2,387,820
<b>Technology Infrastructure &amp; Systems</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>400,000</b>	<b>-</b>	<b>-</b>	<b>400,000</b>	
Novus modules	Tier III	-	-	-	400,000	-	-	400,000	400,000
<b>Total</b>		<b>108,234,284</b>	<b>9,038,670</b>	<b>6,071,256</b>	<b>6,126,410</b>	<b>9,250,000</b>	<b>4,300,000</b>	<b>34,786,336</b>	

## CIP DETAILS: Operations

	Tier	Pre-FY2020	FY 2020	FY 2021	FY 2022	Yrs 4 - 6	Yrs 7 - 10	Ten Year Total	Project Total
<b>Fixed route</b>		<b>120,000</b>	<b>4,825,000</b>	<b>4,929,000</b>	<b>5,129,000</b>	<b>14,787,000</b>	<b>19,716,000</b>	<b>49,386,000</b>	
Website	Tier III	-	-	-	200,000	-	-	200,000	200,000
Increased bus service	Tier I/Tier II	-	2,000,000	2,899,000	2,899,000	8,697,000	11,596,000	28,091,000	28,091,000
Sustainable Services Reserve in district	Tier II	-	300,000	300,000	300,000	900,000	1,200,000	3,000,000	3,000,000
STIF Grant Administration	Tier I/II	120,000	280,000	280,000	280,000	840,000	1,120,000	2,800,000	2,920,000
Fare Management System	Tier I	-	765,000	-	-	-	-	765,000	765,000
Low Income Pass	Tier I/Tier II	-	750,000	750,000	750,000	2,250,000	3,000,000	7,500,000	7,500,000
Student Transit Pass	Tier I/Tier II	-	730,000	700,000	700,000	2,100,000	2,800,000	7,030,000	7,030,000
<b>Medicaid</b>		<b>-</b>	<b>12,028,375</b>	<b>12,028,375</b>	<b>12,028,375</b>	<b>36,085,125</b>	<b>48,113,500</b>	<b>120,283,749</b>	
NEMT - State Reimbursed	Tier I	-	548,275	548,275	548,275	1,644,825	2,193,100	5,482,750	5,482,750
NEMT - Trillium	Tier I	-	10,371,450	10,371,450	10,371,450	31,114,350	41,485,800	103,714,500	103,714,500
Waivered - Non-Medical	Tier I	-	1,108,650	1,108,650	1,108,650	3,325,950	4,434,600	11,086,499	11,086,499
<b>Specialized Services</b>		<b>5,000</b>	<b>8,948,527</b>	<b>8,612,427</b>	<b>8,512,427</b>	<b>25,537,281</b>	<b>34,049,708</b>	<b>85,660,370</b>	
<b>Out-of District</b>									
Rural ADA Fleet PM	Tier I	-	59,800	59,800	59,800	179,400	239,200	598,000	598,000
Oakridge Diamond Express	Tier I	-	227,938	227,938	227,938	683,814	911,752	2,279,380	2,279,380
Rhody Express	Tier I	-	420,006	420,006	420,006	1,260,018	1,680,024	4,200,060	4,200,060
<b>Lane County Provider</b>									
Florence/Yachats (LCOG)	Tier I/Tier II	5,000	25,000	25,000	25,000	75,000	100,000	250,000	255,000
Florence/Yachats Connector	Tier II	-	40,000	-	-	-	-	40,000	40,000
Florence-Eugene	Tier I/Tier II	-	32,000	32,000	32,000	96,000	128,000	320,000	320,000
Florence-Eugene (LCOG)	Tier I/Tier II	-	8,000	8,000	8,000	24,000	32,000	80,000	80,000
Sustainable Services Reserve	Tier I/Tier II	-	-	18,900	18,900	56,700	75,600	170,100	170,100
<b>In-District Accessible Services</b>									
Metro ADA Fleet PM	Tier I	-	299,000	299,000	299,000	897,000	1,196,000	2,990,000	2,990,000
Crucial Connections	Tier I	-	7,500	7,500	7,500	22,500	30,000	75,000	75,000
DD Services	Tier I	-	3,250,000	3,250,000	3,250,000	9,750,000	13,000,000	32,500,000	32,500,000
Lane County Coordination Mobility Management	Tier I	-	140,861	140,861	140,861	422,583	563,444	1,408,610	1,408,610
Mental Health and Homeless	Tier I	-	115,532	115,532	115,532	346,596	462,128	1,155,320	1,155,320
Metro ADA Ops and Shopper Services	Tier I	-	2,622,759	2,622,759	2,622,759	7,868,277	10,491,036	26,227,590	26,227,590
Pearl Buck	Tier I	-	147,597	147,597	147,597	442,791	590,388	1,475,970	1,475,970
Transit Host	Tier I	-	76,960	76,960	76,960	230,880	307,840	769,600	769,600
Travel Training	Tier I	-	73,258	73,258	73,258	219,774	293,032	732,580	732,580
Veterans Transportation	Tier I	-	15,000	15,000	15,000	45,000	60,000	150,000	150,000
Volunteer Escort	Tier I	-	222,941	222,941	222,941	668,823	891,764	2,229,410	2,229,410
<b>Specialized Services</b>									
Mobility as a service - CG & Eugene	Tier I/Tier II	-	715,000	650,000	650,000	1,950,000	2,600,000	6,565,000	6,565,000
South Lane Services	Tier I	-	99,375	99,375	99,375	298,125	397,500	993,750	993,750
South Lane Wheels Demand Plan	Tier I	-	100,000	-	-	-	-	100,000	100,000
Mobility Management Plan	Tier I/Tier II	-	250,000	100,000	-	-	-	350,000	350,000

## CIP DETAILS: Operations

	Tier	Pre-FY2020	FY 2020	FY 2021	FY 2022	Yrs 4 - 6	Yrs 7 - 10	Ten Year Total	Project Total
<b>Point2point</b>		<b>316,663</b>	<b>1,691,966</b>	<b>641,458</b>	<b>487,082</b>	<b>481,788</b>	<b>-</b>	<b>3,302,294</b>	<b>3,618,957</b>
Congestion Mitigation Project	Tier I	-	29,875	29,875	-	-	-	59,750	59,750
Get There (formerly DLC) - Rideshare (LTD)	Tier I/Tier III	74,575	72,236	72,235	44,561	89,122	-	278,154	352,729
Stages of Change Campaign Pilot	Tier II	-	20,528	20,528	-	-	-	41,056	41,056
Get There Rideshare Transition Management (ODOT)	Tier I	4,018	19,241	19,240	-	-	-	38,481	42,499
ODOT Vanpool management	Tier I/III	2,361	20,070	20,070	-	-	-	40,140	42,501
SRTS Outreach Support	Tier I	52,040	-	-	-	-	-	-	52,040
SRTS Outreach and Encouragement Program, 19-21	Tier III	-	-	-	50,150	50,150	-	100,300	100,300
Safe Routes to School Bike Ped Expansion	Tier I	-	57,382	57,382	57,382	-	-	172,146	172,146
Safe Routes to Schools Regional Program	Tier I & III	-	426,767	-	133,200	133,200	-	693,167	693,167
Transportation Options - TDM	Tier I	102,715	406,002	71,666	-	-	-	477,668	580,383
Transportation Options - Rideshare	Tier I	80,954	111,546	111,546	-	-	-	223,092	304,046
UO Gateway Project	Tier I	-	186,359	-	-	-	-	186,359	186,359
Vanpool	Tier I	-	196,234	-	-	-	-	196,234	196,234
SRTS Bicycle Parking	Tier I	-	45,426	45,426	-	-	-	90,852	90,852
Mobility Management - SRTS	Tier I	-	100,300	-	-	-	-	100,300	100,300
SRTS Volunteer & SRTS Program	Tier II	-	-	94,613	98,351	99,202	-	292,166	292,166
SRTS Springfield Public Schools Coordinator	Tier II	-	-	98,877	103,437	110,114	-	312,428	312,428
<b>Total</b>		<b>441,663</b>	<b>27,493,868</b>	<b>26,211,259</b>	<b>26,156,884</b>	<b>76,891,194</b>	<b>101,879,208</b>	<b>258,632,413</b>	<b>259,074,076</b>



# Public Hearing



# Appendix

# CIP Summary: 2020-2029

## CIP DETAILS: State of Good Repair

Tier	Pre-FY2020	FY 2020	FY 2021	FY 2022	Yrs 4 - 6	Yrs 7 - 10	Ten Year Total
<b>FUNDING SOURCES</b>	<b>267,758</b>	<b>15,899,263</b>	<b>29,894,517</b>	<b>24,255,395</b>	<b>42,548,061</b>	<b>36,245,230</b>	<b>148,842,465</b>
Federal	209,360	12,404,257	16,433,505	3,400,000	2,400,000	-	34,637,762
State	-	305,141	2,150,000	-	-	-	2,455,141
Local	-	-	-	-	-	-	-
General Fund	58,398	3,189,865	2,248,483	850,000	600,000	-	6,888,348
Unidentified	-	-	9,062,529	20,005,395	39,548,061	36,245,230	104,861,214

## CIP DETAILS: Improvement Projects

Tier	Pre-FY2020	FY 2020	FY 2021	FY 2022	Yrs 4 - 6	Yrs 7 - 10	Ten Year Total
<b>FUNDING SOURCES</b>	<b>108,234,284</b>	<b>9,038,670</b>	<b>6,071,256</b>	<b>6,126,410</b>	<b>9,250,000</b>	<b>4,300,000</b>	<b>34,786,336</b>
Federal	75,406,000	1,931,776	2,260,531	20,531	-	-	4,212,838
State	22,787,537	3,943,040	1,727,012	5,000,000	-	-	10,670,051
Local	1,639,900	42,619	2,719	-	-	-	45,337
General Fund	8,400,847	3,121,236	2,080,995	705,879	600,000	800,000	7,308,110
Unidentified	-	-	-	400,000	8,650,000	3,500,000	12,550,000

# CIP Summary: 2020-2029

## CIP DETAILS: Operations

	Tier	Pre-FY2020	FY 2020	FY 2021	FY 2022	Yrs 4 - 6	Yrs 7 - 10	Ten Year Total
<b>FUNDING SOURCES</b>		<b>441,663</b>	<b>27,493,868</b>	<b>26,211,259</b>	<b>26,156,884</b>	<b>76,713,378</b>	<b>101,879,208</b>	<b>258,632,413</b>
Federal		52,040	4,644,351	3,720,136	3,683,795	10,896,917	14,529,222	37,474,419
State		379,074	18,100,997	18,716,531	18,286,857	54,589,672	72,600,250	182,294,306
Local		-	303,941	356,154	358,434	951,977	1,192,192	3,162,698
General Fund		10,549	4,444,579	3,418,439	3,399,886	10,180,157	13,557,544	35,000,606
Unidentified		-	-	-	427,911	272,472	-	700,383

## CIP DETAILS: Total

	FY 2020	FY 2021	FY 2022	Yrs 4 - 6	Yrs 7 - 10	Ten Year Total
State of Good Repair	15,899,263	29,894,517	24,255,395	42,548,061	36,245,230	148,842,465
Improvement Projects	9,038,670	6,071,256	6,126,410	9,250,000	4,300,000	34,786,336
Operations	27,493,868	26,211,259	26,156,884	76,891,194	101,879,208	258,632,413
<b>Total</b>	<b>52,431,801</b>	<b>62,177,032</b>	<b>56,538,689</b>	<b>128,689,255</b>	<b>142,424,438</b>	<b>442,261,214</b>

81% of non-ops spend is for SGR

# Process: Vetting Criteria

## 11 Criteria

- Alignment with agency strategic objectives
- Project deferral implications
- Operating budget/organizational capacity/resources
- Environmental impact
- Feasibility of implementation
- Ridership/quality of service delivery
- Economic impact
- Alternatives considered
- Public/private partnerships/contractual relationships
- Project interdependencies or conflicts
- Other benefits

# Process: Project Classifications

## Operations

- These projects expand or maintain the District's services including preventative maintenance projects, ADA paratransit services, contracted services, and single-occupancy-vehicle (SOV) alternatives.

## Safety and Security

- These projects deal with the acquisition, implementation, and enhancement of security and safety programs that support the delivery of transportation service.

## Fleet

- These projects relate to the rehabilitation, replacement, or expansion of revenue and non-revenue vehicles used by the District across all modes.

## Facilities

- These are projects that fund the design, purchase, installation, construction, and rehabilitation of the District's administrative and station facilities, shelters, bus signage, pedestrian access, bicycle access, functional landscaping improvements, and other passenger amenities.

## Frequent Transit Network

- These projects encompass the planning, design, purchase, installation, and construction of service that increases capacity along major transportation corridors. The FTN strengthens regional connectivity by tying service and investment decisions to the level of development along corridors.

## Technology Infrastructure & Systems

- These projects deal with the acquisition, implementation, and enhancement of hardware, software, technology, infrastructure, and video and communications equipment.

# Vetting Criteria Definitions

- Project Deferral Implication – To what extent will deferring a project create unsafe conditions and/or cause noticeable disruption to the level of service or user benefits and/or put the District out of compliance with legal, compliance, or regulatory mandates?
- Feasibility of Implementation – What is the likelihood that the project will be completed within the requested budget and schedule?
- Operating Budget/Organizational Capacity/Resources – What impact will the project have on the operating budget and resources of the District and will the ongoing costs be sustainable given the projected incoming revenue sources?

# Vetting Criteria Definitions *(continued)*

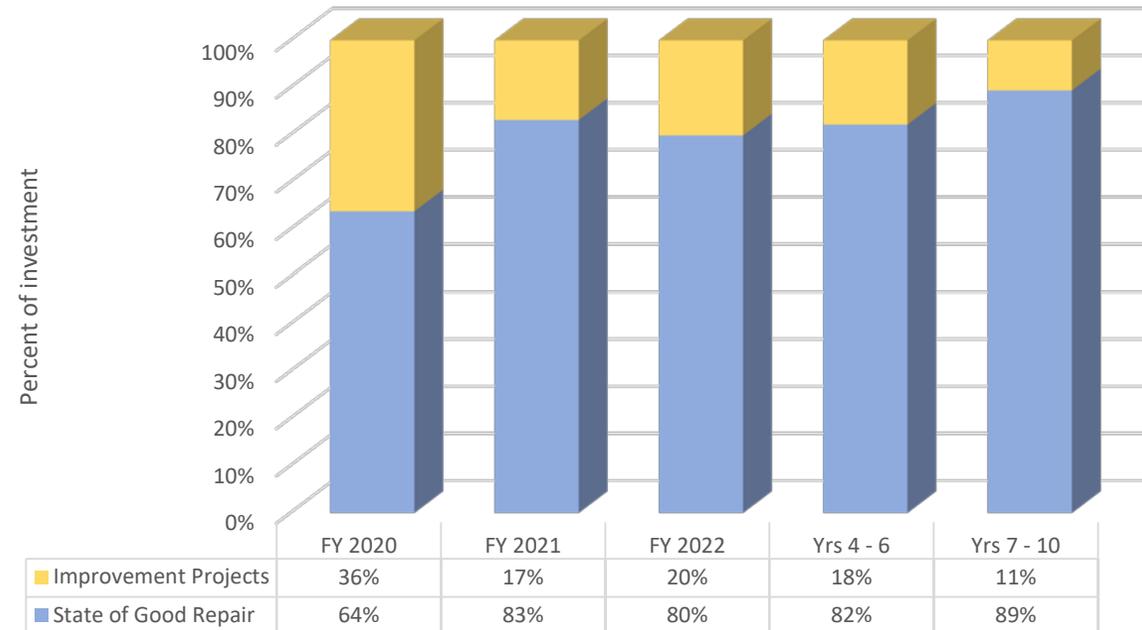
- Other Benefits - What benefits (beyond ridership/quality of service delivery) does the project have to the community (e.g., data insight, better transparency)?
- Ridership/Quality of Service Delivery – What impact will this project have on ridership, quality of service delivery, and benefits to the community?
- Economic Impact – How will a project increase the District’s revenue, create jobs, and/or improve the local economy?
- Environmental Impact – How will a project preserve the natural environment, conserve natural resources, reduce pollution, or otherwise contribute to a sustainable community?

# Vetting Criteria Definitions *(continued)*

- Alignment with Agency Strategic Objectives – To what extent does this project align with the District’s strategic objective “to provide people with the independence to achieve their goals and to create a more vibrant, sustainable, and equitable community”?
- Alternatives Considered – What additional options exist to address the project’s objectives (e.g., extend the life of existing assets, compress space, change routes, etc.)
- Public/Private Partnerships/Contractual Relationships – Coordinating through a contract a public or private partnership (e.g., IGA with the City of Eugene, Eugene Mobility on Demand contract)
- Project Interdependencies or Conflicts – What impact does this have on other proposed or existing District projects? Does this project conflict with any other project or initiative?

