



LANE TRANSIT DISTRICT BOARD OF DIRECTORS REGULAR MEETING

Wednesday, April 15, 2020
5:30 – 7:30 p.m.

VIRTUAL MEETING

Click [here](#) to register in advance for this webinar.

After registering, you will receive a confirmation email containing information about joining the webinar.

AGENDA

Time	ITEM	Page
5:30 p.m.	I. CALL TO ORDER	
5:31 p.m.	II. ROLL CALL <input type="checkbox"/> Carl Yeh (President) <input type="checkbox"/> Kate Reid (Vice President) <input type="checkbox"/> Joshua Skov (Secretary) <input type="checkbox"/> Don Nordin (Treasurer) <input type="checkbox"/> Caitlin Vargas <input type="checkbox"/> Steven Yett <input type="checkbox"/> Emily Secord	
5:32 p.m.	III. COMMENTS FROM BOARD PRESIDENT <i>This agenda item provides an opportunity for the Board president to formally communicate with the Board on any current topics or items that may need consideration.</i>	
5:34 p.m.	IV. COMMENTS FROM THE GENERAL MANAGER <i>This agenda item provides an opportunity for the general manager to formally communicate with the Board on any current topics or items that may need consideration.</i>	
5:36 p.m.	V. ANNOUNCEMENTS AND ADDITIONS TO AGENDA <i>This agenda item provides a formal opportunity for the Board president to announce additions to the agenda, and also for Board members to make announcements.</i>	
5:38 p.m.	VI. BOARD CALENDAR <i>Board members are asked to coordinate the Board activity calendars with their personal calendars for discussion at each Board meeting. Board members are also asked to contact the Clerk of the Board with any changes in availability for LTD-related meetings and events, and to provide their vacation dates.</i>	4
5:45 p.m.	VII. AUDIENCE PARTICIPATION <i>Public Comment Note: This part of the agenda is reserved for members of the public to address the Board on any issue. Please note the following instructions:</i>	
	<ol style="list-style-type: none"> 1. To indicate that you would like to provide testimony, please use the raise your hand button. 2. For those attending via phone only, press *9 on your phone to raise your hand. 3. When it is your time to speak, your name will be called. <ul style="list-style-type: none"> o For those attending via phone only, the last four (4) digits of your phone number will be called. 4. Please state your name, city of residence, and who you are representing for the audio record. 5. Once you have provided testimony, your hand will be lowered. Please do not raise your hand again. Only one opportunity to speak is provided. 6. For those unable or not wanting to speak publicly, testimony may be provided via e-mail at clerk@ltd.org. 7. Public testimony is limited to three (3) minutes per community member. 	

Time		Page
	VIII. PUBLIC HEARING: NONE	
	IX. BOARD MEMBER REPORTS	5
	<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>	
p.m.	A. CONSENT CALENDAR:	7
	Action Needed: Approval	
	<ol style="list-style-type: none"> 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. Delegated Authority Report - MARCH 5. Budget Committee Member Appointment 6. Contract No. 2020-107: Willamalane Park and Recreation District 7. Contract No. 2020-108: City of Eugene River House 8. Contract No. 2020-03: Delta Construction 	
p.m.	B. RIDERSHIP AND OPERATIONS UPDATE: <i>Materials Included</i> [Tom Schwetz]	44
	Action Needed: None. Information Only	
	C. CARES ACT FUNDING AND DISTRICT FINANCIAL IMPACTS: <i>Materials Included</i> [Christina Shew]	49
	Action Needed: None. Information Only	
	D. DISTRICT PROJECTS UPDATE: <i>Materials Included</i> [Aurora Jackson])	56
	Action Needed: Adoption	
	X. WRITTEN REPORTS – RESPOND IF QUESTIONS	
	A. MONTHLY FINANCIAL REPORT - FEBRUARY [Christina Shew]	58
	<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>	
	B. MONTHLY CASH DISBURSEMENTS - MARCH [Christina Shew]	63
	<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>	
	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>	

<u>Time</u>		<u>Page</u>
	D. MONTHLY PERFORMANCE REPORTS - MARCH [Aurora Jackson] <i>Monthly performance reports will be provided to the Board in response to their request for regular reporting on the District's performance in several areas. On a quarterly basis, staff will present a review of key metrics that are trending in the performance report.</i>	68
	E. MONTHLY DEPARTMENT REPORTS – APRIL [Aurora Jackson] <i>Monthly department activity reports, and reports throughout the District, are provided for the Board's information.</i>	72
7:30 p.m.	XI. ADJOURNMENT	



AGENDA ITEM SUMMARY

DATE OF MEETING: April 15, 2020

ITEM TITLE: BOARD CALENDAR

PREPARED BY: Camille Gandolfi, Clerk of the Board

ACTION REQUESTED: Information and discussion.

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 summer and fall vacation dates when available.

CONSIDERATIONS: The up-to-date electronic SharePoint calendar is available to be viewed via the link below. For reference a list of the current and upcoming calendar months' LTD-related meetings of note are listed below.

- Special Board of Directors' meeting be held weekly on weeks when there is not a regular Board of Directors' meeting;
- Committee meetings be held only to conduct urgent matters; and
- All LTD public meetings must be held via audio or video technology.

ALTERNATIVES: N/A

NEXT STEPS: N/A

SUPPORTING DOCUMENTATION:

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

PROPOSED MOTION: N/A



AGENDA ITEM SUMMARY

DATE OF MEETING: April 15, 2020

ITEM TITLE: BOARD MEMBER REPORTS

PREPARED BY: Camille Gandolfi, Clerk of the Board

ACTION REQUESTED: None. Information Only

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

The following activities have occurred since the last Board meeting:

MEETINGS HELD:

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

1. **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 April 2 meeting, reviewed the draft Central Lane MPO Unified Planning Work Program Addendum; the draft Central Lane MPO FY21-24 Metropolitan Transportation Improvement Program and Air Quality Conformity Determination; and received an update on Litigation of FCC Third Report and Order (In-Kind Franchise Fee Offset); Franchise Renewal; PEG Grant Cycle.
2. **LTD Pension Trust Committee:** LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. The pension trustees generally meet three times a year, and Board Member Steven Yett serves as one of the trustees. At the March 24 meeting, committee members reviewed and discussed investment and cash balance reports for the salaried and union pension trusts as well as other plan business.

NO MEETINGS HELD:

3. **LTD Board Budget Committee:** The Budget Committee is composed of all seven Board members and seven citizen members. The Budget Committee meets multiple times a year to give guidance regarding LTD's annual budget. Each LTD Board member selects one citizen member to fill a term of three years. The April 8 Budget Committee meeting was canceled. The next meeting will be scheduled for the first week of May.
4. **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. The next meeting is scheduled for April 23.
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. The April 9 meeting was canceled. The next meeting is scheduled for May 11.
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. The April 8 meeting was canceled. The next meeting is scheduled for May 13.

