



# LANE TRANSIT DISTRICT BOARD OF DIRECTORS REGULAR MEETING

Wednesday, March 18, 2020  
5:30 – 7:30 p.m.

**Downtown Athletic Club  
Ballroom**  
999 Willamette St, Eugene

## COVID-19 NOTIFICATION

*Individuals who are sick or considered vulnerable to the COVID-19, should stay home. Individuals displaying signs of coughing may be asked to leave.*

*Regular hand washing and use of hand sanitizers is strongly encouraged.*

*Live web streaming of this meeting is being considered, please check back at [www.ltd.org](http://www.ltd.org) on the Events Calendar for updated information. Those who wish to provide public testimony and are unable to attend the meeting, please send your public comment via email to [clerk@ltd.org](mailto:clerk@ltd.org).*

## AGENDA

Time	ITEM	Pag
5:30 p.m.	I. CALL TO ORDER	
	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	
	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>	
	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>	
	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>	
	VI. BOARD CALENDAR	4
	<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>	
	VII. EMPLOYEE OF THE MONTH - APRIL	5
	VIII. AUDIENCE PARTICIPATION	
	<ul style="list-style-type: none"> <li>◆ <i><u>Public Comment Note:</u> This part of the agenda is reserved for members of the public to address the Board on any issue. The person speaking is requested to sign-in on the audience participation form. 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>	

***Those who wish to provide public testimony, but are unable to attend the meeting, please send your public comment via email to [clerk@ltd.org](mailto:clerk@ltd.org).***

Time		Page
	IX. PUBLIC HEARING: NONE	
10 minutes	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>	6
	XI. ITEMS FOR ACTION	
5 minutes	A. CONSENT CALENDAR: <b>Action Needed:</b> Approval	8
	<ol style="list-style-type: none"> <li>1. Minutes from the February 19, 2020, Board Work Session</li> <li>2. Minutes from the February 19, 2020, Regular Board Meeting</li> <li>3. Delegated Authority Report – FEBRUARY</li> <li>4. Budget Committee Member Appointment</li> <li>5. Contract No. 2020-107: Willamalane Park and Recreation District</li> <li>6. Contract No. 2020-108: City of Eugene River House</li> <li>7. Contract No. 2020-03: Delta Construction</li> <li>8. Contract No. 2017-01: Medical Transportation Management, Inc.</li> </ol>	
20 minutes	B. TRANSIT TOMORROW – ADVANCEMENT OF A PROPOSAL FOR PUBLIC ENGAGEMENT: <i>Materials Included</i> [Tom Schwetz] <b>Action Needed:</b> Discussion and Approval  Staff will request Board approval to advance a Transit Tomorrow network proposal forward for public engagement.	46
20 minutes	C. CLIMATE ACTION POLICY STATEMENT AND FLEET PROCUREMENT GOALS: <i>Materials Included</i> [Aurora Jackson] <b>Action Needed:</b> Adoption  The Board will be provided with a Draft Climate Action Policy Statement and Fleet Procurement Goals for review and adoption.	50
20 minutes	D. STRATEGIC PLANNING COMMITTEE REPORT: <i>Materials Included</i> [Aurora Jackson] <b>Action Needed:</b> Board Consensus  A report from the Strategic Planning Committee (SPC) on actions emerging from the committee’s March 3 meeting and to gather Board Consensus will be provided for review.	53
	XII. ITEMS FOR INFORMATION/DISCUSSION: NONE	
10 minutes	XIII. WRITTEN REPORTS – RESPOND IF QUESTIONS	
	A. MONTHLY FINANCIAL REPORT - JANUARY [Christina Shew]  <i>Attached is the Year-to-Date Financial Report. Financial reports are considered a draft until the conclusion of the fiscal year and completion of the Comprehensive Annual Financial Report. This report is provided in written form monthly, with the addition of a verbal update on a quarterly basis.</i>	55

<u>Time</u>		<u>Page</u>
	B. MONTHLY CASH DISBURSEMENTS - FEBRUARY [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>	60
	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>	65
	D. MONTHLY PERFORMANCE REPORTS - JANUARY [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>	85
	E. MONTHLY DEPARTMENT REPORTS – MARCH [Aurora Jackson] <i>Monthly department activity reports, and reports throughout the District, are provided for the Board's information.</i>	89
	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>	95

7:30 p.m. XIV. ADJOURNMENT

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



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 18, 2020

**ITEM TITLE:** BOARD CALENDAR

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

**ACTION REQUESTED:** Information and discussion.

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**PURPOSE:** To review and discuss the current and upcoming Board calendar.

**ROLE OF THE BOARD:** The Board's role in this instance is to review and discuss the Boards' meeting schedule and any conflicts.

**HISTORY:** Each month the Board reviews its activity calendar for the current and upcoming calendar month. Board members are 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 when available.

**CONSIDERATIONS:** The up-to-date electronic SharePoint calendar is available to be viewed via the link below.

**ALTERNATIVES:** N/A

**NEXT STEPS:** N/A

**SUPPORTING DOCUMENTATION:**

- 1) [Internal SharePoint Calendar Link](#)

**PROPOSED MOTION:** N/A



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 18, 2020

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

**PRESENTER:** Theresa Brand, Transportation Outreach and Marketing Manager

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**BACKGROUND:** Cammie Harris, Marketing Specialist, has been selected to receive the April 2020 Employee of the Month (EOM) award. Cammie was hired as an Administrative Assistant on March 2, 2011; and during that time, Cammie was promoted to a Transportation Options Specialist and then a Marketing Specialist. During her tenure, Cammie has also received Monthly Value Awards for 'Work Together', 'Practice Safety', and 'Take Initiative'. She is also a former member of the Events Committee, and a current member of Relay for Life and the TouchPass Team.

Cammie was selected to be the EOM for April for her exceptional work and dedication with the launch of the electronic TouchPass System. Cammie has gone above and beyond to help make this agency wide effort happen and has displayed amazing creativity and problem solving with this complex and multi-faceted project.

When asked to comment on Cammie Harris selection as EOM, Transportation Outreach and Marketing Manager, Theresa Brand said:

*Cammie is an excellent employee who goes above and beyond with everything she is assigned to. She has done exceptional work on the TouchPass project launch and it is an honor working with such a talented employee.*

**AWARD:** Cammie Harris will attend the March 18, 2020, meeting to be introduced to the Board and receive her award.



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 18, 2020

**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 (LTD) 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. **LCOG Board of Directors:** LTD Board Member Don Nordin represents LTD on the LCOG Board of Directors as a non-voting member; Board Member Caitlin Vargas is the alternate. At the February 27 meeting, board members received the Annual Report of the MPO; Executive Committee Reports; Advisory Council Reports; and a report from the Executive Director.
2. **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 March 3 meeting, committee members reviewed and discussed a draft SPC work plan; discussed Transit Tomorrow public engagement strategy.
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 March 5 meeting, committee members held a public hearing on an MTIP amendment; approved an MTIP amendment; reviewed the Regional Transportation Plan; discussed the LCDC meeting on Statewide Transportation Strategy; reviewed the annual listing of federal obligations; and received a LINKLANE presentation.
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 March 9 meeting, committee members developed a draft Climate Action Policy Statement and Fleet Procurement Goals.
5. **LTD Board Contract Committee:** The Board Contract Committee is composed of Board Members Carl Yeh, Emily Secord, and Joshua Skov. The committee meetings are scheduled for the second Monday of each month. At the March 9 meeting, committee members reviewed contracts to be presented to the Board for approval.
6. **Lane Area Commission on Transportation (LaneACT):** In 2009 the Oregon State Legislature directed Lane County to develop an Area Commission on Transportation (ACT). Commission membership includes representatives from Lane County, cities within the county, LCOG, and LTD, and meets on the second Wednesday of the month. Board Member Don Nordin serves as LTD's representative. At the March 11 meeting, committee members received an ODOT update; an MPC update; reviewed the environmental land use stakeholder alternate; discussed LaneACT member recruitment; received a Eugene to Florence transit update; reviewed and discussed the LaneACT 2020 work plan development; reviewed the draft 2021-24 STIP public outreach effort; received a legislative update; and discussed a multi-modal case study – Denmark and Netherlands.

**NO MEETINGS HELD:**

1. **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. The next meeting is scheduled for April 8.
2. **Main Street Projects Governance Team:** This committee was formed to provide informed direction and collaborative decision making to support the Main Street-McVay Transit Study and four other concurrent projects along Main Street in Springfield. Board Members Steven Yett and Kate Reid serve as LTD's representatives. The next meeting is scheduled for May 11.
3. **LTD Pension Trust Committee:** LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. The pension trustees generally meet three times a year, and Board Member Steven Yett serves as one of the trustees. The next meeting is scheduled for May 13.
4. **Oregon Metropolitan Planning Organization Consortium (OMPOC):** The Oregon Metropolitan Planning Organizations (MPO) Consortium was formed on May 25, 2005, as a forum for MPOs to work together on matters of mutual interest and statewide significance. LTD Board Member Kate Reid attends the committee meetings as LTD's representative. The next meeting is 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 representatives. 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. **Comprehensive and Accessible Transportation Committee (CATC):** Board Members Carl Yeh, Don Nordin, and Caitlin Vargas serve as LTD's representatives. The next meeting has not been scheduled.
10. **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.
11. **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 LTD's Board of Directors 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:** March 18, 2020

**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 March 18, 2020, consists of:

- Approval of the Minutes from the February 19, 2020, Board Work Session
- Approval of the Minutes of the February 19, 2020, Regular Board Meeting
- Approval of Delegated Authority Report - FEBRUARY
- Approval of Budget Committee Member Appointment
- Approval of Contract No. 2020-107: Willamalane Park and Recreation District
- Approval of Contract No. 2020-108: City of Eugene River House
- Approval of Contract No. 2020-03: Delta Construction

**ATTACHMENT:**

- 1) Minutes from the February 19, 2020, Board Work Session
- 2) Minutes of the February 19, 2020, Regular Board Meeting
- 3) Delegated Authority Report - FEBRUARY
- 4) Budget Committee Member Appointment
- 5) Contract No. 2020-107: Willamalane Park and Recreation District
- 6) Contract No. 2020-108: City of Eugene River House
- 7) Contract No. 2020-03: Delta Construction

**PROPOSED MOTION:** I move adoption of LTD Resolution No. 2020-03-18-010; It is hereby resolved that the Consent Calendar for March 18, 2020, is approved as presented [amended].



MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

WORK SESSION

Wednesday, February 19, 2020

Pursuant to notice given to *The Register-Guard* for publication on February, 12, 2020, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a Work Session on Wednesday, February 19, 2020, beginning at 4:00 p.m., at the at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

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

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 AT THIS MEETING**

**Refreshing LTD's Why Statement** — Director of Planning and Development Tom Schwetz reviewed the Board's discussion of a Why Statement at its December 2019 retreat. He said the goal was to create a statement that the Board supported and said staff had drafted, based on the Board's previous deliberations, the following "starter" statement for consideration and refinement:

*To provide reliable transportation services so that the community has convenient access to jobs, school, and services resulting in a cleaner environment, safer transportation system, and economic prosperity while keeping the needs of people at the forefront of our decisions.*

Ms. Jackson said the Why Statement should reflect who LTD is and what it does and invited feedback on the draft language.

Ms. Vargas said she liked simple terminology that was easy to understand, applicable across demographics and avoid the use of contemporary trendy terms like "thrive" and "vibrant."

Mr. Skov said he agreed with Ms. Vargas, but did not see conventional references to equity issues. He asked for the rationale behind using the term "reliable." Mr. Schwetz replied that reliable had been a discussion point at the retreat and equity could be more clearly addressed in the statement.

Mr. Skov said LTD was striving to accomplish two things that sometimes seemed to be at odds: be applicable to a wide audience in the community while recognizing its importance to vulnerable populations in the community and those who were transit-dependent.

Mr. Schwetz suggested the last sentence in the statement could be revised to "...keeping the needs of all people at the forefront of our decisions."

Ms. Reid said she felt the statement could be shorter, using fewer words to say the same thing. She said the phrase "needs of people" seemed to promise too much. She said many organizations used triple bottom line terminology in their statements.

Ms. Jackson said the draft was intentionally generic, but if the Board wanted more specific triple bottom line language that could be included.

Mr. Nordin commented that the statement did not trip off the tongue and was not easy to remember and repeat. He said he preferred a shorter statement.

Ms. Secord viewed the statement in the context of why LTD existed. She said she thought the draft statement was close and addressed the key points, but was too long. She suggested the following language:

*To provide safe, reliable transportation services, to provide equitable access to the community while keeping economic prosperity, environmental impact and the needs of our community members at the forefront.*

Ms. Secord said she was hesitant to include convenience because LTD was considering cutting some routes and would like to see the word "independence" along with "equitable" added.

Mr. Yeh said it was difficult to find fault with the draft statement as it was simple and the words connected with the Board's discussions. He said the system was never going to be convenient for everyone, but as the proposed Transit Tomorrow network moved forward it would be more convenient for many people. He suggested changing the word "school" to "education," but recognized the District did specifically try to take students to school. He said he felt the last sentence in the draft statement was crucial as LTD tried to demonstrate to the community that it did listen and took their needs into account. He said that overall he was pleased with the statement.

Ms. Vargas asked Ms. Secord about the difference between independence and access. Ms. Secord said they went hand-in-hand, although she was thinking more of the demographic aspect of creating independence in her suggested language.

Mr. Schwetz said independence was an outcome of access, but could be worked into the language if the Board wished.

Ms. Vargas said she agreed with Mr. Yeh that the statement was not too long.

Mr. Skov said he also agreed with Mr. Yeh. He said he was trying to determine if the statement might prevent innovation like EmGo, Transit Tomorrow redesign or coordination with emerging micro-mobility modes.

Ms. Jackson said the draft statement developed by staff was also based on knowledge of the industry. She said a why statement should be owned by the governing body and relatable to its decision-making process and proposed projects could be vetted in terms of how they aligned with that statement.

Ms. Reid said she viewed the statement from the perspective of whether it was something with which staff could begin every presentation and was it a mission statement. She said she felt there were too many words in the draft statement and it did not reflect mission, vision and values.

Ms. Jackson asked for direction to staff from the Board on how the statement might be modified.

Mr. Nordin commented that there was emphasis at the retreat on reliable. He said a shorter statement that would be easy to remember was *Reliable, Equitable, Safe Transportation (REST)*.

Ms. Secord shared Southwest Airlines why statement: *We connect people to what's important in their lives through friendly air travel*. She suggested LTD's statement could be shortened to: *Providing safe, reliable transportation*, and said she also liked the phrase suggested by Mr. Nordin.

Ms. Reid said those suggestions would not provide staff with policy direction.

Ms. Jackson stated she liked the idea of a short sentence to summarize and communicate the concepts in the longer statement, which reflected the key drivers in all LTD did.

Ms. Secord suggested "mobility" instead of "transportation" would be more forward thinking and confined to buses.

Mr. Yeh said it seemed the Board was moving in the direction of a shorter statement to use for marketing or in conversation and a longer statement to provide a basis for strategic planning and policy.

Ms. Vargas said she liked the original draft statement and Ms. Secord's and Ms. Reid's suggestion. She stated that she like the term "provide access" but did not feel she was ready to vote on a final version until staff returned for options based on input from the Board and staff.

Mr. Skov questioned the need to have "jobs, school and services" in the statement if a shorter version was desired. He said "keeping the needs of people at the forefront of decisions" was wordy but vague. He said he liked the concept, but it did not contribute more to the statement if the intent was to shorten it.

Ms. Reid stated that she hoped to see the why statement be one bold sentence at the beginning, followed by other things the Board deemed important. The bold statement could be used as a meaningful catch phrase and the rest of the statement could provide guidance to both the staff and Board. She suggested the following option for a bold statement: *We provide safe and reliable transportation services connecting the community through the lens of equity, environment and economy*.

Ms. Secord said she agreed with Ms. Reid that a bold, efficient statement, such as "we connect people to the community" was needed and referred to the Southwest Airlines statement; it was not a mission statement, but did drive the mission statement.

Mr. Yeh said he supported the idea of a bold first sentence, followed by more specifics about why. He stated that he preferred the sentence: *We connect people with jobs, school and services*. He said that clearly stated the 'what and 'why' of LTD's purpose.

Mr. Skov said the Southwest Airlines mission was easier to convey because its purpose was simpler. It did not need to integrate with the larger transportation system or be concerned with vulnerable populations. He encouraged staff to eliminate the references to jobs, education and services in the why statement because it was a subset of what LTD did. The District was trying to help people meet their needs, pursue aspirations and other goals that were not included in the statement. There were many different reasons people used transit and he was not prescriptive about naming types of destinations.

Mr. Yeh said the longer statement was wordy, but did capture the sentiment of LTD's purpose.

Ms. Vargas said she disagreed with Mr. Skov. She said Southwest Airlines did have to compete with other entities and needed an outstanding tag line. They have different demographics that they served and had to appeal to a wide group. LTD had a strong hold on public transportation and it was important to be clear about how critical transit was, particularly to those in the community for whom it was the only transportation option. Many of the people the Board had heard from were choice riders and had other transportation options; the voices of those without other options were not being heard and without LTD they would not have a lifeline to jobs, education and services. The why statement should include that critical role LTD played in some people's lives.

Ms. Reid echoed Ms. Vargas' thoughts on the words lifeline, wellness independence, and freedom.

Ms. Secord said the why statement should reflect the passion Board members had for serving. She suggested the statement could say LTD created mobility options to connect people to our community.

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

LANE TRANSIT DISTRICT:

ATTEST:

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

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

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

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, February 19, 2020

Pursuant to notice given to *The Register-Guard* for publication on February 12, 2020, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a regular board meeting on Wednesday, February 19, 2020, 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  
Emily Secord  
Josh Skov, Secretary  
Caitlin Vargas  
Steven Yett  
A.J. Jackson, General Manager  
Kristin Denmark, 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 said the February employee event went well and explained that employees of the month were honored and an employee of the year selected. He said the Board's Ad Hoc Sustainability Committee was doing important work and he supported their efforts, which would help the Board make informed decisions related to climate change. He noted that due to the need to focus on Transit Tomorrow over the next few months the general manager review would be shifted to June.

**COMMENTS FROM THE GENERAL MANAGER** — Ms. Jackson said that some of the handouts typically provided to the Board at meetings would be posted online to provide access to the public and reduce paper use.

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

**BOARD CALENDAR** — Ms. Jackson reviewed upcoming events on the Board's calendar and noted that the calendar information was presented in a more user friendly format.

**EMPLOYEE OF THE MONTH – MARCH** — Mr. Yeh noted that the person selected as employee of the month was unable to attend the meeting. He expressed his appreciation for members of the Board, who were community representatives who volunteered their time to LTD.

**AUDIENCE PARTICIPATION** — Mr. Yeh thanked community members for attending the meeting and explained the procedures for providing public testimony. He said due to the large number of people wishing to testify, speakers would be limited to one minute. He said a portable microphone was available for anyone unable to come to the podium.

**Jeff Johnson**, Eugene, said he planned to retire at 24<sup>th</sup> Avenue and Agate Street and rely on public transportation from that location but the proposed cancelation of the #27 route would require him to walk seven blocks, which he might not be able to do. His 34 year old daughter worked two jobs and

relied exclusively on the #28 route, which was also proposed to be canceled. It was not in the interest of riders to have more frequent services on routes no one could get to.

**Sheila Thomas**, Springfield, Lane Independent Living Alliance (LILA) executive director, emphasized the importance of reaching out and engaging with people in the disability community. With the proposed cuts or reductions to services and routes, it was very important that people with disabilities were informed of and had some say in those proposals. She noted that in the past LILA had participated in LTD's Accessible Transportation Committee, but the committee had recently been restructured and she asked the Board to consider the importance of scheduling regular accessible transportation meetings to allow those who were transit-dependent to stay informed and have input. LTD had been a pioneer in accessible transportation for many years; that was greatly appreciated and this was not the time to change it.

**Cora Jones**, Springfield, said she worked at LILA and was blind and a transit rider. She said if required to change routes it would take her longer to learn the new ones, likely get lost if forced to walk to the bus stop, her travel to work would require earlier departure and she would have difficulty going to medical appointments, recreation and community activities.

**Len Hockley**, Eugene, stated he had lived in the Whiteaker neighborhood for 29 years and supported the Transit Tomorrow proposal to increase ridership because it proposed to better service low income, minorities and other people across the communities of Eugene and Springfield. It also addressed the ever-increasing threats of climate chaos. He said he saw it as a critical local solution helping to reduce greenhouse gas emissions that could be quickly put into action. Continuing to do business as usual would only accelerate the climate crisis and all should be willing to make changes and sacrifices in order to protect the planet.

**Terry Parker**, Eugene, said she was speaking for the 350 Eugene transit team. She said there were ongoing community conversations similar to the Board discussions. It was understood that Jarrett Walker and Associates were well regarded consultants in their field and evaluated LTD's current system, posing questions of ridership versus coverage. It was also understood that ridership on fixed-route buses was declining or flat even with population growth, while ridership on EmX was growing. Data could be incorrectly applied or manipulated on both sides of the issue and spin happened.

**Matt Keating**, Eugene, joined Southeast Neighbors in asking LTD to post signs on all bus stops that were to be eliminated under the Transit Tomorrow plan. Regarding the proposal to remove 54 to 75 bus stops, he said while the Transit Tomorrow plan aimed to increase citywide ridership with more frequency and expanded service hours he was deeply concerned that neighbors riding buses #28, 24, 73 and 33 would be severely disenfranchised. Service should be expanded, reducing or eliminating fares and encouraging an increased ridership, not radically cutting routes. He urged LTD to creatively think about Free Fare Fridays or other programs that significantly increase ridership.

**Elaine Zablocki**, Eugene, said when she was deciding to move to Eugene she rode the bus system and was very impressed. She was 77 years old and while not currently a bus rider, expected to stop driving and use transit sometime in the next 10 years. She hoped LTD would think more and say more about the people who would lose service through the new plan. She said information about the proposal was very difficult to find and encouraged prominent placement of related maps. She also urged clarification of information about the number of people who would lose bus service and what would replace it.

**Jess Roshak**, Eugene, presented a petition with more than 2,300 signatures. She urged LTD not to dismiss those people as not understanding density and scarcity; they deserved a fair public process. The promise of public transit was truly a thing on which so many lives hinged and it democratized a fractured and unequal society. She said many people were unable to attend the meeting and signed the petition because they did not want to be left out of serious, life-altering decisions. She cited statistics from a recent transportation survey related to the potential impacts of the Transit Tomorrow proposal. She submitted a copy of the petition.

**Russ Brink**, Eugene, said he lived at the southernmost end of the #28 route. He said he had suffered a life-threatening and life-changing stroke, was disabled and no longer drove. The #28 bus had become his only link to the rest of the community for medical appointments, physical therapy and community events. He said he was uncertain what his options would be if the #28 bus was eliminated. If he was forced to use a ride hailing service that would put a strain on his already tight budget. He said he was currently able to ride anywhere in the area for \$25 per month, which he appreciated.

**Linda Duggan**, Eugene, said she lived two blocks from the #28 bus stop and today observed a number of Montessori school students at the stop. That was typical as parents and students rode that bus every day. The student pass program allowed students in 4J and Bethel school districts to ride the buses and Lane Community College and University of Oregon students paid fees to receive bus passes. Many disabled and elderly people would be stranded if they lost service and low income people would also be affected. She encouraged LTD to provide more service instead of less and research the Corvallis model that offered free transit in exchange for a \$3 fee on monthly water bills.

**Joshua Burstein**, Eugene, stated that his entire family used transit and was concerned with the Transit Tomorrow proposal. He said it was a question of service and equity across the entire district. He cited his public service experience and understood budgets and service from many perspectives. He respected the work of LTD staff and the Board's consideration of the proposal, but had grave concerns about the current Transit Tomorrow iteration. He said he felt it was a philosophical and moral issue whether to provide service to as many people as possible, support the regional economy, get people out of cars and focus on riders or eliminate service to certain parts of town leaving behind transit deserts. He stated that he hoped there was a middle ground that could retain more routes with less frequent service instead of eliminating them entirely.

**Dennis Herbert**, Eugene, chair of Southeast Neighbors, provided materials that compared the demographics of Southeast Eugene to the City of Eugene based on the 2010 census. He said the material was provided to help planners understand the misunderstood demographics, transit use and needs of the region. Southeast Neighbors was home to a higher than average incidence of families in poverty, population of elderly, population of students and people who relied on the bus to commute to work. He urged the Board to review the information.

**Matt Moore**, Eugene, commended the LTD Board for taking steps to increase ridership, but urged it to take its time to assure Transit Tomorrow was implemented in a responsible way that reflected what the community most wanted and needed. One of his main areas of concern was the methods used to solicit public input. In a 2018 community values survey LTD asked respondents which areas they considered most pressing for additional investment. Without regard to areas that might be cut, additional investments were made. To many it seemed irresponsible to extrapolate those results to a plan that completely restructured LTD's transportation plan. In a 2018 open house respondents preferred incremental adjustments over a complete redesign of LTD's system by a ratio of 2:1. If LTD wanted to completely redesign its system he urged the Board to wait until 2020 census data was available.