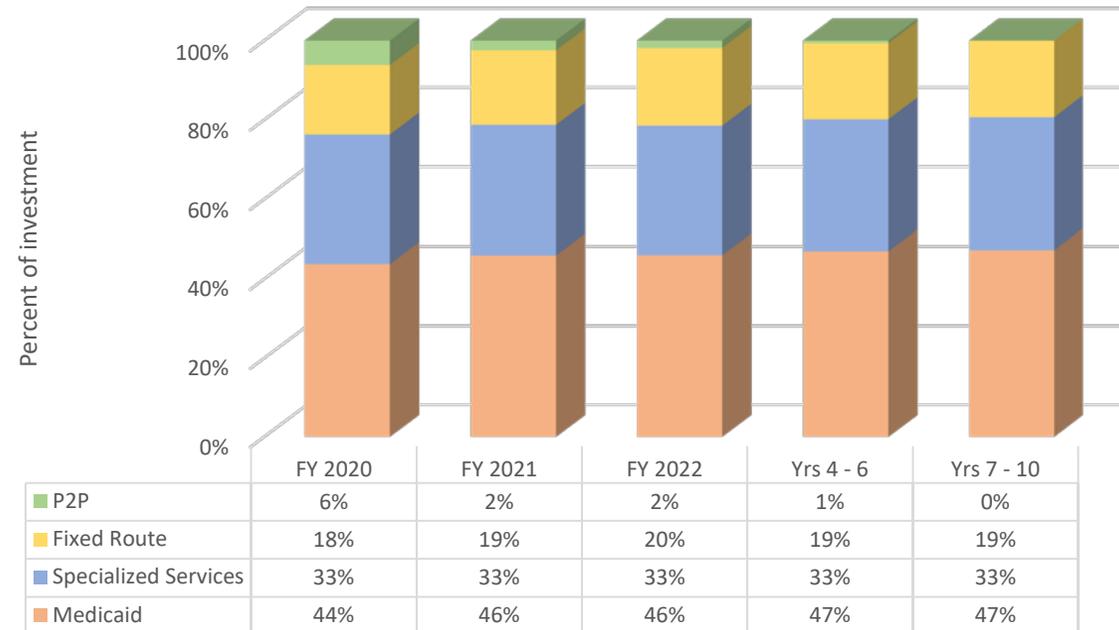
# 10 year CIP Plan

Non-Operational projects



# 10 year CIP Plan

Operating Projects





## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 22, 2019

**ITEM TITLE:** BOARD MEMBER REPORTS

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

**ACTION REQUESTED:** None. Information Only

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**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. **Strategic Planning Committee (SPC):** This committee generally meets monthly and is composed of Board Members Carl Yeh and Emily Secord, members of local units of government, and community representatives. At the October 1 meeting, committee members discussed the MovingAhead and Transit Tomorrow projects.
2. **LTD Board Budget Committee:** The Budget Committee is composed of all seven Board members and seven citizen members. The Budget Committee meets multiple times a year to give guidance regarding LTD's annual budget. Each LTD Board member selects one citizen member to fill a term of three years. At the October 2 meeting, committee members reviewed and discussed the Fiscal Year (FY) 2020-2029 Community Investment Plan.
3. **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 October 3 meeting, committee members approved an amendment to the FY18-21 MTIP; discussed the OMPOC event and survey; received a Beaver Hunsaker update; and received a presentation on LTD's Student Transit Pass, EmGo, and Electronic Fare System.
4. **Ad Hoc Sustainability Committee:** This is an ad hoc committee that has been created for the purpose of reviewing the District's sustainability Policies. The committee is composed of Board members Kate Reid, Joshua Skov, and Don Nordin. At the October 4 meeting, committee members discussed and established the goals of the committee. The developed goals consisted of connecting transit and climate change (when legislation appears), developing mission statement verbiage, requesting a cost benefit analysis on fleet decisions, and developing an overarching policy for partnership with other agencies.
5. **LTD Board Finance Committee:** The Board Finance Committee is composed of Board Members Carl Yeh, Emily Secord, and Joshua Skov. The committee meetings are scheduled for the second Monday of each month. At the October 7 meeting, committee members reviewed contracts to be presented to the Board for approval.
6. **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 October 10 meeting, board members received an Executive Committee Report, an Advisory Council Report, and a Financial Report.
7. **Oregon Metropolitan Planning Organization Consortium (OMPOC):** The Oregon Metropolitan Planning Organizations (MPO) Consortium was formed on May 25, 2005, as a forum for MPO's 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 October 11 meeting, committee members held a legislative session roundtable; discussed implementing the Statewide Transportation Strategy Letter from Governor Brown; held discussion regarding the upcoming legislative session; discussed the OMPOC Summit; discussed state

performance measures; received an ODOT update; received a tour of Josephine County Transit's new electric bus and discussed route features and planning decisions.

**NO MEETINGS HELD:**

1. **Lane Area Commission on Transportation (LaneACT):** In 2009 the Oregon State Legislature directed Lane County to develop an Area Commission on Transportation (ACT). Commission membership includes representatives from Lane County, cities within the county, LCOG, and LTD, and meets on the second Wednesday of the month. Board Member Don Nordin serves as LTD's representative on the LaneACT. The October 9 meeting was canceled. The next meeting is scheduled for November 7.
2. **LTD Pension Trust Committee:** LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. The pension trustees generally meet three times a year, and Board Member Steven Yett serves as one of the trustees. The next meeting is scheduled for November 12.
3. **Main Street Projects Governance Team:** This committee was formed to provide informed direction and collaborative decision making to support the Main Street-McVay Transit Study and four other concurrent projects along Main Street in Springfield. Board Members Steven Yett and Kate Reid serve as LTD's representatives on this committee. The next meeting is scheduled for December 2.
4. **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 has not been scheduled.
5. **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.
6. **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.
7. **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.
8. **Ad Hoc Communications Committee:** This is an ad hoc committee that has been created for the purpose of reviewing the District's communications. The committee is composed of Board members Kate Reid, Joshua Skov, and Caitlin Vargas. The next meeting has not been scheduled.
9. **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 next meeting has not been scheduled.
10. **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.



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 22, 2019  
**ITEM TITLE:** CONSENT CALENDAR  
**PREPARED BY:** Camille Gandolfi, Clerk of the Board  
**ACTION REQUESTED:** Adoption

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**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 October 22, 2019, consists of:

- Approval of the Minutes from the September 16, 2019, Board Work Session
- Approval of the Minutes from the September 18, 2019, Regular Board Meeting
- Approval of the Delegated Authority Report – SEPTEMBER
- Approval of the Amendment: Intergovernmental Agreement No. 2019-07: City of Cottage Grove
- Approval of the Board Use of District Resources Policy

**ATTACHMENT:**

- 1) Minutes from the September 16, 2019, Board Work Session
- 2) Minutes from the September 18, 2019, Regular Board Meeting
- 3) Delegated Authority Report – SEPTEMBER
- 4) Amendment: Intergovernmental Agreement No. 2019-07: City of Cottage Grove
- 5) Board Use of District Resources Policy

**PROPOSED MOTION:** I move adoption of LTD Resolution No. 2019-10-22-056; It is hereby resolved that the Consent Calendar for [Click here to enter a date.](#), is approved as presented [amended].

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

WORK SESSION

Monday, September 16, 2019

Pursuant to notice given to *The Register-Guard* for publication on September 11, 2019, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a Special Board meeting on Monday, September 16, 2019, beginning at 4:00 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

Present: Carl Yeh, President  
Kate Reid, Vice President  
Josh Skov, Secretary  
Don Nordin, Treasurer  
Caitlin Vargas  
Emily Secord  
Aurora Jackson, General Manager  
Sean Walker, General Counsel  
Camille Gandolfi, Clerk of the Board  
Jack Moran, Minutes Recorder

Absent: Steven Yett

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

**PRELIMINARY REMARKS BY BOARD PRESIDENT** — None.

**COMMENTS FROM THE GENERAL MANAGER** — None.

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

**ITEMS FOR INFORMATION**

**GREENHOUSE GAS INVENTORY RESULTS** — Kelly Hoell, Sustainability Program Manager, provided the Board with results of LTD's first greenhouse gas (GHG) inventory. Supporting documentation was included in the meeting agenda packet.

Ms. Hoell said her presentation included two types of results: Impacts from transit, and benefits associated with offering public transportation in the community. She said the inventory provides a baseline to help LTD understand what actions could be taken to reduce emissions over time, and also aids understanding of LTD's service impacts as a whole.

Ms. Hoell explained that the analysis employed best practices from industry leading protocols and looked at both the net GHG benefits and impacts of transit. She said that while transit produces emissions, it also offers ridership and land-use benefits. Ms. Hoell spoke about GHG accounting, and said LTD's activities have responsibility for four greenhouse gases: carbon dioxide, nitrous oxide, methane and hydrofluorocarbons. She mentioned that GHG accounting involves analysis of shared as well as direct emissions sources.

Ms. Hoell said looking at both direct and indirect GHG accounting can help identify where LTD has opportunities to manage emissions. She explained GHG emissions from Fiscal Year (FY) 2018 show that fleet dwarfs all other emissions sources. But emissions from fuel production, as well as from other goods and services, also matter.

Ms. Hoell said fleet emissions were fairly consistent between 2012 and 2018, and represented more than 94 percent of emissions LTD fully controls. The analysis broke down fleet emissions by service type, and demonstrated fixed-route service is the largest share of total emissions. EmX and RideSource emissions are similar in scale, and a noticeable increase in GHG emissions involving EmX in 2018 corresponded with opening of the EmX West route.

Diesel represents the bulk of fuel used by LTD. Gasoline is also used. Five percent of LTD fleet fuel consumption is from renewable biodiesel and ethanol gasoline. Ms. Hoell said LTD has the opportunity to address fleet emissions. She added that indirect, supply-chain emissions vary dramatically depending on budget and major project costs.

Ms. Hoell then spoke about GHG benefits and impacts from transit. Ridership benefit looks at reduced vehicle miles traveled by people taking the bus rather than using a personal automobile. Ridership benefits from transit are more than twice the emissions produced by transit operations. This demonstrates public transit is important to reducing emissions in the community.

The presentation also showed that transit investments can lead to compact development, resulting in land-use emissions benefits. Eugene-Springfield emissions from passenger vehicles could have been 25 percent larger than they are today, without LTD operating in the community.

Next steps include electric bus procurement through a contract with Washington State; a technology and fuel analysis for LTD's long-term fleet plan; GHG reduction modeling for goal-setting; and a sustainability policy update.

Ms. Hoell said staff will return to the Board with a more in-depth analysis involving a triple bottom-line approach to understanding financial costs, environmental benefits, and social benefits associated with switching fuels or technology over time.

Ms. Hoell shared with the Board four key points of the analysis:

- When considering GHG emissions and transit, the best way to address climate change is to get people on the bus. LTD is part of the solution related to climate change.
- LTD should focus on fleet but consider upstream energy production and other "lifecycle" emissions in addition to direct fleet emissions.
- Emissions reductions are possible.
- LTD should seek low-carbon construction materials.

In response to a question from Mr. Nordin regarding American Bus Benchmarking Group (ABBG) data, Ms. Hoell said there are opportunities to look at LTD's emissions compared to those reported by other entities, but that not all other transit agencies have done this level of analysis. She said trends seen in the inventory are similar to those involving other transit agencies with which she has worked.

Assistant General Manager Mark Johnson added that a sustainability element is included in the ABBG measurements, but that he did not think any other agency involved in the group had done an initial GHG inventory.

In response to a question from Ms. Reid regarding if any modeling relates to the proposed design of Transit Tomorrow, Ms. Hoell said the analysis can be used to look at the benefits of the current system as well as at potential changes associated with Transit Tomorrow.

In response to a question from Mr. Yeh about the best alternative to reducing emissions in case electric vehicles are not readily available for purchase, Ms. Hoell said an upcoming analysis is designed to answer that question. She said a variety of actions are possible.

Mr. Nordin sought clarification on a portion of the presentation dealing with fuel types, and mentioned the analysis did not include hydrogen. In response, Ms. Hoell explained different fuel blends and said hydrogen is part of a long-term fleet procurement plan that will be presented to the Board in the future.

Ms. Reid asked if the long-term plan will include a full cost analysis. Ms. Hoell replied that it will estimate so-called life-cycle costs. She said some sources will be based on estimates while others will be more precise.

In response to a question from Mr. Yeh about when it makes sense to dispose of an older bus, Ms. Hoell said a full report outlining GHG inventory results will address the topic of when it makes environmental sense to replace an older vehicle with a new one. She said it generally makes sense to replace energy intensive vehicles with more-efficient vehicles.

**GENERAL MANAGER FY19-20 ANNUAL PERFORMANCE GOALS** — A handout was provided to Board members during the meeting. Board members reviewed the draft prior to discussion.

Mr. Yeh summarized each of the three performance goals included in the handout. They include communication; project management of specific deliverables; and the district’s internal climate.

Ms. Vargas asked how the goals relate to the general manager’s contract. General Counsel Sean Walker said outcomes would not require any contract renegotiation.

Ms. Secord inquired about the timeline. Mr. Yeh acknowledged being behind schedule following the dissolution of LTD’s Human Resources Committee.

General Manager Aurora Jackson said the draft document includes goals that are not easily attainable, but that her intention is to meet each one of them.

Mr. Skov sought clarification on the Board’s involvement in revising the goals. Mr. Yeh said the goals should be satisfactory to the entire Board.

In response to concerns from Mr. Skov regarding the level of detail included in parts of the draft, Ms. Jackson pointed out that the draft calls for her to submit quarterly reports to the Board regarding project management of specific deliverables, such as TouchPass implementation. She offered to provide more-detailed information if that is the Board’s desire. Ms. Jackson added that she wants to know about any specific expectations the Board has of her.

In response to a question from Mr. Nordin, Board members briefly discussed contract extensions and project timelines.

Mr. Skov raised additional questions regarding usage goals listed under Goal #2. Ms. Jackson replied that the goals are extremely ambitious, and explained in response to a specific question that one goal seeks to have 75 percent of students participate in LTD’s Student Pass Program. She said it is not a ridership goal but rather a TouchPass implementation goal.

Ms. Vargas asked about potentially revisiting the topic given limited time scheduled at the meeting for discussion. Clerk of the Board Camille Gandolfi offered that the intention had been for Board members to review the goals and then email feedback to her before moving forward with any further action.

Mr. Yeh said the Board will have time for further discussion at a public meeting in October.

**ADJOURNMENT** — Mr. Yeh adjourned the meeting at 5:08 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, September 18, 2019

Pursuant to notice given to *The Register-Guard* for publication on September 11, 2019, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a regular Board meeting on Wednesday, September 18, 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  
Don Nordin, Treasurer  
Josh Skov, Secretary  
Emily Secord  
Caitlin Vargas  
Steven Yett  
A.J. Jackson, General Manager  
Sean Walker, 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 announced that the student pass program was initiated in September and he had received positive feedback from the community. The program was his dream as a new Board member and he hoped it would help create future transit riders. He encouraged Board members to participate at least one day in the Get There challenge.

**COMMENTS FROM THE GENERAL MANAGER** — Ms. Jackson said approximately 500 people had already signed up for the new EmGo service in downtown Eugene. She noted the new Get There program replaced the Drive Less Connect program.

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

**BOARD CALENDAR** — Ms. Jackson reviewed upcoming events on the Board's calendar, including kickoff of the University of Oregon/LTD Sustainable City partnership.

**EMPLOYEE OF THE MONTH – OCTOBER** — The Board recognized IT Systems Manager Steve Parrott as the October 2019 Employee of the Month. Mr. Yeh presented Mr. Parrott with his award and thanked him for his outstanding service and dedication to LTD's mission. Mr. Parrott thanked the Board for his award and thanked the IT team for helping him achieve his accomplishments.

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

**Rob Zako**, Eugene, representing Better Eugene-Springfield Transportation (BEST), noted a public hearing on MovingAhead was scheduled for Monday, October 21, 2019. He said if he was a frequent transit rider, he would want all EmX everywhere because it was ten minute service. If he was a business owner, he would be skeptical about who was paying for the improvements and prefer the no build option. A climate change activist would support increasing service by operating buses everywhere people wanted to go instead of investing in infrastructure. He said while those views were reflected in the community, it was likely that few opinions would be offered at the hearing. He said BEST would offer some recommendations, but they would be half-hearted because there was not enough information available to strongly support a specific package. He said BEST had questions

about funding, service, inter-operability with other corridors, and wanted to see a strategic plan for implementation and support would be conditional.