7. **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. The April 7 meeting was canceled. The May 5 meeting is also canceled. The next meeting is scheduled for June 2.
8. **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 scheduled for July 29.
9. **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. The next meeting has not been scheduled.
10. **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.
11. **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 has not been scheduled.
12. **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.
13. **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. At the November 16 meeting, committee members discussed their final recommendation being given to the Board of Directors and future meeting needs.
14. **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.
15. **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.
16. **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.
17. **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: April 15, 2020

ITEM TITLE: CONSENT CALENDAR

PREPARED BY: Camille Gandolfi, Clerk of the Board

ACTION REQUESTED: Adoption

BACKGROUND: Items for approval that can be explained clearly in the written materials for each meeting, and not expected to draw public testimony or controversy, are included in the Consent Calendar for approval as a group. Board members can remove any item from the Consent Calendar for discussion before the Consent Calendar is approved each month.

The Consent Calendar for April 15, 2020, consists of:

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

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-04-15-021; It is hereby resolved that the Consent Calendar for April 15, 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 24th 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 contract 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 current 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	

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

Contracts								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	SIGNER	NOTES
2/23/2020	Pacific Armored	TVM Collection Service	Amendment	May 31, 2020 - May 31, 2021		\$ 28,820.00	A.Jackson	
2/23/2020	City of Eugene	City of Eugene River House Outdoor Program	IGA	Sept. 1, 2018 - June 30, 2022		\$ 26,000.00	A.Jackson	
2/23/2020	Bedford Falls dba Vox	Marketing and Communication Technical Assistant	Amendment	Feb. 29, 2020 - Feb. 28, 2021		\$ 120,000.00	A.Jackson	
2/23/2020	Oregon Country Fair	OCF Fare Purchase Agreement	Fare Purchase Agreement	July 10 - 12, 2020			A.Jackson	
2/23/2020	Ninfa's Elite Janitorial Services	Janitorial Services and Supplies at Neighborhood Stations and Bus Shelters	Amendment	Aug. 31, 2019 - Aug. 30, 2020			A.Jackson	Insurance Requirement Updates
2/23/2020	Ninfa's Elite Janitorial Services	Janitorial Cleaning Services at EmX Stations	Amendment	Aug. 31, 2019 - Aug. 30, 2020			A.Jackson	Insurance Requirement Updates
2/23/2020	Ninfa's Elite Janitorial Services	Janitorial Cleaning Services Glenwood Administrative Buildings and RideSource	Amendment	Aug. 31, 2019 - Aug. 30, 2020			A.Jackson	Insurance Requirement Updates
2/23/2020	Ninfa's Elite Janitorial Services	Janitorial Cleaning Services Eugene Station, Springfield Station, Willow Creek Faci	Amendment	Aug. 31, 2019 - Aug. 30, 2020			A.Jackson	Insurance Requirement Updates
2/27/2020	City of Eugene	LTD Parking Lot - Public Works Day	IGA	Feb. 1, 2020 - May 22, 2020			A.Jackson	
2/27/2020	Bethel School District	Safe Routes to School	Amendment	Feb. 20, 2020 - June 30, 2020		\$ 4,500.00	A.Jackson	
3/9/2020	Upward Landscape Solutions	Landscaping Services	Amendment	May 18, 2020 - May 17, 2021		\$ 100,830.00	A.Jackson	
3/13/2020	Trillium Community Health Plan	Transportation Services Agreement	Amendment	Jan. 1, 2020 - Dec. 31, 2021		\$ 31,680.00	A.Jackson	
3/13/2020	Trillium Community Health Plan	Transportation Services Agreement	Amendment	Jan. 1, 2020 - Dec. 31, 2021			A.Jackson	Replacing Exhibit 2
3/17/2020	Jarrett Walker & Associates, LLC	Transit Tomorrow Comprehensive Operational Analysis	Task Order	Feb. 1, 2020 - Mar. 18, 2020		\$ 27,466.70	A.Jackson	
3/19/2020	City of Eugene	Transit-Oriented Development (TOD) Planning Pilioto Program	Amendment	Jan. 8, 2018			A.Jackson	extending date until project completion
3/20/2020	C & K Petroleum Equipment Company	Air Equipment Maintenance	Amendment	Apr. 1, 2016 - Mar. 31, 2021		\$ 97,811.00	A.Jackson	
Group Pass/Non-Profit Program								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	SIGNER	NOTES
3/8/2020	Network Charter School	Group Pass	Group Pass	Mar. 1, 2020 - ongoing	ongoing		A.Jackson	
3/8/2020	NextStep Recycling	Group Pass	Group Pass	Mar. 1, 2020 - ongoing	ongoing		A.Jackson	
3/8/2020	Neumann Process Control, Inc.	Group Pass	Group Pass	Mar. 1, 2020 - ongoing	ongoing		A.Jackson	
3/10/2020	Hospitality Village	Group Pass	Group Pass	Mar. 1, 2020 - ongoing	ongoing		A.Jackson	

DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	SIGNER	NOTES
3/16/2020	ColumbiaCare Services, Inc.	Non-profit Pass	Non-Profit Pass	Jan. 1, 2020 - ongoing	ongoing		A.Jackson	
3/16/2020	IDX, LLC	Group Pass	Group Pass	Jan. 1, 2020 - ongoing	ongoing		A.Jackson	



AGENDA ITEM SUMMARY

DATE OF MEETING: April 15, 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

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

Preview

Download

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		

LTD REGULAR BOARD MEETING

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

Committee Questions | Score Total - 0

Question	Answer	Score	Disqualifier?
Please provide a brief statement of your background relevant to Budget Committee appointment: *	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.		
Please tell us who nominated you for the Budget Committee: *	Caitlin Vargas		

Signature

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 production control; Interfaced with customers on

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 15TH DAY OF APRIL, 2020.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: April 15, 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

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 6th 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 (5th and 6th 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 15TH DAY OF APRIL, 2020.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: April 15, 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

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 6th 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 (5th and 6th 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 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 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 15TH DAY OF APRIL, 2020.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: April 15, 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:

Santa Clara Transit Station #17-SCTSTA-0301005	
Funding Source	Budget
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
Total	\$ 10,300,000.00

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 15TH DAY OF APRIL, 2020.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: April 15, 2020

ITEM TITLE: RIDERSHIP AND OPERATIONS UPDATE

PREPARED BY: Tom Schwetz, Director of Planning and Development

DIRECTOR: Aurora Jackson, General Manager

ACTION REQUESTED: None. Information Only

PURPOSE: To provide the Board with an update on current ridership trends and operations.

ROLE OF THE BOARD: The Board's role in this instance is to obtain information.

HISTORY: Beginning with the closure of the UO during the week of March 16, LTD's ridership experienced a decline until the week of March 23 when data indicates that ridership leveled out.

Trends in Fixed-Route Service

Figure 1 provides an overall view of LTD's ridership trends between March 2 and April 10, 2020. Overall, all routes have experienced ridership reductions. In particular, EmX and LTD's Core routes have seen heavy reductions, though EmX continues to carry the majority of overall ridership. LTD's ridership has gone from an average of about 35,000 boardings per day on an average weekday in 'normal' times to about 10,000 boardings on an average weekday. This represents about a 70% reduction in our ridership – similar to what is being seen across the country. During this period of time, evening service (after 8:30 PM) - has been fairly stable at about 800 average weeknight boardings.