**Rachel Anderson**, Eugene, noted that the January Board meeting minutes indicated she was speaking in favor of Transit Tomorrow, but she was actually speaking on behalf of those unable to attend the meeting. Regarding student concerns, she said the 4J and Bethel school districts were blind-sided by the Transit Tomorrow proposal and had not been involved in the process. She said switching bus routes in February was difficult for students relying on the bus and encouraged bringing them and the elderly and disabilities communities to the table.

**John Q. Murray**, Eugene, said the Transit Tomorrow proposal would have an adverse affect on southeast neighborhoods. He said the proposed service cuts and retrenchment were in sharp contrast with what was happening elsewhere in Springfield and Eugene where there were many infrastructure and redevelopment projects under way that would improve the community's quality of life and help area businesses to attract and retain the best employees. Rather than continue on the current path, he

encouraged the Board to join the many private companies and public agencies that were investing in infrastructure and send a welcoming message to business leaders and entrepreneurs.

**Lucy Johnson**, Eugene, said she lived in the Amazon neighborhood and rode the #28 bus. She was disabled and could not walk more than a block. The proposed route changes would require her to walk a half mile to a bus stop. She said there were group homes for disabled people in the neighborhood and changes would make her and many others shut-ins. She urged the Board to consider changing its momentum.

**Robin Bloomgarden**, Eugene, said she lived on the #40 bus routes in Bethel, which was being considered for elimination, and she was not happy about that as she was unable to walk a long way. She said she was downtown often and had never seen a passenger in an EmGo vehicle. She questioned whether it was doing anything or just a waste of money.

**Monica Casagrande**, Eugene, said she lived on the #27 bus route. She said the main ways LTD was funded was a self-employment tax and an employee payroll tax to the State Transportation Improvement Fund (STIF). For the years 2020-21 the state had allocated \$4.9 million to LTD with the specific task of meeting students' needs, plus an additional \$2.4 million for a youth and low income fare program. Other state funding provided resources for the elderly and disabled. The state funding came with rules and could be used only for the creation, maintenance or creation of systems and services, not to dismantle them. The removal of bus routes used by students would impact 12 schools, including three of four high schools, and this might create a situation in which LTD was not meeting standards for use of state funding and could lead to less funding in the future.

**Sherry Sandreth**, Eugene, stated that she was the executive director of Smart Living, Learning and Earning with Autism (SLLEA), an organization providing housing for adults with autism who attended the University or worked. She said most of that population chose not to drive and loss of transit to those living in south Eugene would result in 160-180 requests for RideSource per week; RideSource was not intended for commuting to work and many of those individuals could lose their job. That would impact purchasing power in the community and increase Social Security benefits. She proposed replacing larger buses with smaller vehicles.

**Lucy Brambrey**, Eugene, said she lived in southeast Eugene and according to a neighborhood analysis 22.5 percent of the 13,419 people who responded were aged 60 or older. Southeast Neighbors polled 153 people, of which 105 were 55 years and older. Twenty took the bus regularly, 37 took the bus one to four times per week; 19 respondents said the Transit Tomorrow plan would make them unable to take the bus or access any transportation at all while 82 said it would make them less likely to ride the bus and more likely to drive a car, thus defeating the plans intention to decrease carbon emissions and increase access for the elderly.

**Samantha Taylor**, Eugene, lived in south Eugene and did not personally agree with the Transit Tomorrow proposed changes and cuts to routes. She depended on many buses, particularly the #24, to get to weekly medical appointments. If the route was eliminated it would take her 2.5 hours each week to make the trip and she had physical disabilities that would make it difficult for people like her to get to and from appointments and other places in the community. She lacked other transportation options and asked that the Board reconsider its decision.

**Cassandra Miller**, Eugene, said she attended a public meeting in Springfield on February 11 and made several alternative suggestions, including that the route go to the top of Fox Hollow and Donald Street every hour rather than every 30 minutes. She also suggested combining the #24 and #28, leaving #73 to go to the top of the hill. If the #73 was extended to go around the butte with a stop at the Willamette side parking lot and the Raptor Center entrance it would encourage more riders while saving the line for those who depended on the bus. She said many people visited the butte and Raptor Center every day. Woodley Village was affordable housing for those that were 50-60 percent below median income in the area, many of whom were single mothers and would have to work more to afford to get to work.



**Patty Hine**, Eugene, said the Board had a difficult job ahead of it. She was a member of the 350 Eugene climate justice organization and supported Transit Tomorrow. Scientists said there were 10 years to avert the worst affects of global warming pollution and transportation was a huge contributor. Transit was a major factor in making that change and decisions were very tough. She said she appreciated LTD's comprehensive study of its network and services and felt the proposal did enhance benefits to communities of concern. She stated that she appreciated LTD keeping that at the center of its work. Increasing transit ridership would reduce transportation emissions.

**Tim Ahearn**, Eugene, said he had recently purchased a home in Eugene and its location was due to the availability of bus service in the neighborhood. He said climate change issues would not be improved if people who currently rode the bus had to drive. He said he appreciated the current bus system and said sometimes the best course of action was to do nothing.

**Tom Halferty**, Eugene, said the current system had a 60 percent ridership/35 percent coverage ratio and direction to the consultant was for an 80-85 percent ridership/15-20 percent coverage system, thinking that coverage could not be maintained with such an increase in ridership due to financial constraints. He said he disagreed with that assumption and said people needed to be able to get from home and back each day; eliminating routes would not serve that function. Instead of cutting service he said cities and towns around the country were increasing ridership by subsidizing fares for low income citizens or offering free fares for riders. He said solutions were out there for increasing ridership without reducing service and encouraged the Board to scrap the Transit Tomorrow plan and find more sensible ways to increase ridership.

**Eleanor Lepinski**, Eugene, said she was concerned with such a huge cut in service as so many people had made life decisions about on where to live and she was horrified that so many people would be cut off so quickly and thoroughly. She said there was a statement at a recent committee meeting that there would be winners and losers and that was a fact. She said the proposed cuts were not right.

**John Lepinski**, Eugene, said he was impressed with the diversity of riders on the #28 bus, many of whom rode to the end of the line. He implored the Board to think about how the plan might affect numbers when the #28 was truncated.

**Paul von der Mehden**, Eugene, was a member of the Harlow Neighbors Association and hoped to see a response to the questions submitted when LTD representatives attended a meeting on January 16. He also requested the data and algorithms used to double the frequency of the bus along Martin Luther King, Jr. Boulevard in the neighborhood, while eliminating bus service along Harlow Road. He said he also expected a response to the association's offer to work with LTD to increase ridership and improve the system.

**Andy Darnall**, Eugene, commented that many people bought houses based on where bus routes were currently located and while she appreciated the need to redesign the system after 20 years, but if the plan increased the number of people without access to transit within one/half mile it was going the opposite of its intent. She said at a recent meeting attendees indicated they would rather have a bus that came every hour than no bus at all. She only found out about Transit Tomorrow because of a Facebook post and encouraged the distribution of flyers at stations. She had been doing that herself.

**Xitlali Torres**, Eugene, said she was 19 and attended the University of Oregon, majoring in planning and public policy. She said she took the #28 bus almost daily and it was important to her. She said other students were unable to attend the meeting, but she saw the bus filled with students every day.

**Holly Ross**, Eugene, said she worked with SLLEA, an organization assisting clients to live independently. She said clients were empowered by having access to transit and taking bus lines away would be a disservice to them. They would be unable to get to work, to school, to volunteer opportunities and medical appointments. She said cutting the routes would place the burden on other agencies that were already overworked and loss of jobs would contribute to the homeless problems in

the community. She said she appreciated LTD's service to the community and urged the Board to think about those who were trying their hardest to get through the day and would be so impacted by the proposal.

**Topher Sandow**, Eugene, said he was a resident of south Eugene and rode the #33 bus. Eliminating that service would mean he would have to walk an additional mile, with that being uphill on his return trip, which was not an option. He would need to get a ride from someone and that was not good for the environment, was inconvenient for the driver and cost money.

**Robert Schwartz**, Eugene, thanked Mr. Nordin for helping to implement the Cottage Grove bus service. He now lived in Eugene and the Transit Tomorrow proposal would eliminate bus service his autistic son depended on for transportation. He said the issue was not about him or any specific group. It appeared to be all or nothing - either a large bus or nothing at all. He asked if it was possible to scale some service to smaller vehicles in order to have more coverage.

Mr. Yeh said that comments on Transit Tomorrow could also be made on LTD's website.

**PUBLIC HEARING** — None.

**BOARD MEMBER REPORTS** — Mr. Skov reported the Ad Hoc Sustainability Committee was working on issues related to procurement of electric vehicles and goal setting. He encouraged interested parties to attend the meetings. He said setting a climate goal for a transit agency was complex. Ms. Reid reported on the United Front trip to Washington D.C. by local elected officials for meet with members of Congress and federal agencies to discuss issues of regional priority. The focus of this trip was the city of Springfield and Eugene's Franklin Boulevard project, which would affect LTD. She said it was a very productive trip.

Mr. Nordin reported that the LaneACT (Area Commission on Transportation) received an update on bus service between Eugene and Florence, which recently began service. He said Lane Council of Governments (LCOG) provided the twice daily, seven days per week service as LinkLane. LCOG was also working on service between Coos Bay and Florence.

**ITEMS FOR ACTION AT THIS MEETING**

**MOTION** **Consent Calendar** — Mr. Skov moved adoption of LTD Resolution No. 2020-02-19-005, with an amendment to the January 15, 2020, Regular Board Meeting Minutes as noted during audience participation: It is hereby resolved that the Consent Calendar for February 19, 2020, is approved as amended. Ms. Reid provided the second. The Consent Calendar consisted of the Minutes of the January 15, 2020, Regular Board Meeting and the Delegated Authority Report-January.

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

**Comprehensive Annual Financial Report (CAFR) Audit Results** — Director of Finance Christina Shew introduced Julie Desimone, Kevin Mullerleile and Ashley Olson of Moss Adams, LLP to present the audit report and CAFR for the fiscal year ending June 30, 2019.

Ms. Desimone described the audit process and resulting report on the District's financial statement and internal controls. She said an unmodified opinion was issued on the financial statements. A clean opinion was also issued on Oregon Minimum Standards. A letter would be issued to the Board formally communicating the audit results. She said recommendations and best practices had been communicated to management for consideration.

Ms. Olson said two opinions were issued on LTD's federal grants: one on the compliance of financial reporting and another on compliance with the programs that were tested. She explained the testing process and noted that in a few instances LTD had undercharged the award on more than one occasion. Consequently a significant deficiency regarding compliance related to allowable costs was identified. Management prepared a corrective action plan and put into place some of the auditors' recommendations. Compliance would be tested in next year's audit process.

Mr. Mullerleile said the last audit issue was fraud, waste and abuse. The audit team met with management to determine if there were any areas of risk and no concerns were noted during the audit.

In response to a question from Ms. Secord, Ms. Desimone said the audit team was available at any time to answer questions about the audit.

In response to a question from Mr. Nordin, Ms. Olson said a sample was selected from approximately 5,000 payroll transactions and determined that the fringe benefits calculations had not been properly updated and an extrapolation of errors did not result in a material issue, but from the perspective of compliance it had to be reported.

Mr. Skov said the annual audit process was essential to maintaining transparency and public trust in the District's financial stewardship of public funds. He asked if there were any standards or benchmarking that were specific to transit to assist the Board with its oversight responsibilities. Ms. Desimone replied there were no federal requirements or standards specific to transit districts, but there were many requirements from the Federal Transit Administration (FTA) related to reporting. She said the audit did not take into account benchmarking in a way that would help the organization from an efficiency standpoint.

Mr. Nordin asked for an explanation of "reimagining the downtown Eugene station and surrounding areas as a future mobility hub." Ms. Jackson said the station was a current mobility hub and the phrase expressed the desire to feed additional transportation service into the area in order to allow more people to take the bus into the station and have other mobility options in the downtown area. The intent was to work in partnership with other agencies and jurisdictions to reduce the number of cars in downtown.

MOTION Ms. Vargas moved adoption of LTD Resolution No. 2020-02-19-006: It is hereby resolved that the LTD Board of Directors adopts the CAFR and Single Audit Report as presented. Mr. Yett provided the second.

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

**Finance Committee Name Change** — Mr. Yeh explained that the recommended name change would more clearly identify the committee's role in reviewing contracts. The name proposed would not conflict with the term Contract Review Board, which referred to a specific function of the full Board in reviewing appeals.

MOTION Mr. Nordin moved adoption of LTD Resolution No. 2020-02-19-008: It is hereby resolved that the LTD Board of Directors adopts the Finance Committee's recommending renaming the committee to Contract Committee and approves changing the committee bylaws as presented. Ms. Secord provided the second.

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

ABSTENTIONS: None  
EXCUSED: None

**Electric Bus** — Director of Fleet Management Matthew Imlach stated the contract with New Flyer of America, Inc. for the purchase of 11 electric buses and charging equipment was presented to the Contract Committee for review on February 10. The committee posed a number of questions and staff responses to those questions were included in the agenda packet. He reviewed the responses and said the recommendation was to move forward with the contract.

Mr. Skov said the Contract Committee spent about 40 minutes discussing the purchase and gaining an understanding of the use of an existing State of California cooperative procurement agreement instead of LTD issuing its own solicitation; that resulted in a far more efficient and streamlined process.

In response to a comment from Ms. Secord, Mr. Imlach said LTD had previous experience with New Flyer as approximately 40 percent of its fleet was New Flyer buses, although selection of a vendor was based on low bid.

Ms. Denmark clarified that typically once a contract was reviewed and recommended for approval by the Contract Committee it was placed on the Consent Calendar. The committee had recommended it be a separate item on the agenda because of the dollar value.

Mr. Yeh said the committee had thoroughly discussed LTD's experience with New Flyer and their reliability as an organization. In addition to the lowest cost, other benefits of selecting New Flyer as the vendor included interchangeability and replacement of parts. He said the community supported more electric buses and this represented LTD desire to contribute to decreasing its carbon footprint.

Ms. Reid confirmed with Mr. Imlach that TriMet also used New Flyer vehicles. She said New Flyer was looking at and planning for many aspects of the new federal infrastructure and transportation legislation.

Ms. Vargas asked about the delivery timeline for the new buses. Mr. Imlach said there would be a staggered build schedule, with the first bus scheduled for delivery in November, and followed by regular deliveries through the end of February.

Ms. Secord pointed out that the contract amount was \$11 million, not all was being funded locally. Federal and other grants funds were also financing the purchase.

MOTION Mr. Skov moved adoption of LTD Resolution No. 2020-02-19-007: It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2020-61 as presented. Ms. Reid provided the second.

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

**Information Management Policy** — Ms. Gandolfi explained that she was engaged in standardizing Board process. The first phase updated bylaws for the Board and its support committees. She said the state recommended the District have a records management policy and she updated the existing public records request policy and included it in an all-inclusive information management policy assuring accountability and transparency.

Mr. Skov said he appreciated the systematizing of agency processes.

Mr. Yett asked how the move toward greater transparency aligned with getting as many documents as possible online so the public could have ready access and not have to make a public records request. Ms. Gandolfi said part of the project included obtaining a records management system to ensure the District's information was organized and compliant with retention schedules. In 2018, LTD joined the state archivist's records management system and had been inputting information to the system, which would then make a large quantity of District records available to the community on a self-service basis through a web link.

Mr. Yett asked if there was a timeline for bringing information online and was staff going to identify the order in which information would be made available. Ms. Gandolfi said preset queries were being developed for documents such as meeting minutes, audio recordings, resolution and other basic information that was frequently requested by the public. A soft internal launch was planned for March 2020, with a public link available in April. Adding information would be an ongoing process.

Ms. Jackson added that frequently requested information often related to procurement and those documents required redacting and that was more difficult and sometimes involved review by legal counsel. She said software that could help with that process and was being researched by staff, but was not part of the current project. Initially the goal was to make available those documents most requested by the public.

Ms. Reid thanked staff for moving forward with the project and observed that switching to the Oregon Records Management System (ORMS) was very labor intensive for staff, but would ultimately give the District great organizing tools.

Mr. Skov related his experience with the City of Eugene Budget Committee and said the software used by the city made review of budget documents and expenditures much easier. He said ORMS would improve LTD's transparency and gain the public's trust.

In response to questions from Mr. Nordin and Ms. Secord, Ms. Gandolfi said ORMS was cloud-based and fees collected for providing documents were deposited in the General Fund.

MOTION Ms. Secord moved adoption of LTD Resolution No. 2020-02-19-009: It is hereby resolved that the LTD Board of Directors adopts the Information Management Policy as presented. Mr. Skov provided the second.

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

#### ITEMS FOR INFORMATION/DISCUSSION

**Strategic Planning Committee (SPC) Transit Tomorrow Recommendation** — Director of Specialized Services Cosette Rees briefly reviewed the Board's direction to staff at its November 2019 meeting to present Transit Tomorrow to the public in a way it could be easily understood. She described the outreach activities with agencies, organizations, individuals and groups to develop a broad community understanding.

Ms. Reid asked that all outreach activities be sent to Board members' calendars so they were aware of them.

Mr. Yett asked that Board members be provided with an abstract of meetings, including who attended and a summary of feedback received.

Ms. Secord supported Mr. Yett's request. She said it would be helpful to understand public sentiment and areas of concern. Although there was a potential alternative that would be presented in the future, she wanted to know what was currently being presented during outreach activities. Ms. Rees said currently presentations included a history of Transit Tomorrow and LTD began the process, along with the proposed network provided to the Board in November 2019. She said people were also being informed that another option would be available in March 2020. She said there were summaries of all of the meetings to date and those could be shared with Board members.

Mr. Yett asked if outreach has been conducted with the Amalgamated Transit Union (ATU), as it did not appear on the list of outreach contacts. Ms. Jackson said the list typically only identified external contacts; internal outreach to employees had occurred and another meeting was planned for the following week. She said the planning team conducted an extensive internal outreach and all employees and union leaders were invited to presentations about Transit Tomorrow.

Mr. Yett asked if ATU was satisfied with the outreach. Ms. Jackson said the union had not expressed either a positive or negative opinion.

Ms. Reid noted that meeting handouts included a letter from ATU conveying concerns related to STIF-funded projects and how they related to HB 2017.

Mr. Yett said the union would be critical to the implementation of Transit Tomorrow.

Mr. Skov asked that Board members be provided with corridor-specific materials that offered a rationale for proposed changes related to each corridor. Many members of the public had commented on the need for transparency of the underlying data process.

Ms. Vargas observed that at the beginning of the Transit Tomorrow process the Board was unaware LTD was not meeting its current policy with respect to the ridership/coverage ratio. She asked if that information was being shared with the community.

Ms. Jackson said the next step was to bring options to the Board at its March meeting and the Board would determine what was put forth for public review and feedback. She said at this point corridor-by-corridor information was not being shared because no Board decision on the initial proposal had yet been made. Staff did not want to imply that the first iteration of the plan had been adopted.

Mr. Skov understood the reluctance to imply the proposal was final, but felt the best conversation with the public would come from having actual proposed details available to help people understand why the plan was being proposed.

Ms. Secord said staff could provide clarity about why that detailed information was not provided, such as the cost of compiling the materials.

Ms. Reid said the Board had directed staff to take the network presented to the Board out to the community and neighborhood groups and obtain feedback. But the plan was a proposal and detailed route maps for each corridor were not available at this point.

Mr. Yeh expressed concern that some people thought decisions had been made. He pointed out that LTD's system had not had a thorough review for 20 years and Transit Tomorrow was an attempt to match community needs with available resources.

Mr. Yett said much of the testimony at the meeting and feedback received from the public over the past two months indicated that LTD had not done a sufficient job in reaching out to the community. Many agencies and organizations were saying they had received information about Transit Tomorrow second- or third-hand. Outreach needed to be improved in order to have the types of discussions Mr. Skov described.

SPC Vice Chair Leah Rausch presented recommendations from the committee regarding Transit Tomorrow's public engagement process and the decision-making framework and schedule. She said the SPC's January 2020 meeting it recommended that the Board provide staff with a strong, clear directive to continue pursuing a high ridership model and to accomplish that LTD needed to engage in an intentional public involvement process that built community support. The process should explain the purpose of Transit Tomorrow and present the benefits of a high ridership model. Details of the SPC's recommendations were included in the agenda packet. On behalf of the SPC she strongly encouraged the Board to take formal action in response to the committee's recommendations.

Ms. Vargas asked if the SPC had any recommendations regarding forums, locations, dates and time or marketing. Ms. Rausch said the committee did not offer those types of details and the forums that were held earlier in the Transit Tomorrow process were well received and could be replicated.

Ms. Reid asked what formal action the SPC wanted the Board to take. Ms. Rausch said the committee hoped to see the Board provide more clarity on the SPC's role and how its recommendations were received and incorporated into the Board's work, such as a formal acknowledgement that the recommendations were heard and would be taken into consideration as the Board took action in the future.

Ms. Reid said the SPC was an important advisory group to the Board and membership was carefully considered to provide a communitywide perspective, but taking action or making a statement in the middle of a public engagement process would be irresponsible when community input was still being received.

Ms. Rausch said she understood the Board could not commit to a specific direction for the proposal. The SPC was more interested in having the Board provide guidance on what it wanted and expected from the public involvement process.

Ms. Secord said SPC members were well informed and offered good recommendations, but did not always feel they were being heard. The committee might want a response such as a list of critical stakeholders that should be included in the process, a plan to reach out to them and a follow up report on those conversations.

Ms. Jackson summarized the SPC was recommending a ridership model and outreach to garner support for that model. She said staff was working with the key community stakeholders on the SPC and was interested in their perspectives and input. She asked the Board to indicate how it wanted staff to proceed based on those recommendations.

Ms. Reid and Mr. Skov agreed the stakeholder forums were an effective public engagement strategy. Mr. Skov asked if staff felt the Board had not given clear direction on a high ridership model. Ms. Jackson replied that the Board had provided clear direction to create a high ridership proposal, but not on garnering community support for that model.

Mr. Skov said the Board had provided direction to move from the current system to a high ridership model, but not the specifics of how that would be achieved through various route changes. He said he was struggling with how best to proceed as a Board member engaging in public communication and oversight of public engagement. It appeared the SPC did not feel the Board had been clear with staff on how to proceed.

Mr. Yeh said he agreed the issues raised by the SPC could not be resolved in the meeting time remaining. He added that would work with Ms. Jackson to identify a time to involve the Board in public engagement and determine how the Board could engage with the SPC.

Ms. Rausch commented that the SPC's concern was that while there was Board consensus about a high ridership model, there was no direction from the Board to staff about marketing the benefits and value of that model. She said the SPC did not have enough information about the public involvement

strategy to suggest details for holding stakeholder forums, but she would convey that interest to the committee. She asked the Board to consider whether involvement in those types of details was an appropriate role for the SPC.

Ms. Reid said staff was talking about the benefits of a high ridership model and specifically the benefits of the model being presented to the community. She said she was not certain why the SPC was making that recommendation, although noted those staff presentations had occurred after the SPC meeting in which those recommendations were developed.

Ms. Secord said the Board had already agreed to pursue a high ridership model and the SPC was recommending the Board continue with that model. She said she thought if the Board failed to take any formal action it would not send a clear message about its intentions. She said clarity from the Board, such as an informal poll of members to determine their support for a high ridership model knowing a second version to help mitigate some services losses would be forthcoming, would help the SPC, Board and staff be more productive.

Mr. Yeh said the Board understood and recognized the value of high ridership and asked staff to provide a proposal for a high ridership model. Another iteration of the model based on feedback from the community would be presented at the March meeting. The SPC's feedback questioned whether the value of a high ridership model had been fully explained to the public.

Ms. Reid asked that a report from the SPC about the recommendation it was making to the Board on a current project be presented to the Board the same month the recommendations were made.

**WRITTEN REPORTS**

**Monthly Financial Report - November** — There were no questions.

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

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

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

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

**Board Annual Working Agenda** — There were no questions.

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

MOTION Mr. Skov moved that the Board meeting in Executive Session pursuant to ORS 192.660(2)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations. Ms. Reid provided the second.

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

The Board entered executive session at 8:15 p.m.

The Board returned to regular session at 8:45 p.m.