**BOARD MEMBER REPORTS** — Mr. Nordin reported that the LaneACT (Area Commission on Transportation) met in Florence and selection of the new Oregon Department of Transportation director Kris Strickler was announced.

**ITEMS FOR ACTION AT THIS MEETING**

**MOTION** **Consent Calendar** — Ms. Reid moved adoption of LTD Resolution No. 2019-09-18-051: It is hereby resolved that the Consent Calendar for September 18, 2019, is approved as presented. Ms. Vargas provided the second. The Consent Calendar consisted of the Minutes of the August 21, 2019, Regular Meeting; Delegated Authority Report - August; Declare a Need for Property: Green Lane Corner Improvement; and Drug and Alcohol Policy Revision.

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

AYES: Nordin, Reid, Secord, Skov, Vargas, Yeh, Yett (7)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

**Board Use of District Resources** — Ms. Jackson said a policy regarding use of District resources was requested by the Board president and the proposed policy had been reviewed by legal counsel.

Mr. Yeh explained there had been an increasing number of information requests made of LTD staff. He said while Board members had the right to request information, there were seven individuals on the Board. For that reason, a request that would take more than three hours of staff time or cost the District more than \$50 outside of the staff time involved would need to come before the entire Board.

Ms. Reid concurred with the policy. She said the City of Eugene had a similar policy to assure the City Manager's Office was not overwhelmed and able to respond to the Council's requests. The policy established clear guidance for Board members and staff.

Mr. Skov agreed with the policy and said requests for information should go through the general manager. He said meeting agendas should include sufficient time to discuss Board members' information needs to avoid suppressing information.

Ms. Jackson assured Board members that she was always available to respond to information requests and provide support. If the information was readily available she could provide it immediately; if the request was large and would involve significant research by staff, it would go before the Board for discussion.

Ms. Secord suggested including a clause regarding a situation in which extenuating circumstances applied. She felt the Board had a responsibility for due diligence and did not want to see a potentially important conversation delayed.

Mr. Yett asked to have language added that would require the Board president or general manager to provide reasonable detail justifying the amount of time required to respond to an information request. Common sense should be a deciding factor.

Ms. Reid suggested an amendment to Section 5 of the proposed policy as follows:

"A Director's request for the use of District Resources that either exceeds three (3) hours, *with sufficient explanation*, or has a Financial Impact..."

Mr. Skov asked if staff time referred to LTD staff, not the general manager's time. Ms. Jackson said that was correct.

Ms. Secord clarified that her request was to supersede the resolution if there were extenuating circumstances.

MOTION Ms. Reid moved adoption of LTD Resolution No. 2019-09-18-054: It is hereby resolved that the LTD Board of Directors adopts a resolution establishing the Board Use of District Resources Policy as amended. The amendment was to Section 5 to read as follows: "A Director's request for the use of District Resources that either exceeds three (3) hours, *with sufficient explanation*, or exceeds fifty (\$50) dollars shall be submitted to the Board President for inclusion at the next regularly scheduled Board of Directors' meeting. Such request will be fulfilled upon the affirmative vote of a majority of the Board."

Ms. Secord questioned whether there should be language added regarding extenuating circumstances.

Mr. Walker said the term "extenuating circumstances" should be defined to determine what would qualify.

Ms. Secord said her concern was that if the Board had to approve any information request that required more than three hours of time or cost more than \$50, work on an issue about which the Board should have information immediately could be delayed until the next meeting.

Ms. Reid commented that any issue of that magnitude would likely already have been brought to the Board's attention with work attached to it. She saw the resolution as addressing only information requests from Board members, not information that was provided to the Board as a matter of course.

Ms. Secord reiterated her concern that there could be a situation in which only one Board member was aware of an issue and it could take six weeks to have that discussion with the entire Board.

Ms. Jackson shared her experience in a prior organization wherein if a Board member's request for information that was within the timeframe the response was provided to all Board members to assure the entire Board had access to the information.

Ms. Secord said the nature of the information was not her concern. If there was an emergency situation and Board approval was needed to have a request for information completed, there would be a significant amount of time before the request could be acted upon.

Mr. Yeh commented that if an emergency situation did occur, staff would act immediately to inform the Board whether or not a request for information was made by a Board member.

Mr. Walker said the intent behind the policy was to receive information that would not be received but for a Board member's request. The general manager had a duty to keep the Board informed of everything relating to the District and if there was an emergency situation it was Ms. Jackson's duty to inform the Board. He said the information referenced in the policy was only information that would not be communicated otherwise. He said the Board also had the option of calling a special or emergency meeting if an issue had to be immediately addressed.

Mr. Skov pointed out the delay that could occur if an information request was made the day following a Board meeting and could not be acted upon until the next meeting. He said that he felt that left a gray area regarding requests. He noted the policy did not specify that responses to requests for information would be shared with all Board members. Ms. Jackson said she shared that example in case the Board was interested in having that practice implemented.

Mr. Yett suggested removing the word "repetitive" from the title of Section 5 in the policy.

MOTION Restating her motion, Ms. Reid moved adoption of LTD Resolution No. 2019-09-18-054: It is hereby resolved that the LTD Board of Directors adopts a resolution establishing the Board Use of District Resources Policy as amended to change Section 5 to remove the words "Repetitive or..." in the title so it reads "Larger Requests for Use of District Resources" and to read "A Director's request for the use of District Resources that either exceeds three (3) hours, *with sufficient explanation*, or has a Financial Impact to the District that exceeds fifth (\$50) dollars shall be submitted to the Board President for

inclusion at the next regularly scheduled Board of Directors' meeting. Such request will be fulfilled upon the affirmative vote of a majority of the Board. *Section 6. Any information received by a Board member under this policy shall be shared to the entire Board.*" Mr. Yett 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

**Communications Analysis Recommendations** — Director of Specialized Services Cosette Rees reviewed LTD's mission and described the scope of work conducted by Celtis Ventures, Inc. during the communications analysis. She said the analysis concluded with five recommendations:

- Assure a positive, clear and consistent customer information experience.
- Formalize LTD's brand plan.
- Own the message.
- Optimize LTD's digital presence.
- Management: clarifying the roles and responsibilities within LTD and specifically within the new work group, and make sure foundational tools to aid success are created.

Ms. Rees said many of the foundational tools, such as marketing and brand plans, existed but had to be updated and consistently applied. She shared examples of ways in which the recommendations had been implemented to date, including:

- Renegotiated bus advertising contract to assure LTD branding
- Bench contracts to provide specialized services when needed
- Creation of a marketing and communications workgroup and developing new roles and responsibilities
- Coordination of marketing and media messaging and frequency
- Developed template for project marketing plans
- Develop sponsorship and giving policy

Ms. Rees indicated that an implementation plan for the Celtis report would be presented to the Board sometime in the next few months.

Ms. Reid commended staff for their efforts on the difficult task of redefining roles and responsibilities while continuing with ongoing work. She said she was pleased to see some cohesive branding appearing in the community.

Ms. Vargas asked about the difficulty in identifying EmGo as an LTD service when other partners were involved in the project. Ms. Rees said EmGo did present challenges because of the number of sponsors involved. She said the EmGo project emerged prior to completion of the communications analysis and staff did its best. EmGo was presented in the media as an LTD project in collaboration with partners.

Ms. Brand said Point2point had experienced similar challenges with its various initiatives and a goal was to address in a policy structure that provided clear guidance to staff on how to deal with project branding in a variety of scenarios, including multiple partners or sponsors.

Ms. Vargas asked if people should be corrected when they erroneously identify an agency as owning a project or service when the agency was actually a partner in an LTD project. Ms. Jackson said LTD was committed to a transportation system in Lane County that appeared seamless to the customer and the public. The District had reached out to Lane Council of Governments for support and a staff team was being established to do that. It was important to be cohesive rather than competitive.

In response to a question from Ms. Vargas, Ms. Brand said analytics of media and messaging efforts responses could be provided periodically in the agenda packet.

**MOTION** Mr. Vargas moved adoption of LTD Resolution No. 2019-09-18-055: It is hereby resolved that the LTD Board of Directors approves the adoption of a resolution to accept the recommendation contained in the Communications Analysis Report. Mr. Nordin 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

**Audio Minutes of Public Meetings** — Ms. Gandolfi explained the statutory requirements for maintaining a record public meetings. She said currently LTD was using both written minutes and audio recordings of all public meetings and the proposal was to transition to audio recordings. She said the cities of Eugene and Springfield had already made the transition and provided agenda packets and recordings online. The audio recordings would be linked to specific agenda items to allow users to skip to that point in the meeting. She said the intent was to improve transparency, provide information in a more timely and accurate manner and continue to modernize and improve internal processes.

Ms. Jackson said the new process would be used for all regular meetings, but the Board could still ask for written minutes instead of recordings in special circumstances, as it had in the past.

Ms. Gandolfi clarified that the new process did not affect the Board's recent decision to keep minutes of executive sessions that pertained to human resource matters.

In response to a question from Mr. Nordin, Ms. Gandolfi said once the transition occurs in January 2020 there would no longer be written minutes of the Board's meetings unless minutes were requested in a specific circumstance. An audio recording linked to the agenda would be available online within a few days of the meeting.

In response to a question from Mr. Skov, Ms. Gandolfi said LTD's agendas and audio recordings would be housed on the same website as that used for the Eugene City Council.

Mr. Yeh said he understood that many agencies were now transitioning to audio recordings only and there was some cost savings to be realized from the new process.

Mr. Skov remarked that he was somewhat ambivalent because written minutes were easy to search for specific information or actions.

Mr. Yeh determined there was consensus to move forward.

**Ad Hoc Sustainability Committee** — Mr. Yeh announced that he was prepared to appoint Ms. Reid, Mr. Skov, and Mr. Nordin to the new Ad Hoc Sustainability Committee, with Ms. Reid acting as chair, effective immediately.

Ms. Vargas pointed out that the proposal for the committee did not include information about staff time required. She wanted more information about the amount of staff time involved, frequency, and length of meetings to assure staff were not being overloaded by adding projects that were not relevant.

Ms. Jackson said more information would be available after the first committee meeting. Initially staff time would involve herself, Ms. Gandolfi, and Assistant General Manager Service Delivery Mark Johnson. Sustainability Program Manager Kelly Hoell would not attend if she had a scheduling conflict, but would try to make herself available. She said at first the primary work would be the committee's discussion of what recommendations it would make to the Board. If the recommendations involved significant staff work, that would have to be approved by the entire Board. She said ad hoc

committees were easy to support, but if it became permanent, significantly more staff resources would be required.

Mr. Skov said the intent was to use minimal staff time at the beginning. He said the committee would be doing things not currently being done by the Board or District. It was an effort to have volunteers undertake a significant effort for which there were not currently staff resources. He stressed it was policy making, not technical work.

Ms. Reid commented that an ad hoc committee was an appropriate place to begin policy discussions about how a special purpose transit district could address some of the issues raised in Mr. Skov's memorandum to the Board regarding a sustainability committee. She said Ms. Hoell's work would be integral to the decisions the committee would make regarding policy issues.

Mr. Skov noted that millions of people across the world would be participating in a climate strike beginning on September 20, 2019.

**ITEMS FOR INFORMATION/DISCUSSION** — None.

### **WRITTEN REPORTS**

**Monthly Financial Report - July** — Director of Finance Christina Shew provided highlights of the first month of FY2020. She said it was typical for the beginning of the fiscal year because of the timing of receipt of tax revenue and grant drawdowns. She noted key drivers for revenues and expenditures in the General Fund, Medicaid Fund, Accessible Services Fund, and Capital Projects Fund.

Mr. Nordin asked about the \$2.7 million contract with Pacific Power Group, LLC in the Delegated Authority Report included in the Consent Calendar. Ms. Jackson replied that the contract was the annual extension of a contract approved by the Board for purchase of Allison engines. She said the contract was continuously renewed based on needs. The District was not required to purchase engines, but the extension provided the authority for procurement if maintenance staff and mechanics determined a need. The extension provided the same pricing that was competitively bid in the original contract.

Mr. Skov asked if staff had engaged in discussions with the Oregon Department of Revenue (DOR) about problems in the past with take back of tax revenue that had been overpaid. Ms. Shew said there had been two meetings so far and they had provided insights into what factors were creating conditions over which LTD had no control. She said one option was for LTD to create a reserve and use it to assure tax revenues were not over estimated. She said further meetings were scheduled in October.

Ms. Jackson said the meetings had been very productive and LTD staff had a better understanding of which DOR reports would be most helpful in forming accurate assumptions about revenue, better forecasting, and improved communications with DOR in the future.

**Monthly Cash Disbursements - August** — There were no questions.

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

**Monthly Performance Reports - July** — There were no questions.

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

**Future Agenda Topics** — Mr. Yett asked how a Board member could get an item on the agenda for the next meeting.

Mr. Walker said typically that was governed by Board procedures, bylaws, and best practices. Generally a clerk of the Board or Board president did not have sole control of the agenda and any

Board member could add an item, although how that occurred was different in every entity depending on what procedures it had established.

Ms. Reid said in the past, Board members had an opportunity at the end of the meeting to request agenda items for information or discussion at future meetings.

Mr. Yeh said he worked with Board members to see that their requests for specific items got on future agendas, but legal counsel could research options for dealing with the issue when a Board president did not grant requests for agenda topics.

Mr. Yett clarified that he was not asking for an item to be on the agenda; he wanted something to be included in the agenda packet.

Mr. Yeh said requests could be made during a meeting or privately to him. He would confer with legal counsel on matters pertaining to setting the meeting agendas.

Ms. Secord noted that there had been requests in the past for information on strategic planning. Mr. Yeh said an upcoming Board retreat would engage specifically in strategic planning and he would forward that information to the Board.

**ADJOURNMENT** — Mr. Yeh adjourned the meeting at 7:11 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

\_\_\_\_\_  
Josh Skov  
Board Secretary

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

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

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

DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	SIGNER	NOTES
09/03/2019	Willamette Community Health Solutions dba Cascade Health	After Hours Injury Response Service	Fixed Unit Price	Sept. 1, 2019 - Aug. 31, 2024	5-year agreement	\$ 39,060.00	A. Jackson	
09/04/2019	City of Springfield	Booth Kelly Park & Ride	Indemnification and Hold Harmless	Sept. 1, 2019 - Aug. 31, 2020	1-year agreement	\$ 2,496.00	C. Beard	
09/09/2019	Wannamaker Consulting, Inc.	MovingAhead - Planning & NEPA Services	Fixed Price, Labor Hour	Sept. 1, 2019 - Aug. 31, 2020	1-year agreement	\$ 29,160.00	A. Jackson	
09/09/2019	Pearl Buck Center Incorporated	RideSource Transportation Service	Professional Services	July 1, 2019 - June 30, 2021	2-year agreement	\$ 118,077.00	A. Jackson	
09/09/2019	Lane Council of Governments	Origin & Destination Survey	IGA	Sept. 5, 2019 - Apr. 30, 2020	NA	\$ 88,030.00	A. Jackson	
09/09/2019	Eugene School District 4j	UO Football Game Day Park & Ride on Oct. 11, 2019	Use Permit	Oct. 11, 2019 - Oct. 11, 2019	NA	\$ 612.00	C. Beard	
09/17/2019	Lamar Transit, LLC	Transit Advertising Services	Revenue	Aug. 1, 2019 - June 30, 2026	7-year agreement + 3 option years	\$4,200,000.00	A. Jackson	
09/16/2019	JLA Public Involvement	MovingAhead Project Support Services	Firm, Fixed, Labor Hour	Sept. 1, 2019 - Aug. 31, 2020	1-year agreement	\$ 63,694.47	A. Jackson	
09/18/2019	Chambers Construction Company	Pheasant Station Handrail Replacement and Electrical Work	Amendment to Task Order	Sept. 13, 2019 - Dec. 31, 2019	NA	NA	J. McCormack	Amendment to Task Order 007 to Contract 2016-05 - solely changes dates
09/17/2019	PacificSource Community Solutions	Non-Emergent Medical Transportation	Memorandum of Understanding	Sept. 10, 2019 - Sept. 1, 2020	NA		A. Jackson	
09/20/2019	City of Springfield	Design Solution Business Outreach and Conceptual Design Optins for Main-McVay Transit Study	IGA	Sept. 20, 2019 - June 30, 2021	NA	\$ 95,000.00	A. Jackson	
09/25/2019	Smith Dawson & Andrews Associates, Inc.	Federal Government Relations Services	Firm, Fixed-Price with Fixed Monthly Fee	July 1, 2019 - June 30, 2023	4-year agreement	\$ 120,000.00	A. Jackson	
09/24/2019	Lane Council of Governments	Mobility Management, In-Person, Transportation Eligibility Assessments	IGA	July 1, 2019 - June 30, 2021	2-year base + one 2-year option		A. Jackson	
08/30/2019	Oregon Department of Transportation (ODOT)	Grant 33392 - Transportation Options	Grant	July 1, 2019 - Aug. 20, 2021	2-year agreement	\$36,839.55 grant \$4,216.45 match	A. Jackson	
09/30/2019	JLA Public Involvement	Amendment One to Contract 2019-80	Amendment	Sept. 1, 2019 - Aug. 31, 2020	1-year agreement	\$ 63,694.47	A. Jackson	Amends insurance language in contract



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 22, 2019

**ITEM TITLE:** AMENDMENT: INTERGOVERNMENTAL AGREEMENT (IGA) NO. 2019-07 - CITY OF COTTAGE GROVE

**PREPARED BY:** John Ahlen, Accessible Services Specialist

**DIRECTOR:** Cosette Rees, Director of Customer and Specialized Services

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

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

**PURPOSE:** To authorize the general manager to amend the IGA with the City of Cottage Grove in the amount of \$175,000, and to extend the duration of the IGA through August 28, 2020.