Anecdotally, we've also seen hiring advertisements for people to stock shelves at places like Costco, Fred Meyer's, other grocery stores, and similar types of outlets (work that usually takes place in the evening and early morning). It is with that reality in mind, that it was decided to move to a modified Sunday service, which is operating from 7:30 AM to 10:30 PM (starting today), rather than the 8:30 AM to 8:30 PM span that would normally be operated on Sundays.

In the context of who might be using LTD's services during this period of time, it is useful to consider which community residents are most transit dependent. Though there are likely many factors that would cause someone to be dependent on transit, income, access to a vehicle, and possession of a driver's license are important factors. In LTD's recent Origin-Destination Survey, 61% of riders indicated that they do not have a driver's license. Many riders (46%) live in households that do not own a car. While many students do not have access to a vehicle, nearly as many non-students lack driver's licenses or vehicles. Transit dependence is much more highly tied to income. A high percentage of LTD's ridership is comprised of lower-income individuals who tend to ride transit more days per week than those who have higher incomes. It is with that reality in mind, that it was decided to move to a modified Sunday service, which is operating from 7:30 AM to 10:30 PM (starting today), rather than the 8:30 AM to 8:30 PM span that would normally be operated on Sundays.

Trends in RideSource Operations

Data has been gathered on LTD's RideSource operations during this time period. Figure 3 provides an overview of the RideSource Call Center Activity between April 1 and April 10. This data shows a significant reduction on RideSource call activity in that period. Figure 4 provides 2020 RideSource Trips by Date and Program. Again, this data illustrates some leveling out in the use of RideSource over the first two weeks of April.

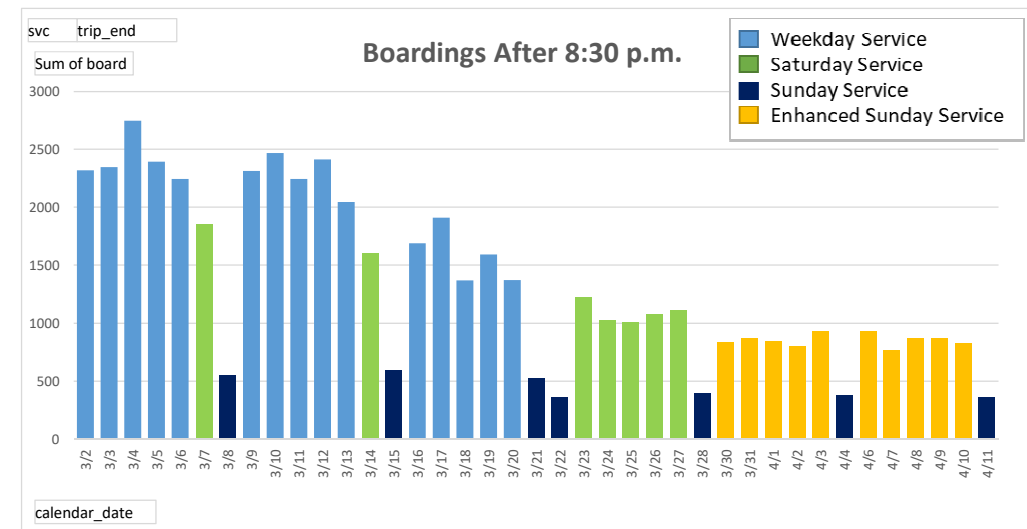
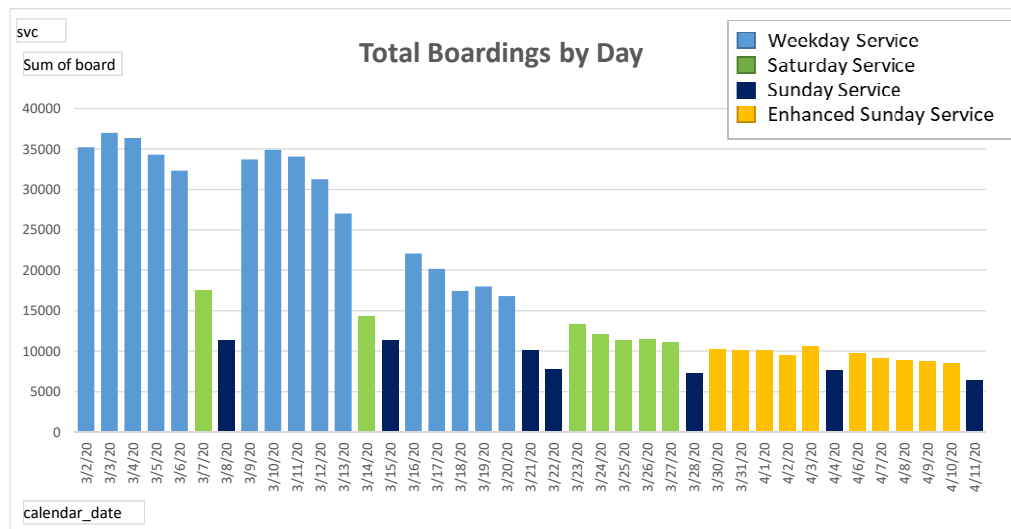
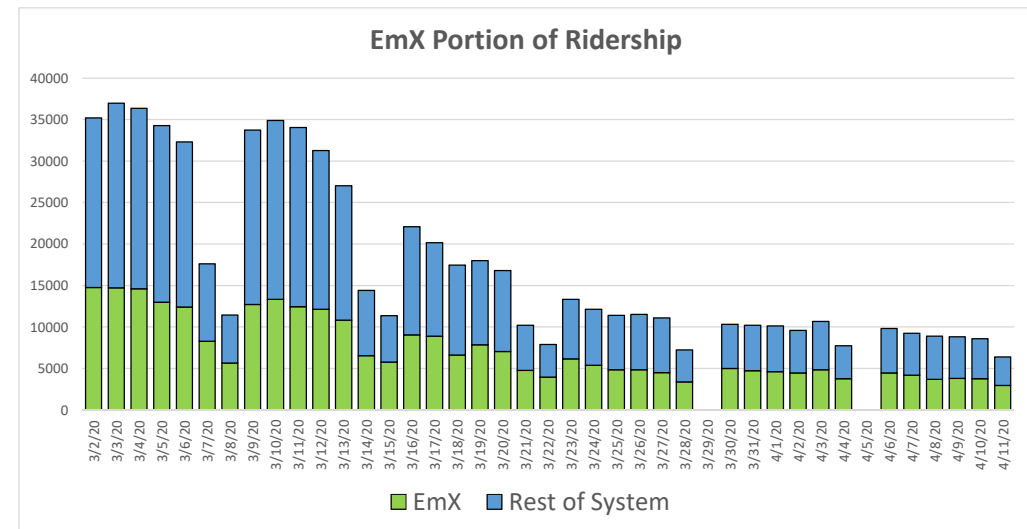
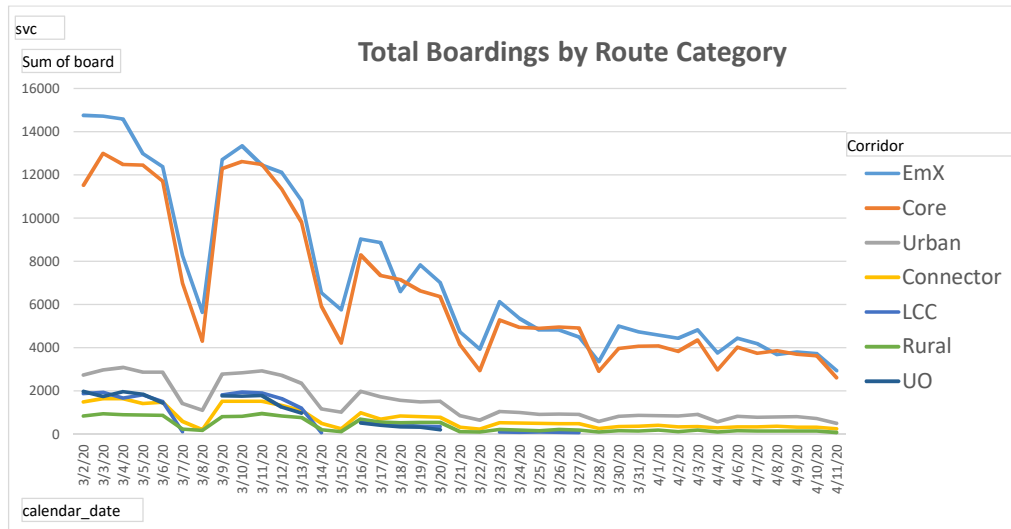
Ridership productivity is not the goal at this time. This is true for two reasons; first, we need to make sure that we are providing a 'useful' level of service - one that meets the demands we are observing during this period; and second, we need to run enough frequency to avoid too many people on a bus at one time (almost an 'anti-productivity' requirement). This can be characterized as a "Public Health First" approach to service deployment - safely operate the minimum level of service that can be provided for essential trip making in the region.