**ADJOURNMENT** — Mr. Yeh adjourned the meeting at 8:45 p.m.



LANE TRANSIT DISTRICT:

ATTEST:

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

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

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

**LANE TRANSIT DISTRICT  
DELEGATED AUTHORITY REPORT  
February 2020**

Contracts								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	SIGNER	NOTES
1/22/2020	DHS	Non-Medical Transportation	IGA	Dec. 31, 2019 - Dec. 31, 2021		\$ 6,500,000.00	A.Jackson	
1/28/2020	University of Oregon	UO Football Game Service	IGA	Sept. 12, 2019 - Nov. 30, 2019	annual update	\$ 150,438.80	A.Jackson	
1/29/2020	DHS	Non-Medical Transportation	IGA	Dec. 31, 2019 - Dec. 31, 2021			A.Jackson	new contract language updates
1/29/2020	Oregon Track Club	2020 Butte to Butte	Free Ride Agreement	Jul. 4, 2020	annual agreement	\$ 3,400.00	A.Jackson	
2/3/2020	Los Faroles	Lease Agreement	Amendment	Feb. 1, 2020 - Jan. 31, 2025		\$ 2,400.00	A.Jackson	monthly rental cost
1/30/2020	City of Eugene	Santa Clara Station - Pole Swap	MOU	Jan. 30, 2020 - until completion			A.Jackson	
2/13/2020	Gloria Gallardo dba DBS Consulting	Gallardo Consulting	Personal Services	Apr. 20, 2020 - Apr. 19, 2021		\$ 120,000.00	A.Jackson	
2/18/2020	Willamalane/Cit of Eugene/LTD	2020 1Pass MOU	MOU	May 25, 2020 - Sept. 7, 2020			A.Jackson	
2/18/2020	University of Oregon	UO SCYP - Task Order No. W1L - Scenario Planning - Payroll Tax and Financial Visualization	Master Agreement	Oct. 1, 2019 - June 30, 2020	NA		A.Jackson	Total Contract Value for SCYP is NTE \$125,000
11/11/2019	University of Oregon	UO SCYP - Task Order No. W2L - River Road Station Site	Master Agreement	Oct. 1, 2019 - June 30, 2020	NA		A.Jackson	Total Contract Value for SCYP is NTE \$125,000
11/11/2019	University of Oregon	UO SCYP - Task Order No. W3L - LTD Bus Electrification Fleet and Load Analysis	Master Agreement	Oct. 1, 2019 - June 30, 2020	NA		A.Jackson	Total Contract Value for SCYP is NTE \$125,000
11/12/2019	University of Oregon	UO SCYP - Task Order No. W4L - Bike Share Neighborhood Assessment	Master Agreement	Oct. 1, 2019 - June 30, 2021	NA		A.Jackson	Total Contract Value for SCYP is NTE \$125,000
11/13/2019	University of Oregon	UO SCYP - Task Order No. W5L - Transportation Hubs of the Future	Master Agreement	Oct. 1, 2019 - June 30, 2022	NA		A.Jackson	Total Contract Value for SCYP is NTE \$125,000
Group Pass/Non-Profit Program								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	SIGNER	NOTES
1/24/2020	The Duck Store	Group Pass	Group Pass	Jan. 1, 2020 - Dec. 31, 2020	ongoing		A.Jackson	
1/29/2020	4J School District SSD	Group Pass	Group Pass	Jan. 1, 2020 - Dec. 31, 2020	ongoing		A.Jackson	
2/3/2020	Phoenix Inn	Group Pass	Group Pass	Jan. 1, 2020 - Dec. 31, 2020	ongoing		A.Jackson	
2/3/2020	Womenspace, Inc.	Non-profit Pass	Non-Profit Pass	Jan. 1, 2020 - Dec. 31, 2020	ongoing		A.Jackson	
2/6/2020	Lane Service Sharing Network	Group Pass	Group Pass	Feb. 1, 2020 - Dec. 31, 2020	ongoing		A.Jackson	



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 18, 2020

**ITEM TITLE:** BUDGET COMMITTEE MEMBER APPOINTMENT: WILLIAM "BILL" WHALEN

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

**DIRECTOR:** Aurora Jackson, General Manager

**ACTION REQUESTED:** Adoption

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

**ROLE OF THE BOARD:** The Board's role in this instance is to appoint members to an advisory committee.

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

The 3-year term for committee member Dean Kortge, under Board member Caitlin Vargas' nomination position, reach their expiration on December 31, 2019. Mr. Kortge elected not to renew his seat, leaving the seat vacant. Caitlin is nominating William "Bill" Whalen to fill the Budget Committee vacancy.

**CONSIDERATIONS:** N/A

**ALTERNATIVES:** The Board could choose not to approve the nominated committee member and request an alternate nomination to be approved at a future date.

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

**SUPPORTING DOCUMENTATION:** N/A

- 1) Resolution No. 2020-03-18-011
- 2) Current Budget Committee Roster
- 3) Member Resume and Application

**PROPOSED MOTION:** I move adoption of LTD Resolution No. 2020-03-18-011:

It is hereby resolved that the LTD Board of Directors approves the appointment of William "Bill" Whalen to a three-year term on the LTD Board Budget Committee.



# Employment Application | Submitted: 03-Mar-2020

AAA

William Whalen

LTD Board Budget Committee Position - Volunteer Committee Seat Opportunity

Job Location - Eugene, OR

Department - Community Advisory Committees

## Application Instructions

### Instructions

Thank you for considering joining our Budget Committee with Lane Transit District!

### Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

Click on the link to open the resume file if you wish to print the formatted resume.

File Name	Link
William Whalen Bio for Community Involvement.docx	<a href="#">Q Preview</a> <a href="#">Download</a>

### Text Only Resume

No Text Only Resume on File

### Admin Uploaded Files

There are no admin uploaded files for this applicant.

### Committee Questions

### Tell Us More About You | Score Total - 0

Question	Answer	Score	Disqualifier?
Preferred Name:	Bill		

<b>Preferred Pronoun:</b>	He	0
<b>What is your current occupation? *</b>	Banker	
<b>Who is your current employer?</b>	Summit Bank	

### Committee Questions | Score Total - 0

Question	Answer	Score	Disqualifier?
<b>Please provide a brief statement of your background relevant to Budget Committee appointment: *</b>	I have an accounting degree from CSULB and have been financial services for over 30 years. In my positions at various bank I have reveiwed budgets and financial reports and analyze from a lending standpoint. In addition I have been involved with seveal non-profits over the years and work n there budgets.		
<b>Please tell us who nominated you for the Budget Committee: *</b>	Caitlin Vargas		

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Signature

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Date

### Application Note History

No Application Note History



William "Bill" Whalen

### **Community/Civic Involvement**

2019	City of Eugene Public Safety Revenue Committee
2013 – Present	Eugene Police Commission, Chairperson, City of Eugene
2013 – Present	Court Appointed Special Advocates (CASA), Board of Directors, Lane County
2009 – Present	Local Government Affairs Council, Eugene Chamber of Commerce, Member
2008 – 2013	Kids First of Lane of County, Board of Directors
2004 – 2007	Womenspace Inc, Board of Directors, Lane County
2004 – 2006	Science Factory, Board of Directors, Eugene Oregon
2000 – 2004	Children's Advocacy Center of Jackson County, Board of Directors
1995 – 2000	Community Works, Board of Directors, Jackson County
1992 – 1995	Special Olympics of Oregon, Coach, Jackson County

## Professional

SUMMIT BANK, EUGENE, OREGON

*Senior Vice President and Chief Credit Officer, January 2019 to Present*

Manage the Bank's loan portfolio; Develop and implement lending policies; Manage the Allowance for Loan and Lease Losses; Develop training for lending staff; Liaison between external partners for examination of the Bank; Prepare and present reports to the Board of Directors; Member of the Bank's Executive Committee.

SUMMIT BANK, EUGENE, OREGON

*Senior Vice President and Chief Lending Officer, November 2012 to January 2019*

Manage the commercial lending group, which includes; business development, review and approve loans submitted by the lenders; Manage the Bank's SBA lending program; Member of the Bank's and Board Loan Committees; report results to the board of directors monthly.

CENTURY BANK, EUGENE, OREGON

*Vice President and Commercial Lending Officer, July 2007 to November 2012*

Manage a \$30 million portfolio of commercial loans; loan portfolio consists of manufacturing, contractors, retailers, restaurants, commercial real estate, construction, professional, and high net worth individuals; Review and approve credit applications within lending authority; Present credit applications to the Board Loan Committee for loans in excess of lending approval authority; Manage the Banks SBA lending portfolio; Oversee the Bank's Reg "O" lending to insiders which includes all reporting requirements; Solicit new customers for deposit and lending relationships; Market bank products; Prepare credit authorizations for approval; Design and maintain a loan pricing model; Review real estate appraisals for FIRREA compliance; Prepare in-house real estate evaluations; Train loan officers and credit analysts.

SUMMIT BANK, EUGENE, OREGON

*Vice President and Commercial Lending Manager, March 2005 to July 2007*

Supervise a lending staff consisting of loan officers, credit analysts, and loan assistants; Manage a \$42 million portfolio of commercial loans; Loan portfolio consisted of manufacturing, contractors, retail, restaurants, commercial real estate, construction, professional, and high net worth individuals; Review and approve new and existing customer loan requests within lending limits; Present credit applications to the Board Loan Committee for loans in excess of lending approval authority; Solicit new customers for deposit and lending relationships; Market bank products; Prepare credit authorizations for approval.

KEYBANK N.A., EUGENE, OREGON

*Vice President and Business Banking Relationship Manager, May 1998 to March 2005*

Manage a \$30 million portfolio of commercial loans; Loan portfolio consisted of manufacturing, commercial real estate, construction, and professionals; Analyze new and existing customer loan requests. Develop new Business Banking relationships; Expand existing customers relationship through cross selling of bank products; Prepare initial write-up of credit requests for credit underwriting group.

NIC INDUSTRIES, INC.

Manage the daily operations of the Power Coating Division and the Powder Processing Division; Develop and implement marketing and sales plans; Prepare short and long term budgets; Oversee inventory and

problem solving; Administer personnel and safety programs.

WESTERN BANK, A DIVISION OF WASHINGTON MUTUAL

*Assistant Vice President and Commercial Loan Officer, July 1994 to July 1997*

Manage a \$15 million portfolio of commercial loans; loan portfolio consisted of manufacturing, commercial real estate, construction, professional, and high net worth individuals; analyze new and existing customer loan requests; solicit new customers for deposit and lending relationships; market bank products; prepare credit authorizations for approval.

FIRST INTERSTATE BANK OF OREGON N.A.

*Assistant Vice President and Relationship Manager, September 1992 to July 1994*

Manage a \$3 million portfolio of commercial loans; loan portfolio consisted of manufacturing, commercial real estate, construction, professional, and high net worth individuals; analyze new and existing customer loan requests; solicit new customers for deposit and lending relationships; market bank products; prepare credit authorizations for approval.

FIRST INTERSTATE BANK OF CALIFORNIA

*Assistant Vice President and Project Manager, September 1990 to September 1992*

Manage computer based analytical program for commercial lenders; design, develop and coordinate training; hire, train and manage a staff of project analysts; assist in the risk management of the commercial and consumer loan portfolios; compute and analyze the adequacy of the allocation of loan loss reserves; coach users on computer software performance and maintain equipment for the division; publish a bimonthly newsletter on commercial lending. Completed the Exemplary Credit Professional program.

## **Education**

PACIFIC COAST BANKING SCHOOL, CONDUCTED AT THE UNIVERSITY OF WASHINGTON

*Masters-Level Extension Program for Senior Officers in the Banking Industry, August 2010*

CALIFORNIA STATE UNIVERSITY, LONG BEACH

*Bachelor of Science, Business Administration with an option in Accountancy, December 1988*





**LTD RESOLUTION NO. 2020-03-18-011**

**APPOINTMENT OF WILLIAM “BILL” WHALEN TO A THREE YEAR TERM ON THE LTD BUDGET ADVISORY COMMITTEE**

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

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

**WHEREAS**, each Board member may appoint one (1) member to the Committee so long as the member resides within LTD’s service area, regardless of whether the member resides within that Board member’s sub-district;

**WHEREAS**, The Advisory Committee is guided by written bylaws.

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

Appointment of William “Bill” Whalen to a three year term on the Budget Advisory Committee.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 18<sup>TH</sup> DAY OF MARCH, 2020.

\_\_\_\_\_  
Board President, Carl Yeh



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 18, 2020

**ITEM TITLE:** CONTRACT NO. 2020-107: WILLAMALANE PARK AND RECREATION DISTRICT

**PREPARED BY:** Gilly Garber-Yonts; Transportation Options Specialist-Schools Coordinator

**DIRECTOR:** Cosette Rees; Accessible and Customer Services Manager

**ACTION REQUESTED:** Adoption

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

**PURPOSE:** To provide a recommendation to the LTD Board of Directors regarding the approval of an Intergovernmental Agreement (IGA).

**ROLE OF THE BOARD:** 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.

**DESCRIPTION/JUSTIFICATION:** Point2point (P2p) at LTD submitted a request for funding to the Lane MPO for the purpose of expanding the Eugene-Springfield Bike and Pedestrian Safety Education (BSE and PSE) education funding and therefore expanding the program. The initial MPO ask was for \$200,000.00 + \$20,540.00 (MATCH) with a total project cost of \$220,540.00 over three years. The project was funded at the lower amount of \$154,468.00 + \$17,679.55 (MATCH) with a total project cost of \$172,147.55 over three years. The match will be provided by Willamalane with in-kind services.

P2p at LTD works with the Eugene-Springfield Safe Routes to School (SRTS) Districts and SRTS Coordinators, as well as the Regional Bike and Pedestrian Safety Education partners, Willamalane (Springfield Public Schools), and City of Eugene River House (Bethel and 4J) in order to deliver the education program to schools in the region.

P2p at LTD is requesting the approval of the attached IGA in order to reimburse Willamalane for their costs implementing the Bike and Pedestrian Safety Education program within Springfield Public schools. The split for this funding is based off of 6<sup>th</sup> grade student enrollment. The City of Eugene River House will be receiving 33.70% of the funding for a total of \$52,055.72 over three years. Springfield Public Schools will be providing the match for a total of \$5,958.01 over three years for the program led by Willamalane Park and Recreation District.

**FINANCIAL IMPACT/FUNDING SOURCE:** \$52,055.72, *Surface Transportation Block Grant (STBG) –Federal Transit Administration (FTA), Grant #K21516*. All match will be provided by Willamalane Parks and Recreation District and there will be no financial impact on LTD.

**CONSIDERATIONS:** Based on the assessment and rationale, the Board is being advised to take the following action: approve an IGA with a Board Recommendation. The Eugene-Springfield Bike and Pedestrian Safety Education program provides the youth in the region with the skills necessary to safely use the bicycle and pedestrian infrastructure in their community. The Central Lane MPC approved these dollars for the expansion of the Bike and Pedestrian Safety Education in order to facilitate the increased number of students receiving this service and an introduction to active transportation. This increased service would bring the program closer to reaching its goal of ensuring that 100% of students receive Bike Safety Education (5<sup>th</sup> and 6<sup>th</sup> Grade) and Pedestrian Safety Education (PSE). Achieving this goal would mean that roughly all 32,000 students in 4J, Bethel, and Springfield Public Schools graduate with a bicycle and pedestrian safety education.

**ALTERNATIVES:**

(1) Approve the request for approval; this would result in the expansion of funding for the Eugene-Springfield Bike and Pedestrian Safety Education program and the ability of Willamalane Parks and Recreation District to increase service to students in Springfield Public Schools.

(2) Approve at a lower rate; this would result in a reduced level of expansion funding for the Eugene-Springfield Bike and Pedestrian Education Program.

(1) Reject the request for approval; this would result in the inability of the Eugene-Springfield Bike and Pedestrian Safety Education Program to expand and the services would not occur.

**SUPPORTING DOCUMENTATION:**

- 1) Resolution No. 2020-03-18-012

**PROPOSED MOTION:** I move adoption of LTD Resolution No. 2020-03-18-012:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2020-107 as presented.



**RESOLUTION NO. 2020-03-18-012**

**APPROVAL OF AN INTERGOVERNMENTAL AGREEMENT BETWEEN LANE TRANSIT DISTRICT AND WILLAMALANE PARKS AND RECREATION DISTRICT**

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

**WHEREAS**, the Contract Committee reviewed the proposed IGA between LTD and Willamalane Parks and Recreation District regarding Bicycle and Pedestrian Education, 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 IGA between LTD and Willamalane Parks and Recreation District regarding Bicycle and Pedestrian Education shall be in compliance with all applicable laws and regulations.

2) The General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into an IGA for the purpose of teaching bicycle and pedestrian education within Springfield in an amount not to exceed \$52,059.72 for three years + provide \$5958.01 in match; and (b) as needed, execute amendments to the IGA not to exceed a cumulative total of 10 percent of the initial IGA price or \$150,000, whichever is less.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 18<sup>TH</sup> DAY OF MARCH, 2020.

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Board President, Carl Yeh



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 18, 2020

**ITEM TITLE:** CONTRACT NO. 2020-108: CITY OF EUGENE RIVER HOUSE

**PREPARED BY:** Gilly Garber-Yonts; Transportation Options Specialist-Schools Coordinator  
Theresa Brand, Transportation Outreach and Marketing Manager

**DIRECTOR:** Cosette Rees; Accessible and Customer Services Manager

**ACTION REQUESTED:** Adoption

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

**PURPOSE:** To provide a recommendation to the LTD Board of Directors regarding the approval of an Intergovernmental Agreement (IGA).

**ROLE OF THE BOARD:** 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.

**DESCRIPTION/JUSTIFICATION:** Point2point (P2p) at LTD submitted a request for funding to the Central Lane MPO for the purpose of expanding the Eugene-Springfield Bike and Pedestrian Safety Education (BSE and PSE) education funding. The initial MPO ask was for \$200,000.00 + \$20,540.00 (MATCH) with a total project cost of \$220,540.00 over three years. The project was funded at the lower amount of \$154,468.00 + \$17,679.55 (MATCH) with a total project cost of \$172,147.55 over three years. These funds are out of the Surface Transportation Block Grant (STBG) Funds.

P2p at LTD works with the Eugene-Springfield Regional Safe Routes to School (SRTS) District SRTS Coordinators as well as the Regional Bike and Pedestrian Safety Education partners, Willamalane (Springfield Public Schools), and City of Eugene River House (Bethel and 4J) in order to deliver the education program to schools in the region.

P2p at LTD is requesting the approval of an IGA in order to reimburse Eugene River House for their costs implementing the Bike and Pedestrian Safety Education in 4J and Bethel schools. The split for this funding is based off of 6<sup>th</sup> grade student enrollment. Eugene River House will be receiving 66.30% of the funding for a total of \$102,412.28 over three years. The City of Eugene River House will be providing in-kind match for a total of \$11,721.54 over three years.

**FINANCIAL IMPACT/FUNDING SOURCE:** \$102,412.28, *Surface Transportation Block Grant (STBG) –Federal Transit Administration (FTA), Grant #K21516*. All match will be provided by City of Eugene River House and there will be no financial impact on LTD.

**CONSIDERATIONS:** Based on the assessment and rationale, the Board is being advised to take the following action: Approve an IGA with a Board Recommendation. The Eugene-Springfield Bike and Pedestrian Safety Education program provides the youth in the region with the skills necessary to safely use the bicycle and pedestrian infrastructure in their community. The Central Lane MPC approved these dollars for the expansion of the Bike and Pedestrian Safety Education in order to facilitate the increased number of students receiving this service and an introduction to active transportation. This increased service would bring the program closer to reaching its goal of ensuring that 100% of students receive Bike Safety Education (5<sup>th</sup> and 6<sup>th</sup> Grade) and Pedestrian Safety Education (PSE). Achieving this goal would mean that roughly all 32,000 students in 4J, Bethel, and Springfield Public Schools graduate with a bicycle and pedestrian safety education.

**ALTERNATIVES:**

(1) Approve the request for approval; this would result in the expansion of funding for the Eugene-Springfield Bike and Pedestrian Safety Education program and the ability of the City of Eugene River House to increase service to students in Eugene 4J and Bethel School Districts.

(2) Approve at a lower rate; this would result in a reduced level of expansion funding for the Eugene-Springfield Bike and Pedestrian Education Program.

(1) Reject the request for approval; this would result in the inability of the Eugene-Springfield Bike and Pedestrian Safety Education Program to expand and the services would not occur.

**SUPPORTING DOCUMENTATION:**

- 1) Resolution No. 2020-03-18-013

**PROPOSED MOTION:** I move adoption of LTD Resolution No. 2020-03-18-013:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2020-108 as presented.



**RESOLUTION NO. 2020-03-18-013**

**APPROVAL OF AN INTERGOVERNMENTAL AGREEMENT BETWEEN LANE TRANSIT DISTRICT  
AND CITY OF EUGENE RIVERHOUSE**

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

**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; and

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

**WHEREAS**, the Contract Committee reviewed the proposed IGA between LTD and City of Eugene Riverhouse regarding providing bicycle and pedestrian education classes, 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 IGA between LTD and City of Eugene Riverhouse regarding providing bicycle and pedestrian education classes shall be in compliance with all applicable laws and regulations.

2) The General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into an IGA for the purpose of providing bicycle and pedestrian education classes in an amount not to exceed \$102,412.28 and provide required match in kind or in cash of \$11,721.54; and (b) as needed, execute amendments to the IGA not to exceed a cumulative total of 10 percent of the initial IGA price or \$150,000, whichever is less.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 18<sup>TH</sup> DAY OF MARCH, 2020.

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Board President, Carl Yeh



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 18, 2020

**ITEM TITLE:** CONTRACT NO. 2020-03: DELTA CONSTRUCTION

**PREPARED BY:** Randi Staudinger, Facilities Project Manager

**DIRECTOR:** Joe McCormack, Director of Facilities

**ACTION REQUESTED:** Adoption

**PURPOSE:** To authorize the general manager to execute a new contract with Delta Construction Co. for the construction of the Santa Clara Transit Station (SCTS).

**ROLE OF THE BOARD:** 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.

**DESCRIPTION/JUSTIFICATION:** In 2015, LTD purchased an 8 acre undeveloped parcel along River Road between Hunsaker Lane and Green Lane to pursue the design and construction of the SCTS. This site was selected because the property allows for flexible development of a transit station and Park & Ride. The site provides sufficient space to allow for maximum maneuverability of buses and for better access for riders, pedestrians, cyclists, and people who use mobility devices. The design includes 6 bus bays, 55 parking spaces at the adjacent Park & Ride, on-street parking, secure bike parking, covered station platforms and a small driver relief building.

In September 2018, LTD hired Rowell Brokaw Architects to complete the design of SCTS. A statement of probable cost was completed by Construction Focus which estimated the construction of the project to cost between \$4.6 million to \$5.2 million. SCTS went out for construction solicitation on January 7, 2020 and closed on February 12, 2020. Three bids were submitted by Delta Construction, Essex General Construction, and Wildish Construction. Delta Construction was selected due to low bid of \$4,494,000. Staff has evaluated the bid submission to ensure all requirements have been met by Delta Construction. Staff believes the bid submitted by Delta Construction is fair and reasonable as it compares to the cost estimate completed by Construction Focus.

**FINANCIAL IMPACT/FUNDING SOURCE:** This contract is for the amount of \$4,494,000. This project is consistent with the adopted FY2020-2029 Community Investment Plan as part of Facilities Improvement Projects. This project has the following identified funding sources:

<b>Santa Clara Transit Station #17-SCTSTA-0301005</b>	
<b>Funding Source</b>	<b>Budget</b>
5307 Formula 1738-2018-1	\$ 3,000,000.00
STBG	\$ 600,000.00
Connect Oregon 31655	\$ 3,000,000.00
LTD Match	\$ 3,700,000.00
<b>Total</b>	<b>\$ 10,300,000.00</b>



**CONSIDERATIONS:** Based on the assessment and rationale, the Board is being advised to take the following action: authorize the general manager to enter into contract with Delta Construction for the purpose of constructing the SCTS.

River Road was designated as a “Key Corridor” for focused long-term growth in the City of Eugene’s “Envision Eugene” Key Corridors concept (streets with transit service every 15 minutes or less). Consistent with the City’s vision, the SCTS will serve as a hub connecting 20,000 residents in the Santa Clara community to over 58,000 jobs within walking distance of LTD’s EmX system, including downtown Eugene and the University of Oregon. The city has selected a development approach that promotes mixed use redevelopment in existing Core Commercial Areas while also increasing residential densities along Key Transit Corridors. The proposed SCTS would be located within a Core Commercial Area. It is also in the center of an identified 20-minute neighborhood.

LTD currently operates the River Road Station, built in 1982 and consists of three bus bays. The station is located along River Road and adjacent to the Randy Pape Beltline Highway which causes the site to be congested with on-and off-ramp traffic. ODOT has identified this site as one that will be used to expand highway capacity and reduce the traffic congestion associated with the on and off-ramps.

**ALTERNATIVES:** Deny approval of the contract and request additional information or resolicit for construction services. This may delay the construction timeline of SCTS and potentially impact LTD’s ability to meet grant obligations.

**SUPPORTING DOCUMENTATION:**

- 1) Resolution No. 2020-03-18-014

**PROPOSED MOTION:** I move adoption of LTD Resolution No. 2020-03-18-014:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2020-03 as presented.