**CONTRACT METHOD:** Intergovernmental Agreement (IGA)

**REASON FOR CONTRACT TYPE:** Agreements with the City of Cottage Grove are intergovernmental.

**DESCRIPTION/JUSTIFICATION:** The Cottage Grove mobility on demand (MOD) pilot project is a transportation option that uses smart technology and special vehicles to provide a service that has no fixed schedules, no fixed-routes, and an infinite number of on-demand stops. Passengers share their ride and save money.

In response to peak demand, LTD temporarily authorized the City of Cottage Grove to test the addition of a second vehicle to meet anticipated service levels within reasonable wait times. Staff monitored this enhancement and confirmed there was a sustained demand, which justified the need for a second vehicle on an ongoing basis.

Another justification for extending the pilot is to allow LTD to test different service models and align the Cottage Grove MOD pilot with the timeline for the EmGo pilot project. Extending the pilot gives LTD further opportunities to test emerging technologies and collect additional data, which will inform the decision points that will be made if the pilot program is formally established.

**CONTRACT/PROJECT HISTORY:** The Cottage Grove Mobility on Demand pilot project was initiated on January 14, 2019, with a not-to-exceed contract maximum of \$146,760. The pilot program has a period of performance through February 1, 2020. This origin to destination, on-demand service is available within the Cottage Grove city limits. Fixed-route service changes in alignment with the pilot program became effective February 3, 2019. MOD fare is \$1, and all LTD fare instruments are accepted.

The program goals include:

- Proof of service model - to give LTD an opportunity to test an on-demand service model in an environment like Cottage Grove.
- Connect people to the community – LTD sought alternatives that served to remove transportation barriers and to connect residents to their community.
- Increase diversity – LTD is attempting to attract new ridership to public transportation.

As the pilot program began service, it became apparent for the need to deploy an additional vehicle to support peak service times, at 10:00 a.m. and 3:00 p.m. The program provider was asked to provide a quote for this second vehicle to support the additional service for the remainder of the pilot program period, which is estimated at \$49,350.

The additional contract amendment and contract extension puts the total contract value at \$321,760, which requires Board approval.

**PROCUREMENT IMPACT:** N/A

**POLICY IMPACT:** In accordance with LTD Resolution No. 2017-03-15-011, the Board must review and approve all contracts exceeding \$149,999, and all individual or cumulative contract amendments and change orders that exceed the lesser of \$150,000 or ten-percent (10%) of the initial contract value.

**ECONOMIC IMPACT:** The funds necessary to sustain a second vehicle during peak service hours and extend the length of the Cottage Grove MOD pilot project are within the current approved budget.

**FUNDING SOURCE:** The Cottage Grove MOD pilot project is funded as part of the Oregon STIF program.

**REQUIRED REPORTING:** LTD will follow required reporting procedures, which will include reporting project outcomes to the Board.

**CONSIDERATIONS:** The Board is being advised to take the following action: approve an amendment to IGA 2019-07, authorizing an additional \$175,000 to support an additional vehicle needed during peak service hours, and extend the duration of the pilot program through August 28, 2020.

**ALTERNATIVES:**

- 1) End the pilot program as originally scheduled on February 1, 2020.
- 2) Reduce Cottage Grove MOD service levels.

**PROJECT CLOSEOUT TEAM:** The Customer and Specialized Services team is responsible for project closeout upon completion.

**SUPPORTING DOCUMENTATION:**

- Resolution No: 2019-10-22-057

**PROPOSED MOTION:** I move adoption of LTD Resolution No. 2019-10-22-057:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves amending IGA No. 2019-07 as presented [amended].



**RESOLUTION NO. 2019-10-22-057**

**APPROVAL OF AN INTERGOVERNMENTAL AGREEMENT AMENDMENT BETWEEN LANE TRANSIT DISTRICT AND THE CITY OF COTTAGE GROVE**

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

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

**WHEREAS**, for those IGAs authorized by the LTD Board of Directors, the LTD Board of Directors must approve individual or cumulative contract amendments that exceed the lesser of \$150,000 or 10 percent of the initial IGA;

**WHEREAS**, the Contract Review Board has authorized the LTD Finance Committee to review and recommend action on IGA's and contract amendments prior to those IGA's or contract amendments being presented to the LTD Board for review and approval; and,

**WHEREAS**, the Finance Committee reviewed the proposed contract amendment between LTD and the City of Cottage Grove on September 9, 2019, and recommended adoption.

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

- 1) The contract amendment of the IGA between LTD and the City of Cottage Grove regarding Mobility on Demand shall be in compliance with all applicable laws and regulations.
- 2) The general manager, or her designee, is hereby authorized to execute this contract amendment in the amount of \$175,000 in STIF funds, and a contract extension through August 28, 2020.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 22<sup>nd</sup> DAY OF OCTOBER, 2019.

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Board President, Carl Yeh



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 22, 2019

**ITEM TITLE:** BOARD USE OF DISTRICT RESOURCES POLICY

**PRESENTER:** Aurora Jackson, General Manager

**DIRECTOR:** N/A

**ACTION REQUESTED:** Adoption

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**PURPOSE:** To adopt a Board policy for individual Board members to request the use of District resources.

**ROLE OF THE BOARD:** The Board's role in this instance is to adopt a policy.

**HISTORY:** In prior years, there was direction from the Board that requests that had broader Board interest or required a significant amount of staff time or resources, be presented to the entire Board of Directors for approval. The Board discussed and addressed these types of topics during Board trainings at Work Sessions or at the Annual Board Retreat. This year, with a delay of holding a Board Retreat, Board training has been delayed.

The Board President is recommending the use of a Board policy to establish standards for individual Board members to make incidental requests for the use of District resources. Requests for District resources that exceed a minimal threshold would be considered by the entire Board of Directors. Adoption of a Board policy would enable the District to manage day-to-day business more effectively and efficiently.

**CONSIDERATIONS:** The proposed policy was brought to the September 19 regular Board meeting for review and discussion. The Board requested two changes be made to the policy as follows:

1. Change Section 5 to remove the words "Repetitive or..." in the title so it reads "Larger Requests for Use of District Resources."
2. Add *with sufficient explanation* to Section 5
3. Add an additional section stating that "Any information received by a Board member under this policy shall be share to the entire Board."

The requested revisions have been made to the policy.

**ALTERNATIVES:** Make further revisions to the proposed policy.

**NEXT STEPS:** Upon adoption, the policy will go into effect immediately.

**SUPPORTING DOCUMENTATION:**

- 1) Resolution No. 2019-10-22-058
- 2) Board Use of District Resources Policy – Clean Version
- 3) Board Use of District Resources Policy – Redline Version

**PROPOSED MOTION:** I move adoption of LTD Resolution No. 2019-10-22-058:

It is hereby resolved that the LTD Board of Directors adopts a resolution establishing the Board Use of District Resources Policy as presented [amended].



**RESOLUTION NO. 2019-10-22-058**

**ADOPTION OF THE BOARD USE OF DISTRICT RESOURCES POLICY**

**WHEREAS**, the Lane Transit District (“District”) Board of Directors (“Board”) may create bylaws and policies and do such other acts or things as may be necessary or convenient for the proper exercise of powers granted to them as the governance of a mass transit district;

**WHEREAS**, the Board has established a Policy providing procedures for the Board’s use of District resources;

**WHEREAS**, individual Directors may direct the General Manager to use District Resources to fulfill a Director’s request for information or services;

**WHEREAS**, larger requests for the use of District Resources that either exceeds three (3) hours of staff time shall be submitted to the Board President for inclusion at the next regularly scheduled Board of Directors’ meeting;

**WHEREAS**, larger requests for the use of District Resources that has a Financial Impact to the District that exceeds fifty (\$50) dollars shall be submitted to the Board President for inclusion at the next regularly scheduled Board of Directors’ meeting;

**WHEREAS**, financial impact shall mean an expense to the District aside from staff time;

**WHEREAS**, requests meeting the larger request criteria will be fulfilled upon the affirmative vote of a majority of the Board; and,

**WHEREAS**, the requesting Director shall be provided an explanation regarding the computation of staff time.

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

Adopt the Board Use of District Resources Policy.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 22<sup>nd</sup> DAY OF OCTOBER, 2019.

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Board President, Carl Yeh



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## Board Use of District Resources

### 1. PURPOSE

This Board Use of District Resources Policy (the "Policy") establishes a standard for individual Board members to request the use of District Resources.

### 2. APPLICABILITY

This Policy applies to members of the Lane Transit District ("LTD") Board of Directors (the "Board").

### 3. DEFINITIONS

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

"**District Resources**" shall mean personnel, material, equipment or assets under the District's control or ownership.

"**Financial Impact**" shall mean an expense to the District aside from staff time.

### 4. INCIDENTAL REQUESTS FOR USE OF DISTRICT RESOURCES

Individual Directors may direct the General Manager to use District Resources to fulfill a Director's request for information or services, subject to the limitations set forth in Section 5.

### 5. LARGER REQUESTS FOR USE OF DISTRICT RESOURCES

A Director's request for the use of District Resources that either exceeds three (3) hours of staff time or has a Financial Impact to the District that exceeds fifty (\$50) dollars shall be submitted to the Board President for inclusion at the next regularly scheduled Board of Directors' meeting. A Director shall be provided with a sufficient explanation regarding the computation of staff time. Such a larger request as described in this section will be fulfilled upon the affirmative vote of a majority of the Board.

### 6. INFORMATION AND RESOURCES TO THE BOARD OF DIRECTORS

Any information or resources provided to a Director pursuant to this Policy shall also be provided to the entire LTD Board.



## Board Use of District Resources

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### 2. APPLICABILITY

This Policy applies to members of the Lane Transit District ("LTD") Board of Directors (the "Board").

### 3. DEFINITIONS

"Director[s]" shall mean a member of the Board.

"District Resources" shall mean personnel, material, equipment or assets under the District's control or ownership.

"Financial Impact" shall mean an expense to the District aside from staff time.

### 4. INCIDENTAL REQUESTS FOR USE OF DISTRICT RESOURCES

Individual Directors may direct the General Manager to use District Resources to fulfill a Director's request for information or services, subject to the limitations set forth in Section 5.

### 5. LARGER REQUESTS FOR USE OF DISTRICT RESOURCES

A Director's request for the use of District Resources that either exceeds three (3) hours of staff time or has a Financial Impact to the District that exceeds fifty (\$50) dollars shall be submitted to the Board President for inclusion at the next regularly scheduled Board of Directors' meeting. A Director shall be provided with a sufficient explanation regarding the computation of staff time. Such a larger request as described in this section will be fulfilled upon the affirmative vote of a majority of the Board.

Deleted: REPETITIVE OR

### 6. INFORMATION AND RESOURCES TO THE BOARD OF DIRECTORS

Any information or resources provided to a Director pursuant to this Policy shall also be provided to the entire LTD Board.

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 22, 2019

**ITEM TITLE:** GENERAL MANAGER FISCAL YEAR 2019-2020 ANNUAL PERFORMANCE GOALS

**PRESENTER:** David Collier, Director of Human Resources and Risk Management

**DIRECTOR:** Mark Johnson, Assistant General Manager

**ACTION REQUESTED:** Adoption

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**PURPOSE:** To establish the general manager's annual performance goals for Fiscal Year (FY) 2019-2020.

**ROLE OF THE BOARD:** The Board's role in this instance is to set the performance goals of the general manager.

**HISTORY:** It is the role of the Board of Directors to perform the annual review and set the annual performance goals of the general manager. Previously the Board had delegated a portion of this responsibility to its Human Resources (HR) Subcommittee.

At its August 21, 2019, regular Board meeting, the Board voted to dissolve the HR Subcommittee. The Board also established that the full Board will perform the annual review and goal setting of the general manager beginning with the FY19-20 annual performance goals.

At the September 16, 2019, Board work session, the Board discussed goals for FY19-20 for the general manager. Board members were invited to provide comments or feedback regarding the general manager's proposed goals. Only one Board member submitted comments; those comments are attached. In response to the Board member's comments, the general manager revised her proposed goals. Those revisions are attached.

**CONSIDERATIONS:** N/A

**ALTERNATIVES:** If the general manager's goals for FY19-20 are not adopted at the October Board meeting, Board members should provide specific feedback at the Board meeting to General Counsel so that the goals can be revised and presented for adoption at the November Board meeting.

**NEXT STEPS:** The Board must: (a) adopt the general manager's goals for FY19-20 as proposed; or (b) adopt the general manager's goals for FY19-20 as may be amended by the Board, and agreed to by the general manager, at the Board meeting.

**SUPPORTING DOCUMENTATION:**

- 1) Resolution No. 2019-10-22-059
- 2) Proposed Fiscal Year 2019-2020 Annual Performance Goals - Handout

**PROPOSED MOTION:** I move adoption of LTD Resolution No. 2019-10-22-059:

It is hereby resolved that the LTD Board of Directors adopts a resolution establishing the general manager's performance goals for FY19-20 as presented [amended].

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

DRAFT

Fiscal Year: P2 2020 August 31, 2019

Year to date through: 8/31/2019

	Annual Budget	P2					
		YTD Budget	YTD Actuals	% of Budget	YTD B/(W) than Budget		
						(pts)	\$\$

**GENERAL FUND**

General Fund Resources	74,532,236	12,422,039	12,715,223	17%	pts	293,183
General Fund Expenditures	63,971,785	10,661,964	8,166,364	13%	4 pts	2,495,600
General Fund Revenues higher/(lower) than	10,560,451	1,760,075	4,548,859			

**Resources** are higher than budget by **\$0.3M**. primarily due to the receipt of payroll tax revenue in August. Payroll taxes peak in August, Nov, Feb and May.

**Expenditures** are favorable to budget by **\$2.5M**, inclusive of the working capital reserve (not appropriated). Excluding this reserve, expenditures are **\$1M** higher than budget. This is due to timing of STIF funded service increases, retirement payouts and VEBA payments (Jan)

**MEDICAID FUND**

Medicaid Fund Resources	12,101,233	2,016,872	170,367	1%	-15 pts	(1,846,506)
Medicaid Fund Expenditures	12,101,233	2,016,872	1,945,515	16%	1 pts	71,358
Accessible Services Fund Revenues higher/(lower) than expenditures	0	0	(1,775,148)			

Expenditures exceed resources **\$1.8M** due to timing. There is typically a ~6 (~\$800K) week lag between expenditures and claims reimbursement. Reimbursement was received in September bring the reimbursement for claims up to **\$1.6M** and bringing the expenditure to resource shortage down to only **\$0.3M**

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

DRAFT

Fiscal Year: P2 2020 August 31, 2019

Year to date through: 8/31/2019

	Annual Budget	P2				
		YTD Budget	YTD Actuals	% of Budget	YTD B/(W) than Budget	
					(pts)	\$\$

**SPECIALIZED SERVICES FUND**

Accessible Services Fund Resources	9,649,438	1,608,240	590,903	6%	-11 pts	(1,017,336)
Accessible Services Fund Expenditures	9,649,438	1,608,240	954,574	10%	7 pts	653,666
Accessible Services Fund Revenues higher/(lower) than expenditures	0	0	(363,671)			

Resources exceed expenditures by **\$364K**. Excluding beginning working capital and the general fund transfer, resources (\$65K) are below expenditures (\$1.0M) due to reimbursement timing. Expenditures are higher than the same time a year ago (~\$200K) due to STIF funded programs (e.g. MOD).