Ridership levels will continue to be monitored closely as conditions change. A report on both ridership activity and operational activities will be provided at each of the board's meetings during this period.

SUPPORTING DOCUMENTATION:

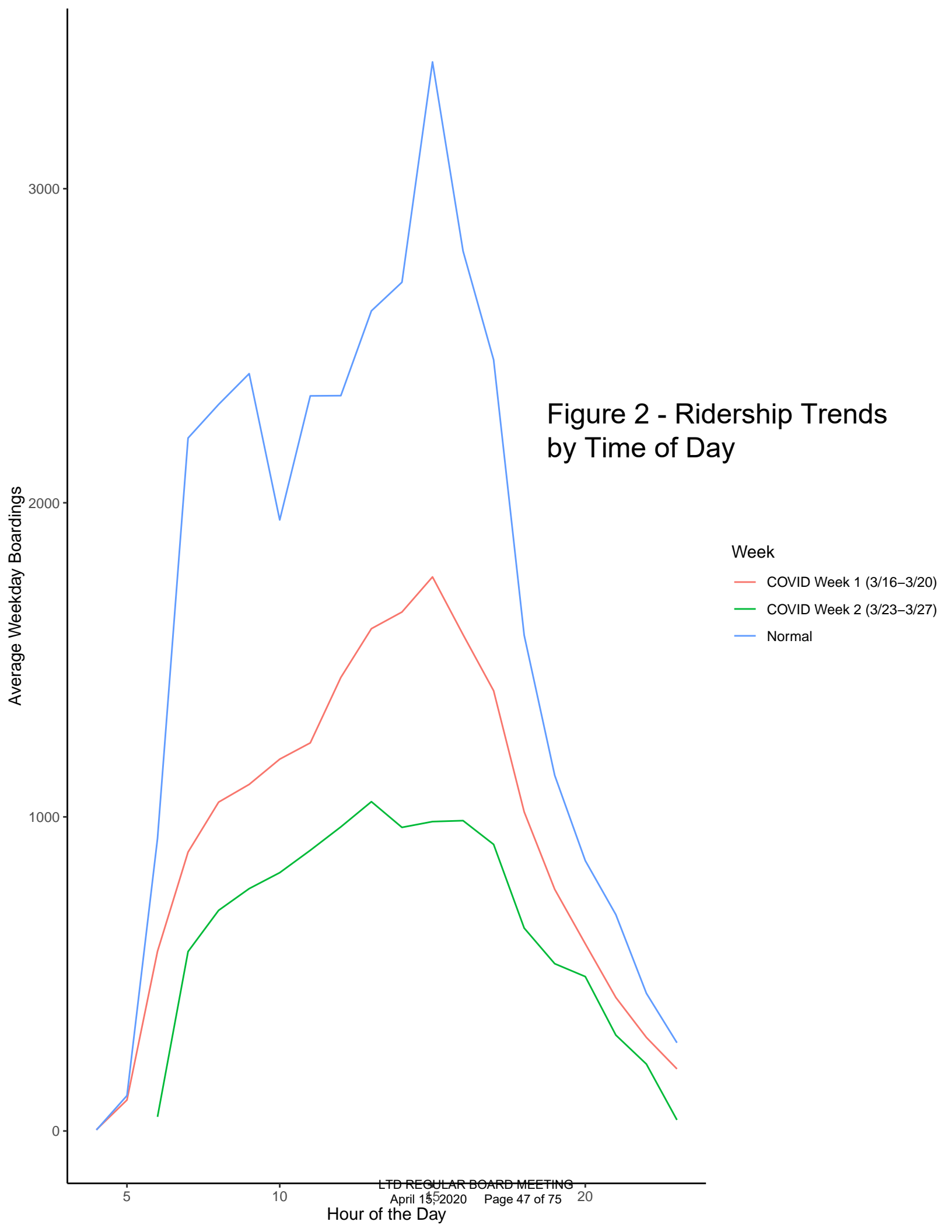
- 1) Figure 1 – LTD's ridership trends between March 2 and April 10, 2020
- 2) Figure 2 – LTD Ridership by Time of Day
- 3) Figure 3 – RideSource Call Center Activity
- 4) Figure 4 – 2020 RideSource Trips by Date and Program

Figure 1 – LTD’s Ridership Trends Between March 2 and April 10, 2020



Note: The UO ended on-campus classes starting March 16th. This also coincided with the start of Finals Week when we see a general drop in ridership as well.