**RESOLUTION NO. 2020-03-18-014**

**APPROVAL OF CONSTRUCTION SERVICES BETWEEN LANE TRANSIT DISTRICT AND DELTA CONSTRUCTION**

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

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

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

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

**WHEREAS**, the Contract Committee reviewed the proposed contract between LTD and Delta Construction on March 9, 2020, and recommended adoption.

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

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

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 18<sup>TH</sup> DAY OF MARCH, 2020.

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Board President, Carl Yeh



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 18, 2020

**ITEM TITLE:** CONTRACT NO. 2017-01: MEDICAL TRANSPORTATION MANAGEMENT, INC.

**PREPARED BY:** Kris Lyon, Human Services Transportation Coordinator

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

**ACTION REQUESTED:** Adoption

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

**PURPOSE:** To authorize the general manager to execute an amended contract with Medical Transportation Management, Inc. (MTM) for the purpose of supporting the new Medicaid CCO 2.0 Oregon Administrative Rule and Trillium and PacificSource contractual requirements for Non-Emergent Medical Transportation (NEMT) services.

**ROLE OF THE BOARD:** 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.

**DESCRIPTION/JUSTIFICATION:** LTD began providing NEMT services for the Oregon Health Authority (OHA) as a transportation brokerage in 2008. In 2013, LTD began working with Trillium Community Health Plans (TCHP) as the transportation brokerage for their newly formed Coordinated Care Organization (CCO). In early 2019, the OHA requested health care entities submit proposals to provide Medicaid Services in the various regions of Oregon with requirements presented as CCO 2.0. For Lane County, OHA approved two organizations to provide Medicaid services: TCHP and PacificSource Community Solutions (PSCS) effective January 1, 2020. LTD is now contracted with both TCHP and PSCS as the NEMT Brokerage for the next five years. The CCO 2.0 requirements for NEMT services require additional administrative burdens, including increased call response metrics and quality service monitoring. In order to meet the new requirements, MTM will need increased financial support to hire additional staff. As LTD's contractor to operate the RideSource brokerage, an increase in the cost of the MTM contract is warranted.

**FINANCIAL IMPACT/FUNDING SOURCE:** The proposed contract amendment will amend the contract allowing MTM to hire an additional 10 FTE, plus provide corporate support for recruiting, management, and retaining of new staff to perform the required functions of the call center outlined in the CCO 2.0 requirements. MTM is currently reimbursed for administrative services on a fixed-fee contract. The additional expenses will add up to \$515,032 for the remainder of contract year 3 (beginning 01/01/2020) and up to \$797,838 for contract year 4. Administrative costs for NEMT services are reimbursed using a per-member, per-month rate by TCHP and PSCS.

**CONSIDERATIONS:** LTD posted a competitive RFP to provide RideSource contracted services, including the NEMT program. MTM was awarded the contract in 2017 with a 4-year base time frame that included a fixed administrative fee to cover all required functions of RideSource services. The CCO 2.0 requirements necessitate providing an increase in that fixed-rate through the end of the base contract period to ensure compliance.

**ALTERNATIVES:** (1) deny adoption of updated scope of work; this would result in lack of compliance with contractual and administrative rule requirements or the decision not to continue to provide services under the NEMT program, and (2) approve amended scope of work.

**SUPPORTING DOCUMENTATION:**

- 1) Resolution No. 2020-03-18-015

**PROPOSED MOTION:** I move adoption of LTD Resolution No. 2020-03-18-015:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2017-01 as amended.



**RESOLUTION NO. 2020-03-18-015**

**APPROVAL OF AMENDMENT TO CONTRACT 2017-01 FOR SERVICES BETWEEN LANE TRANSIT DISTRICT AND MEDICAL TRANSPORTATION MANAGEMENT, INC.**

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

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

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

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

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

**WHEREAS**, the Contract Committee reviewed the proposed change order between LTD and Medical Transportation Management, Inc. on March 9, 2020, 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 change order shall be in compliance with all applicable laws and regulations.
- 2) The General Manager, or her designee, is hereby authorized to execute this change order in the amount of \$1,312,870.00.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 18<sup>TH</sup> DAY OF MARCH, 2020.

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Board President, Carl Yeh



## AGENDA ITEM SUMMARY

<b>DATE OF MEETING:</b>	March 18, 2020
<b>ITEM TITLE:</b>	TRANSIT TOMORROW – ADVANCEMENT OF A PROPOSAL FOR PUBLIC ENGAGEMENT
<b>PREPARED BY:</b>	Tom Schwetz, Director Planning and Development
<b>DIRECTOR:</b>	Aurora Jackson, General Manager
<b>ACTION REQUESTED:</b>	Board Direction

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**PURPOSE:** To request the Board's approval to advance a Transit Tomorrow network proposal forward for public engagement.

**ROLE OF THE BOARD:** The Board's role in this instance is to provide staff with direction.

**HISTORY:** At the request of the Board in early 2018, LTD staff and its consultants kicked off Transit Tomorrow, an evaluation of LTD's services, their performance, and the values they reflect. Though the District had adjustments through annual reviews of route performance and has implemented larger changes to fixed-route transit service through EmX projects, Transit Tomorrow marked the first comprehensive look at the entire network in almost twenty years.

In the years since the last comprehensive review, LTD's travel times for most routes had increased due to corridor congestion, and overall ridership trended down each year since 2011. Additionally, the community's goals for growth, increased equity of access to jobs, education and services, and environmental sustainability became clearer and more urgent. Whether LTD's services still reflected the community's values and priorities for transit service were a key question at the center of the analysis.

Through stakeholder workshops, tabling at transit stations, presentations to community groups, committees, and elected bodies, Transit Tomorrow gathered stakeholder and public input expressing a clear interest for LTD to allocate its available resources to expand access to frequent fixed-route service and to provide improved night and weekend access to transit.

Transit Tomorrow was developed in two phases and included two public outreach efforts as highlighted below.

- May 2018 the *Choices Report* was published
- June through August, 2018: Community Engagement, Phase 1
- January 2019: *Scenarios Report* was published
- January through February 2019: Community Engagement, Phase 2

At its March 20, 2019, Meeting, the LTD Board of Directors adopted a resolution directing staff to develop a fixed-route service scenario for the Eugene/Springfield metropolitan area that focused 80-85 percent of the metro area resources on ridership-oriented (frequent) transit service, 15-20 percent on coverage service, with up to 5 percent on non-fixed route mobility options.

To implement this policy direction, project consultants from JWA led a Core Design Retreat on March 21-22, 2019. Technical staff from Eugene, Springfield, Oregon Department of Transportation (ODOT), Lane Council of Governments (LCOG), LTD staff, a UO Parking and Transportation representative, and Better Eugene-Springfield Transportation (BEST) staff participated in the intensive two-day workshop to develop a draft preferred scenario. Briefings, opened to the broader public, were held at the end of each workshop day to summarize the work completed and to evaluate potential challenges as the designs developed. Local leaders, including LTD Board members, community members, and agency staff from LTD and its partners participated in the 4pm daily briefings.

The initial proposed network sought improvements to the usefulness of transit services while increasing access to transit service across the region for a majority of jobs and residents, reflecting community values and priorities as well as the current conditions in the Eugene-Springfield metro area.

At its August 21, 2019, meeting, the board adopted LTD Resolution No. 2019-08-21-050 approving the advancement of the proposed network for further study and implementation planning. At its November 20 meeting, after significant discussion, the Board directed staff to extend the scheduled outreach and decision timeframe to allow staff to 1) conduct robust outreach, and 2) to bring back to the Board a network proposal that provides some mitigation for areas that would lose service under the current proposed transit network.

At its January 7, 2020, meeting SPC discussed the Transit Tomorrow decision-making framework. At that meeting, SPC passed the following recommendation to the LTD Board:

- provide staff with a strong and clear directive to continue pursuing a higher ridership model,
- engage in an intentional and iterative public involvement process that:
  - presented the benefits of a higher ridership model,
  - proactively targets people who stand to gain or lose service from the proposal, as well as key stakeholders, and engages them in the process,
  - provides opportunities to give specific feedback on the proposed network change, and
  - incorporates this feedback into an updated version of the network,
  - includes holding another stakeholder forum.

Staff have enhanced the first proposal, Enhanced Proposal 1, and developed a second proposed network, Proposal 2, that addresses the board's request for a network with additional coverage service (approximately 70-75 percent of the metro area resources on ridership-oriented (frequent) transit service, and 25-30 percent on coverage service). Both proposed networks will be presented to the Board during the work session. In addition, staff have developed a new communications plan to accomplish the following goals:

- Have a conversation with the community about why we have undertaken this project,
- Engage our broad and diverse community on emerging alternatives, and
- Present meaningful feedback to the Board for consideration in its decision on a new transit network.

A short presentation will be provided to review network options and related communications plan.

### **CONSIDERATIONS:**

- LTD's travel times for most routes have increased due to corridor congestion, and overall ridership has trended down each year since 2011.
- Community goals for growth, increasing the equity of access to jobs, education and services, and environmental sustainability have become clearer and more urgent.
- Staff has gathered stakeholder and public input expressing a desire for LTD to allocate its available resources to expand access to frequent fixed-route service and to provide improved night and weekend access to transit.
- The Board directed staff to develop a proposed network that allocates 80-85 percent of the metro area resources on ridership-oriented (frequent) transit service, 15-20 percent on coverage service, with up to 5 percent on non-fixed-route mobility options.
- The current proposed network focuses approximately 82 percent of resources on ridership and 18 percent on coverage. Some non-fixed-route mobility options have been explored, although more evaluation is needed. At this time, non-fixed-route mobility options are not included in the proposed network.
- The proposed network would result in a 20 percent increase in weekend service, consistent with the public conversation about added service.

- While the proposed network would be changed such that some community members would be farther from transit, the technical analysis concludes that the proposed network would provide significant travel time and access benefits for the Eugene-Springfield community overall, including communities of concern (people of color, people in poverty, persons with disabilities, and older adults).
- The Board directed staff to develop a second network proposal that allocates approximately 70-75 percent of the metro area resources on ridership-oriented (frequent) transit service, and 25-30 percent on coverage service. Both the second network proposal and a technical analysis of this proposal will be available at the Board's work session.
- In evaluating the two proposed networks, Enhanced Proposal One (82 percent Ridership) better achieves the community's goals for growth, increasing the equity of access to jobs, education and services, and environmental sustainability.

**ALTERNATIVES:** Based on the Board's work session discussion, the Board may select either Enhanced Proposal One (82 percent Ridership) or Proposal Two (70-75 percent Ridership) to take forward into the public engagement process. The Board will also review the public engagement process planned for the period leading up to the Board's decision on Transit Tomorrow implementation, currently scheduled for June 2020.

**NEXT STEPS:** Following the Board's work session on Transit Tomorrow, the Board will be asked to make a decision regarding which network to take forward into the public engagement process.

**SUPPORTING DOCUMENTATION:**

- 1) Resolution No. 2020-03-18-016

**PROPOSED MOTION:** I move adoption of LTD Resolution No. 2020-03-18-016:

Lane Transit District Board of Directors passes a Resolution directing the general manager to move forward with public engagement for the Transit Tomorrow Enhanced Proposed Network 1 (or Proposed Network 2) as presented [amended].





**RESOLUTION NO. 2020-03-18-016**

**ADVANCEMENT OF A TRANSIT TOMORROW PROPOSAL FOR PUBLIC ENGAGEMENT**

**WHEREAS**, at the request of the Board in early 2018, LTD staff and its consultants kicked off Transit Tomorrow, an evaluation of LTD's services, their performance, and the values they reflect; and

**WHEREAS**, LTD's travel times for most routes have increased due to corridor congestion; and

**WHEREAS**, overall ridership has trended down each year since 2011; and

**WHEREAS**, community goals for growth, increasing the equity of access to jobs, education and services, and environmental sustainability have become clearer and more urgent; and

**WHEREAS**, staff have gathered stakeholder and public input expressing a desire for LTD to allocate its available resources to expand access to frequent fixed-route service and to provide improved evening and weekend access to transit; and

**WHEREAS**, the Board directed staff to develop a proposed network that allocates 80-85 percent of the metro area resources on ridership-oriented (frequent) transit service, 15-20 percent on coverage service, with up to 5 percent on non-fixed-route mobility options; and

**WHEREAS**, the Enhanced Proposed Network One focuses approximately 82 percent of resources on ridership and 18 percent on coverage; and

**WHEREAS**, the proposed network would result in a 20 percent increase in weekend service, consistent with the public conversation about added service; and

**WHEREAS**, while the proposed network would be changed such that some community members would be farther from transit, the technical analysis concludes that the proposed network would provide significant travel time and access benefits for the Eugene-Springfield community overall, including communities of concern (people of color, people in poverty, persons with disabilities, and older adults); and

**WHEREAS**, the Board directed staff to develop a Proposed Network Two that allocates approximately 70-75 percent of the metro area resources on ridership-oriented (frequent) transit service, and 25-30 percent on coverage service; and

**WHEREAS**, in evaluating the two proposed networks, Enhanced Proposal One (82 percent ridership) better achieves the community's goals for growth, increasing the equity of access to jobs, education and services, and environmental sustainability.

**THEREFORE, BE IT RESOLVED** that the Lane Transit District Board of Directors passes a Resolution directing the general manager to move forward with public engagement for the Transit Tomorrow Enhanced Proposed Network 1 (or Proposed Network 2).

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THE 18<sup>TH</sup> DAY OF MARCH, 2020.

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Board President, Carl Yeh



## AGENDA ITEM SUMMARY

<b>DATE OF MEETING:</b>	March 18, 2020
<b>ITEM TITLE:</b>	CLIMATE ACTION POLICY STATEMENT AND FLEET PROCUREMENT GOALS
<b>PREPARED BY:</b>	Aurora Jackson, General Manager
<b>DIRECTOR:</b>	N/A
<b>ACTION REQUESTED:</b>	Adoption

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**PURPOSE:** To request the Board of Directors adopt a resolution adopting a Climate Action Policy Statement and Fleet Procurement Goals.

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

**HISTORY:** In 2007, the Oregon Legislature committed to reducing greenhouse gas (GHG) emissions by 75 percent by 2050 and the State of Oregon named the Eugene/Springfield metropolitan area as one of eight major contributors to GHG emission from tailpipes. Additionally, the Federal Transit Administration (FTA) acknowledged that public transportation plays an important role in confronting environmental challenges.

The LTD Board of Directors ("Board") established an Ad hoc Sustainability Committee composed of three Board members who were tasked with assisting the entire Board of Directors in taking meaningful action to address climate change by reducing carbon emissions. The committee has met regularly with a focus on two key areas:

- Developing guidance on Board-level policy for fleet procurement.
- Developing guidance on Board-level policy for intergovernmental collaboration.

The Ad hoc Sustainability Committee met on March 9, 2020, to develop a Climate Action Policy Statement and Fleet Procurement Goals for bus fleet procurement. A resolution supporting the committee's policy statement and fleet procurement goals includes the following:

"LTD recognizes the urgency in addressing climate change and is committed to reducing community greenhouse gas emissions by taking steps to maximize public transit ridership and support low-carbon active transportation modes. LTD is also committed to reducing the greenhouse gas emissions and consumption of fossil fuels from its fleet of vehicles as quickly as possible in a financially and socially responsible manner. LTD is committed to eliminating the use of fossil fuels in its bus fleet by 2035 and will develop plans to achieve that goal."

Goal 1 - Short term

- 25 electric busses in 3 years

Goal 2 - Long-term

- 100% fleet turnover and phase out of fossil fuels by 2035
- 75% GHG emissions reduction by 2030

Goal 3 – Other considerations

- Deliberate exploration of emerging technology and fuels
- Joint community GHG emission reduction goals with partner jurisdictions
- Iterative process to review progress & goals annually

**CONSIDERATIONS:** This policy statement is an important step towards making progress in reducing LTD's GHG emissions.

**ALTERNATIVES:** Request the Ad hoc Sustainability Committee develop an alternative policy statement and fleet procurement goals.

**NEXT STEPS:** If approved by the Board, staff will use the Climate Action Policy Statement and Fleet Procurement Goals to develop a Climate Action Policy.

**SUPPORTING DOCUMENTATION:**

- 1) Resolution No. 2020-03-18-017
- 2) Sample Fleet Replacement

**PROPOSED MOTION:** I move adoption of LTD Resolution No. 2020-03-18-017:

It is hereby resolved that the LTD Board of Directors adopts the Climate Action Policy Statement and Fleet Procurement Goals as presented [amended].



**RESOLUTION NO. 2020-03-18-017**

**ADOPTION OF A CLIMATE ACTION POLICY STATEMENT AND GOALS**

**WHEREAS**, in 2007, the Oregon Legislature committed to a 75% reduction in GHG emissions by 2050;

**WHEREAS**, the State of Oregon named the Eugene/Springfield metropolitan area as one of eight (8) major contributors to greenhouse gas (GHG) emission from tailpipes;

**WHEREAS**, the Federal Transit Administration (FTA) acknowledged that public transportation plays an important role in confronting environmental challenges;

**WHEREAS**, the LTD Board of Directors (“Board”) has the enumerated power to conduct business that may be necessary or convenient;

**WHEREAS**, the Board established an Ad Hoc Sustainability Committee composed of three Board members who were task with assisting the entire Board of Directors in taking meaningful action to address climate change by reducing carbon emissions;

**WHEREAS**, the Ad Hoc Sustainability Committee has met regularly with a focus on two key areas:

- Developing guidance on Board-level policy for fleet procurement;
- Developing guidance on Board-level policy for intergovernmental collaboration;

**WHEREAS**, the Ad Hoc Sustainability Committee met on March 9, 2020, and developed a Climate Action Policy Statement and Goals for LTD’s bus fleet procurement.

**THEREFORE, BE IT RESOLVED** that the Lane Transit District Board of Directors passes a Resolution as adopting a Climate Action Statement and Fleet Procurement Goals as follows:

“LTD recognizes the urgency in addressing climate change and is committed to reducing community greenhouse gas emissions by taking steps to maximize public transit ridership and support low-carbon active transportation modes. LTD is also committed to reducing the greenhouse gas emissions and consumption of fossil fuels from our fleet of vehicles as quickly as possible in a financially and socially responsible manner. LTD is committed to eliminating the use of fossil fuels in its bus fleet by 2035 and will develop plans to achieve that goal.”

Goal 1 - Short term

- 25 electric busses in 3 years

Goal 2 - Long-term

- 100% fleet turnover and phase out of fossil fuels by 2035
- 75% GHG emissions reduction by 2030

Goal 3 – Other considerations

- Deliberate exploration of emerging technology and fuels
- Joint community GHG emission reduction goals with partner jurisdictions
- Iterative process to review progress & goals annually

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THE 18<sup>TH</sup> DAY OF MARCH, 2020.

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Board President, Carl Yeh



**FLEET REPLACEMENT PLAN  
LOW/NO EMISSIONS**

	1	2	3	4	5	6	7	8	9	10	TOTAL
<b>FY</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	
<b>Local</b>	2,450,000	2,250,000	2,400,000	1,800,000	1,800,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	16,950,000
<b>FTA</b>	8,550,000	6,750,000	9,600,000	7,200,000	7,200,000	3,750,000	3,750,000	3,750,000	3,750,000	3,750,000	58,050,000
<b>Total</b>	11,000,000	9,000,000	12,000,000	9,000,000	9,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	75,000,000
<b>Buses</b>	11	9	12	9	9	5	5	5	5	5	75
	11	12	13	14	15	<b>TOTAL</b>	<b>GRAND TOTAL</b>				
<b>FY</b>	<b>2031</b>	<b>2032</b>	<b>2033</b>	<b>2034</b>	<b>2035</b>						
<b>Local</b>	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	6,250,000	23,200,000				
<b>FTA</b>	3,750,000	3,750,000	3,750,000	3,750,000	3,750,000	18,750,000	76,800,000				
<b>Total</b>	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	25,000,000	100,000,000				
<b>Buses</b>	5	5	5	5	5	<b>25</b>	<b>100</b>				



No. Buses	Year	Type	Propulsion	Age
1	2003	60' New Flyer	Diesel	17
18	2003	40' Gillig	Diesel	17
1	2005	40' Gillig	Diesel	15
7	2006	40' Gillig	Diesel	14
6	2006	60' RB New Flyer	Hybrid/diesel	14
5	2007	60' New Flyer	Hybrid/diesel	13
13	2007	40' Gillig	Diesel	13
5	2009	60' RB New Flyer	Hybrid/diesel	11
5	2010	60' New Flyer	Hybrid/diesel	10
15	2011	40' Gillig	Hybrid/diesel	9
9	2012	40' Gillig	Hybrid/diesel	8
3	2014	60' New Flyer	Hybrid/diesel	6
7	2015	60' RB New Flyer	Hybrid/diesel	5
5	2016	40' New Flyer	Hybrid/diesel	4

100



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 18, 2020  
**ITEM TITLE:** STRATEGIC PLANNING COMMITTEE REPORT  
**PREPARED BY:** Tom Schwetz, Director of Planning and Development  
**DIRECTOR:** Aurora Jackson, General Manager  
**ACTION REQUESTED:** Board Consensus

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**PURPOSE:** To receive a report from the Strategic Planning Committee (SPC) on actions emerging from the committee's March 3 meeting and to gather Board Consensus.

**ROLE OF THE BOARD:** The Board's role in this instance is to provide staff with direction.

**HISTORY:** The SPC was established by the Lane Transit District (LTD) Board of Directors (Board) in Resolution No. 2016-12-12-041. The Strategic Planning Committee provides the Board with independent advice on strategic planning issues related to advancing the goals of the Long-Range Transit Plan, including, but not limited to, developing the Frequent Transit Network, making better connections, reducing trip and waiting times, bridging the first and last mile, creating safer ways to access service, and optimizing solutions for urban and rural areas.

At the March 3 SPC meeting, the committee approved two motions that included advise to the Board regarding Transit Tomorrow and the development of a subcommittee to develop an annual work plan.

Transit Tomorrow - The SPC has been involved in the Transit Tomorrow process and has provided advice to the board over the course of that project. At its March 3 meeting, SPC discussed elements of the Transit Tomorrow project related to the public engagement process leading to the board decision on Transit Tomorrow implementation (currently scheduled for June 17, 2020). On this issue, the committee took the following action:

*Mr. Zako moved to recommend to the LTD Board of Directors to direct staff to pursue a public engagement strategy to provide high quality feedback to the Board on Transit Tomorrow by engaging a small number of more informed people that are a cross-section of the community in a way that provided for cross-fertilization of ideas. Ms. Moore provided the second.*

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

*YES: Cabbage, Brindle, Evans, Gaydos, Miller, Moore, Rausch, Secord, Zako (9)*

*NAYS: None*

*ABSTENTIONS: None*

*EXCUSED: Berney, Eyster, Hayward, Yeh (4)*

Development of a Subcommittee - The SPC has been working to develop a work plan that would guide the committee's agendas for the coming year. On that topic, the committee took action to establish a subcommittee consisting of Ms. Cabbage, Ms. Rausch and Mr. Zako that would meet to revise the draft work plan for presentation to the full committee at its April meeting. The committee's action was as follows:

*Ms. Secord offered an amendment to Mr. Zako's motion that would establish a subcommittee to revise the draft work plan and present it at the SPC's April meeting. Mr. Zako accepted the amendment. Ms. Moore provided the second.*

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

*YES: Cabbage, Brindle, Evans, Gaydos, Hayward, Miller, Moore, Rausch, Secord, Yeh, Zako (11)*

*NAYS: None*

*ABSTENTIONS: None*

*EXCUSED: Berney, Eyster (2)*

Committee members will attend the Board meeting to discuss these actions.

**CONSIDERATIONS:**

Transit Tomorrow

- The Board will receive a briefing regarding all Transit Tomorrow public engagement completed to date as well as information about the next steps of communication for this project.
- The Board will consider whether the Transit Tomorrow public engagement presentation meets SPC's recommendation or whether additional engagement is needed.

Development of a Subcommittee

- SPC has an existing subcommittee that meets monthly to review SPC's agendas.
- If a second subcommittee is approved, the Board will have the ability to amend and approve the SPC work plan once the committee has completed its development.

**ALTERNATIVES:** the Board may consider SPC's information and recommendations in whole or in part.

**NEXT STEPS:** Based on the Board's direction, the general manager will take the necessary steps to meet the Board's request.

**SUPPORTING DOCUMENTATION:**

- 1) Minutes of March 3, 2020, Strategic Planning Committee Meeting

**PROPOSED MOTION:** N/A



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

DRAFT

Fiscal Year: P7 2020 January 31, 2020

Year to date through: 1/31/2020

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

**GENERAL FUND**

General Fund Resources	63,971,785	41,713,605	41,500,433	65%	7 pts	(213,172)
General Fund Expenditures	63,971,785	32,127,291	29,092,847	45%	13 pts	3,034,444
General Fund Revenues higher/(lower) than	0	9,586,314	12,407,586			

**Resources** net of expenditures are higher than budget by **\$12.4M**, primarily due to: 1) higher than budgeted beginning working capital (**\$3.7M**), 2) timing of payroll taxes (\$1.1M) and lower operating expenditures (**\$2.7M**). This positive net resource impact is partially offset by lower grant assistance January YTD due to grant assistance timing of \$4.5M. The preventative maintenance grant is in the application process and STIF expenditures for increased service has not yet been incurred. Payroll taxes peak in August, Nov, Feb & May.