**P2P FUND**

P2P Fund Resources	1,631,320	271,887	74,764	5%	-12 pts	(197,123)
P2P Fund Expenditures	1,631,320	271,887	103,187	6%	10 pts	168,700
P2P Fund Revenues higher/(lower) than expenditures	0	0	(28,424)			

Expenditures exceed resources for the P2P fund by **\$28K**. Excluding beginning working capital, expenditures exceed resources by \$87K due to grant reimbursement timing. Quarterly grant reimbursements through June were made in August (FY19 revenues). FY20 reimbursements will not be made until November.

**CAPITAL PROJECTS FUND**

Capital Projects Fund Resources	26,946,146	4,491,024	3,191,045	12%	-5 pts	(1,299,979)
Capital Projects Fund Expenditures	26,946,146	4,491,024	409,390	2%	15 pts	4,081,635
Capital Projects Fund Revenues higher/(lower) than expenditures	0	0	2,781,656			

Resources exceed expenditures due to beginning working capital (\$3.2M). Expenditures = \$409K. The drawdown in Sept was for \$272K. The Federal system for drawdowns is closed until early November. No drawdowns will occur until November

## FY20 Resources

	FY20 Adopted Budget <small>RESOLUTION NO. 2019-05-15-029 May 15, 2019</small>	FY20 YTD Budget <small>31-Aug-19</small>	FY20 Actuals as of: <small>31-Aug-19</small>	Better/(Worse) than Budget	Description
<b>GENERAL FUND</b>					
<b>Beginning Working Capital</b>	\$ 10,560,451	\$ 1,760,075	\$ 2,135,672	\$ 375,597	Based on adopted budget estimate
<b>Operating Revenues</b>					
Cash Fares & Passes	3,770,379	628,397	660,316	31,920	Roughly in line with budget
Group Passes	2,191,422	365,237	184,231	(181,006)	Primarily seasonality - lower LCC & UO students; FY20 is \$11K lower than FY19 P2 YTD due to lower UO/ASUO service fee (\$13k/mo lower)
Advertising	300,000	50,000	0	(50,000)	\$367K is the minimum annual guarantee for FY20. Contract signed after Aug '19
Special Services	378,563	63,094	46,675	(16,418)	Roughly in line with budget
<b>Total Operating Revenues</b>	<b>\$ 17,200,815</b>	<b>\$ 2,866,803</b>	<b>\$ 3,026,895</b>	<b>\$ 160,092</b>	
<b>Nonoperating Revenues</b>					
Payroll Taxes	36,179,910	6,029,985	9,429,339	3,399,354	Timing as peak is in August, Nov, Feb & May.
Self-employment Taxes	1,920,985	320,164	50,319	(269,846)	Timing. Relatively flat vs prior year same time.
State-in-Lieu	405,038	67,506	118,648	51,142	Timing. Self-employment taxes peak in April
Grant Assistance	7,700,000	1,283,333	0	(1,283,333)	Timing. Grant assistance is for PM (\$4.2M) & House Bill 2017 STIF (\$3.5M)
Miscellaneous	272,414	45,402	65,201	19,799	Roughly in line with budget. SAIF Year-end dividend of \$77K is the minor increase
Interest	286,696	47,783	24,821	(22,962)	
Sale of Assets	5,927	0	0	-	
<b>Total Non-operating</b>	<b>\$ 46,770,970</b>	<b>\$ 7,794,174</b>	<b>\$ 9,688,328</b>	<b>\$ 1,894,154</b>	
<b>Total General Fund Resources</b>	<b>\$ 74,532,236</b>	<b>\$ 12,421,052</b>	<b>\$ 12,715,223</b>	<b>\$ 294,171</b>	
<b>SPECIALIZED SERVICES FUND</b>					
Beginning Working Capital	498,262	83,044	24,441	(58,603)	Based on adopted budget estimate
Operating Revenues	6,139,964	1,023,327	64,594	(958,733)	Timing. Quarterly invoice (Oct). Mostly farebox cash through August
Transfer from the General Fund	3,011,212	501,869	501,869	-	- As budgeted. Updated when CAFR published
<b>Total Resources</b>	<b>\$ 9,649,438</b>	<b>\$ 1,608,240</b>	<b>\$ 590,903</b>	<b>\$ (1,017,336)</b>	
<b>MEDICAID FUND</b>					
Beginning Working Capital	132,000	22,000	(61,527)	(83,527)	Based on adopted budget estimate
Operating Revenues	11,744,230	1,957,372	231,893	(1,725,479)	6 week lag between expenditure and claims reimbursement. Claims paid in September totaled \$1.6M resulting in a expenditure to revenue shortage of only \$300K, below the 6 week lag
Transfer from the General Fund	225,003	37,501	-	(37,501)	As budgeted
<b>Total Resources</b>	<b>\$ 12,101,233</b>	<b>\$ 2,016,872</b>	<b>\$ 170,367</b>	<b>\$ (1,846,506)</b>	
<b>POINT2POINT FUND</b>					
Beginning Working Capital	541,981	90,330	58,664	(31,667)	Based on adopted budget estimate
Operating Revenues	1,089,339	181,557	16,100	(165,457)	Reimbursement timing. Quarterly reporting through June is in July followed by reimbursement in August. The August payment was received but was for FY19 expenditures. FY20 expenditures will not be reimbursed until November. Expenditures through August total \$123K.
Transfer from the General Fund	-	-	-	-	- As budgeted
<b>Total Resources</b>	<b>\$ 1,631,320</b>	<b>\$ 271,887</b>	<b>\$ 74,764</b>	<b>\$ (197,123)</b>	
<b>CAPITAL PROJECTS FUND</b>					
Beginning Working Capital	15,078,817	2,513,136	3,191,045	677,909	Based on adopted budget estimate
Grants	11,867,329	1,977,888	-	(1,977,888)	Only \$409K of expenditures through August. Drawdown was made in Sept for \$272K. The Federal system for grants is closed from Sept 24 - early Nov. No grants will be submitted until the system is reopened in Nov
Transfer from the General Fund	-	-	-	-	- As budgeted
<b>Total Resources</b>	<b>\$ 26,946,146</b>	<b>\$ 4,491,024</b>	<b>\$ 3,191,045</b>	<b>\$ (1,299,979)</b>	

## FY20 Expenditures

	FY20 Adopted Budget  RESOLUTION NO. 2019-05-15-029 May 15, 2019	FY20 YTD Budget  31-Aug-19	FY20 Actuals as of:  31-Aug-19	Better/(Worse) than Budget	Description
<b>GENERAL FUND - OPERATING</b>					
Transit Services	\$ 51,339,141	\$ 8,556,524	\$ 7,626,995	\$ 929,529	Personnel services are lower than budgeted due to timing of STIF funded service increases, VEBA payments (Jan) and retirement payouts
<b>GENERAL FUND - NON-OPERATING</b>					
Transfer to Specialized Services Fund	3,011,212	501,869	501,869		- As budgeted
Transfer to Medicaid Fund	225,003	37,501	37,501		- As budgeted
Transfer to Point2point Fund	-	-	-		- As budgeted
Transfer to Capital Projects Fund	-	-	-		- As budgeted
Operating Contingency	500,000	83,333	-	83,333	Contingency for FY20
Total Non-operating	<u>\$ 3,736,215</u>	<u>\$ 622,703</u>	<u>\$ 539,369</u>	<u>\$ 83,333</u>	
Operating Reserve	<u>\$ 8,896,429</u>				- Not authorized to use in FY20
<b>Total General Fund</b>	<b><u>\$ 63,971,785</u></b>	<b><u>\$ 9,179,226</u></b>	<b><u>\$ 8,166,364</u></b>	<b><u>\$ 1,012,862</u></b>	
<b>SPECIALIZED SERVICES FUND</b>					
Transit Services	9,187,018	1,531,170	954,574	576,596	Seasonally aligned. P2 FY19 expenditures were 7.9% (\$461K) of actuals. P2 FY20 expenditures are 6.3% of budget. Seasonally on target to budget
Operating Contingency	-	-	-		
Operating Reserve	462,420	-	-		- Not authorized to use in FY20
<b>Total Accessible Services Fund</b>	<b><u>\$ 9,649,438</u></b>	<b><u>\$ 1,531,170</u></b>	<b><u>\$ 954,574</u></b>	<b><u>\$ 576,596</u></b>	
<b>MEDICAID FUND</b>					
Transit Services	12,031,375	2,005,229	1,945,515	59,715	Roughly in line with budget
Operating Contingency	-	-	-		- Contingency for FY20
Operating Reserve	69,858	-	-		
<b>Total Medicaid Fund</b>	<b><u>\$ 12,101,233</u></b>	<b><u>\$ 2,005,229</u></b>	<b><u>\$ 1,945,515</u></b>	<b><u>\$ 59,715</u></b>	
<b>POINT2POINT FUND</b>					
Transit Services	1,354,716	225,786	103,187	122,599	Payment & project timing. Aligns closely with P2 FY19 spend of \$99K and below % of budgeted spend vs. P2 FY19 (10.4%) vs. P2 FY20 (9%)
Operating Contingency	244,604	40,767	-	40,767	Contingency for FY20
Operating Reserve	32,000				
<b>Total Point2point Fund</b>	<b><u>\$ 1,631,320</u></b>	<b><u>\$ 266,553</u></b>	<b><u>\$ 103,187</u></b>	<b><u>\$ 163,366</u></b>	
<b>CAPITAL PROJECTS FUND</b>					
Capital Outlay	17,009,803	2,834,967	409,390	2,425,578	Payment & project timing.
Capital Reserve	9,936,343		-		- Not authorized to use in FY20
<b>Total Capital Projects Fund</b>	<b><u>\$ 26,946,146</u></b>	<b><u>\$ 2,834,967</u></b>	<b><u>\$ 409,390</u></b>	<b><u>\$ 2,425,578</u></b>	



Check History Listing

Check #	Date	Vendor	Check Amount
101927	09/05/2019	ADVERTEISING PRODUCTS & PROMOS <i>SMART TRIPS PROGRAM</i>	4,670.00
101928	09/05/2019	COMCAST	161.00
101929	09/05/2019	CROCKETTS INTERSTATE TOWING	250.00
101930	09/05/2019	DISH NETWORK	117.03
101931	09/05/2019	EUGENE EMERALDS BASEBALL CLUB	1,450.00
101932	09/05/2019	EUGENE WATER & ELECTRIC BOARD	608.90
101933	09/05/2019	FASTENAL COMPANY	89.96
101934	09/05/2019	LLC FUSSY'S @ VALLEY RIVER PLAZA	41.80
101935	09/05/2019	KAISER BRAKE & ALIGNMENT INC.	121.90
101936	09/05/2019	LANE COMMUNITY COLLEGE	696.00
101937	09/05/2019	KRIS LYON	252.00
101938	09/05/2019	MEDICAL TRANSPORTATION MGT <i>July Brokerage &amp; Admin Pmts for ASE mc trips</i>	1,411,829.85
101939	09/05/2019	MID-STATE INDUSTRIAL SERVICE	423.75
101940	09/05/2019	NORTHWEST NATURAL GAS	1,149.73
101941	09/05/2019	OFFICE DEPOT	83.30
101942	09/05/2019	OREGON TAXI, LLC	14.50
101943	09/05/2019	THOMAS B SCHWETZ	198.00
101944	09/05/2019	SPRINGFIELD UTILITY BOARD	3,122.70
101945	09/05/2019	WHITE BIRD CLINIC	7,901.42
101946	09/05/2019	WYATT'S TIRE COMPANY	1,183.50
101947	09/05/2019	CARL YEHL	278.60
101948	09/05/2019	BROWN CONTRACTING, INC. <i>Franklin Blvd Construction Transit Station</i>	122,994.00
101949	09/05/2019	BUCK'S SANITARY SERVICE, INC.	91.50
101950	09/05/2019	C & K PETROLEUM EQUIPMENT CO,	2,711.90
101951	09/05/2019	CELTIS VENTURES, INC.	1,507.50
101952	09/05/2019	GRAINGER INC	218.04
101953	09/05/2019	JERRY'S HOME IMPROVEMENT CTR	37.42
101954	09/05/2019	LTD SALARIED EMP. PENSION PLAN	88,052.00
101955	09/05/2019	NCH CORPORATION <i>Eugene Station Cooling tower supplies</i>	475.50
101956	09/05/2019	NINFA'S ELITE CORPORATION	69,004.41
101957	09/05/2019	NORTH COAST ELECTRIC	227.62
101958	09/05/2019	OXLEY & ASSOCIATES, INC.	5,000.00
101959	09/05/2019	ROMAINE ELECTRIC CORP	1,985.78
101960	09/05/2019	THORP, PURDY, JEWETT, URNESS,	56.40
101961	09/05/2019	VISION SERVICE PLAN	660.07
101962	09/05/2019	PHYLLIS L WALKER	20,000.00
101963	09/12/2019	A-1 AUTO GLASS	609.00
101964	09/12/2019	ACTION FINANCIAL SERVICES <i>Garnishment</i>	335.95
101965	09/12/2019	ADVERTEISING PRODUCTS & PROMOS <i>SMART TRIPS Program</i>	1,883.07
101966	09/12/2019	AMERICAN FAMILY LIFE <i>Supplemental Insurance - family cancer.</i>	1,509.07
101967	09/12/2019	BARRETT BUSINESS SERVICES INC <i>Pd By EE's thru Payroll Reductions</i>	1,000.00
101968	09/12/2019	BATTERIES PLUS	17.50
101969	09/12/2019	CENTURY LINK	6,006.74
101970	09/12/2019	CHAPTER 13 TRUSTEE	415.39
101971	09/12/2019	COMFORT FLOW HEATING	10,204.25
101972	09/12/2019	ERGOFLEX CONSULTING, INC.	310.00
101973	09/12/2019	EUGENE FORMS, INC.	485.50
101974	09/12/2019	EUGENE WATER & ELECTRIC BOARD	694.87
101975	09/12/2019	FASTENAL COMPANY	1,224.05
101976	09/12/2019	FORMFOX, INC.	150.00
101977	09/12/2019	HARVEY & PRICE COMPANY	1,412.00
101978	09/12/2019	HERSHNER HUNTER	168.00
101979	09/12/2019	HEYMAN'S ENTERPRISES, LTD	166.75
101980	09/12/2019	INSIGHT PUBLIC SECTOR <i>Annual Maintenance &amp; Support fee</i>	17,898.66