Figure 2 - Ridership Trends by Time of Day



Week

- COVID Week 1 (3/16-3/20)
- COVID Week 2 (3/23-3/27)
- Normal

2020 Calls By Hour - RideSource Call Center

Interval	April 2019 Average	2020 Average - Pre COVID	1-Apr-20	2-Apr-20	3-Apr-20	4/4 2020	4/5 2020	6-Apr-20	7-Apr-20	8-Apr-20	9-Apr-20	10-Apr-20
8:00 - 9:00	125	125	38	30	33			45	27	24	24	27
09:00-10:00	129	128	45	33	39			43	45	32	25	23
10:00 - 11:00	132	131	49	37	40			53	31	35	34	28
11:00 - 12:00	130	136	56	45	41			39	51	36	42	20
12:00 - 13:00	117	121	54	46	31			43	33	20	24	47
13:00 14:00	132	134	43	50	41			55	59	32	23	61
14:00 - 15:00	129	133	58	41	50			56	49	34	45	59
15:00 - 16:00	128	136	40	36	39			53	40	33	42	30
16:00 - 17:00	122	131	40	37	43			53	33	49	31	18
Total Calls	1144	1175	423	355	357	0	0	440	368	295	290	313

2020 RideSource Trips by Date/Program

Day	Date	Total ADA Trips	Total NEMT Trips	Total Trips
Wednesday	1-Apr-20	97	464	561
Thursday	2-Apr-20	65	379	444
Friday	3-Apr-20	94	404	498
Saturday	4-Apr-20	48	177	225
Sunday	5-Apr-20	0	26	26
Monday	6-Apr-20	77	370	447
Tuesday	7-Apr-20	58	426	484
Wednesday	8-Apr-20	66	438	504
Thursday	9-Apr-20	71	328	399
Friday	10-Apr-20	68	378	446
Saturday	11-Apr-20	45	153	198
Sunday	12-Apr-20	0	22	22

**Figures 3 & 4
RideSource Call
Center and Trip Data**



AGENDA ITEM SUMMARY

DATE OF MEETING: April 15, 2020

ITEM TITLE: CARES ACT FUNDING AND DISTRICT FINANCIAL IMPACTS

PREPARED BY: Christina Shew, Director of Finance

DIRECTOR: Aurora Jackson, General Manager

ACTION REQUESTED: Information and Discussion

PURPOSE: To provide the Board of Directors information regarding the recently approved CARES Act funding and the impacts to the District's financial status from the COVID-19 pandemic for the current year and future years.

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

HISTORY: On March 8, Governor Kate Brown declared an emergency due to the public health threat posed by the novel infectious COVID-19. On March 12, Governor Brown prohibited gatherings of 250 or more people. Then on March 17, Governor Brown prohibited gatherings of 25 or more people. Subsequently, on March 23, the governor issued Executive Order 20-12 putting in place the tightest restrictions in over a hundred years for Oregonians to cease all nonessential business and to stay at home otherwise.

Given the impact of the governor's orders to reduce the spread of COVID-19, businesses in Lane County closed and many employees were laid-off or furloughed resulting in loss of payroll tax revenue for transit services. LTD's primary source of revenue to fund its transit services is payroll taxes collected within the transit district boundaries of Lane County. Additionally, there is widespread belief that the COVID-19 pandemic may result in an economic recession or depression. To better understand the various complex issues before the District, this agenda item will break out the important elements before the District when evaluating impacts to LTD's financial status. They include: the recently adopted CARES Act from the federal government, COVID-19 impacts to the FY2020 budget (current year) and how to manage it and lastly, the COVID-19 impacts to the FY2021 budget and beyond.

Cares Act

On March 27, 2020, the federal government approved the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The CARES Act provides emergency assistance and health care response for individuals, families and businesses affected by COVID-19. For transportation, the Federal Transit Administration (FTA) is allocating \$25 billion to recipients of which LTD is eligible for up to \$25 million of federal funding. These funds will be available at a 100-percent federal share, with no local match required, and will be available to support capital, operating, and other expenses generally eligible under those programs to prevent, prepare for, and respond to COVID-19.

Given this federal appropriation, LTD will evaluate expenditures incurred and anticipated revenues lost related to COVID-19 to assist LTD to maintain financial stability today and in future years.

Fiscal Year 2020

For the current year's budget, FY2020, staff estimates having an estimated \$4.3 million revenue loss that is directly attributed to loss of payroll tax, self-employment tax, farebox, STIF and contractual agreements. Costs incurred for current FY for COVID-19 are anticipated to be minimal as the additional expenditures will be offset by the reduction in expenditures from reduced service levels. This means that if we operate less service, we have less expenditures in fuel and other related costs. There will not be a reduction in costs associated with personnel because there are costs to LTD whether or not employees actually work.

In order to balance the FY2020 budget despite the loss of revenue, staff will recommend the use of CARES Act funds to replace lost revenue. There will be a second request for an FY2020 budget amendment related to the Medicaid Fund. These expenditures will be offset by revenue received from Trillium and Pacific Source, the agencies who are the Coordinated Care Organizations (CCOs) for Oregon's Medicaid program. COVID-19 has some impacts to the Medicaid program but those impacts are not material to LTD's financial status.

Fiscal Year 2021 and Beyond

For next year's budget, FY2021, that begins July 1, 2020, staff estimates having a \$14.1 million revenue loss that is directly attributed to the loss of payroll tax, self-employment tax, farebox, STIF and contractual agreements. The FY2021 budget that will be presented to the Budget Committee next month will recommend costs associated with maintaining the FY2020 budgeted number of service hours. The proposed budget will not include the originally planned transit service level increases that were part of the Transit Tomorrow project. This will allow an opportunity for the District to evaluate the economic impacts of COVID-19 on LTD's revenues.

In order to sustain LTD's transit services at a level that best serves the community, staff will recommend the use of CARES Act funds to replace lost revenue for FY2021, and will recommend to the Budget Committee that they consider some level of operating reserve that would leave an opportunity to use CARES Act funding for FY2022 if needed.

CONSIDERATIONS: LTD is in a partnership with the University of Oregon (UO) for the Sustainable Year's Cities Program (SCYP). One of the projects UO students are producing is revenue projections for LTD that includes impacts created by the COVID-19 pandemic. Students have developed three scenarios that present the various economic impacts for payroll taxes. Independently, Finance Department staff developed two scenarios for the COVID-19 impacts to payroll taxes. Given the two separate evaluations of payroll revenue projections. Staff will use the following assumptions for its recommendation to the Budget Committee:

FY2020:

- Free fares through June 30, 2020, reduces fare and pass revenue by \$888 thousand
- Purchased monthly and 3-month pass revenue will be deferred until July when fare collection is reinstated and these passes will be replaced resulting in a \$647 thousand revenue impact
- Payroll taxes collected through February 2020 was \$30M or \$10M/quarter. March – June taxes collected will be \$8 million, \$1.6 million lower than our mid-year forecast and assumes the following unemployment rates: March = 8%, April = 15, May = 20%, June = 25%
- Self-employment taxes will decline 48% or \$221 thousand. In the great recession of 2008, self-employment taxes declined slightly less than double the payroll tax decline. Note that collections will not take place until after July 2020 due to changes to the filing deadlines
- \$1.2 million of Statewide Transportation Improvement Fund tax revenues will be deferred as planned service changes will not be implemented

FY2021:

- Cash fare and pass collection resumes in July, but ridership recovery results in a fare decline of 25% or \$810 thousand for the year.
- Purchased monthly and 3-month pass revenue are deferred until July when fare collection is reinstated. Group pass revenue is down 25% or \$559 thousand due to reduced staffing for hospitality/service based passes and lower University of Oregon enrollment.
- Advertising is down 30% or \$138 thousand due to a revised revenue sharing contract with Lamar that excludes an annual minimum.
- A \$275 thousand reduction to special service revenue as football, country fair, butte to butte, Olympic trials are cancelled
- Payroll taxes collected decline \$8.6 million which assumes the following unemployment rates: July = 25% with a 1 percentage point reduction from August – June resulting in a June unemployment rate of 14%.
- Self-employment taxes will remain at 48% lower than the FY2020 mid-year estimate or \$884 thousand. In the great recession of 2008, self-employment taxes declined slightly less than double the payroll tax decline.