**Expenditures** are favorable to budget by **\$3.0M**, inclusive of the operating reserve (not appropriated). Excluding this reserve, expenditures are **\$2.7M** lower than budget. This is due to timing of STIF funded service increases, retirement payouts.

**MEDICAID FUND**

Medicaid Fund Resources	12,101,233	7,059,053	5,687,167	47%	-11 pts	(1,371,886)
Medicaid Fund Expenditures	12,101,233	7,059,053	6,010,048	50%	9 pts	1,049,005
Accessible Services Fund Revenues higher/(lower) than expenditures	0	0	(322,881)			

Expenditures exceed resources **\$0.3M** due to timing. There is typically a ~6 (~\$800K) week lag between expenditures and claims reimbursement. Excluding beginning working capital, shortage is lower than the 6 week lag.

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

DRAFT

Fiscal Year: P7 2020 January 31, 2020

Year to date through: 1/31/2020

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

**SPECIALIZED SERVICES FUND**

Accessible Services Fund Resources	9,649,438	5,628,839	5,171,524	54%	-5 pts	(457,315)
Accessible Services Fund Expenditures	9,649,438	5,628,839	3,455,465	36%	23 pts	2,173,373
Accessible Services Fund Revenues higher/(lower) than expenditures	0	0	1,716,058			
<p>Resources exceed expenditures by <b>\$1.7M</b>. Excluding beginning working capital and the general fund transfer, resources (\$2.8M) are below expenditures (\$3.5M) due to reimbursement timing. Budget for specialized services is 23% higher than FY19 budget in anticipation of the new Mentor Oregon (MO) and Full Access brokerage (FAB) clients as well as a full year of Mobility on Demand services in Cottage Grove and Eugene and STIF funded projects (e.g. SLW transit demand plan, STIF program administration). To date, no new clients from MA or FAB have used the service.</p>						

**P2P FUND**

P2P Fund Resources	1,631,320	951,603	328,834	20%	-38 pts	(622,769)
P2P Fund Expenditures	1,631,320	951,603	443,133	27%	31 pts	508,470
P2P Fund Revenues higher/(lower) than expenditures	0	0	(114,299)			
<p>Expenditures are roughly equal to resources. Excluding beginning working capital, expenditures exceed resources by \$346K due to grant reimbursement timing. A portion of this reimbursement is related to drawdowns that have not yet been executed/transferred have not been completed (Bike Parking, Outreach [Assistants], and SRTS Regional).</p>						

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

DRAFT

Fiscal Year: P7 2020 January 31, 2020

Year to date through: 1/31/2020

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

**CAPITAL PROJECTS FUND**

Capital Projects Fund Resources	26,946,146	15,718,585	19,315,099	72%	13 pts	(513,969)
Capital Projects Fund Expenditures	26,946,146	15,718,585	2,158,564	8%	50 pts	13,560,021
Capital Projects Fund Revenues higher/(lower) than expenditures	0	0	17,156,535			

Resources exceed expenditures by **\$17.2M** due to beginning working capital which represents match required for grant funded projects. Expenditures exceeded resources excluding beginning working capital by **\$1.6M**. Major projects comprising the FY20 expenditures are: 1) arts (\$0.6M), 2) McVay Station \$0.4M, 3) Santa Clara Transit Station \$0.4M, and 4) Mobility on demand vehicles \$0.2M. The drawdown in October was for \$2.5M. The majority of the drawdown related to FY19 expenditures. The \$0.3M drawdown in Jan was for FY20 expenditures

## FY20 Resources

	FY20 Adopted Budget	FY20 YTD Budget 31-Jan-20	FY20 Actuals as of: 31-Jan-20	Better/(Worse) than Budget	Description
	RESOLUTION NO. 2019-05-15-029 May 15, 2019				
<b>GENERAL FUND</b>					
<b>Beginning Working Capital</b>	\$ 10,560,451	\$ 10,560,451	\$ 14,295,597	\$ 3,735,146	Based on FY19 CAFR
<b>Operating Revenues</b>					
Cash Fares & Passes	3,770,379	2,199,388	2,091,807	(107,581)	Roughly in line with budget
Group Passes	2,191,422	1,278,330	1,138,537	(139,792)	lower LCC & UO students July - Sept; FY20 is lower than FY19 due to lower UO/ASUO service fee (\$13k/mo lower). Lower group pass purchases as a result of higher non-profit discounts will be offset by STIF grant reimbursements
Advertising	300,000	175,000	366,667	191,667	\$367K is the minimum annual guarantee for FY20.
Special Services	378,563	220,828	300,693	79,864	Roughly in line with budget given seasonal programs (UO Football and Country Fair) are on target to budget for the year, which is seasonally complete
<b>Total Operating Revenues</b>	<b>\$ 17,200,815</b>	<b>\$ 14,433,997</b>	<b>\$ 18,193,300</b>	<b>\$ 3,759,303</b>	
<b>Nonoperating Revenues</b>					
Payroll Taxes	36,179,910	21,104,948	22,212,662	1,107,714	Timing as peak is in August, Nov, Feb & May. On track to hit budget based on prior YTD results. Jan FY19 YTD was 51% of final actual vs. Jan FY20 YTD at 61% of FY20 adopted budget.
Self-employment Taxes	1,920,985	1,120,575	353,627	(766,948)	Timing. ~\$25K higher than prior year same time. Self-employment taxes are difficult to predict as most payments are made in April+.
State-in-Lieu	405,038	236,272	388,048	151,776	~\$74K higher than same time in the prior year. Slightly higher than budget
Grant Assistance	7,700,000	4,491,667	0	(4,491,667)	Timing. Grant assistance is for PM (\$4.2M) & House Bill 2017 STIF (\$3.5M). New PM grant is in the application process. STIF expenditures for increased service have not yet been incurred. See savings on the expenditure side as well
Miscellaneous	272,414	158,908	201,451	42,542	Roughly in line with budget. SAIF Year-end dividend of \$77K is the minor increase
Interest	286,696	167,239	151,346	(15,893)	Roughly in line with budget. Higher balance in FY20 YTD than in FY19 coupled with a higher interest rate 2.57% (FY20) vs. 2.25% (FY19)
Sale of Assets	5,927	0	0	-	
<b>Total Non-operating</b>	<b>\$ 46,770,970</b>	<b>\$ 27,279,608</b>	<b>\$ 23,307,133</b>	<b>\$ (3,972,476)</b>	
<b>Total General Fund Resources</b>	<b>\$ 63,971,785</b>	<b>\$ 41,713,605</b>	<b>\$ 41,500,433</b>	<b>\$ (213,172)</b>	
<b>SPECIALIZED SERVICES FUND</b>					
Beginning Working Capital	498,262	498,262	597,637	99,375	Based on FY19 CAFR
Operating Revenues	6,139,964	3,581,646	2,817,346	(764,299)	Reimbursement timing. Expenditures to date are \$3.5M. P6 FY19 YTD, reimbursement of expenditures was 45% vs. FY20 P6 YTD with reimbursement of expenditures at 82%
Transfer from the General Fund	3,011,212	1,756,540	1,756,540	-	- As budgeted. Updated when CAFR published
<b>Total Resources</b>	<b>\$ 9,649,438</b>	<b>\$ 5,836,448</b>	<b>\$ 5,171,524</b>	<b>\$ (664,924)</b>	
<b>MEDICAID FUND</b>					
Beginning Working Capital	132,000	132,000	5,831	(126,169)	Based on FY19 CAFR
Operating Revenues	11,744,230	6,850,801	5,550,084	(1,300,717)	6 week lag between expenditure and claims reimbursement. Claims through January totaled \$6M resulting in a expenditure to revenue shortage of \$460K, below a 6 week lag
Transfer from the General Fund	225,003	131,252	131,252	-	- As budgeted
<b>Total Resources</b>	<b>\$ 12,101,233</b>	<b>\$ 7,114,053</b>	<b>\$ 5,687,167</b>	<b>\$ (1,426,886)</b>	
<b>POINT2POINT FUND</b>					
Beginning Working Capital	541,981	316,156	231,774	(84,382)	Based on FY19 CAFR
Operating Revenues	1,089,339	635,448	97,060	(538,387)	Reimbursement timing. Expenditures through January total \$443K a portion of which is for grants not yet executed/transferred (Bike Parking, Outreach [Assistants], and SRTS Regional).
Transfer from the General Fund	-	-	-	-	- As budgeted
<b>Total Resources</b>	<b>\$ 1,631,320</b>	<b>\$ 951,603</b>	<b>\$ 328,834</b>	<b>\$ (622,769)</b>	
<b>CAPITAL PROJECTS FUND</b>					
Beginning Working Capital	15,078,817	15,078,817	18,726,518	3,647,701	Based on FY19 CAFR
Grants	11,867,329	6,922,609	588,581	(6,334,028)	\$2.2M of expenditures through January. Drawdown was made in Sept for \$272K. Federal system opened for drawdown at the end of October. Drawdown of \$2.5M was made at the end of Oct, but the majority of dollars were for prior year expenditures accrued for at FY19 year-end.
Transfer from the General Fund	-	-	-	-	- As budgeted
<b>Total Resources</b>	<b>\$ 26,946,146</b>	<b>\$ 22,001,426</b>	<b>\$ 19,315,109</b>	<b>\$ (7,636,537)</b>	

## FY20 Expenditures

	FY20 Adopted Budget RESOLUTION NO. 2019-05-15-029 May 15, 2019	FY20 YTD Budget 31-Jan-20	FY20 Actuals as of: 31-Jan-20	Better/(Worse) than Budget	Description
<b>GENERAL FUND - OPERATING BUDGET</b>					
Transit Services	\$ 51,339,141	\$ 29,947,832	\$ 27,205,055	\$ 2,742,778	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	1,756,540	1,756,540	-	- As budgeted
Transfer to Medicaid Fund	225,003	131,252	131,252	-	- As budgeted
Transfer to Point2point Fund	-	-	-	-	- As budgeted
Transfer to Capital Projects Fund	-	-	-	-	- As budgeted
Operating Contingency	500,000	291,667	-	291,667	Contingency for FY20
Total Non-operating	\$ 3,736,215	\$ 2,179,459	\$ 1,887,792	\$ 291,667	
Operating Reserve	\$ 8,896,429	-	-	-	- Not authorized to use in FY20
<b>Total General Fund</b>	<b>\$ 63,971,785</b>	<b>\$ 32,127,291</b>	<b>\$ 29,092,847</b>	<b>\$ 3,034,444</b>	
<b>SPECIALIZED SERVICES FUND</b>					
Transit Services	9,187,018	5,359,094	3,455,465	1,903,628	P7 FY19 expenditures were 59% (\$3.5M) of actuals. P7 FY20 expenditures are 37.6% of budget. P7 FY20 expenditures are the same as last year, but lower than budget. Budget for FY20 is higher in anticipation of new Mentor Oregon and Full Access Brokerage clients using this service. To date, no new clients have used the service.
Operating Contingency	-	-	-	-	-
Operating Reserve	462,420	-	-	-	- Not authorized to use in FY20
<b>Total Accessible Services Fund</b>	<b>\$ 9,649,438</b>	<b>\$ 5,359,094</b>	<b>\$ 3,455,465</b>	<b>\$ 1,903,628</b>	
<b>MEDICAID FUND</b>					
Transit Services	12,031,375	7,018,302	6,010,048	1,008,254	Lower than YTD P7 FY19 spend. P7 FY19 YTD spend was at \$6.9 M vs. \$6 M in FY20. FY20 is lower due to timing of payments for NEMT. Payments have only been made through December end
Operating Contingency	-	-	-	-	- Contingency for FY20
Operating Reserve	69,858	-	-	-	-
<b>Total Medicaid Fund</b>	<b>\$ 12,101,233</b>	<b>\$ 7,018,302</b>	<b>\$ 6,010,048</b>	<b>\$ 1,008,254</b>	
<b>POINT2POINT FUND</b>					
Transit Services	1,354,716	790,251	443,133	347,118	Payment & project timing. Below budgeted spend
Operating Contingency	244,604	142,686	-	142,686	Contingency for FY20
Operating Reserve	32,000	-	-	-	-
<b>Total Point2point Fund</b>	<b>\$ 1,631,320</b>	<b>\$ 932,937</b>	<b>\$ 443,133</b>	<b>\$ 489,803</b>	
<b>CAPITAL PROJECTS FUND</b>					
Capital Outlay	17,009,803	9,922,385	2,158,564	7,763,821	Payment & project timing. Significant expenditures to date are for:1) Franklin EmX transit station, 2) Santa Clara Transit Station and 3) Mobility on demand vehicles
Capital Reserve	9,936,343	-	-	-	- Not authorized to use in FY20
<b>Total Capital Projects Fund</b>	<b>\$ 26,946,146</b>	<b>\$ 9,922,385</b>	<b>\$ 2,158,564</b>	<b>\$ 7,763,821</b>	



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103049	02/06/2020	COLLINA BEARD	40.71
103050	02/06/2020	COMCAST	167.54
103051	02/06/2020	CREATIVE BUS SALES, INC. Accessible Services Vehicles	88,247.04
103052	02/06/2020	DEFENSIVE FIREARMS INSTRUCTION	545.00
103053	02/06/2020	DISH NETWORK	123.04
103054	02/06/2020	EUGENE WATER & ELECTRIC BOARD	683.82
103055	02/06/2020	LLC FUSSY'S @ VALLEY RIVER PLAZA	52.20
103056	02/06/2020	HARVEY & PRICE COMPANY	8,144.00
103057	02/06/2020	HEYMAN'S ENTERPRISES, LTD	27.50
103058	02/06/2020	NORTHWEST NATURAL GAS	1,676.17
103059	02/06/2020	OFFICE DEPOT	200.66
103060	02/06/2020	OR DEPT/ENVIRONMENTAL QUALITY	2,655.00
103061	02/06/2020	SANIPAC	529.50
103062	02/06/2020	SPRINGFIELD UTILITY BOARD	0.00
103063	02/06/2020	SPRINGFIELD UTILITY BOARD	16,597.49
103064	02/06/2020	WHA INSURANCE AGENCY, INC. Special District Insurance	34,032.00
103065	02/06/2020	WILLAMALANE PARK & RECREATION	516.67
103066	02/06/2020	THE AFTERMARKET PARTS COMPANY LLC	1,123.90
103067	02/06/2020	BELL+FUNK	1,250.00
103068	02/06/2020	C & K PETROLEUM EQUIPMENT CO,	401.00
103069	02/06/2020	CB PACIFIC, INC.	3,784.21
103070	02/06/2020	DELERROK INC	8,539.92
103071	02/06/2020	GILLIG CORPORATION	8,674.46
103072	02/06/2020	GRAINGER INC	34.68
103073	02/06/2020	JERRY'S HOME IMPROVEMENT CTR	152.31
103074	02/06/2020	KUHN INVESTMENTS, INC. RHODY EXPRESS FLORENCE	15,571.61
103075	02/06/2020	LTD SALARIED EMP. PENSION PLAN	88,052.00
103076	02/06/2020	MAGID GLOVE & SAFETY MFG CO LLC	178.50
103077	02/06/2020	MODA HEALTH	2,401.12
103078	02/06/2020	NORTH COAST ELECTRIC	480.36
103079	02/06/2020	OGLETREE, DEAKINS, NASH, SMOAK LEGAL FEES FOR LABOR RELATIONS	4,911.22
103080	02/06/2020	PARKEON, INC.	2,590.00
103081	02/06/2020	PT3 INC.	2,872.40
103082	02/06/2020	ROADRUNNER DELIVERY	449.90
103083	02/06/2020	AKA: SENIOR WHEELS, INC. SOUTH LANE WHEELS	1,112.92
103084	02/06/2020	VISION SERVICE PLAN	4,562.23
103085	02/13/2020	A-1 AUTO GLASS	500.00
103086	02/13/2020	ACTION FINANCIAL SERVICES	372.56
103087	02/13/2020	AMERICAN FAMILY LIFE	2,284.64
103088	02/13/2020	MICHAEL H. BERG	396.60
103089	02/13/2020	THERESA M BRAND	297.00
103090	02/13/2020	CANNON LAW ASSOCIATES	539.54
103091	02/13/2020	CENTURY LINK	239.14
103092	02/13/2020	CHAPTER 13 TRUSTEE	346.16
103093	02/13/2020	CINTAS CORPORATION	0.00
103094	02/13/2020	CINTAS CORPORATION	6,323.72
103095	02/13/2020	CROCKETTS INTERSTATE TOWING	500.00
103096	02/13/2020	CURTIS RESTAURANT EQUIPMENT	7,150.00
103097	02/13/2020	DOUG'S PLACE, INC.	467.50
103098	02/13/2020	EUGENE WATER & ELECTRIC BOARD	5,865.10
103099	02/13/2020	KAISER BRAKE & ALIGNMENT INC.	386.90
103100	02/13/2020	KRISTIN KOKKELER	335.50
103101	02/13/2020	LANE COUNTY YOUTH SERVICES	1,473.75
103102	02/13/2020	LIFEMAP ASSURANCE COMPANY	1,582.03



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103103	02/13/2020	LITHIA TOYOTA-SPRINGFIELD #65	237.00
103104	02/13/2020	LUCC	100.00
103105	02/13/2020	MCKENZIE SEW-ON	75.00
103106	02/13/2020	MID-STATE INDUSTRIAL SERVICE	102.00
103107	02/13/2020	NORTHWEST NATURAL GAS	5,531.69
103108	02/13/2020	OFFICE WORLD Furniture and office workstations for Glenwood	134,288.82
103109	02/13/2020	OREGON DEPARTMENT OF REVENUE	698.02
103110	02/13/2020	PETERSON TRUCKS INC. Engine Parts	16,359.10
103111	02/13/2020	SALON ADORN, LLC	5,450.00
103112	02/13/2020	SANIPAC	3,088.94
103113	02/13/2020	CHRISTINA A SHEW	181.50
103114	02/13/2020	SPRINGFIELD UTILITY BOARD	12,481.52
103115	02/13/2020	THOMSON REUTERS - WEST	167.56
103116	02/13/2020	UNIVERSITY OF OREGON	6,347.00
103117	02/13/2020	UNIVERSITY OF OREGON Sustainable Cities Year Project	65,000.00
103118	02/13/2020	THE AFTERMARKET PARTS COMPANY LLC	6,284.67
103119	02/13/2020	BUCK'S SANITARY SERVICE, INC.	183.00
103120	02/13/2020	CAIC PRIMARY	1,433.62
103121	02/13/2020	CUMMINS NORTHWEST, INC.	2,708.82
103122	02/13/2020	EAN HOLDINGS, LLC	6,455.00
103123	02/13/2020	EUROFINS ANA LABORATORIES, INC	495.60
103124	02/13/2020	GILLIG CORPORATION	5,053.82
103125	02/13/2020	JERRY'S HOME IMPROVEMENT CTR	427.50
103126	02/13/2020	JLA PUBLIC INVOLVEMENT	7,532.21
103127	02/13/2020	LTD & ATU PENSION TRUST	109,179.13
103128	02/13/2020	LTD EMPLOYEES FUND	160.00
103129	02/13/2020	LTD SALARIED EMP. PENSION PLAN	14,928.54
103130	02/13/2020	MUNCIE TRANSIT SUPPLY	1,761.99
103131	02/13/2020	NEOPART TRANSIT LLC	993.40
103132	02/13/2020	NINFAS ELITE CORPORATION Cleaning	71,872.30
103133	02/13/2020	ONE CALL CONCEPTS, INC.	67.20
103134	02/13/2020	PACIFIC POWER GROUP, LLC	831.52
103135	02/13/2020	PACIFICSOURCE HEALTH PLANS	594,856.30
103136	02/13/2020	INC. PBS ENVIRONMENTAL BLDG CONSULT	2,461.64
103137	02/13/2020	PRE-PAID LEGAL SERVICES INC.	225.35
103138	02/13/2020	RICOH USA, INC.	2,623.90
103139	02/13/2020	UNITED WAY OF LANE COUNTY	704.00
103140	02/13/2020	WANNAMAKER CONSULTING, INC.	1,320.00
103141	02/14/2020	KELLY E HOELL	153.00
103142	02/14/2020	KAISER BRAKE & ALIGNMENT INC.	121.90
103143	02/14/2020	RANDI M. STAUDINGER	153.00
103144	02/14/2020	WYATT'S TIRE COMPANY	368.00
103145	02/14/2020	BEDFORD FALLS, LLC Public relations contractor	10,000.00
103146	02/14/2020	CELTIS VENTURES, INC.	948.75
103147	02/14/2020	CENTRO LATINO AMERICANO	25.00
103148	02/14/2020	CHAVES CONSULTING, INC.	370.20
103149	02/14/2020	OXLEY & ASSOCIATES, INC.	5,000.00
103150	02/14/2020	SMITH DAWSON & ANDREWS, INC.	2,500.00
103151	02/20/2020	BARRETT BUSINESS SERVICES INC	680.00
103152	02/20/2020	WINONA J CARLSON	57.00
103153	02/20/2020	ERGO FLEX CONSULTING, INC.	201.25
103154	02/20/2020	ERGOMETRICS & APPLIED	265.00
103155	02/20/2020	EUGENE WATER & ELECTRIC BOARD	3,778.47
103156	02/20/2020	KAISER BRAKE & ALIGNMENT INC.	265.00



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103157	02/20/2020	MARKETING & TECHNICAL MATERIAL	905.08
103158	02/20/2020	OFFICE DEPOT	218.22
103159	02/20/2020	PACIFICSOURCE ADMINISTRATORS,	321.50
103160	02/20/2020	READY ROOTER DRAIN CLEANING &	450.00
103161	02/20/2020	ROWELL BROKAW ARCHITECTS,PC	5,148.56
103162	02/20/2020	SPRINGFIELD UTILITY BOARD	482.73
103163	02/20/2020	SUNSHINE PLANT CARE	150.00
103164	02/20/2020	THE AFTERMARKET PARTS COMPANY LLC	2,434.56
103165	02/20/2020	BPA VEBA-HRA SERVICES	118.00
103166	02/20/2020	PETER N DESHPANDE	60.00
103167	02/20/2020	FIELDPRINT, INC.	112.50
103168	02/20/2020	GILLIG CORPORATION	1,394.04
103169	02/20/2020	JERRY'S HOME IMPROVEMENT CTR	278.31
103170	02/20/2020	LANE COUNCIL OF GOVERNMENTS	4,120.16
103171	02/20/2020	MUNCIE TRANSIT SUPPLY	80.30
103172	02/20/2020	NORTH COAST ELECTRIC	113.55
103173	02/20/2020	PACIFIC POWER GROUP, LLC	1,125.00
103174	02/20/2020	TAC TRANSPORTATION, INC. Diamond Express	17,065.87
103175	02/20/2020	THORP, PURDY, JEWETT, URNESS,	5,247.60
103176	02/20/2020	UPWARD, INC. Landscaping	8,132.00
103177	02/25/2020	CENTURY LINK	2,734.41
103178	02/25/2020	CHARLES F. CLARKE	137.50
103179	02/25/2020	FASTENAL COMPANY	1,012.83
103180	02/25/2020	HANNAH MOTOR COMPANY	437.76
103181	02/25/2020	ROBIN A MAYALL	165.00
103182	02/25/2020	JOSEPH C MCCORMACK	148.00
103183	02/25/2020	MIDWEST BUS	107.69
103184	02/25/2020	PETERSON TRUCKS INC.	85.99
103185	02/25/2020	PROTECTIVE SERVICE LLC	832.44
103186	02/25/2020	ROWELL BROKAW ARCHITECTS,PC Santa Clara Transit Station	31,280.42
103187	02/25/2020	STAPLES BUSINESS ADVANTAGE	865.99
103188	02/25/2020	THERMO KING NORTHWEST, INC.	2,480.00
103189	02/25/2020	VERIZON WIRELESS	7,809.72
103190	02/25/2020	THE AFTERMARKET PARTS COMPANY LLC	1,736.74
103191	02/25/2020	CITY OF COTTAGE GROVE Mobility on Demand pilot	42,219.98
103192	02/25/2020	CUMMINS NORTHWEST, INC.	2,063.69
103193	02/25/2020	GLORIA, J GALLARDO Grants Contractor	10,000.00
103194	02/25/2020	GILLIG CORPORATION Bus parts	18,208.89
103195	02/25/2020	GRAINGER INC	1,252.51
103196	02/25/2020	MOHAVE AUTO PARTS, INC.	1,536.04
103197	02/25/2020	MOTION & FLOW CONTROL PRD, INC	268.14
103198	02/25/2020	MUNCIE TRANSIT SUPPLY	504.35
103199	02/25/2020	PACIFIC ARMORED INC.	1,482.00
103200	02/25/2020	PACIFIC POWER GROUP, LLC	99.00
103201	02/25/2020	RICOH USA, INC.	391.40
103202	02/25/2020	UNIVERSAL FIELD SERVICES, INC.	4,264.98
103203	02/27/2020	ACTION FINANCIAL SERVICES	265.20
103204	02/27/2020	ALA CARTE, INC.	1,035.00
103205	02/27/2020	ALTA PLANNING AND DESIGN, INC.	1,577.00
103206	02/27/2020	ALTERNATIVE WORK CONCEPTS Travel Training and Assessments	15,615.00
103207	02/27/2020	AMAL TRANSIT UNION #757	15,743.57
103208	02/27/2020	BUILDER'S ELECTRIC, INC.	252.00
103209	02/27/2020	CANNON LAW ASSOCIATES	626.01
103210	02/27/2020	CASCADE CENTERS	1,120.30