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Check #	Date	Vendor	Check Amount
101981	09/12/2019	KIRK'S AUTOMOTIVE, INC. <i>Bus Parts</i>	3,925.00
101982	09/12/2019	LANE COUNTY FAIRBOARD - <i>Park &amp; Ride for UO Football at Lane Events Center</i>	8,750.00
101983	09/12/2019	LIFEMAP ASSURANCE COMPANY - <i>Life Ins.</i>	17,119.60
101984	09/12/2019	THE MACERICH PARTNERSHIP, LP	4,290.00
101985	09/12/2019	ROBIN A MAYALL	335.50
101986	09/12/2019	SCOTT R. MCFARLAND	66.00
101987	09/12/2019	MCKENZIE SEW-ON	2,100.00
101988	09/12/2019	MED-TECH RESOURCES, INC. <i>First Aid Kit Supplies</i>	304.60
101989	09/12/2019	SCOTT J MORTON	786.00
101990	09/12/2019	NORTHWEST NATURAL GAS	98.51
101991	09/12/2019	OREGON DEPARTMENT OF REVENUE <i>Garnishment</i>	597.19
101992	09/12/2019	PACIFICSOURCE ADMINISTRATORS,	343.50
101993	09/12/2019	PETTY CASH - CASSIE MOSTERT	478.95
101994	09/12/2019	PROTECTIVE SERVICE LLC	1,664.88
101995	09/12/2019	RECORDXPRESS OF CALIFORNIA,LLC	70.75
101996	09/12/2019	RG MEDIA COMPANY	950.38
101997	09/12/2019	RG MEDIA COMPANY	300.00
101998	09/12/2019	SANIPAC	2,877.95
101999	09/12/2019	SHI INTERNATIONAL CORP	3,570.50
102000	09/12/2019	SPECIAL DISTRICTS INSURANCE SV	28,398.30
102001	09/12/2019	SPRINGFIELD UTILITY BOARD	20,108.74
102002	09/12/2019	STAPLES BUSINESS ADVANTAGE	1,177.86
102003	09/12/2019	SUNBELT CONTROLS, INC. <i>Heat Pump Repair</i>	1,150.00
102004	09/12/2019	VANNER, INC. <i>Electrical Rebuild - Hybrid</i>	7,979.09
102005	09/12/2019	WHA INSURANCE AGENCY, INC.	682.65
102006	09/12/2019	WYATT'S TIRE COMPANY	867.50
102007	09/12/2019	XPO LOGISTICS FREIGHT, INC	3,036.16
102008	09/12/2019	JENNIFER ZANKOWSKI	658.35
102009	09/12/2019	THE AFTERMARKET PARTS COMPANY LLC	0.00
102010	09/12/2019	THE AFTERMARKET PARTS COMPANY LLC <i>Bus Parts. Line 1 &amp; Line 2 are combined</i>	13,467.01
102011	09/12/2019	AUDIOSEARS CORPORATION	4,677.00
102012	09/12/2019	JUDITH K BETTS	200.00
102013	09/12/2019	BPA VEBA-HRA SERVICES	84.00
102014	09/12/2019	CAIC PRIMARY	1,569.28
102015	09/12/2019	THE ENVIRONMENT CENTER FOR TRANSPORTATION AND	8,431.40
102016	09/12/2019	CHAVES CONSULTING, INC.	370.20
102017	09/12/2019	CITY OF COTTAGE GROVE	13,419.49
102018	09/12/2019	CUMMINS NORTHWEST, INC.	4,436.49
102019	09/12/2019	EAN HOLDINGS, LLC	7,455.00
102020	09/12/2019	EUROFINS ANA LABORATORIES, INC	566.40
102021	09/12/2019	GLORIA, J GALLARDO	20,000.00
102022	09/12/2019	GILLIG CORPORATION	18,404.31
102023	09/12/2019	GOOD COMPANY LLC	3,008.75
102024	09/12/2019	GRAINGER INC	2,045.60
102025	09/12/2019	JERRY'S HOME IMPROVEMENT CTR	93.67
102026	09/12/2019	KUHN INVESTMENTS, INC.	26,357.73
102027	09/12/2019	LANE COUNCIL OF GOVERNMENTS	12,560.58
102028	09/12/2019	LTD & ATU PENSION TRUST	116,959.77
102029	09/12/2019	LTD EMPLOYEES FUND	168.00
102030	09/12/2019	LTD SALARIED EMP. PENSION PLAN	15,195.99
102031	09/12/2019	MODA HEALTH	28,318.49
102032	09/12/2019	MOHAVE AUTO PARTS, INC.	935.82
102033	09/12/2019	MOHAWK MANUFACTURING & SUPPLY	151.69
102034	09/12/2019	MOSS ADAMS LLP	2,000.00



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Check #	Date	Vendor	Check Amount
102035	09/12/2019	MOTION & FLOW CONTROL PRD, INC	892.62
102036	09/12/2019	MUNCIE TRANSIT SUPPLY	464.46
102037	09/12/2019	NEOPART TRANSIT LLC	433.63
102038	09/12/2019	NORTH COAST ELECTRIC	371.36
102039	09/12/2019	OGLETREE, DEAKINS, NASH, SMOAK	2,365.22
102040	09/12/2019	ONE CALL CONCEPTS, INC.	44.40
102041	09/12/2019	OXLEY & ASSOCIATES, INC.	5,000.00
102042	09/12/2019	PACIFIC ARMORED INC.	1,862.00
102043	09/12/2019	PACIFIC POWER GROUP, LLC	44,374.96
102044	09/12/2019	PACIFICSOURCE HEALTH PLANS	549,189.81
102045	09/12/2019	PARKEON, INC.	5,180.00
102046	09/12/2019	PRE-PAID LEGAL SERVICES INC.	191.40
102047	09/12/2019	RICOH USA, INC.	3,732.11
102048	09/12/2019	SITECRAFTING, INC.	400.00
102049	09/12/2019	AKA: SENIOR WHEELS, INC. SOUTH LANE WHEELS	2,393.50
102050	09/12/2019	SPRAGUE PEST SOLUTIONS	115.00
102051	09/12/2019	TOUCHPOINT NETWORKS LLC	390.00
102052	09/12/2019	TRAPEZE ITS USA, LLC	7,721.80
102053	09/12/2019	TYREE OIL, INC.	3,108.00
102054	09/12/2019	UNITED WAY OF LANE COUNTY	595.00
102055	09/12/2019	VISION SERVICE PLAN	4,478.85
102056	09/12/2019	WOODBURY ENERGY CO. INC.	171,745.82
102057	09/19/2019	BARRETT BUSINESS SERVICES INC	1,280.00
102058	09/19/2019	CINTAS CORPORATION	4,722.89
102059	09/19/2019	CHARLES F. CLARKE	177.50
102060	09/19/2019	EUGENE WATER & ELECTRIC BOARD	0.00
102061	09/19/2019	EUGENE WATER & ELECTRIC BOARD	9,585.58
102062	09/19/2019	KELLY E HOELL	137.00
102063	09/19/2019	MARK JOHNSON	320.00
102064	09/19/2019	LITHIA TOYOTA-SPRINGFIELD #65	84.00
102065	09/19/2019	JACOB H MCCALLUM	177.50
102066	09/19/2019	MCKENZIE SEW-ON	75.00
102067	09/19/2019	NORTHWEST CASCADE INC.	635.00
102068	09/19/2019	OFFICE DEPOT	1,090.49
102069	09/19/2019	OVERHEAD DOOR COMPANY	273.90
102070	09/19/2019	PETERSON MACHINERY CO.	269.25
102071	09/19/2019	RG MEDIA COMPANY	162.50
102072	09/19/2019	ROWELL BROKAW ARCHITECTS,PC	31,330.75
102073	09/19/2019	SANIPAC	670.26
102074	09/19/2019	SPRINGFIELD UTILITY BOARD	727.75
102075	09/19/2019	THOMSON REUTERS - WEST	162.68
102076	09/19/2019	UNITED PARCEL SERVICE	1,450.00
102077	09/19/2019	WHITE BIRD CLINIC	6,600.34
102078	09/19/2019	WYATT'S TIRE COMPANY	1,222.50
102079	09/19/2019	BEDFORD FALLS, LLC	10,000.00
102080	09/19/2019	THE ENVIRONMENT CENTER FOR TRANSPORTATION AND	3,000.00
102081	09/19/2019	LANE COUNCIL OF GOVERNMENTS	12,935.47
102082	09/19/2019	TAC TRANSPORTATION, INC.	17,028.54
102083	09/19/2019	THORP, PURDY, JEWETT, URNESS,	15,252.80
102084	09/26/2019	ACTION FINANCIAL SERVICES	260.92
102085	09/26/2019	ALTERNATIVE WORK CONCEPTS	12,443.50
102086	09/26/2019	AMAL TRANSIT UNION #757	16,201.06
102087	09/26/2019	CHAPTER 13 TRUSTEE	415.39
102088	09/26/2019	CINTAS CORPORATION	3,174.08

2 Remanufactured Stator Housings for Hybrid Drive Units

SCTS Design

Public Relations Contractor - July



### Check History Listing

Check #	Date	Vendor	Check Amount
102089	09/26/2019	DAVID COLLIER	363.00
102090	09/26/2019	ERGOFLEX CONSULTING, INC.	155.00
102091	09/26/2019	EUGENE WATER & ELECTRIC BOARD	913.92
102092	09/26/2019	FEI TESTING & INSPECTION, INC.	958.50
102093	09/26/2019	JOHNSON MARK, LLC	536.38
102094	09/26/2019	LITHIA TOYOTA-SPRINGFIELD #65	84.00
102095	09/26/2019	MCKENZIE SEW-ON	395.00
102096	09/26/2019	MEDICAL TRANSPORTATION MGT - August - Brokerage Admin for ASD&MC	1,260,401.14
102097	09/26/2019	NORTHWEST GAS ASSOCIATION	500.00
102098	09/26/2019	OAK LEAF PROPERTY MGT, LLC	200.00
102099	09/26/2019	PETERSON TRUCKS INC.	310.48
102100	09/26/2019	PIVOT ARCHITECTURE	7,567.47
102101	09/26/2019	SAFETY BRAKE SET, INC.	2,874.80
102102	09/26/2019	SPRINGFIELD EDUCATION FOUNDATN	2,500.00
102103	09/26/2019	SPRINGFIELD UTILITY BOARD	66.90
102104	09/26/2019	SUNSHINE PLANT CARE	150.00
102105	09/26/2019	THERMO KING NORTHWEST, INC.	698.28
102106	09/26/2019	TRAVEL LANE COUNTY	310.00
102107	09/26/2019	WYATT'S TIRE COMPANY	332.00
102108	09/26/2019	THE AFTERMARKET PARTS COMPANY LLC	9,258.18
102109	09/26/2019	BEDFORD FALLS, LLC - Public Relations Contractor - August	10,000.00
102110	09/26/2019	C & K PETROLEUM EQUIPMENT CO,	2,337.37
102111	09/26/2019	CELTIS VENTURES, INC.	8,831.25
102112	09/26/2019	CENTRO LATINO AMERICANO	275.78
102113	09/26/2019	CUMMINS NORTHWEST, INC. } Bus Parts	0.00
102114	09/26/2019	CUMMINS NORTHWEST, INC. }	13,947.95
102115	09/26/2019	GILLIG CORPORATION } Bus Parts	34,475.45
102116	09/26/2019	JERRY'S HOME IMPROVEMENT CTR	33.66
102117	09/26/2019	LTD & ATU PENSION TRUST	111,708.34
102118	09/26/2019	LTD SALARIED EMP. PENSION PLAN	15,778.92
102119	09/26/2019	MODA HEALTH	13,034.57
102120	09/26/2019	MOHAWK MANUFACTURING & SUPPLY	1,356.76
102121	09/26/2019	MUNCIE TRANSIT SUPPLY	8,590.31
102122	09/26/2019	NEOPART TRANSIT LLC	705.94
102123	09/26/2019	NORTH COAST ELECTRIC	36.03
102124	09/26/2019	PACIFIC POWER GROUP, LLC - Bus Parts	64,697.90
102125	09/26/2019	ROADRUNNER DELIVERY	414.00
102126	09/26/2019	THORP, PURDY, JEWETT, URNESS,	2,181.15
102127	09/26/2019	UNITED WAY OF LANE COUNTY	595.00
102128	09/26/2019	UPWARD, INC. Landscape Maint	7,847.00
102129	09/26/2019	VISION SERVICE PLAN	83.92
91100119	09/30/2019	BENEFIT PLANS ADMIN SVCS, LLC Oct stipend Contributions	31,020.00
92100119	09/30/2019	BENEFIT PLANS ADMIN SVCS, LLC - OCT VERA	14,838.00
803293684	09/13/2019	VALIC %CHASE BANK OF TEXAS } Defined Contribution w/H	83,296.92
803309887	09/27/2019	VALIC %CHASE BANK OF TEXAS } Payments to VALIC	79,549.59
810193025	09/13/2019	MASS MUTUAL FINANCIAL GROUP	3,558.63
811030016	09/14/2019	OREGON DEPARTMENT OF REVENUE	1,475.92
811394291	09/27/2019	MASS MUTUAL FINANCIAL GROUP	3,533.31
817428636	09/03/2019	BANK OF AMERICA	31.48
817428641	09/03/2019	BANK OF AMERICA	2,065.10
817428642	09/03/2019	BANK OF AMERICA	1,880.33
850057874	09/27/2019	INTERNAL REVENUE SERVICE-EFTPS FICA	192,710.08
850265088	09/01/2019	OREGON DEPARTMENT OF REVENUE	521.53
851420086	09/13/2019	OREGON DEPARTMENT OF JUSTICE	2,040.50



### Check History Listing

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
851612292	09/27/2019	OREGON DEPARTMENT OF JUSTICE	2,040.50
860645376	09/27/2019	OREGON DEPARTMENT OF REVENUE - State withholding	50,963.86
863394522	09/01/2019	INTERNAL REVENUE SERVICE-EFTPS	2,044.42
877488640	09/13/2019	OREGON DEPARTMENT OF REVENUE	51,903.91
891106190	09/13/2019	INTERNAL REVENUE SERVICE-EFTPS } FICA	198,130.60
891366218	09/14/2019	INTERNAL REVENUE SERVICE-EFTPS	5,538.32
<b>222 Checks</b>			<b>\$5,475,287.45</b>

**LANE TRANSIT DISTRICT**  
**August 2019 Performance Report**  
25-September-2019

Performance Measure	Prior			Current			Previous		
	Current Month	Year's Month	% Change	Current Y-T-D	Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change
<b>Fixed Route Service</b>									
Passenger Boardings	<b>738,342</b>	769,776	- 4.1%	<b>1,492,755</b>	1,509,824	- 1.1%	<b>9,906,702</b>	10,284,844	- 3.7%
Mobility Assisted Riders	<b>14,131</b>	15,111	- 6.5%	<b>28,058</b>	28,837	- 2.7%	<b>154,716</b>	153,100	+ 1.1%
<u>Average Passenger Boardings:</u>									
Weekday	<b>27,783</b>	28,389	- 2.1%	<b>28,288</b>	28,512	- 0.8%	<b>33,124</b>	33,787	- 2.0%
Saturday	<b>16,716</b>	17,939	- 6.8%	<b>16,424</b>	17,613	- 6.8%	<b>17,806</b>	19,509	- 8.7%
Sunday	<b>10,883</b>	11,266	- 3.4%	<b>11,084</b>	11,429	- 3.0%	<b>11,741</b>	11,682	+ 0.5%
Monthly Revenue Hours	<b>23,997</b>	24,979	- 3.9%	<b>47,847</b>	50,760	- 5.7%	<b>280,922</b>	301,479	- 6.8%
Boardings Per Revenue Hour	<b>30.8</b>	30.8	- 0.2%	<b>31.20</b>	29.74	+ 4.9%	<b>35.26</b>	34.11	+ 3.4%
Weekly Revenue Hours	<b>5,419</b>	5,640	- 3.9%	<b>5,492</b>	5,731	- 4.2%	<b>5,430</b>	5,831	- 6.9%
Weekdays	<b>22</b>	23		<b>43</b>	45		<b>249</b>	256	
Saturdays	<b>5</b>	4		<b>9</b>	9		<b>54</b>	53	
Sundays	<b>4</b>	4		<b>9</b>	8		<b>59</b>	53	

**Passenger Revenues & Sales**

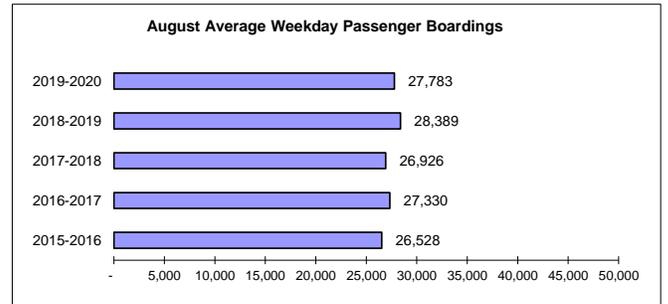
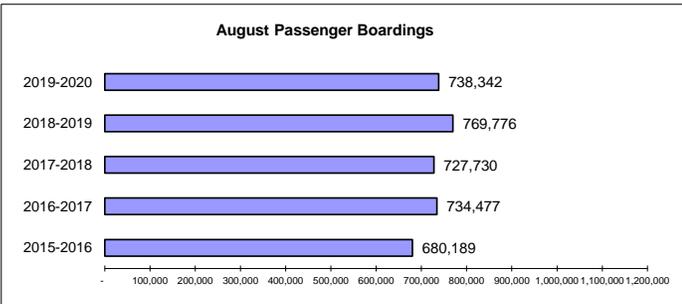
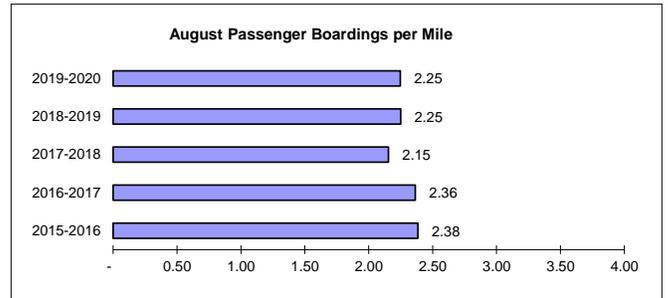
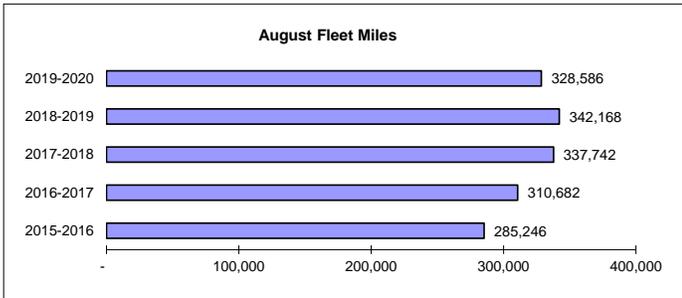
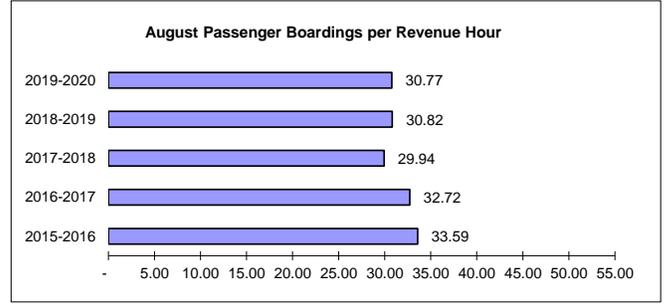
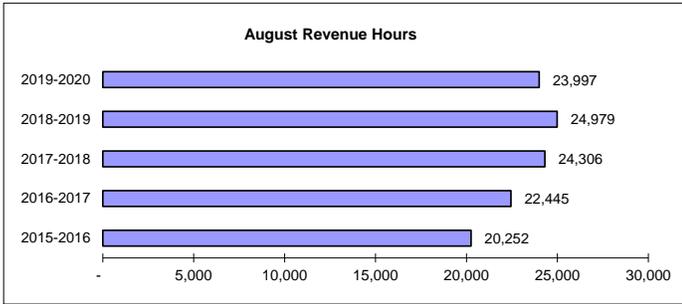
Passenger revenues will be presented in the finance report.