- \$3.3 million of Statewide Transportation Improvement Fund tax revenues will be deferred as planned service changes will not be implemented

ALTERNATIVES: N/A

NEXT STEPS: Staff will present an amendment to the Board of Directors for the FY2020 budget and will present a proposed FY2021 budget to the Budget Committee.

SUPPORTING DOCUMENTATION:

- 1) [Office of the Governor, State of Oregon Executive Order 20-12](#)
- 2) OMBA/SCYP COVID-19 & Estimated Tax Revenue Impacts for LTD
- 3) Unemployment Estimate

PROPOSED MOTION: N/A

MEMO

To: Board of Directors, Lane Transit District
 From: Ashton Roberts, Jason Foldi, Rachel Cohen, Ema Alspaugh
 Subject: OMBA/SCYP COVID-19 & Estimated Tax Revenue Impacts for LTD
 Date: April 15, 2020

Introduction

A team of MBAs from the UO Center for Sustainable Business Practices is developing an LTD tax revenue regression model for long-term financial planning purposes. In light of the COVID-19 pandemic and related economic downturn, the agency has asked the team to model transit tax revenue impact for FY2020 and FY2021. This analysis lays out three potential recession scenarios and trajectories for recovery.

SUMMARY: TAX REVENUE IMPACT SCENARIOS

LTD stands to lose \$6-15 million in tax revenues through FY21 due to coronavirus-related layoffs in Lane County. While forecasted tax revenues take into account previous economic cycles, this analysis does not model the impacts of potential stimulus measures currently under consideration.

Employee Payroll, Self-Employment, and State In-Lieu Tax Revenues Paid to LTD (numbers in thousands)

Scenario A: V-Shaped Recovery			Scenario B: U-Shaped Recovery			Scenario C: Multiple Peak Recovery		
	FY20	FY21		FY20	FY21		FY20	FY21
Forecasted Revenue	\$43,000	\$45,300	Forecasted Revenue	\$43,000	\$45,300	Forecasted Revenue	\$43,000	\$45,300
Projected Decrease	\$ (1,800)	\$ (4,100)	Projected Decrease	\$ (3,800)	\$ (10,300)	Projected Decrease	\$ (3,800)	\$ (11,300)
% Change	-4.2%	-9.1%	% Change	-8.7%	-22.8%	% Change	-8.7%	-25.1%

Scenario A: V-Shaped Recovery

ESTIMATED TAX REVENUE LOSSES

- FY 2020: \$1.9 million
- FY 2021: \$4.1 million

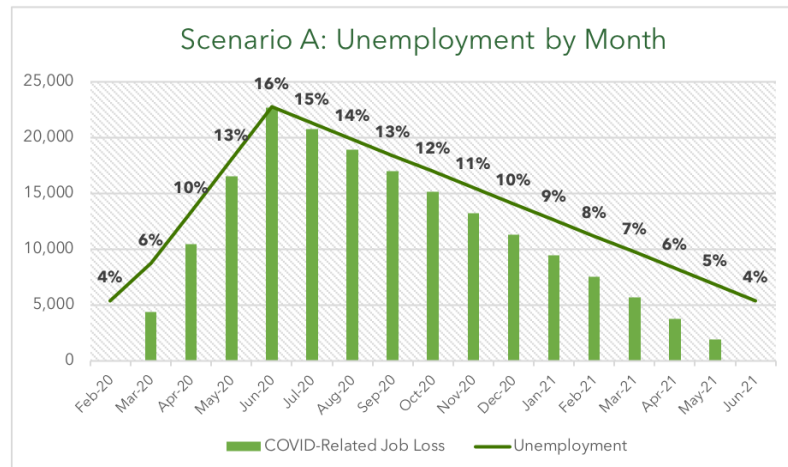
KEY METRICS

- Peak Unemployment: 16% [11]
- Statewide Infections: 18,000 by May 18 [2]
- Lane County GDP Impact: -0.2% [13]

Distancing measures paired with additional policy mandates slow the spread of the virus in Oregon, sparing Lane County from its worst effects. After a late April peak, coronavirus cases in Oregon begin to fall.

Governor Brown begins to ease "Stay Home, Save Lives" orders in the summer. At the local, state, and federal level, officials work together to mitigate business, wage, and job losses with swift fulfillment of unemployment benefits, loans to small businesses, and other economic stimulus measures.

Strong leadership and collaboration among Oregon's businesses and institutions show a high level of resilience and flexibility, sparing the state from long-term productivity losses. Up to a third of Eugene's workforce which is



able to work from home does not experience widespread layoffs or pay cuts. *After a temporary shock, the economy sees a linear recovery, approaching business as usual by the end of FY21.*

Scenario B: U-Shape Recovery

ESTIMATED TAX REVENUE LOSSES

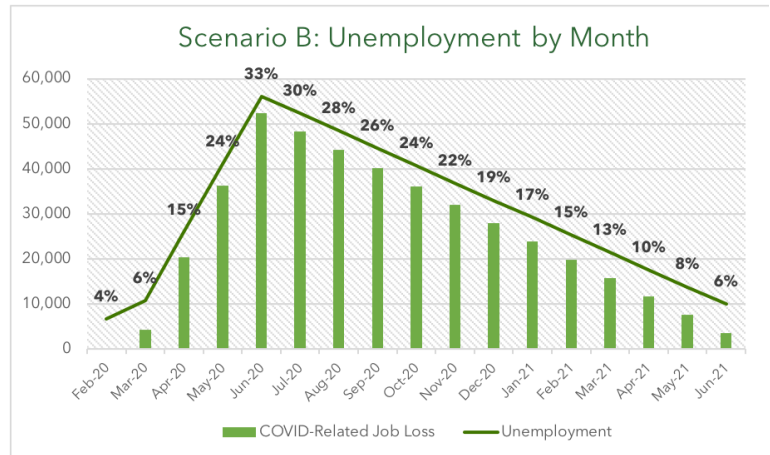
- FY 2020: \$3.8 million
- FY 2021: \$10.3 million

KEY METRICS

- Peak Unemployment: 33% [6]
- Statewide Infections: 40,000 by May 18 [2]
- Lane County GDP Impact: -1.1% [13]

Governor Brown’s executive order with moderately high adherence slow the spread of the virus in Lane County by 50-70%. The executive order causes a 3-4 month surge in layoffs and furloughs, and a significant reduction in income for essential employees with reduced hours. Current and future stimulus measures are enough to keep the economy afloat, narrowly avoiding a crisis. However, LTD is spared from tax losses only through stimulus funds passed through businesses.