# Check History Listing

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
103211	02/27/2020	CHAPTER 13 TRUSTEE	346.16
103212	02/27/2020	CINTAS CORPORATION	3,357.57
103213	02/27/2020	CONSOLIDATED SUPPLY CO.	37.87
103214	02/27/2020	COTTAGE GROVE CHMBR COMMERCE	310.00
103215	02/27/2020	JOHN T. DOWELL	237.00
103216	02/27/2020	EUGENE WATER & ELECTRIC BOARD	848.64
103217	02/27/2020	LIFEMAP ASSURANCE COMPANY	13,687.26
103218	02/27/2020	LILE INTERNATIONAL COMPANIES	2,584.00
103219	02/27/2020	LITHIA TOYOTA-SPRINGFIELD #65	90.00
103220	02/27/2020	MID-STATE INDUSTRIAL SERVICE	5,560.00
103221	02/27/2020	OIL PRICE INFORMATION SERVICE	284.00
103222	02/27/2020	OREGON DEPARTMENT OF REVENUE	406.30
103223	02/27/2020	RG MEDIA COMPANY	150.00
103224	02/27/2020	SELECTEMP CORPORATION	4,977.77
103225	02/27/2020	SPECIAL DISTRICTS INSURANCE	1,552.00
103226	02/27/2020	SPRINGFIELD UTILITY BOARD	88.64
103227	02/27/2020	VANNER, INC.	6,059.05
103228	02/27/2020	WHITE BIRD CLINIC	7,276.14
103229	02/27/2020	XPO LOGISTICS FREIGHT, INC	252.37
103230	02/27/2020	ENGINEERING DIVISION CITY OF SPRINGFIELD Gateway EmX Maintenance cost per year	51,694.33
103231	02/27/2020	GRACE TOWING, LLC	200.00
103232	02/27/2020	JARRETT WALKER & ASSOCIATES	11,625.00
103233	02/27/2020	JERRY'S HOME IMPROVEMENT CTR	114.15
103234	02/27/2020	JLA PUBLIC INVOLVEMENT	1,374.71
103235	02/27/2020	LANE COUNCIL OF GOVERNMENTS Before and after study - origin & destination	83,848.48
103236	02/27/2020	LTD & ATU PENSION TRUST	112,590.79
103237	02/27/2020	LTD SALARIED EMP. PENSION PLAN	15,052.28
103238	02/27/2020	MODA HEALTH	28,929.63
103239	02/27/2020	ROADRUNNER DELIVERY	126.00
103240	02/27/2020	SPX CORPORATION	5,569.85
103241	02/27/2020	THORP, PURDY, JEWETT, URNESS,	1,425.60
103242	02/27/2020	UNITED WAY OF LANE COUNTY	704.00
103243	02/27/2020	WOODBURY ENERGY CO. INC. Diesel Fuel	114,502.48
103244	02/27/2020	ZONES, INC.	5,263.17
93021520	02/19/2020	BENEFIT PLANS ADMIN SVCS, LLC	4,777.30
803488701	02/14/2020	VALIC %CHASE BANK OF TEXAS	82,304.77
803505408	02/28/2020	VALIC %CHASE BANK OF TEXAS	83,797.49
804288768	02/28/2020	OREGON DEPARTMENT OF REVENUE	52,114.77
811114814	02/19/2020	INTERNAL REVENUE SERVICE-EFTPS	1,837.12
811510346	02/14/2020	MASS MUTUAL FINANCIAL GROUP	3,321.87
813334132	02/28/2020	MASS MUTUAL FINANCIAL GROUP	3,286.18
813955074	02/15/2020	INTERNAL REVENUE SERVICE-EFTPS	1,765.86
815265870	02/03/2020	BANK OF AMERICA	31.48
815265875	02/03/2020	BANK OF AMERICA	1,261.00
815265974	02/03/2020	BANK OF AMERICA	1,448.44
817364655	02/24/2020	BANK OF AMERICA	44,687.30
848733184	02/14/2020	OREGON DEPARTMENT OF REVENUE	50,610.89
856644910	02/28/2020	OREGON DEPARTMENT OF JUSTICE	1,949.50
857822383	02/14/2020	OREGON DEPARTMENT OF JUSTICE	1,949.50
870437196	02/14/2020	INTERNAL REVENUE SERVICE-EFTPS	189,255.94
873416960	02/19/2020	OREGON DEPARTMENT OF REVENUE	495.85
891376607	02/28/2020	INTERNAL REVENUE SERVICE-EFTPS	195,670.19
897484288	02/15/2020	OREGON DEPARTMENT OF REVENUE	477.04



# Check History Listing

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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
215		Checks	\$2,856,480.71

# LTD CIP 2019

## LTD CIP PHASE DEFINITIONS

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

# LTD CIP 2020

## PROJECT DESCRIPTIONS

Santa Clara Transit Station - Key: 20947			#17-SCTSTA-0301005	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
5307 Formula/1738-2018-1	3,000,000	3,000,000	FY 2017-2021	Planning, Design and Construction
XFER 5307/1738-2018-1	600,000	600,000		
ConnectOregon - 31655	3,000,000	2,152,362		
LTD Match	3,700,000	3,460,923		
<b>Total Project</b>	<b>10,300,000</b>	<b>9,213,285</b>		

Construct new station near Hunsaker Lane and River Road in Eugene, including a Park & Ride. The new facility will accommodate both regular and EmX service, reducing operational delays and improving the customer experience. **The project continues to progress as scheduled. Procurement activities were completed for the construction contract which is expected to be awarded during the next quarter.**

# LTD CIP 2020

## PROJECT DESCRIPTIONS

### Improvement Projects - Frequent Transit Network

#### EmX Franklin Blvd Phase 1 Transit Stations #19-FKLNST-0301010

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	287,000	0	FY 2019-2021	Build, Construction, Assemble
ConnectOregon - 30139	648,000	77,315		
<b>Total Project</b>	<b>935,000</b>	<b>77,315</b>		

Construct two EmX stations (one for either direction of travel) within the City of Springfield's revised roadway layout. **The project is progressing as scheduled. As LTD is utilizing existing materials for the match, the budget has been revised accordingly.**

#### Main-McVay Transit Study - Key: 19776 #19-M/McTS-0301011

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match (In-Kind)	245,542	24,518	FY 2013-2021	Planning
5339/OR-39-0007	750,000	0		
XFER 5307/OR-2018-035-00	315,000	214,212		
<b>Total Project</b>	<b>1,310,542</b>	<b>238,730</b>		

LTD is working in partnership with the City of Springfield to identify the highest priority transit capital improvements along the Main Street Corridor in coordination with the City of Springfield's Main Street Safety Project. **Based on discussions with the City of Springfield, completion of the Main Street Safety Project will likely result in the delay of the transit element for the Main Street Corridor. FTA has been advised accordingly.**

#### River Road Transit Community Implementation Plan - Key: 20988 #19-RRTCIP-0301012

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match (In-Kind)	34,200	33,057	FY 2019-2020	Planning
TOD/OR-2017-019-00	450,000	143,482		
City of Eugene	79,800	46,297		
<b>Total Project</b>	<b>564,000</b>	<b>222,836</b>		

Collaborative effort between the City of Eugene and LTD to enable transit-oriented development along the River Road Corridor. **The project is progressing as scheduled. LTD has several upcoming activities remaining for this project and has extended the completion date to ensure that these activities are completed.**

# LTD CIP 2020

## PROJECT DESCRIPTIONS

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	3,600,000	128,778	FY 2012-2020	Project Close-out
ConnectOregon - 30136	2,866,645	515,088		
5307 Formula/1738-2018-2	1,600,000	1,600,000		
Oregon Lottery	17,800,000	581,627		
Federal Small Starts	75,000,000	0		
<b>Total Project</b>	<b>100,866,645</b>	<b>2,825,493</b>		

Design, engineering, construction, and the purchase of vehicles for the West Eugene EmX Extension. The extension of the EmX Green Line from the Eugene Station to West 11th Avenue west of Commerce Street, which opened for service in September 2017. **The final report for ODOT grant 30136 has been submitted and closes out this grant. The FTA grant for the remaining project activities (post action report) is in progress.**

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	263,245	52,067	FY 2019-2021	Planning
XFER 5307/OR-2018-025-00	2,300,000	454,911		
<b>Total Project</b>	<b>2,563,245</b>	<b>506,978</b>		

The Moving Ahead System project is a cooperative effort of the City of Eugene, LTD, and regional partners in the community to determine what improvements are needed on the most important transportation corridors. **The project continues to progress as scheduled. A public hearing was held in fall of 2019 and comments are being summarized. The project completion date has been extended to facilitate concurrence with all stakeholders.**

### FTN Safety and Amenity Improvements - Key: 21404/21405/21406 #20-FTNSAI-0301015

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	114,454	114,454	FY 2020-2022	Planning
STBG	329,468	329,468		
CMAQ	670,532	670,532		
<b>Total Project</b>	<b>1,114,454</b>	<b>1,114,454</b>		

Using results of the Pedestrian Network Analysis (a study that is part of the Comprehensive Operations Analysis called Transit Tomorrow), implement various safety and amenity improvements along the Frequent Transit Network (FTN). **The project is progressing as scheduled; a Purchase Order was issued for replacement of displays along the WEEE corridor. In addition, activities necessary in order to process the required request to transfer FHWA funds to FTA are in progress.**

# LTD CIP 2020

## PROJECT DESCRIPTIONS

### Improvement Projects - Technology Infrastructure & Systems

Fare Management System				#19-FAREMS-0301016
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	765,000	227,177	FY 2019-2020	Rollout, commissioning, active
<b>Total Project</b>	<b>765,000</b>	227,177		

Purchase and installation of a fare management system to implement advances in fare media and payment collection. The intent of implementing a fare management system is to simplify the purchase, verification, and accounting system. **The project is progressing as scheduled.**

Software - NOVUS Modules				#19-NOVUSM-0301018
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Federal Grant	320,000		FY 2019-2021	Secure Funding
Match	80,000			
<b>Total Project</b>	<b>400,000</b>			

Software in support of the RideSource center, allocated to purchase the Passenger Portal module in NOVUS. This module will allow RideSource customers to book their own rides in a secure web page. This will free up call center resources and provide a greatly enhanced user experience for our customers. They will also be able to book rides at times when the call center is not open. Call center space is currently very constrained with no room to seat more customer service representatives. This software has the potential to alleviate the problems with finding more space for staff. **As previously reported, LTD was not selected as a recipient for funding under the Trillium Community Health Plan Innovation Fund; however, FTA released a new fund opportunity (Mobility for All Pilot Program). LTD submitted an application for the NOVUS modules project early this year which is undergoing review.**

# LTD CIP 2020

## PROJECT DESCRIPTIONS

### Improvement Projects - Non-Capital Projects

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	141,776	65,994	FY 2018-2020	Planning
XFER 5307/1738-2018-9	53,838	53,838		
<b>Total Project</b>	<b>195,614</b>	119,832		

Called "Transit Tomorrow", this is a detailed study of a transit system designed to identify existing strengths, areas for improvements, and options to improve and increase usage. **The transfer request for the grant funded portion of this project has been approved; finalization of the grant is in progress.**

#### Communications Assessment #19-COMASS-0301020

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	115,000	65,460	FY 2019 - 2020	Rollout, commissioning, active
<b>Total Project</b>	<b>115,000</b>	65,460		

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

#### STIF Grant Administration #19-STIFGA-0301023

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
2017 State Transportation Improvement Fund	680,000	582,065	FY 2019 - 2028	Rollout, commissioning, active
<b>Total Project</b>	<b>680,000</b>	582,065		

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



# LTD CIP 2020

## PROJECT DESCRIPTIONS

### State of Good Repair - Fleet

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	272,477	145,473	FY 2019-2020	Acquisition
5310/OR-16-X045	304,871	0		
5309/OR-04-0049	214,057	23,255		
5310/OR-2017-026-00	232,854	74,729		
5310/OR-2019-027-00	490,749	490,749		
<b>Total Project</b>	<b>1,024,259</b>	734,206		

The purchase of replacement and expansion vehicles for the provision of metro Accessible Services such as the American with Disabilities Act complementary paratransit service. The Accessible Service Vehicle Replacement project is progressing as scheduled. As previously reported, LTD had issued a Purchase Order for two minivans under FTA grants (OR-16-X045 and OR-04-0049). The vehicles have been received and grant close-out activities are underway for OR-16-X045. Regarding OR-04-0049, the project team is obtaining quotes for the security systems. The two open FTA grants (OR-2017-026 and OR-2019-027) will fund Ridesource vehicles in support of the Specialized Services Program. The procurement for the vehicles is in progress.

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 31455 - closed	169,069	0	FY 2019-2020	Project close-out
ODOT 32010 - closed	34,629	0		
Local - City of Oakridge	130,000	130,000		
<b>Total Project</b>	<b>333,698</b>	130,000		

The replacement of the highly problematic Diamond Express vehicle, currently being covered by an old 300 series bus. The communities of Oakridge and Westfir have come to depend on Diamond Express to access the metro area. The service acts as a lifeline and connects residents to local hospitals, shopping, schools, and employment. The replacement vehicle has been acquired; the process to transfer the CMAQ funds to FTA is in progress.

Rhody Express Vehicle - Key: #19-RHXVEH-0302015

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33872/STIF (Out of District)	100,000	100,000	FY 2020	Acquisition
<b>Total Project</b>	<b>100,000</b>	100,000		

This vehicle is not programmed for replacement this year but will need to be replaced in the next two years. The Florence community has come to depend on the Rhody Express as its transportation throughout the area. This service connects residents to local hospitals, shopping, schools, and employment. The project is proceeding as scheduled; the procurement process has been initiated.

# LTD CIP 2020

## PROJECT DESCRIPTIONS

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	1,159,891	1,132,865	FY 2019-2020	Acquisition
5339/OR-2018-012-00	3,479,675	3,398,597		
<b>Total Project</b>	<b>4,639,566</b>	4,531,462		

Procurement of five additional 40-foot electric buses to replace aging fleet. The project is progressing as scheduled. Since the previous Milestone Progress Report, LTD has opted to utilize the State of California contract (1-19-23-17). Procurement activities were initiated during the reporting period and the Request for Quote was posted on January 2, 2020. Although the electric bus replacement project has had numerous delays, LTD's diligence will ultimately result in the acquisition of vehicles that will meet the specifications of the agency. More importantly, the new procurement/transit vehicle manufacturer will ensure the responsible expenditure of federal funds. Proposals were due on January 23, 2020; New Flyer of America has been selected for this project. CTE continues to support LTD in this regard.

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	852,745	554,277	FY 2019-2020	Acquisition
5307/OR-95-X055-02	2,072,328	2,058,391		
5339/OR-2017-015-00	943,814	943,625		
5337/OR-2017-016-00	331,113	331,113		
<b>Total Project</b>	<b>4,200,000</b>	3,887,406		

Procurement of five 40-foot electric buses in fiscal year 2019 to replace aging fleet. Due to ongoing contractual issues, the contract with the original bus manufacturer has been terminated. However, as reflected in the project update above (No/Low), the project is progressing. Proposals were due on January 23, 2020 resulting in the selection of New Flyer of America. No further delays are anticipated.

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	14,307	14,307	FY 2019-2020	Project Initiation
XFER 5307 (STBG)	125,000	125,000		
<b>Total Project</b>	<b>139,307</b>	139,307		

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

# LTD CIP 2020

## PROJECT DESCRIPTIONS

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	114,454	114,454	FY 2019-2021	Acquisition
STIF - 2019	585,546	585,546		
XFER 5307 1738-2019-3	1,000,000	1,000,000		
<b>Total Project</b>	<b>1,700,000</b>	1,700,000		

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

LTD's Community Investment Plan identifies more than \$30,000,000 in vehicle replacement needs during the FFY18-21 grant period. Therefore, LTD has requested and received \$1,000,000 in CMAQ funds. LTD plans to combine the various grant funds available (OR-2018-012/OR-95-X055/OR-2017-015/OR-2017-016) to purchase eleven 40-foot, all-electric, transit buses. The transfer request for the CMAQ funding has been approved; finalization of the grant is in progress. To maximize available funding, the procurement efforts for this project are in coordination with LTD's other electric bus replacement projects as detailed above.

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

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

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

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	67,467	0	FY 2019-2020	Project close-out
5309/OR-04-0038	269,869	0		
<b>Total Project</b>	<b>337,336</b>	0		

Procurement of spare parts, tooling, and training for 16200 series 2016 New Flyer buses. The project has progressed as scheduled. LTD received the last outstanding items and the final disbursement has been received. Grant close-out activities are in progress.

# LTD CIP 2020

## PROJECT DESCRIPTIONS

Six 60-foot Diesel Bus Procurement - Keys: 20950/21339 #19-60FTDL-0302025

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	847,390	847,210	FY 2019-2020	Acquisition
5339/OR-2019-027	1,160,820	1,160,820		
5339/OR-2016-020-00	582,947	582,947		
5309/OR-03-0122-01	1,336,346	1,335,626		
5337/OR-2019-027	309,445	309,445		
<b>Total Project</b>	<b>4,236,948</b>	4,236,048		

Procurement of six 60-foot diesel buses will replace the oldest 60-foot subfleet, four of which are no longer usable for revenue service and the fifth one is used sparingly because of ongoing mechanical issues. **The project is progressing as scheduled; several of the buses have been received. These vehicles are undergoing final inspection, etc.**

One 40-foot Diesel/Hybrid Bus - Key: 20951 #19-40FTDH-0302026

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	114,011	113,876	FY 2019-2020	Acquisition
5339/OR-2018-021-00	646,062	645,297		
<b>Total Project</b>	<b>760,073</b>	759,173		

Procurement of one 40-foot diesel/hybrid bus to help relieve the pressure of using part of LTD's contingency bus fleet in revenue service. These contingency buses range in age from 15 years to 19 years. **The project is progressing as scheduled; LTD received bus 19201 on February 10th. The vehicle is undergoing inspection, etc.**

# LTD CIP 2020

## PROJECT DESCRIPTIONS

### Operations

Preventative Maintenance - Key: 21534				#19-PREVMN-0103001
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
5307 Formula/OR-2018-023	4,200,000	4,200,000	FY 2020	Rollout, commissioning, active
General Fund	1,050,000	1,050,000		
<b>Total Project</b>	<b>5,250,000</b>	5,250,000		

Preventative maintenance on federal assets to improve their performance, safety and longevity. The grant application is in progress and will include the ACM project (SGR / K21326 / #19-ACMPTS-0302023).

# LTD CIP 2020

## PROJECT DESCRIPTIONS

### Specialized Services

Rural ADA Fleet Preventative Maintenance - Key:				#19-ODRFLT-0154001
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	16,512	11,574	FY 2020-2021	Rollout, Commissioning, Active
<b>Total Project</b>	<b>16,512</b>	11,574		

Out-of-district paratransit and rural fleet preventative maintenance. *As previously reported, this is an ongoing project. The budget has been revised to reflect the new grant award.*

Florence/Yachats Pilot - Key: 21006				#19-F/YACH-0154003
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 31386 - STF/State	285,710	0	FY 2020-2021	Project Close-out
General Fund (in kind)	12,550	0		
<b>Total Project</b>	<b>298,260</b>	0		

Twelve-month pilot project operations connecting Florence and Yachats to provide public transportation along the only unserved gap along the entire West Coastal highway. *As previously reported, the project is ongoing; however, LCOG is managing these services. Again, the ODOT grant that had been awarded to LTD has been closed.*

Oakridge Diamond Express - Key: 21005				#19-OAKDMX-0154004
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Farebox	40,000	29,719	FY 2020-2021	Rollout, Commissioning, Active
Local Funds (City of Oakridge)	24,000	18,000		
Transit Network/Intercity Connection - ODOT 33820	187,723	166,975		
ODOT 33492 - STF OUT	187,723	166,972		
<b>Total Project</b>	<b>439,446</b>	381,666		

Operations in and between Oakridge and Metro area. *As previously reported, this is an ongoing project. The budget has been revised to reflect the new grant award.*

# LTD CIP 2020

## PROJECT DESCRIPTIONS

Rhody Express - Key: 21007			#19-RHDYXP-0154005	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Local Funds (City of Florence)	64,000	44,000	FY 2020-2021	Rollout, Commissioning, Active
Farebox	13,000	9,299		
ODOT 33425 - 5311	176,061	108,621		
ODOT 33492 - STF OUT	137,886	85,068		
<b>Total Project</b>	<b>390,947</b>	<b>246,988</b>		

The Rhody Express is a local shuttle service within the city limits of Florence (plus a stop at the local tribal casino four miles outside the city limits) that is operated by River Cities Taxi. As previously reported, this is an ongoing project. The budget has been revised to reflect the new grant award.

### Accessible Services - In District

Metro ADA Fleet Preventative Maintenance - Key: 20985			#19-A&RFLT-0154006	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	641,388	483,907	FY 2020-2021	Rollout, Commissioning, Active
ODOT 33492 - STF IN	73,410	55,387		
<b>Total Project</b>	<b>714,798</b>	<b>539,294</b>		

In-District paratransit fleet preventative maintenance. As previously reported, this is an ongoing project. The budget has been revised to reflect the new grant award.

Crucial Connections - Key: 20995			#19-CRUCON-0154007	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	13,460	11,410	FY 2020-2021	Rollout, Commissioning, Active
ODOT 33492 - STF IN	1,541	1,305		
<b>Total Project</b>	<b>15,001</b>	<b>12,715</b>		

Transportation to relieve an immediate (non-emergency) or evolving situation when no other transportation option can be identified; offers quick relief to allow time to formulate long-term resolution. Crucial Connections pays for a limited number of trips that are situation specific and is administered through RideSource. As previously reported, this is an ongoing project. The budget has been revised to reflect the new grant award.

DD Services			#19-DDSRVC-0154008	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Federal Funds through DHS	1,650,000	1,126,599	FY 2020-2021	Rollout, Commissioning, Active
General Funds	800,000	544,878		
<b>Total Project</b>	<b>2,450,000</b>	<b>1,671,478</b>		

Transportation for eligible individuals who receive vocational benefits through Lane County Developmental Disabilities Services. Provides transportation to/from home and work. This is shared cost service offered through the RideSource Call Center. As previously reported, this is an ongoing project. The budget has been revised to reflect the new grant award.