**Fleet Services**

Fleet Miles	<b>328,586</b>	342,168	- 4.0%	<b>662,505</b>	681,378	- 2.8%	<b>3,877,639</b>	4,140,900	- 6.4%
Average Passenger Boardings/Mile	<b>2.25</b>	2.25	- 0.1%	<b>2.25</b>	2.22	+ 1.7%	<b>2.55</b>	2.48	+ 2.9%
Fuel Cost	<b>\$180,326</b>	\$212,766	- 15.2%	<b>\$370,962</b>	\$435,917	- 14.9%	<b>\$2,191,399</b>	\$2,394,035	- 8.5%
Fuel Cost Per Mile	<b>\$0.549</b>	\$0.622	- 11.7%	<b>\$0.560</b>	\$0.640	- 12.5%	<b>\$0.565</b>	\$0.578	- 2.2%
Repair Costs	<b>\$289,585</b>	\$291,525	- 0.7%	<b>\$488,765</b>	\$522,647	- 6.5%	<b>\$3,518,478</b>	\$3,629,952	- 3.1%
Total Repair Cost Per Mile	<b>\$0.881</b>	\$0.852	+ 3.4%	<b>\$0.738</b>	\$0.767	- 3.8%	<b>\$0.907</b>	\$0.877	+ 3.5%
Preventive Maintenance Costs	<b>\$43,162</b>	\$37,061	+ 16.5%	<b>\$82,650</b>	\$71,181	+ 16.1%	<b>\$445,901</b>	\$453,201	- 1.6%
Total PM Cost Per Mile	<b>\$0.131</b>	\$0.108	+ 21.3%	<b>\$0.125</b>	\$0.104	+ 19.4%	<b>\$0.115</b>	\$0.109	+ 5.1%
Mechanical Road Calls	<b>31</b>	41	- 24.4%	<b>68</b>	76	- 10.5%	<b>410</b>	461	- 11.1%
Miles/Mech. Road Call	<b>10,600</b>	8,346	+ 27.0%	<b>9,743</b>	8,966	+ 8.7%	<b>9,458</b>	8,982	+ 5.3%

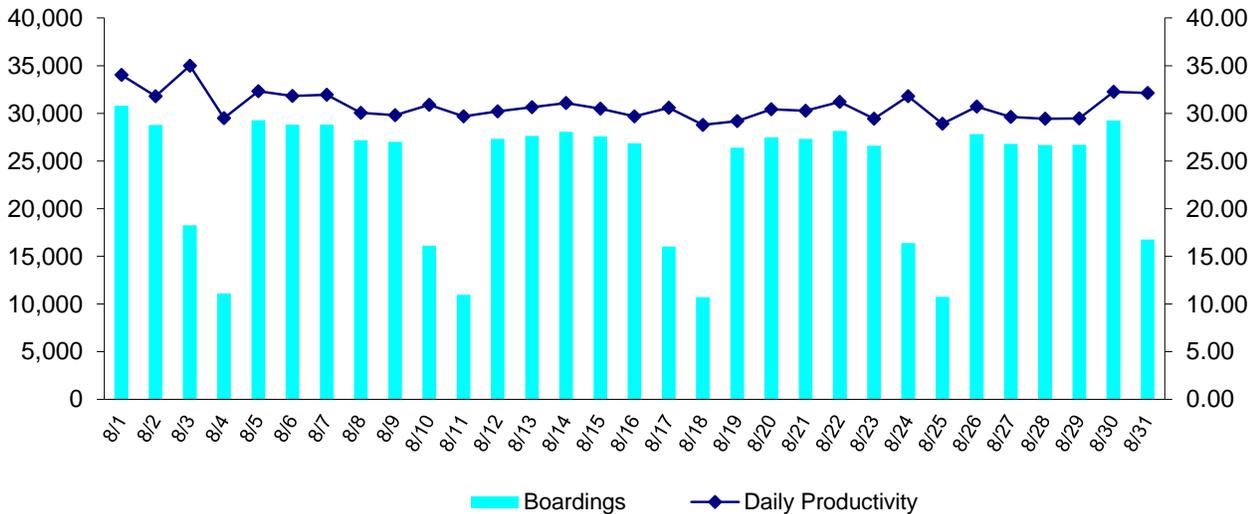
**Medical Transportation Management**

MTM Rides	<b>13,347</b>	12,998	+ 2.7%	<b>27,513</b>	25,924	+ 6.1%	<b>161,825</b>	160,130	+ 1.1%
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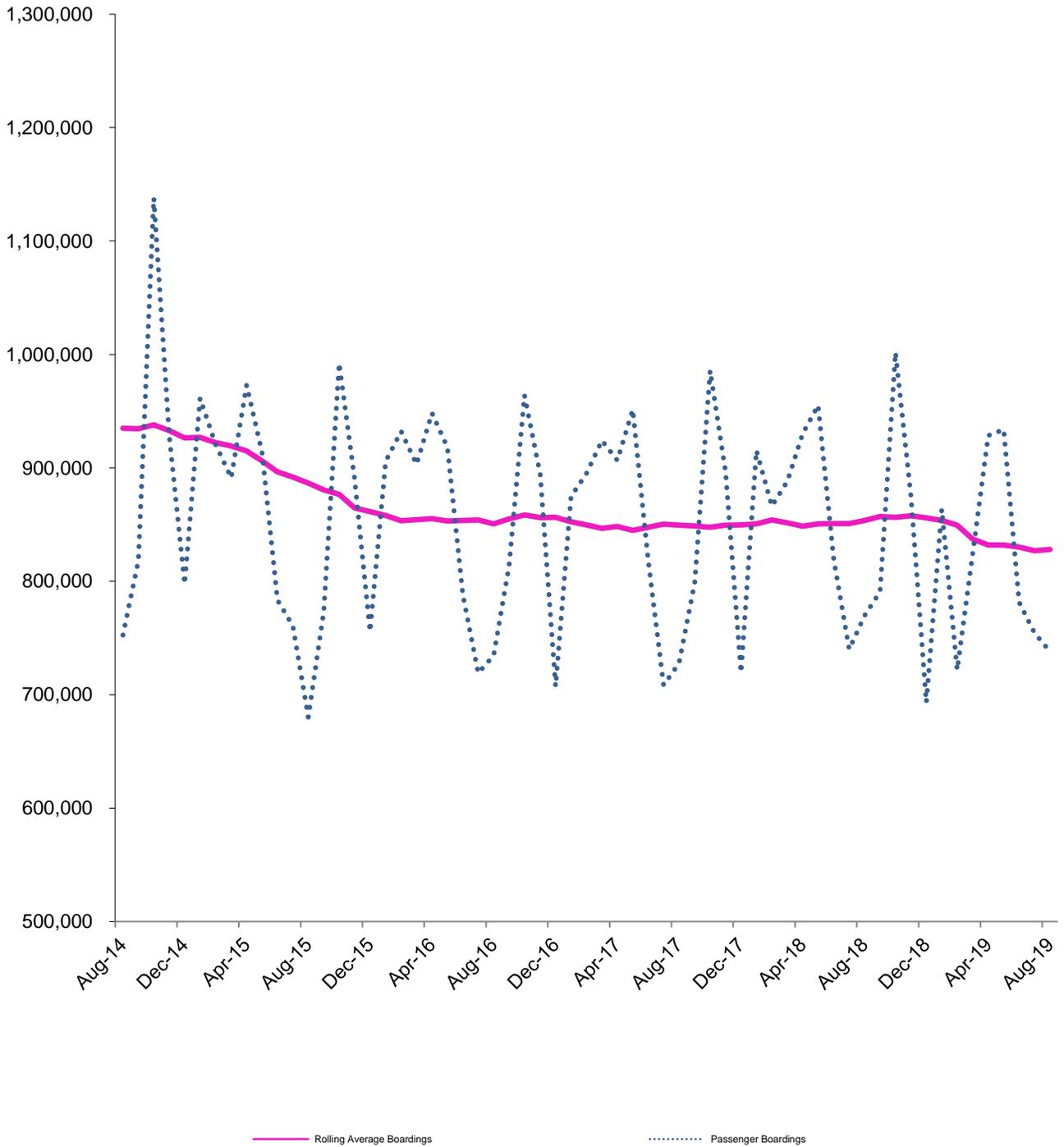
## Daily Ridership Recap August 2019

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
8/1/2019	Thursday	Weekday	30,802	589	905	34.04
8/2/2019	Friday	Weekday	28,764	704	905	31.78
8/3/2019	Saturday	Saturday	18,266	386	522	34.99
8/4/2019	Sunday	Sunday	11,113	209	377	29.48
8/5/2019	Monday	Weekday	29,276	556	906	32.31
8/6/2019	Tuesday	Weekday	28,798	555	905	31.82
8/7/2019	Wednesday	Weekday	28,818	518	902	31.95
8/8/2019	Thursday	Weekday	27,154	534	904	30.04
8/9/2019	Friday	Weekday	27,023	520	907	29.79
8/10/2019	Saturday	Saturday	16,123	312	522	30.89
8/11/2019	Sunday	Sunday	10,956	199	369	29.69
8/12/2019	Monday	Weekday	27,307	585	904	30.21
8/13/2019	Tuesday	Weekday	27,638	541	902	30.64
8/14/2019	Wednesday	Weekday	28,078	556	904	31.06
8/15/2019	Thursday	Weekday	27,575	469	905	30.47
8/16/2019	Friday	Weekday	26,847	478	905	29.67
8/17/2019	Saturday	Saturday	16,019	299	524	30.57
8/18/2019	Sunday	Sunday	10,709	207	372	28.79
8/19/2019	Monday	Weekday	26,383	474	904	29.18
8/20/2019	Tuesday	Weekday	27,461	618	903	30.41
8/21/2019	Wednesday	Weekday	27,329	398	903	30.26
8/22/2019	Thursday	Weekday	28,165	534	903	31.19
8/23/2019	Friday	Weekday	26,617	498	904	29.44
8/24/2019	Saturday	Saturday	16,403	298	516	31.79
8/25/2019	Sunday	Sunday	10,754	211	372	28.91
8/26/2019	Monday	Weekday	27,823	501	906	30.71
8/27/2019	Tuesday	Weekday	26,792	449	905	29.60
8/28/2019	Wednesday	Weekday	26,652	419	906	29.42
8/29/2019	Thursday	Weekday	26,686	537	906	29.45
8/30/2019	Friday	Weekday	29,244	611	907	32.24
8/31/2019	Saturday	Saturday	16,767	366	522	32.12
<b>Totals</b>			<b>738,342</b>	<b>14,131</b>	<b>23,997</b>	<b>30.77</b>



## LANE TRANSIT DISTRICT

### Five Year History of Passenger Boardings





OFFICE OF THE GENERAL MANAGER

Aurora Jackson, General Manager

EXECUTIVE OFFICE

Sustainability Program:

As part of LTD's outreach efforts, Kelly Hoell, the Sustainability Program Manager, will be a presenter at the following events:

- October 29, 2019 – Oregon Public Transportation Conference: 2 panels – Transit Fleet Electrification, Clean Fuels and Transit Fleets
Tentatively November 22 or December 13, 2019 – City Club of Eugene: Electric vehicles
January 8, 2020 – GreenLane Sustainable Business Network: LTD's sustainability efforts and how the community can get involved
Tentatively April 13 – 20, 2020 – Green Transportation Summit and Expo in Tacoma: LTD's GHG inventory results and how it can assist with the development of a long-term fleet replacement plan

MARKETING AND COMMUNICATIONS

Theresa Brand, Marketing and Communications Manager

Sponsorships/Donations:

- Sunday Streets – LTD offered online day pass coupons for participants of this worthwhile community event. (Event on September 22)
Hop Valley/American Cancer Society 10K Run – LTD provided a bus to transport participants from the finish line back to the beginning of the race. Walkers, runners, sponsors and volunteers come together to honor cancer survivors, raise awareness about reducing cancer risk, and raise money to help the American Cancer Society fight the disease. (Event on September 28)

Public Engagement/Outreach/Participation/Partnerships:

- 1Pass – Willamalane and Lane Transit District first created the 1PASS program in 2014. The goal of the program was, and continues to be, to create support for local children to access healthy activity, recreation and fun in the summer months. In 2015, the City of Eugene's Eugene Rec became the program's third partner. As the program evolved, local Destination Partners were added.

2019 was another record year for 1Pass sales. In 2019, 8,399 cards were sold compared to 6,854 1Pass cards sold in 2018; this is a 22.54% increase in sales over 2018.

The Revenue Sharing Payout Chart is below:

Table with 4 columns: Partners/Participants, Passes Sold, Revenue, % of passes sold. Rows include Willamalane, Lane Transit District, City of Eugene, and a TOTAL REVENUE row.

<b>EXPENSES</b>			
Destination Partner Payout (Willamalane)		\$166,300.20	This is 36% of our total revenue.
Marketing Costs (LTD)		\$20,420.00	
Marketing Costs (COE)		\$2,004.00	
Marketing Costs (Willamalane)		\$2,471.30	
Program Costs (Willamalane)		\$4,954.08	
<b>TOTAL EXPENSES</b>		<b>\$196,149.58</b>	
<b>NET PARTNER REVENUE</b>		<b>\$265,795.42</b>	To be split according to % of total sales
<b>PARTNER REVENUE SHARE</b>			
Willamalane Share		\$127,470.41	48% share
Lane Transit District Share		\$28,386.53	11% share
City of Eugene Share		\$109,938.48	41% share
<b>NET OWED TO WILLAMALANE TO RECONCILE EXPENSES</b>			
LTD		\$528.47	Owed to Willamalane
CITY OF EUGENE		\$79,127.52	Owed to Willamalane
WILLAMALANE		-\$79,655.99	= \$528.47 + \$79,127.52

- Fall Bid Service Adjustments took place on September 15. Communications to customers:
  - Interior bus posters in all buses
  - Large windows at Customer Service Center (facing West 11<sup>th</sup>)
  - Bus Talk articles (August and September)
  - A-Board style signage placed at Eugene and Springfield stations
  - Website postings on all route pages and homepage
  - Press release sent on September 9
  - Facebook postings (more than 2,000 people reached)
- Lane County Stand Down – LTD was proud to offer free rides for any person who declared they were a Veteran and were going to the Lane County Stand Down on September 27.

LTD Website Analytics for August 28 – September 24:

- Users = 37,602
- Mobile Users = 75% access by mobile phone or tablets
- Desktop/Laptop User = 25%
- Page views = 275,649

Facebook Analytics for August 28 – September 25:

- Daily Reach = 18,927
- Engaged users (unique) = 2,138
- Impressions = 33,504

Group Pass:

First Call Resolution joined the Group Pass program beginning October 1. First Call Resolution is a call center located in Veneta with more than 200 employees.