As the curve flattens, Governor Brown lifts distancing measures in the first quarter of the FY21. A phased approach with some limitations on gatherings may be necessary to protect vulnerable populations, and the ability to reinstate over the following months if there is a resurgence of infections. *After an unprecedented quarter-long plummet in jobs, stock markets, and GDP growth, we can expect to see a gradual recovery.*



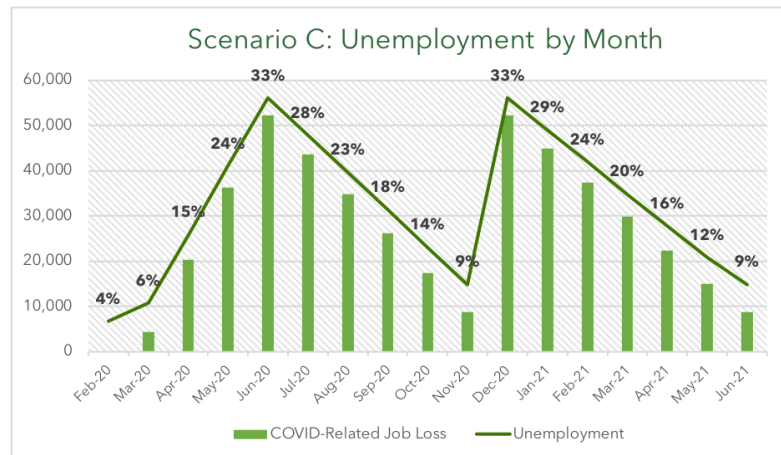
Scenario C: Multiple Peak Recovery

ESTIMATED TAX REVENUE LOSSES

- FY 2020: \$3.8 million
- FY 2021: \$11.3 million

KEY METRICS

- Peak Unemployment: 33% [6]
- Statewide Infections: 65,000 by May 18 [2]
- Lane County GDP Impact: -4.25% [13]



Despite the state’s “Stay Home, Save Lives” measures, community spread continues. After a temporary summer slowdown, infections spike once again as temperatures drop. Governor Brown extends distancing measures indefinitely, ramping up restrictions on daily life, business, and travel, introducing curfews and enforcement measures. The wait for a vaccine continues.

Up to 24% workers who experience symptoms do not receive sick leave benefits, many of whom will lose wages to illness or caregiving before the end of FY2020 [13]. As many who are able to work from home begin to fall ill, so-called “low risk” businesses become disrupted. Productivity drops sharply across all industries, layoffs accelerate, and long-term hiring freezes abound. *The compounding effects of illness, quarantine, and market disruption spiral the economy from recession into depression, requiring years of economic recovery.*

Sources

COVID-19 PROJECTIONS

- [1] Institute for Disease Modeling. (2020, March 23). [Projected COVID-19 trends and health system needs.](#)
- [2] Institute for Disease Modeling. (2020, April 10). [COVID-19 intervention effectiveness and epidemic trends for Oregon: a model-based analysis.](#)
- [3] IHME. (2020). [COVID-19 Projections.](#)
- [4] Fink, S. (2020, March 13). [Worst-Case Estimates for U.S. Coronavirus Deaths.](#) New York Times.
- [5] Pinsker, J. (2020, April 2). [The Four Possible Timelines for Life Returning to Normal.](#) The Atlantic.

UNEMPLOYMENT PROJECTIONS

- [6] Federal Reserve Bank of St. Louis. (2020, March 26). [Back-of-the-Envelope Estimates of Next Quarter's Unemployment Rate.](#)
- [7] Lerner, J. (2020). [COVID-19: Initial Claims, Sectors, and Unemployment.](#) Oregon Office of Economic Analysis.
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- [10] Cox, J. (2020, 31 March). [Goldman sees 15% jobless rate and 34% GDP decline, followed by the fastest recovery in history.](#) CNBC.
- [11] DeSilver, D. (2020, March 12). [As coronavirus spreads, which U.S. workers have paid sick leave – and which don't?](#) Pew Research.
- [12] Monge, J. (2019). [Lane County 2019 Principal Employers.](#) Eugene Area Chamber of Commerce.

ECONOMIC OUTLOOK

- [13] Fernandes, N. (2020, March 22). [Economic Effects of Coronavirus Outbreak \(COVID-19\) on the World Economy.](#) IESE Business School, Spain.
- [14] Oregon Employment Department. (2020). COVID-19: [Oregon's Weekly Initial Unemployment Insurance Claims.](#)
- [15] IGM Economic Experts Panel. (2020). [Top U.S. economists weigh in on economic effects of stay home orders.](#) Chicago Booth Initiative on Global Markets.
- [16] Federal Reserve Bank of St. Louis. (2020). [COVID-19 Economic Data Tracking.](#)
- [17] Caldwell, P and Andersen, K. (2020, April 1). [Coronavirus Update: Long-Term Economic Impact Forecast to Be Less Than 2008 Recession.](#) Morningstar.
- [18] Bureau of Economic Analysis (2020). [Gross Domestic Product by State: 4th Quarter 2019.](#)

Employment Estimate

Sunday, January 12, 2020 **173,739**

Unemployment claims since Jan 12, 2020

1/18/2020	357
1/25/2020	316
2/1/2020	363
2/8/2020	387
2/15/2020	351
2/22/2020	317
2/29/2020	359
3/7/2020	352
3/14/2020	343
3/21/2020	1881
3/28/2020	4244
4/4/2020	5310

Total Through March 21, 2020 **14,580**

Estimated employment as of April 4,2020	159,159
Percentage reduction through April 4, 2020	-8%

3 more weeks of unemployment claims	7,524.00
	151,635.00
	-13%

Unemployment rate = (unemployed+employed)/unemployed)

	Jan 12 2020	Jobs lost as of April 4	ESTIMATED		
			Unemployment rate as of April 4	Unemployment at 15%	Unemployment at 25%
Total Labor Force	180,414		180,439	180,439	180,439
Unemployed	6,700	14,580	21,280	27,066	45,110
Unemployment rate	3.7%		11.8%	15.0%	25.0%
Total employment	173,739	(14,580)	159,159	153,373	135,329



AGENDA ITEM SUMMARY

DATE OF MEETING: April 15, 2020
ITEM TITLE: DISTRICT PROJECTS UPDATE
PREPARED BY: Aurora Jackson, General Manager
DIRECTOR: N/A
ACTION REQUESTED: Adoption

PURPOSE: To request the Board of Directors approve a resolution pausing LTD projects that do not have an urgent deadline until the COVID-19 pandemic restrictions have been lifted and until the District has resumed to regular operation.