# LTD CIP 2020

## PROJECT DESCRIPTIONS

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	220,704	179,680	FY 2020-2021	Rollout, Commissioning, Active
ODOT 33492 - STF IN	25,261	20,567		
<b>Total Project</b>	<b>245,965</b>	200,247		

LTD oversees the coordination of transportation and transportation eligibility across a variety of transportation programs, including ADA paratransit, Medicaid Medical (NEMT) and Non-Medical, Veterans Transportation, and Crucial Connections (gap-based transportation) under its Mobility Management Program. Transportation eligibility assessments are conducted mostly in the homes of participants by a trained transportation coordinator. Assessments are conducted through three agencies, coordinated by Lane Council of Governments: LCOG Senior & Disability Services, White Bird Clinic, and Alternative Work Concepts. *As previously reported, this is an ongoing project. The budget has been revised to reflect the new grant award.*

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	207,334	169,424	FY 2020-2021	Rollout, Commissioning, Active
ODOT 33492 - STF IN	23,730	19,391		
<b>Total Project</b>	<b>231,064</b>	188,815		

Mental health transportation services in partnership with White Bird Clinic provides basic transportation for clients experiencing severe, persistent mental illness who are elderly, veterans, unhoused, and at/or below the national poverty level. The service is cost effective to the community by reducing crisis care for clients. *As previously reported, this is an ongoing project. The budget has been revised to reflect the new grant award.*

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Farebox	528,314	376,696	FY 2020-2021	Rollout, Commissioning, Active
ODOT 33581 - 5310	233,124	174,840		
ODOT 33492 - STF IN	26,683	20,011		
General Funds	4,132,424	4,132,424		
<b>Total Project</b>	<b>4,920,545</b>	4,703,971		

This is origin-to-destination service within the metro area for people unable to use regular bus service (some or all of the time) because of a disability. RideSource ADA meets the Federal Transit Administration-mandated ADA requirements, serving a ¼ mile boundary around the fixed-route service. The Shopper is a low-cost, neighborhood-based shopping shuttle operating within the same metro ADA boundary. The driver assists people with their groceries and packages and is currently operated by Medical Transportation Management. Transportation coordinators from White Bird Clinic, Alternative Work Concepts, and Senior and Disabled Services (S&DS) make in-person evaluations to determine eligibility. S&DS is a division of the Lane Council of Governments and the local Area Agency on Aging. *As previously reported, this is an ongoing project. The budget has been revised to reflect the new grant award.*



# LTD CIP 2020

## PROJECT DESCRIPTIONS

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	177,116	123,164	FY 2020-2021	Rollout, Commissioning, Active
Local Funds	118,077	88,558		
<b>Total Project</b>	<b>295,193</b>	<b>211,722</b>		

Pearl Buck Center contracts with RideSource to transport at-risk children attending Pearl Buck Preschool. RideSource is a central partner with Pearl Buck Center in providing children, whose parents have cognitive disabilities, with safe, dependable, door-to-door transportation to a specialized preschool program. *As previously reported, this is an ongoing project. The budget has been revised to reflect the new grant award.*

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33492 - STF IN	93,375	46,688	FY 2020-2021	Rollout, Commissioning, Active
<b>Total Project</b>	<b>93,375</b>	<b>46,688</b>		

South Lane Wheels (SLW) provides service to the general public in the rural areas of South Lane County, including the communities of Cottage Grove, Dorena, Lorane, London, and Creswell, with transportation to Eugene-Springfield. This project provides matching for SLW's 5311 funding. Without SLW, the cost of providing transportation to the outlying areas would overtax the remaining system, create a service gap that may force residents to move to urban areas, and potentially undermine the effectiveness of the remaining businesses and community services. *As previously reported, this is an ongoing project. The budget has been revised to reflect the new grant award.*

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	144,968	114,856	FY 2020-2021	Rollout, Commissioning, Active
ODOT 33492 - STF IN	16,592	13,146		
<b>Total Project</b>	<b>161,560</b>	<b>128,002</b>		

Alternative Work Concepts contracts with LTD to provide the Transit Host Program, which allows people who otherwise would use paratransit services the additional support needed to use the fixed-route system for their routine trips. Transit hosts are located at the main downtown transfer station to assist with scheduled transfers from one bus to another, which enables people to reach their final destination. This added support mechanism results in a great cost savings to LTD, and, more importantly, means greater independence, self-worth, and empowerment to people with significant disabilities. *As previously reported, this is an ongoing project. The budget has been revised to reflect the new grant award.*

# LTD CIP 2020

## PROJECT DESCRIPTIONS

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 32197 - 5310	131,468	104,480	FY 2020-2021	Rollout, Commissioning, Active
ODOT 32010 - STF	15,047	11,959		
<b>Total Project</b>	<b>146,515</b>	116,439		

Alternative Work Concepts contracts with LTD to provide travel training to people with disabilities on the fixed-route bus system. *As previously reported, this is an ongoing project. The budget has been revised to reflect the new grant award.*

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	22,432	21,503	FY 2020-2021	Rollout, Commissioning, Active
ODOT 33492 - STF	2,567	2,461		
<b>Total Project</b>	<b>24,999</b>	23,964		

Transportation for service members, veterans, and their families. Most trips funded are for critical medical needs or to provide a short-term, stop-gap solution while a permanent transportation plan is implemented in conjunction with the VA hospitals, Disabled American's Veteran's transportation program, and volunteers. *As previously reported, this is an ongoing project. The budget has been revised to reflect the new grant award.*

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

	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33492 - STF IN	23,833	199,924	FY 2020-2021	Rollout, Commissioning, Active
ODOT 33581 - 5310	208,235	174,073		
Local Funds	20,400	20,400		
<b>Total Project</b>	<b>252,468</b>	394,397		

This is a door-through-door service for people who need a high level of assistance and do not have other transportation options. Medical Transportation Management (MTM), Senior and Disabled Services, and the Senior Companion Program all participate in the support and recruitment of volunteers. Volunteer drivers using their own cars receive a per mile reimbursement. MTM volunteers often use agency vehicles. The program serves older adults and people with disabilities throughout Lane County. *As previously reported, this is an ongoing project. The budget reflects the new grant information.*

# LTD CIP 2020

## PROJECT DESCRIPTIONS

### Medicaid

NEMT - State Reimbursed				#19-NEMTSR-0165001
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Oregon Health Authority	548,275	374,003	ONGOING	Rollout, Commissioning, Active
General Fund	-	0		
<b>Total Project</b>	<b>548,275</b>	374,003		

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

NEMT - Trillium				#19-NEMTTR-0165002
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Trillium CHP	10,374,450	6,177,920	ONGOING	Rollout, Commissioning, Active
General Fund	-	0		
<b>Total Project</b>	<b>10,374,450</b>	6,177,920		

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

Waivered - Non-Medical				#19-WAVNMD-0165003
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Oregon Department of Human	821,505	450,339	ONGOING	Rollout, Commissioning, Active
General Fund	225,003	225,003		
<b>Total Project</b>	<b>1,046,508</b>	675,342		

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

# LTD CIP 2020

## PROJECT DESCRIPTIONS

### Point2point

Drive Less Connect - Key: 20969			#19-DLCONN-0146001	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 32517	304,046	187,648	FY 2019-2021	Rollout, Commissioning, Active
<b>Total Project</b>	<b>304,046</b>	187,648		

Point2point manages the Drive Less Connect Ridesharing Database for this region. Included with this effort is year-round outreach and education on how to use the program, encouraging carpooling and the tracking of transportation options trips along with the preparation and leadership of Lane County-wide participation in the Oregon Drive Less Challenge held in the early fall each year. This is funded by ODOT and a state priority outlined in the State Transportation Options Plan. *As previously reported, this is an ongoing program. The budget has been revised to reflect the total grant award.*

Safe Routes to School Outreach Support (Assistants) - Key: 21147			#19-SRTSAS-0146003	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
STBG/OR-2018-026-01	45,762	45,762	FY 2019-2020	Rollout, Commissioning, Active
General Fund (in kind)	5,238	5,238		
<b>Total Project</b>	<b>51,000</b>	51,000		

Safe Routes To School (SRTS) program assistants work closely with the school district SRTS coordinators implementing enhanced SRTS encouragement events, expanded education, and outreach services at the three local school districts (Bethel, Eugene, and Springfield). This program has proven to affect behavior change and school-age travel choices to and from school. This effort supports all local partner agency transportation goals and is a priority to all of them. *The transfer request for the STBG funding has been approved; finalization of the grant is in progress.*

Safe Routes to School Bike Parking - Key: 21148			#19-SMTBKP-0146004	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
XFER 5307/1738-2019-2	72,681	72,681	FY 2019-2020	Rollout, Commissioning, Active
General Fund (in kind)	8,319	8,319		
<b>Total Project</b>	<b>81,000</b>	81,000		

Develop short-term bicycle parking at three local school districts to improve the worst bike parking supply as rated in the Safe Route To School Regional Bicycle Parking Assessment. This effort is to help improve deficiencies in local school district bike parking facilities and in turn make it easier for local students to bike to school, which is a regional partner agency priority. *The transfer request for the CMAQ funding has been approved; finalization of the grant is in progress.*

# LTD CIP 2020

## PROJECT DESCRIPTIONS

### Point2point

Expand Bike and Ped Safety Education - Key: 21516			#19-BKPEDX-0146007	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
XFER 5307/1738-2020-4	154,468	154,468	FY 2020-2021	Secure Funding
General Fund	17,680	17,680		
<b>Total Project</b>	<b>172,148</b>	172,148		

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

Safe Routes to School Regional Program - Keys: 21328/20964/18829/21671/21888			#19-SRTSRG-0146008	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
XFER 5307/4J, Bethel and Springfield School Districts/1738-2019-2	143,288	143,288	FY 2019-2021	Rollout, Commissioning, Active
Springfield School District/XFER 5307/1738-2020-1	267,079	267,079		
MM-SRTS/XFER 5307/OR-2018-026	343,074	85,928		
Springfield School District/XFER 5307/1738-2020-3	106,268	106,268		
XFER 5307/SRTS Regional/1738-2020-4	350,000	350,000		
General Funds	110,417	110,417		
<b>Total Project</b>	<b>1,320,126</b>	1,062,980		

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

Transportation Options - Key: 21130/21334/21478/21321			#19-TRANOP-0146009	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
XFER 5307/TBD	900,000	900,000	FY 2019-2021	Rollout, Commissioning, Active
ODOT 32517	220,778	105,859		
General Funds	148,009	118,009		
<b>Total Project</b>	<b>1,268,787</b>	1,123,868		

This program provides a variety of positive marketing opportunities for LTD and more importantly provides options for the region's travelers to use a variety of transportation options in the region. Point2point does extensive year-round outreach and education about how to use the options and does a great deal of education on how to access and trip plan using the LTD fixed-route and accessible services transportation. The face-to-face outreach component provides a human face to the services we provide. Direct services include the management of the Valley Vanpool Program (17 vans), Emergency Ride Home, Drive Less Connect Ridesharing software for Lane County, lead the Business Commute Challenge and the Oregon Drive Less Challenge in Lane County, and lead the Regional Safe Routes to Schools Program. The Point2point program is supported by local and state partners, and it helps meet the regional goals around improving transportation system efficiency and climate recovery. **As previously reported, this is an ongoing program. The budget has been revised to reflect the total ODOT grant award. Regarding the FHWA (flex) funds, activities necessary to transfer the funds to FTA are in progress.**

# LTD CIP 2020

## PROJECT DESCRIPTIONS

### Point2point

UO Gateway SmartTrips - Key: 17162			#19-SMTUOG-0146010	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
STP/OR-95-X030	180,000	105,336	FY 2019-2020	Rollout, Commissioning, Active
General Funds	20,601	12,056		
<b>Total Project</b>	<b>200,601</b>	117,392		

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

SRTS Outreach and Encouragement Program 2019-21 - Key: 21889			#19-SRTSOE0146011	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
XFER 5307/1738-2020-4	90,000	90,000	FY 2019-2020	Secure Funding
General Funds	10,301	10,301		
<b>Total Project</b>	<b>100,301</b>	100,301		

Outreach and encouragement activities for the Safe Routes to School (SRTS) program. This adds funding to the expanding SRTS program for the last two years of the funding cycle. It is a growing program and is a regional priority. **Activities necessary to process the required request to transfer FHWA funds to FTA are in progress.**

Vanpool - Key: 19395			#19-VNPOOL-0146010	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Funds	180,452	118,965	FY 2020	Rollout, Commissioning, Active
<b>Total Project</b>	<b>180,452</b>	118,965		

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

## LANE TRANSIT DISTRICT

### January 2020 Performance Report

Performance Measure	Current Month	Prior		Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change	
		Year's Month	% Change							
<b>Fixed Route Service</b>										
Passenger Boardings	<b>899,381</b>	863,568	+ 4.1%	<b>5,797,495</b>	5,734,282	+ 1.1%	<b>9,986,984</b>	10,193,091	- 2.0%	
Mobility Assisted Riders	<b>13,798</b>	13,098	+ 5.3%	<b>92,371</b>	96,218	- 4.0%	<b>151,648</b>	160,400	- 5.5%	
<u>Average Passenger Boardings:</u>										
Weekday	<b>35,004</b>	33,610	+ 4.1%	<b>32,572</b>	32,237	+ 1.0%	<b>33,357</b>	33,669	- 0.9%	
Saturday	<b>17,421</b>	17,084	+ 2.0%	<b>18,029</b>	18,193	- 0.9%	<b>17,908</b>	18,491	- 3.2%	
Sunday	<b>11,922</b>	11,162	+ 6.8%	<b>11,710</b>	11,577	+ 1.1%	<b>11,876</b>	11,758	+ 1.0%	
Monthly Revenue Hours	<b>24,767</b>	24,306	+ 1.9%	<b>168,457</b>	169,487	- 0.6%	<b>282,805</b>	293,452	- 3.6%	
Boardings Per Revenue Hour	<b>36.3</b>	35.5	+ 2.2%	<b>34.42</b>	33.83	+ 1.7%	<b>35.31</b>	34.74	+ 1.7%	
Weekly Revenue Hours	<b>5,593</b>	5,488	+ 1.9%	<b>5,535</b>	5,568	- 0.6%	<b>5,464</b>	5,659	- 3.4%	
Weekdays	<b>22</b>	22		<b>149</b>	149		<b>250</b>	255		
Saturdays	<b>4</b>	4		<b>31</b>	32		<b>53</b>	54		
Sundays	<b>5</b>	5		<b>33</b>	32		<b>59</b>	54		

### Passenger Revenues & Sales

Passenger revenues will be presented in the finance report.

### Fleet Services

Fleet Miles	<b>337,856</b>	339,149	- 0.4%	<b>2,291,339</b>	2,321,057	- 1.3%	<b>3,866,794</b>	4,039,828	- 4.3%
Average Passenger Boardings/Mile	<b>2.66</b>	2.55	+ 4.5%	<b>2.53</b>	2.47	+ 2.4%	<b>2.58</b>	2.52	+ 2.4%
Fuel Cost	<b>\$167,762</b>	\$163,950	+ 2.3%	<b>\$1,276,339</b>	\$1,378,347	- 7.4%	<b>\$2,154,346</b>	\$2,407,613	- 10.5%
Fuel Cost Per Mile	<b>\$0.497</b>	\$0.483	+ 2.7%	<b>\$0.557</b>	\$0.594	- 6.2%	<b>\$0.557</b>	\$0.596	- 6.5%
Repair Costs	<b>\$448,012</b>	\$372,661	+ 20.2%	<b>\$2,251,950</b>	\$2,074,277	+ 8.6%	<b>\$3,730,032</b>	\$3,814,607	- 2.2%
Total Repair Cost Per Mile	<b>\$1.326</b>	\$1.099	+ 20.7%	<b>\$0.983</b>	\$0.894	+ 10.0%	<b>\$0.965</b>	\$0.944	+ 2.2%
Preventive Maintenance Costs	<b>\$29,735</b>	\$36,447	- 18.4%	<b>\$254,526</b>	\$259,977	- 2.1%	<b>\$428,981</b>	\$460,311	- 6.8%
Total PM Cost Per Mile	<b>\$0.088</b>	\$0.107	- 18.1%	<b>\$0.111</b>	\$0.112	- 0.8%	<b>\$0.111</b>	\$0.114	- 2.6%
Mechanical Road Calls	<b>22</b>	31	- 29.0%	<b>196</b>	262	- 25.2%	<b>352</b>	458	- 23.1%
Miles/Mech. Road Call	<b>15,357</b>	10,940	+ 40.4%	<b>11,691</b>	8,859	+ 32.0%	<b>10,985</b>	8,821	+ 24.5%

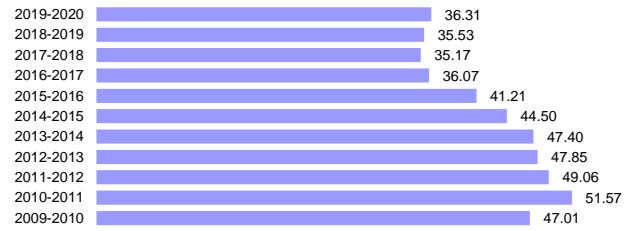
### Medical Transportation Management

MTM Rides	<b>13,541</b>	14,409	- 6.0%	<b>90,266</b>	92,685	- 2.6%	<b>157,817</b>	159,824	- 1.3%
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### January Revenue Hours



### January Passenger Boardings per Revenue Hour



### January Fleet Miles



### January Passenger Boardings per Mile



### January Passenger Boardings



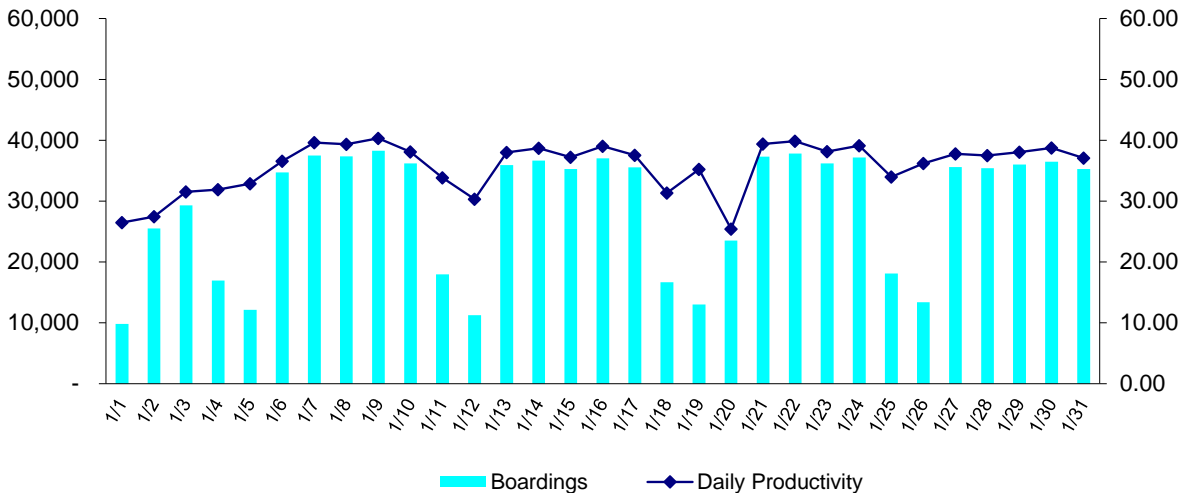
### January Average Weekday Passenger Boardings





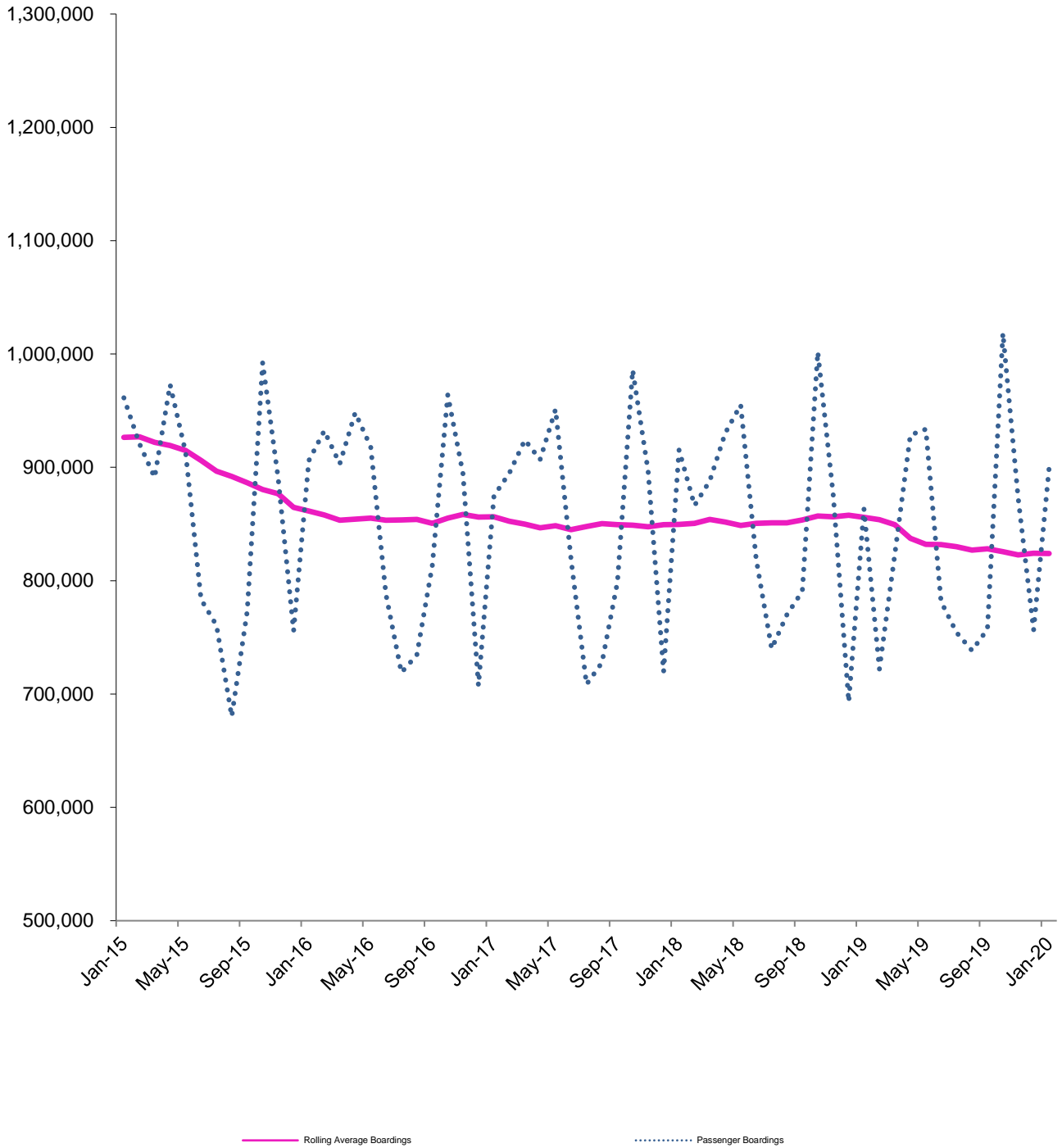
## Daily Ridership Recap January 2020

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
1/1/2020	Wednesday	Sunday	9,827	267	371	26.49
1/2/2020	Thursday	Weekday	25,493	495	928	27.47
1/3/2020	Friday	Weekday	29,304	601	930	31.51
1/4/2020	Saturday	Saturday	16,958	415	532	31.88
1/5/2020	Sunday	Sunday	12,158	334	370	32.86
1/6/2020	Monday	Weekday	34,712	568	949	36.58
1/7/2020	Tuesday	Weekday	37,510	399	947	39.61
1/8/2020	Wednesday	Weekday	37,341	398	949	39.35
1/9/2020	Thursday	Weekday	38,268	501	949	40.32
1/10/2020	Friday	Weekday	36,186	450	950	38.09
1/11/2020	Saturday	Saturday	17,960	350	531	33.82
1/12/2020	Sunday	Sunday	11,242	241	371	30.30
1/13/2020	Monday	Weekday	35,911	531	945	38.00
1/14/2020	Tuesday	Weekday	36,679	367	948	38.69
1/15/2020	Wednesday	Weekday	35,287	304	948	37.22
1/16/2020	Thursday	Weekday	37,030	563	949	39.02
1/17/2020	Friday	Weekday	35,568	534	948	37.52
1/18/2020	Saturday	Saturday	16,652	398	531	31.36
1/19/2020	Sunday	Sunday	12,995	283	369	35.22
1/20/2020	Monday	Weekday	23,512	501	925	25.42
1/21/2020	Tuesday	Weekday	37,310	420	947	39.40
1/22/2020	Wednesday	Weekday	37,816	380	949	39.85
1/23/2020	Thursday	Weekday	36,187	568	949	38.13
1/24/2020	Friday	Weekday	37,159	563	950	39.11
1/25/2020	Saturday	Saturday	18,114	442	533	33.98
1/26/2020	Sunday	Sunday	13,389	329	370	36.19
1/27/2020	Monday	Weekday	35,616	530	943	37.77
1/28/2020	Tuesday	Weekday	35,409	446	945	37.47
1/29/2020	Wednesday	Weekday	36,020	378	947	38.04
1/30/2020	Thursday	Weekday	36,476	560	942	38.72
1/31/2020	Friday	Weekday	35,292	682	952	37.07
<b>Totals</b>			<b>899,381</b>	<b>13,798</b>	<b>24,767</b>	<b>36.31</b>



# LANE TRANSIT DISTRICT

## Five Year History of Passenger Boardings





## OFFICE OF THE GENERAL MANAGER

*Aurora Jackson, General Manager*

### **EXECUTIVE OFFICE**

#### **Webpage Update: Public Records Requests**

With the adoption of the District Information Management Policy at the February 19 Board meeting, reflective changes have been made to the Districts Public Records Request web page. The updated forms, fee schedule, policy and other related information has been updated. This [link](#) will go directly to the web page to see the new format and information.

#### **State Legislative Update**

The week of March 6, Republicans walk-out of session in protest of SB 1530, the cap and trade bill. Democrats and Republicans were unable to reach a compromise resulting in an early adjournment of the Legislator. There were a total of 282 bills introduced in the 2020 Legislative Session, but only three bills passed both the Senate and House. None of the bills were relevant to public transportation but they were as follows:

- Increase to the fee on specialty license plates,
- Language needed to settle a local issue in Happy Valley,
- Creation of documentation for schools to use in the event of a concussion.