**PLANNING AND DEVELOPMENT**

*Tom Schwetz, Director of Planning and development*

**On-board Origin and Destination Survey:**

Next month, LTD will conduct a system-wide onboard origin and destination survey of its customers. Beginning Saturday, November 2 and continuing through the next week surveyors will be collecting information from passengers on all LTD routes. The information collected includes data about where trips start and end, when trips occur, what routes are used, trip purpose, and more. This data will be used to guide service planning efforts at LTD, as well as provide input to the regional travel model at LCOG.

In addition to trip data, the survey will collect demographic data that will allow LTD to continue to conduct accurate Title VI service equity assessments as required by federal law.

A preliminary report will be presented to the Board at either the March or April Board Meeting.

**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*

**Point2point (P2p)**

*Theresa Brand, Transportation Options Manager*

Staff are working proactively with ODOT to use transportation options solutions for construction mitigation.

P2p has received a new innovation grant (IG-2) from ODOT to test out behavior change messaging and prompts and have identified the use of the Business Commute Challenge as the test case for this pilot work which will occur over the next 12 months led by Cody Franz in collaboration with Julia Woolley from the P2p Team and Alta Planning and Design.

P2p staff are planning transportation options outreach to apartment complex residents in the Gateway area which will occur over the next 3 months. Staff are currently identifying the scope for the project.

West Eugene EmX Corridor Outreach:

Staff continued efforts to promote the use of transportation options along the West Eugene EmX Corridor, in conjunction with congestion mitigation outreach efforts around the Highway I-105 construction project. These efforts have included a targeted campaign in the Jefferson Westside Neighborhood and Whiteaker Community, encouraging residents to enroll in the new Get There platform and explore their transportation options in light of heavy traffic in their neighborhood.

As part of this effort, P2p staff have tabled at the Whiteaker Community Market and hosted an “EmX Morning Mug” event providing free coffee to riders at the Polk & 7<sup>th</sup> EmX platform.

Lessons learned from this outreach will inform future construction mitigation efforts as the I-105 project continues into 2020.

Employer Programs:

- o Plans for promoting and evaluating the ETC toolkit are in place, and will commence pending final revisions which reflect the switch from Drive Less Connect to the new Get There statewide ridesharing database sponsored by the Oregon Department of Transportation.
- o P2p staff attended a number of fall benefit fairs at employers throughout the region to promote options.

Get There:

- o The **Get There Challenge** will be held October 7 through 21. P2p staff have collected over \$8,500 in prize donations and sponsorships.
- o P2p has distributed promo packs with Get There promotional materials, Group Bus Pass information, and updated Emergency Ride Home program materials to 160 employer partners.

Vanpool:

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

Measure	Current Month	Prior Year's Month	Current YTD	Previous YTD
# of Vanpools	16	15	16	15
# of Riders	142	128	148	129
Passenger Boardings	3,722	3,767	7,354	7,171
Total Passenger Miles	196,598	215,619	403,021	412,304
CO2 Reduced	119,532	131,096	245,037	250,681

School Programs – SRTS Outreach Programs:

- o The Regional SRTS Team is in the final planning stage for the October Walk+Roll Challenge. Coordinators are delivering incentive packages, planning events, and soliciting volunteers before the challenge begins in October.
- o The Transportation Options Manager and Schools Coordinator at P2p has continued working with MPC to request additional dollars to fund a .50 FTE for the Springfield SRTS Position. The P2p Schools Specialist attended the September 5 MPC meeting to answer any clarifying questions. MPC will be receiving a Springfield specific SRTS program update in the MPC packet for October.

**Be Seen. Be Safe.:**

Be Seen. Be Safe. events were held at Grocery Outlet on River Road in Eugene and at Grocery Outlet on River Road in Springfield. Staff distributed personal lights and bike light sets to hundreds of people during these two local events.

These events are focused on safe travel information and equipment as we begin heading towards the darker, less visible times of year.



The first of the rural Be Seen. Be Safe. events will be held in Coburg during their Fall Festival event on September 27 from 5:00 p.m. - 8:00 p.m. In late October or early November, staff will host two other rural Be Seen. Be Safe. events in Florence and Cottage Grove. Dates and locations for these events are still to be determined.

**Outreach & Education:**

P2p staff conducted outreach and shared transportation information at the following community event:

<b>Date</b>	<b>Event</b>	<b># of Participants</b>
9/15/2019	Congestion Mitigation Outreach – Whit Market	10
9/17/2019	LCHRA – Lane County Human Resources Association	120
9/17/2019	BSBS Light Giveaway Event – Eugene	30
9/18/2019	City of Eugene Emergency Preparedness Fair	120
9/19/2019	BSBS Light Giveaway Event – Springfield	100
9/22/2019	Eugene Sunday Streets	78
9/23/2019	Sourcepoint Employer Outreach	30
9/24/2019	Morning Mug Coffee Tabling	15
<b>Total</b>		<b>503</b>

**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
<b>October 22 - Regular Board Meeting (Materials Deadline - September 25)</b>			<b>Time (minutes)</b>	<b>CONFIRMED: October 21 - Joint Work Session City of Eugene</b>			<b>Time (minutes)</b>
Introductory Items			15	Public Hearing: MovingAhead		Andrew Martin	
Employee of the Month		Board President	5				
Public Hearing: CIP			15				
Board Member Reports		Camille Gandolfi	10				
<b>Items for Action:</b>							
<b>Consent Calendar:</b>				5			
1	<i>Minutes from the September 16, 2019, Board Work Session</i>	Camille Gandolfi					
1	<i>Minutes from the September 18, 2019, Regular Board Meeting</i>	Camille Gandolfi					
1	<i>Delegated Authority Report – September</i>	Collina Beard					
1	<i>Contract # 2019-07: City of Cottage Grove</i>	John Ahlen					
1	<i>Board Use of District Resources Policy</i>	Aurora Jackson					
GM Goals		David Collier	10				
<b>Items for Information/Discussion:</b>							
<b>Written Reports:</b>							
Monthly Financial Report		Christina Shew					
Monthly Cash Disbursements		Christina Shew					
Monthly Performance Reports							
<b>Monthly Department Reports</b>							
<b>Executive Session:</b>							
ORS 192.660(2)(f) to consider information and records that are exempted by law from public inspection		Mark Johnson	15				
<b>TOTAL TIME (120 minute max)</b>			75	<b>TOTAL TIME (60 - 120 minute max)</b>			0
<b>November 20 - Regular Board Meeting (Materials Deadline - October 30)</b>			<b>Time (minutes)</b>	<b>TENTATIVE: Board Retreat - Date TBD</b>			<b>Time (minutes)</b>
Introductory Items			15				
Employee of the Month		Board President	5				
Public Hearing:							
Board Member Reports		Camille Gandolfi	10				
<b>Items for Action:</b>							
<b>Consent Calendar:</b>				5			
1	<i>Minutes from the October 21, 2019, Joint Eugene City Council/ LTD Board Public Hearing Meeting</i>	Camille Gandolfi					
2	<i>Minutes from the October 22, 2019, Special Board Meeting</i>	Camille Gandolfi					
3	<i>Delegated Authority Report – October</i>	Collina Beard					
4	Budget Committee Member Appointments- Term Expirations/Renewals	Camille Gandolfi					
5							
6							
Adoption: Community Investment Plan		Christina Shew	5				
Public Records Policy		Camille Gandolfi	5				



## Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
SPC Vacancy		Camille Gandolfi	5				
PTASP		David Lindelein	10				
Adoption: Revision to LTD's Disadvantaged Business Enterprise Policy and Program		Collina Beard	10				
<u>Items for Information/Discussion:</u>							
TransitTomorrow		Andrew/Tom	10				
<u>Written Reports:</u>							
Monthly Financial Report		Christina Shew					
Monthly Cash Disbursements		Christina Shew					
Monthly Performance Reports		Andrew Martin					
<b>Monthly Department Reports</b>							
<u>Executive Session:</u>							
<b>TOTAL TIME (120 minute max)</b>			80	<b>TOTAL TIME (60 - 120 minute max)</b>			0
<b>December 18 - Regular Board Meeting (Materials Deadline - November 27)</b>			<b>Time (minutes)</b>	<b>TENTATIVE: Joint Work Session City of Eugene</b>			<b>Time (minutes)</b>
Introductory Items			15				
Employee of the Month		Board President	5				
Public Hearing:							
Board Member Reports		Camille Gandolfi	10				
<u>Items for Action:</u>							
<b>Consent Calendar:</b>			5				
1	<i>Minutes from the November 20, 2019, Regular Board Meeting</i>	Camille Gandolfi					
2	<i>Delegated Authority Report – November</i>	Collina Beard					
3							
4							
5							
Board Member Committee Assignments							
District Disaster Preparedness Plan		Robin Mayall/Frank Wilson/David Lindelien	15				
<u>Items for Information/Discussion:</u>							
2021 Plans - BD Member Request							
TransitTomorrow		Tom/Andrew	10				
<u>Written Reports:</u>							
Monthly Financial Report - Verbal & Written		Christina Shew					
Monthly Cash Disbursements		Christina Shew					





## MEMORANDUM

**DATE:** October 22, 2019  
**TO:** LTD Board of Directors  
**FROM:** Aurora Jackson, General Manager  
**SUBJECT: Fiscal Year 2020 Performance Goals**

As requested, this memorandum provides my recommendation for the development of fiscal year 2019-2020 goals. I look forward to further discussing these goals with the Board of Directors either individually or as the collective governing body.

### **GOAL #1 - Communication**

*The general manager will develop a plan for implementing the recommendations contained in the Board-adopted communications analysis report. The plan should include an explanation of the overall implementation strategy, description of solutions for each category of findings (branding, digital, media, and organizational management), timeline, and financial impacts.*

#### Measurements:

*The Board will rate Goal #1 based on timely submittal of an implementation plan that will be due within 90 days after adoption of this goal. The Board will also rate this goal based on the overall performance centered on adherence to the submitted implementation plan.*

### **GOAL #2 – Project Management of Specific Deliverables**

*The general manager will ensure projects are managed in a cost-effective manner while delivering quality results to the community. The “Specific deliverables,” are defined as agency priorities, already agreed to by the Board, and approved within the budget.*

#### Measurements

*The Board will rate Goal #2 as follows:*

- A. *TouchPass Implementation – In May 2019, LTD purchased an electronic fare payment system, TouchPass, which will enable passengers to pay their fare using a mobile App or smart card. TouchPass will be launched in multiple phases in order to support customers/customer groups to transition successfully, and to address any technological or process challenges.*

*In August 2019, LTD launched the first phase of implementation, the mobile App, while still offering customers the opportunity to continue using paper fare media during the*



transition period. In November 2019, LTD will launch the second phase, smart cards (Tap cards) and once again will continue to offer paper fare media for customers who require more time to transition to TouchPass.

In January 2020, LTD will eliminate the use of paper fare media for customers who purchase one-day or monthly bus passes. Additional phases of TouchPass implementation will include Student Transit Passes, Low-Income Passes, Group Passes and UO Passes. Traditionally, fare payment systems are successfully implemented in 24 to 36-month periods. LTD's goal is to fully implement TouchPass in a 24-month period with key milestones completed in the first year of implementation. The general manager will ensure the first year's key milestones are met for TouchPass as follows:

<b>Product</b>	<b>Usage Goal</b>	<b>Deadline</b>
Monthly Passes	100% of customers paying with a monthly pass will use the TouchPass App or Tap card.	March 30, 2020
Low-Income Passes	100% of customers paying with a Low-Income Pass will use the TouchPass App or Tap card.	March 30, 2020
Student Transit Pass Program	75% of students who ride LTD will use the TouchPass App or Tap card.	June 30, 2020
Daily Fares	75% of customers paying with a one-day pass or single ride will use the TouchPass App or Tap card.	June 30, 2020
Group Pass Programs (non-UO or large employers)	50% of customers paying with a Group Pass will use the TouchPass App or Tap card.	June 30, 2020
Group Pass Program (UO and large employers)	100% of customers paying with a Group Pass will use the TouchPass App or Tap card.	June 30, 2021

- B. *Mobility-on-Demand Pilots – Ensure the effective oversight of the Cottage Grove and EmGo pilots.*
  - a. *Decision process: May 2020*
  - b. *Pilots' conclusion: August 2020*
  - c. *Potential Implementation of MOD: September 2020*



- C. *Transit Tomorrow – Ensure the effective oversight of the communications, community outreach and management of Transit Tomorrow. Manage key deadlines for the project:*
  - a. *Outreach: October 2019 – February 2020*
  - b. *Board decision: February 2020*
  - c. *Phased implementation process: September 2020*
  
- D. *MovingAhead – Ensure the effective oversight of the communications, community outreach, and management of MovingAhead. The general manager will ensure a continued effective partnership with the City of Eugene for project communications, public outreach, and joint meetings. The general manager will assist the Board of Directors to navigate LTD’s role in the decision-making process for the transit elements of MovingAhead.*
  - a. *Decision process: Winter (February 2020)*
  - b. *Next steps: Fall 2020 - Depending on the outcome of the decisions, work jointly with the City of Eugene staff.*
  
- E. *Main Street Transit Study – Ensure the effective oversight of the communications and management of the Main Street Transit Study. The general manager will ensure a continued effective partnership with the City of Springfield for project communications, public outreach and joint meetings. The general manager will assist the Board of Directors to navigate LTD’s role in the decision-making process for the transit elements of MovingAhead.*
  
- F. *Santa Clara Transit Station – Ensure the effective oversight (on-time, within budget, and appropriately messaged) of the Santa Clara Transit Station to include:*
  - a. *Begin construction: No later than May 2020.*
  - b. *Completion of the construction phase: February 2021*
  
- G. *Climate/Sustainability – Ensure the effective implementation of a policy or any direction set by the Board of Directors.*
  
- H. *The general manager will submit a written quarterly report for the specific deliverables to the Board of Directors no later than December 31, 2019, March 30, 2020, and June 30, 2020.*

**GOAL #3 – District’s Internal Climate**

*The general manager will ensure the workplace environment is safe, productive, and inclusive. A high level of importance should be placed on ensuring employees’ compensation is competitive; working conditions are safe and clean; and there is a good balance between accountability and recognition.*



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Measurements

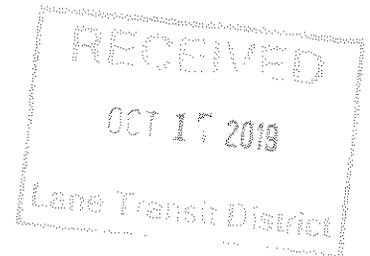
*The Board will rate Goal #3 based on an evaluation of employees' compensation, working conditions, employees' recognition programs and any related activities that impact the internal climate of the District. The general manager will ensure a quality of employment survey is performed no later than April 30, 2020. The general manager will be rated only on whether the report was completed. The content of the survey will not be utilized to gauge the general manager's performance. The Board may also request verbal updates regarding employee turnover within this rating period. The general manager will provide written reports to the Board as may be necessary to conduct a proper evaluation.*

**CONCLUSION**

In closing, I look forward to receiving clear and cohesive direction regarding the Board of Directors' expectations for fiscal year 2019-2020.

Copy to: LTD Human Resource Department  
LTD Legal Counsel, Kristin Denmark

Jane M. Rapier  
PO Box 433  
Cottage Grove OR 97424  
October 11, 2019



LTD Board:

The Cottage Grove Connector service has gotten worse again – namely, on October 10<sup>th</sup> it took ½ hour after I called for it at the Walmart LTD stop and almost that long to go from the LTD stop pick-up to home. On October 11<sup>th</sup> it took just over 20 minutes after I called for the connector bus to arrive.

When the connector service is at its best, I could walk home from Walmart in the time it takes to get home, because other people are delivedred about town first .

The LTD bus schedule was dependable timewise. I have appointments to keep and a house and family to care for. I'm a taxpayer and I want my tax dollars spent on dependable services.

Yes, the Connector is good for some people, but terrible for me and many others. Ride the bus sometime and listen to your customers.

Sincerely,

A handwritten signature in cursive script that reads "Jane M. Rapier".

Jane M. Rapier



# AUDIENCE PARTICIPATION SIGN-UP SHEET—LTD SPECIAL BOARD MEETING

Date: October 22, 2019

*Note: Please note that your verbal testimony is limited to three (3) minutes. If you wish to present written materials, please furnish at least one copy to the Clerk of the Board/Recording Secretary for the official record.*

NAME	CITY OF RESIDENCE	GROUP / REPRESENTING	TOPIC
Rob Zako	Eugene	BEST	"Focus"

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