Many of the bills left in the queue in the Senate and House are expected to return in the 2021 Legislative Session. After session adjourned, Governor Kate Brown directed 16 state agencies to their authority to achieve greenhouse gas emissions targets of 45 percent below 1990 levels by 2035 and 80 percent below by 2050.

The week of March 9, the Department of Environmental Quality (DEQ) held a meeting to discuss the Volkswagen settlement money. DEQ has \$40 million to spend, and if the state allocates that before 2027, recipients would be eligible for more money from the settlement. Stakeholders suggested funding be used as follows:

- Allocation to certain communities disproportionately impacted
- Alleviate the administrative burden for recipients to access funds
- All public and private eligibility
- Maximize the health benefits of children
- Focus on helping people who, at a certain date, wouldn't register their heavy duty vehicles
- Allow smaller entities without as many resources to be able access the funds

Additionally, DEQ made a few points about giving preference to:

- Credit-generating fuels under the Clean Fuels Program
- For trucking, owner/operators of heavy duty trucks
- Smaller fleets
- (DEQ made a point that they are prohibited from using the funds to provide loans)

### **MARKETING AND COMMUNICATIONS**

*Theresa Brand, Marketing and Communications Manager*

#### **TouchPass:**

- As of February 25, there are 5,655 Mobile Accounts and 10,745 Card Accounts to date.
- The QR Code Single ride Tickets went into circulation last month. These tickets replaced the 10-Ride Ticket Book Single Ride Tickets. Riders will tap one ticket to the reader for a single ride and tap two to receive a day pass from the operator. These tickets are predominantly used by local agencies who distribute them to clients for access to appointments and employment.

- Staff is working with Delerrok, University of Oregon, and CBoard (an app the University is using) in an effort to integrate the two apps so that students use only one for their transit pass and UO transactions.

#### **Student Transit Pass:**

- In order to obtain actual data prior to summer break, it has been decided that March 31 will be the deadline for students to have either a TouchPass card or mobile app in order to continue to ride for free. Staff is working with all schools to assist with communication to students, staff, and parents about the deadline. Staff is also working closely with LTD operations regarding communication to the operators about the upcoming deadline and post-deadline expectations.
- In addition to 4J, Springfield, and Bethel School Districts, Staff has been working with school districts across the county for integration into the TouchPass system. Siuslaw, Pleasant Hill, Fern Ridge, McKenzie River, Junction City, Lane ESD, are all in the process of being set-up, with other districts continuing to come on board.
- Staff is also reaching out to the many individual charter and private schools in Lane County to enable them to provide student passes through TouchPass.

#### **Public Engagement/Outreach/ Partnerships:**

- LTD is an event sponsor for the Washington & Oregon Higher Education Sustainability Conference (WOHESC) by providing 600 event passes encouraging participants to use the bus during the conference (March 2 - 4, 2020).
- Provided KLCC Brewfest with a day pass coupon that they put in their brochure that went to every participant. This is in alignment with LTD's commitment to get people home safely (February 7 & 8, 2020).
- Marketing continues to schedule meetings with community stakeholders, agencies, partners, and organizations to discuss and educate about Transit Tomorrow. Marketing also continues to log comments for the Boards review.

#### **Facebook Analytics for January 29– February 25, 2020:**

- Daily Reach = 29,330
- Engaged users (unique) = 1,360
- Impressions = 19,124
- Total Page Followers = 5,223
- Total Likes = 5,018

#### **LTD Website Analytics for January 29 – February 24:**

Users = 33,764 to provide student passes through TouchPass.

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- Marketing continues to schedule meetings with community stakeholders, agencies, partners, and organizations to discuss and educate about Transit Tomorrow. Marketing also continues to log comments for the Boards review.

#### **Facebook Analytics for January 29– February 25, 2020:**

- Daily Reach = 29,330
- Engaged users (unique) = 1,360
- Impressions = 19,124
- Total Page Followers = 5,223
- Total Likes = 5,018
- Mobile Users = 74% access by mobile phone or tablets
- Desktop/Laptop User = 26%
- Page views = 241,440

**PLANNING AND DEVELOPMENT**

*Tom Schwetz, Director of Planning and development*

No report this month.

**SERVICE DELIVERY & ADMINISTRATION**

*Mark Johnson, Assistant General Manager*

**FINANCE**

*Christina Shew, Director of Finance*

No report this month.

**BUSINESS SERVICES**

*Collina Beard, Director of Business Services*

No report this month.

**INFORMATION TECHNOLOGY**

*Robin Mayall, Director of Information Technology & Strategic Innovation*

No report this month.

**HUMAN RESOURCES**

*David Collier, Director of Human Resources & Risk Management*

No report this month.

**ACCESSIBLE AND CUSTOMER SERVICE**

*Cosette Rees, Director of Customer & Specialized Services*

No report this month.

**Point2point (P2p)**

*Theresa Brand, Transportation Options Manager*

**Congestion Mitigation:**

- Staff are working in coordination with ODOT to conduct transportation options outreach for congestion mitigation before, during, and after the early 2020 I-105 Delta Ramp Closure. This outreach is primarily targeting the residents, employers, and schools in the neighborhoods most directly impacted by the closure: Northeast Neighbors, Cal Young Neighborhood Association, and Goodpasture Island Neighbors.
- Outreach to residents and employers in February included: 6 social media posts encouraging the use of transportation options during construction, an article in the Northeast Neighbors newsletter reaching 5,600 households, e-updates forwarded to all Emergency Ride Home employer contacts, door-to-door outreach to 28 employers, medical offices, and large apartment complexes in the Garden Way area, and 30 employers at the Valley River Center, preparation and delivery of customizable resource packets for 21 residents and employees in affected areas, presentations to MPC and to 50 local business owners the a LinkedIn Local event, and tabling at the Valley River Center reaching 125 mall customers. Staff are working to put in place a Eugene/Springfield-wide contest to encourage non-drive-alone commute trips during the month of March.

- A targeted schools outreach program has been developed in order to provide additional support to schools around the I-105 ODOT project site. In all, 11 schools were selected for additional resources with four receiving consultation by a Eugene-Springfield Safe Routes to School (SRTS) representative and an additional seven receiving an order form for additional resources (SRTS+ Package). To date, the four schools have received a consultation and the remaining seven schools have been sent the resource order form. The P2p Schools Coordinator will continue to work in conjunction with the I-105 Congestion Mitigation project team to provide schools support.

**West Eugene EmX Corridor Outreach:**

- Staff continued efforts to promote the use of transportation options along the West Eugene EmX Corridor. These efforts have included a targeted campaign in the Jefferson Westside Neighborhood (JWN), Whitaker Community (WC), Far West Neighborhood (FWN), and West Eugene Community (WEC) encouraging residents and employees to enroll in the new *Get There* platform and explore their transportation options. Together these four neighborhood networks had 158 members at the end of February, which includes both those added automatically using a new geo-fencing feature and those who opted-in.
- In February, staff continued to deliver customized transportation options resource packets to the JWN – 65 since the start of the campaign - and held the last of three contest prize-drawings encouraging those who received packets to log non-drive-alone trips in the *Get There* platform.
- Planning and preparation for further outreach to the JWN, FWN, WEC, and employers along the West Eugene EmX Corridor continues and will be implemented over the next four months.

**Gateway Outreach:**

P2p staff are planning transportation options outreach to apartment complex and mobile home residents in the Gateway area which will occur over the next several months. Staff are currently preparing materials for outreach.

**Get There:**

*February*

Measure	Current Month	Prior Year's Month	Current YTD	Previous YTD
New Users	34	11	733	481
Non SOV Miles Reported	7,840	10,456	213,677	360,506
Non SOV Trips Reported	565	585	19,652	30,882
CO2 Savings (pounds)	4,660	8,539	121,467	266,535

**VanPool:**

*Statistics for January 2020 (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	153	141
Utilization Rate	53%	<i>not tracked</i>	55%	<i>not tracked</i>
Passenger Boardings	3,500	3,752	24,925	23,088
Total Passenger Miles	188,194	204,708	1,343,714	1,309,824
CO2 Reduced	114,422	124,462	816,978	796,373

**Business Commute Challenge (BCC):**

Staff are in the preparation phase for the upcoming BCC. We are currently soliciting prize donations and Champion Sponsors (\$1500+ cash and/or prizes). To date, we have secured the following Champion Sponsors for this year’s event: City of Eugene, City of Springfield, University of Oregon Transportation Services, Arriving by Bike, PeaceHealth Rides, Burley, and Pacific Cascade Federal Credit Union. During the month, we secured more than \$3,000 in prize donations from 27 local businesses.

Important dates:

- March 31 – Registration opens
- April 23 – Kickoff Party – Oakshire Public House
- May 9-15 – BCC week
- May 21 – Wrap-up Party – Sweet Cheeks on 5<sup>th</sup>

**School Programs – SRTS Outreach Programs:**

- The Regional Schools Coordinator is working with the SRTS Equity Assistant as well as the 4J SRTS Coordinator to create a resource tracking tool. This tool will assign a points system to activities done at schools in the region. It will be integrated with the existing SRTS Equity tool to encourage an equitable distribution of SRTS program resources as called out in the Eugene-Springfield SRTS Strategic Plan.
- The Regional Schools Coordinator is overseeing the process of implementing two new IGAs with the Eugene River House and Willamalane Parks and Recreation District respectively to transfer the new Bike and Pedestrian Safety Education funding to schools in Eugene and Springfield.
- The Regional SRTS team has continued to plan for the upcoming May Walk+Roll Challenge where students and families are asked to ditch their single occupancy vehicle for active transportation modes during their commute to school.

**Outreach & Education:**

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

Date	Event	# of Participants
2/11/2020	LinkedIn Local Meeting	50
2/23/2020	VRC CM Outreach	125
<b>Total</b>		175

**FACILITIES**

*Joe McCormack, Director of Facilities*

**Green Lane Corner Improvement Project**

LTD will close on the hair salon property that is adjacent to the Santa Clara Transit Station on March 31, 2020. This property currently houses two hair salons, Salon Adorn and Leo’s Hair Design. The stylists have indicated they want to be moved out prior to LTD closing on the property. If the stylists are unable to move out by March 31, 2020 they will enter in to a one month lease agreement with LTD from March 31, 2020 thru May 1, 2020. LTD cannot submit a 30-day notice to vacate to the tenants until LTD has ownership of the property. For this reasoning, LTD has to offer the option of a one month lease agreement.

Universal Field Services was hired in the Fall of 2019 to carry out relocation planning with the tenants of the hair salons in compliance with the Uniform Relocation and Assistance Act. During interviews with the tenants and stylists to determine relocation assistance eligibility, Universal found all six stylists at Salon Adorn and the two stylists at Leo’s Hair design to be eligible. This means that each person is eligible to receive up to \$25,000 in increased cost to do business (rent increase), a self-move claim of \$300, reimbursement for actual costs (IE: licenses, permits, stationary, construction, utility connections, etc.) as well as up to \$2,500 reimbursement for costs associated with searching for a replacement site.

Salon Adorn has found a replacement property nearby and is near completion with renovations. The six stylists intend to all move to the replacement property together during the week of March 23, 2020 and not enter in to a lease agreement with LTD. To date, the below chart shows what the stylists at Salon Adorn have been made eligible to claim for reimbursement from LTD:

Salon Adorn	Stylist 1/Owner	Stylist 2	Stylist 3	Stylist 4	Stylist 5	Stylist 6
<b>Increased Cost to do Business</b>	\$ 25,000.00	\$6,600.00	\$ 13,728.00	\$12,000.00	\$14,400.00	\$21,600.00
<b>Self Move</b>	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
<b>Actual Costs (licenses, permits, stationary, construction, utilities)</b>	\$10,900 minimum	TBD	TBD	TBD	TBD	TBD
<b>search for replacement site</b>	\$2,500 maximum	N/A	N/A	N/A	N/A	N/A

The stylists will have 18 months from the date LTD takes ownership of the property or the date they vacate the property (whichever is later) to submit claims for reimbursement.

Leo’s hair design is comprised of one owner and one tenant. It is not yet clear what each person has determined to do. The owner has indicated she wants to rent a station from the salon across the road. She has the option to be eligible for the reimbursables listed above or to receive an in-lieu payment of not-to-exceed \$40,000. In order to receive and in-lieu payment, Universal Field Services would have to receive tax statements for the prior two tax years and take the average earnings. The average earnings is what the tenant would be eligible to receive. The stylist from Leo’s Hair Design has indicated she wants to start an in-home hair salon. She would have the option of receiving either the in-lieu payment or the reimbursables listed above. Again, both the stylist and tenant will have 18 months from the date LTD takes ownership of the property or the date they vacate the property (whichever is later) to submit claims for reimbursement. The stylist at Leo’s Hair Design has already moved out of the salon. The tenant understands she will have to be out by March 31, 2020 or enter in to a one month lease agreement with LTD.

Lastly, the property owner is eligible for the \$25,000 maximum re-establishment and \$2,500 site search claims as well. He is not eligible for the in-lieu payment of \$40,000 maximum. At this time, the property owner has indicated he does not intend to file any relocation claims. He will have 18 months from the date LTD takes ownership of the property to submit claims for reimbursement.

We plan to start construction on this property in June 2020 and for completion to be in alignment with the Santa Clara Transit station.

**MAINTENANCE**

*Matt Imlach, Director of Maintenance*

No report this month.

**TRANSIT OPERATIONS**

*Jake McCallum, Director of Operations*

No report this month.

**Public Safety & System Security**

*Frank Wilson, Public Safety & System Security Manager*

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>March 18 - Regular Board Meeting</b> Materials Deadline: February 26					<b>CONFIRMED: March 18 Work Session</b> Materials Deadline: February 26				
Introductory Items				15	Transit Tomorrow			Tom Schwetz	90
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	Minutes from the February 20, 2020, Special Board Work Session		Camille Gandolfi						
2	Minutes from the February 20, 2020, Regular Board Meeting		Camille Gandolfi						
3	Delegated Authority Report – February		Collina Beard						
4	Budget Committee Member Appointment		Camille Gandolfi						
5	SCTS - Construction Contract		Randi						
6	City of Eugene River House		Theresa	5					
7	Springfield Public Schools		Theresa	5					
Transit Tomorrow - Board Decision			Tom Schwetz	30					
MTM - CCO Part 2			Kris Lyon	15					
<u>Items for Information/Discussion:</u>									
<u>Written Reports:</u>									
Monthly Financial Report - Verbal & Written			Christina Shew						
Monthly Cash Disbursements			Christina Shew						
Quarterly Grant Report			Christina Shew						
Monthly Performance Reports									
<b>Monthly Department Reports</b>									
Student Transit Pass			Cosette Rees	10					
<u>Executive Session:</u>									
			<b>TOTAL TIME</b>	100				<b>TOTAL TIME</b>	90
<b>April 15 - Regular Board Meeting</b> Materials Deadline: March 25					<b>CONFIRMED: April 15 Work Session</b> Materials Deadline: March 25				
Introductory Items				15	Public Meeting Law Training		Requested at December Board Retreat	Camille Gandolfi	
Employee of the Month			Board President	5	Finance Training		Requested at December Board Retreat	Christina	
Public Hearing: FY 19-20 Proposed Budget			Christina Shew	15					
Board Member Reports			Camille Gandolfi	10					
<u>Items for Action:</u>									
<b>Consent Calendar:</b>				5					
1	Minutes from the March 18, 2020, Board Work Session		Camille Gandolfi						
2	Minutes from the March 18, 2020, Regular Board Meeting		Camille Gandolfi						
3	Delegated Authority Report – March		Collina Beard						
Mobility on Demand Pilots		Decision	John Ahlen	30					
Green Lane Corner Improvement Universal Field Services			Randi						
<u>Items for Information/Discussion:</u>									
Results of 2019 Origin-Destination Study		Could be Worksession Item	Bret Smith and LCOG Staff	30					



## Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
Draft Board Member Public Engagement/Speaking Policy		Camille Gandolfi	10				
Lane Coordinated Plan		Kris Lyon	10				
<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>							
			<b>TOTAL TIME</b>			<b>TOTAL TIME</b>	0
<b>May 20 - Regular Board Meeting</b> Materials Deadline: May 29			<b>Time (minutes)</b>	<b>TENTATIVE: May 20 Work Session</b> Materials Deadline: May 29			<b>Time (minutes)</b>
Introductory Items			15	American Bus Benchmarking (ABBG)		Mark Johnson	60
Employee of the Month		Board President	5				
Public Hearing: Transit Tomorrow		Tom Schwetz		<b>TOTAL TIME (60 - 120 minute max)</b>			60
Board Member Reports		Camille Gandolfi	10				
<b>Items for Action:</b>							
<b>Consent Calendar:</b>				5			
1	Minutes from the April 17, 2020, Board Work Session	Camille Gandolfi					
2	Minutes from the April 17, 2020, Regular Board Meeting	Camille Gandolfi					
3	Delegated Authority Report – April	Collina Beard					
5	5310 Program Management Plan	Cosette Rees					
5	Public Meeting Audio Streaming	Camille Gandolfi					
6							
Adoption: Proposed Budget		Christina Shew	10				
Public Hearing-Transit Tomorrow		Tom Schwetz	45				
<b>Items for Information/Discussion:</b>							
Legislative Update		Aurora Jackson	10				
<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>							
			<b>TOTAL TIME (120 minute max)</b>				
<b>June 17 Regular Board Meeting</b> Materials Deadline: May 27			<b>Time (minutes)</b>	<b>TENTATIVE: June 17 Work Session</b> Materials Deadline: May 27			<b>Time (minutes)</b>
Introductory Items			15				
Employee of the Month		Board President	5				
Public Hearing:				<b>TOTAL TIME (60 - 120 minute max)</b>			0



## Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
Board Member Reports		Camille Gandolfi	10				
<u>Items for Action:</u>							
<b>Consent Calendar:</b>				5			
1	Minutes from the May 15, 2020, Board Work Session	Camille Gandolfi					
2	Minutes from the May 15, 2020, Regular Board Meeting	Camille Gandolfi					
3	Delegated Authority Report – May	Collina Beard					
5	Adoption: District Boundary Renewal & Special District Designation	Camille Gandolfi					
6	Transit Tomorrow	Cosette Rees	30				
7	MOD Software Contract	John Ahlen					
8	Electric Bus Infrastructure Construction	Joe					
9							
10							
<u>Items for Information/Discussion:</u>							
<u>Written Reports:</u>							
	Monthly Financial Report - Verbal & Written	Christina Shew					
	Monthly Cash Disbursements	Christina Shew					
	Quarterly Grant Report	Christina Shew					
	Monthly Performance Reports						
<b>Monthly Department Reports</b>							
<u>Executive (non-public) Session:</u>							
<b>TOTAL TIME (120 minute max)</b>			65				
<b>July 15 - Regular Board Meeting</b> <b>Materials Deadline: June 24</b>			<b>Time (minutes)</b>	<b>TENTATIVE: July 15 Board Work Session</b> <b>Materials Deadline: June 24</b>			<b>Time (minutes)</b>
	Introductory Items		15				
	Employee of the Month	Board President	5				
	Public Hearing: None						
	Board Member Reports	Camille Gandolfi	10				
<u>Items for Action:</u>							
<b>Consent Calendar:</b>				5			
1	Minutes from the June 19, 2020, Regular Board Meeting	Camille Gandolfi					
2	Delegated Authority Report – June	Collina Beard					
3							
4							
5							
6							
7							
<u>Items for Information/Discussion:</u>							
	Preliminary Financial Report	Christina Shew	10				



## Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
<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>							
			<b>TOTAL TIME (120 minute max)</b>				<b>TOTAL TIME (60 - 120 minute max)</b>
			45				0
<b>August 19 - Regular Board Meeting</b> <b>Materials Deadline: July 29</b>			<b>Time (minutes)</b>	<b>August 19 - Board Work Session</b> <b>Materials Deadline: July 29</b>			<b>Time (minutes)</b>
Introductory Items			15	Mobility as a Service	Requested at December Board Retreat	Mark Johnson	
Employee of the Month		Board President	5				
Public Hearing: None							
Board Member Reports		Camille Gandolfi	10				
<b>Items for Action:</b>							
<b>Consent Calendar:</b>							
1	<i>Minutes from the July 17, 2020, Board Work Session</i>						
2	<i>Minutes from the July 17, 2020, Regular Board Meeting</i>						
3	<i>Delegated Authority Report – July</i>						
4							
6							
8							
9							
10							
13							
<b>Items for Information/Discussion:</b>							
Auditors Presentation: Audit Plan		Christina Shew/ Moss Adams	15				
<b>Written Reports:</b>							
Monthly Financial Report		Christina Shew					
Monthly Cash Disbursements		Christina Shew					
Monthly Performance Reports		Hart Migdal					
<b>Monthly Department Reports</b>							
<b>Executive Session:</b>							
			<b>TOTAL TIME (120 minute max)</b>				<b>TOTAL TIME (60 - 120 minute max)</b>
			50				0
<b>September 16 - Regular Board Meeting</b> <b>Materials Deadline :August 26</b>			<b>Time (minutes)</b>	<b>TENTATIVE: September 16 - Board Work Session</b> <b>Materials Deadline :August 26</b>			<b>Time (minutes)</b>
Introductory Items			15				
Employee of the Month		Board President	5				
Public Hearing: None							
Board Member Reports		Camille Gandolfi	5				
<b>Items for Action:</b>							
<b>Consent Calendar:</b>							
1	<i>Minutes from the August 21, 2020, Regular Board Meeting</i>						
2	<i>Delegated Authority Report – August</i>						
3							



## Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
4	Drug & Alcohol Policy Revision	David Collier					
<u>Items for Information/Discussion:</u>							
<u>Written Reports:</u>							
	Monthly Financial Report - Verbal & Written	Christina Shaw					
	Monthly Cash Disbursements	Christina Shaw					
	Quarterly Grant Report	Christina Shaw					
	Monthly Performance Reports	Hart Migdal					
<b>Monthly Department Reports</b>							
<u>Executive Session:</u>							
<b>TOTAL TIME (120 minute max)</b>			30	<b>TOTAL TIME (60 - 120 minute max)</b>			0
<b>October 21 - Regular Board Meeting</b> Materials Deadline: September 30			<b>Time (minutes)</b>	<b>TENTATIVE: October 21 Board Work Session</b> Materials Deadline: September 30			<b>Time (minutes)</b>
	Introductory Items		15				
	Employee of the Month	Board President	5				
	Public Hearing:		10				
	Board Member Reports	Camille Gandolfi	10				
<u>Items for Action:</u>							
<b>Consent Calendar:</b>				5			
1	Minutes from the September 16, 2020, Board Work Session	Camille Gandolfi					
1	Minutes from the September 18, 2020, Regular Board Meeting	Camille Gandolfi					
1	Delegated Authority Report – September	Collina Beard					
1							
1							
1							
<u>Items for Information/Discussion:</u>							
<u>Written Reports:</u>							
	Monthly Financial Report	Christina Shaw					
	Monthly Cash Disbursements	Christina Shaw					
	Monthly Performance Reports	Christina Shaw					
<b>Monthly Department Reports</b>							
<u>Executive Session:</u>							
<b>TOTAL TIME (120 minute max)</b>			45	<b>TOTAL TIME (60 - 120 minute max)</b>			0
<b>November 18 - Regular Board Meeting</b> Materials Deadline: October 28			<b>Time (minutes)</b>	<b>TENTATIVE: November 18 Work Session</b> Materials Deadline: October 28			<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			



## Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
1	Minutes from the October 16, 2020, Regular Board Meeting	Camille Gandolfi					
2	Delegated Authority Report – October	Collina Beard					
3							
4							
5							
<u>Items for Information/Discussion:</u>							
<u>Written Reports:</u>							
Monthly Financial Report		Christina Shew					
Monthly Cash Disbursements		Christina Shew					
Monthly Performance Reports		Hart Migdal					
<b>Monthly Department Reports</b>							
<u>Executive Session:</u>							
<b>TOTAL TIME (120 minute max)</b>			35	<b>TOTAL TIME (60 - 120 minute max)</b>			0
<b>December 16 - Regular Board Meeting</b>			<b>Time (minutes)</b>	<b>TENTATIVE: December 16 Work Session</b>			<b>Time (minutes)</b>
<b>Materials Deadline: November 25</b>				<b>Materials Deadline: November 25</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	Minutes from the November 20, 2020, Regular Board Meeting	Camille Gandolfi					
2	Delegated Authority Report – November	Collina Beard					
3							
4							
5							
Adoption: Board Committee Assignments		Director Yeh	5				
<u>Items for Information/Discussion:</u>							
<u>Written Reports:</u>							
Monthly Financial Report - Verbal & Written		Christina Shew					
Monthly Cash Disbursements		Christina Shew					
Quarterly Grant Report		Christina Shew					
Monthly Performance Reports		Hart Migdal					
<b>Monthly Department Reports</b>							
<u>Executive Session:</u>							