ROLE OF THE BOARD: The Board's role in this instance is to adopt a resolution deciding District activity on LTD projects throughout the COVID-19 pandemic restrictions.

HISTORY: On March 8, Governor Kate Brown declared an emergency due to the public health threat posed by the novel infectious COVID-19. On March 12, Governor Brown prohibited gatherings of 250 or more people. Then on March 17, Governor Brown prohibited gatherings of 25 or more people requiring LTD's Board President to cancel the March meeting of the LTD Board of Directors.

On March 30 and April 8, the Board of Directors held special Board meetings via video and audio technology (Zoom) to address the District's needs and address matters affected by COVID-19. LTD's concentrated efforts are focused on the health and safety of its employees and customers. Given this need, staff will request the Board approve pausing projects that do not have an urgent deadline or pose an essential need during the COVID-19 pandemic. Projects that may be paused include MovingAhead, Strategic Business Plan, Sustainability Program, and Mobility-On-Demand (MOD) pilots.

The Cottage Grove MOD pilot is being evaluated for essential elements that may need to resume to serve the community of Cottage Grove. EmGo is not being considered for operation during the COVID-19 pandemic but data collected to date provides useful information for future decision-making options.

In addition to the projects indicated in this report, all activities are being evaluated and prioritized to maintain the optimal level of focus on the health and safety of employees and customers.

CONSIDERATIONS: Staff resources are concentrated towards providing adequate transit service levels that address the health and safety of employees and customers. Staff is also developing strategies to prepare for the next stage of the pandemic restrictions which will include a gradual lifting of restrictions.

ALTERNATIVES: The Board may choose to defer a decision for another day or to direct staff to continue working on projects instead of pausing until the District resumes regular operation.

NEXT STEPS: Based on the Board's decision, staff will either pause project activities or beginning scheduling meetings to resume project activities.

SUPPORTING DOCUMENTATION:

- 1) Resolution No. 2020-04-15-022

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-04-15-022:

It is hereby resolved that the LTD Board of Directors approves pausing LTD projects during the COVID-19 pandemic and not resuming activities related to these projects until the District has resumed regular operation.



RESOLUTION NO. 2020-04-15-022

DIRECTION FOR LTD PROJECTS DURING THE (COVID-19) PANDEMIC

WHEREAS, The Lane Transit District (LTD) Board of Directors (Board) holds public meetings in accordance with ORS 192.630;

WHEREAS, on March 8, 2020, Governor Kate Brown declared an emergency due to the public health threat posed by the novel infectious COVID-19 virus pandemic;

WHEREAS, on March 12, 2020, Governor Brown prohibited gatherings of 250 or more people;

WHEREAS, on March 17, 2020, Governor Brown prohibited gatherings of 25 or more people requiring LTD's Board President to cancel the March meeting of the LTD Board of Directors;

WHEREAS, on March 30 and April 8, the Board of Directors held special Board meetings via video and audio technology (Zoom) to address the District's needs and address matters affected by COVID-19;

WHEREAS, LTD's concentrated efforts are focused on the health and safety of its employees and customers;

WHEREAS, given this need, staff will request the Board approve pausing projects that do not have an urgent deadline or pose an essential need during the COVID-19 pandemic;

WHEREAS, projects that may be paused may include MovingAhead, Strategic Business Plan, and Sustainability Program, and Mobility-On-Demand (MOD) pilots; and,

WHEREAS, certain projects may resume operation or activities if projects are deemed essential during the COVID-19 pandemic.

NOW, THEREFORE, BE IT RESOLVED that the LTD Board of Directors, adopts a resolution establishing a resolution pausing LTD projects during the COVID-19 pandemic and not resuming activities related to these projects until the District has resumed regular operation.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 15TH DAY OF APRIL, 2020.

Board President, Carl Yeh

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

DRAFT

Fiscal Year: P8 2020 February 29, 2020

Year to date through: 2/29/2020

	Annual Budget	P8			
		YTD Budget	YTD Actuals	% of Budget	YTD B/(W) than Budget
					(pts)

GENERAL FUND

General Fund Resources	63,971,785	46,164,056	49,637,051	78%	11 pts	3,472,995
General Fund Expenditures	63,971,785	36,716,904	32,639,065	51%	16 pts	4,077,839
General Fund Revenues higher/(lower) than expenditures	0	9,447,152	16,997,986			

Resources are higher than expenditures by \$17M primarily due to: 1) higher than budgeted beginning working capital (\$3.7M), 2) Payroll taxes (\$5.7M) and lower operating expenditures (\$4.1M). This positive resource impact is partially offset by lower grant assistance February YTD due to grant assistance timing of \$5.1M. 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. The budgeted source of resources will change after Feb 2020 as a result of COVID 19. LTD's services were reduced and fares were eliminated for the safety of our operators. Payroll related taxes are expected to decline March through the end of the fiscal year as a result of unprecedented record unemployment claims. In the 2008 recession, payroll taxes declined 8% and self employment taxes declined 11%. At these levels, payroll related taxes will be lower than budget by more than \$3M.

Expenditures are favorable to budget by \$4.1M, inclusive of the operating reserve (not appropriated). Excluding this reserve, expenditures are \$3.7M lower than budget. This is primarily due to the timing of STIF funded service increases. Fuel prices and service miles have declined as a result of COVID 19 saving ~\$200K from the budget.

MEDICAID FUND

Medicaid Fund Resources	12,101,233	8,067,489	6,469,938	53%	-13 pts	(1,597,551)
Medicaid Fund Expenditures	12,101,233	8,067,489	7,875,589	65%	2 pts	191,899
Accessible Services Fund Revenues higher/(lower) than expenditures	0	0	(1,405,652)			

Expenditures exceed resources \$1.4M due to timing and returned claims as a result of a NOVUS configuration issue. There is typically a ~6 (~\$800K) week lag between expenditures and claims reimbursement. As of April 4, expenditures exceed resources by \$766K, in alignment with the typical 6 week lag.

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

DRAFT

Fiscal Year: P8 2020 February 29, 2020

Year to date through: 2/29/2020

	Annual Budget	P8				
		YTD Budget	YTD Actuals	% of Budget	YTD B/(W) than Budget	
					(pts)	\$\$

SPECIALIZED SERVICES FUND

Accessible Services Fund Resources	9,649,438	6,432,959	5,493,932	57%	-10 pts	(939,027)
Accessible Services Fund Expenditures	9,649,438	6,432,959	4,354,911	45%	22 pts	2,078,048
Accessible Services Fund Revenues higher/(lower) than expenditures	0	0	1,139,021			
<p>Resources exceed expenditures by \$1.1M. Excluding beginning working capital and the general fund transfer, resources (\$2.9M) are below expenditures (\$4.4M) 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. Specialized service expenditures will be below budget for FY20 as current Ridesource activity due to COVID 19 has dropped to ~1/3 of normal volume March + and the mobility on demand services have been suspended.</p>						

P2P FUND

P2P Fund Resources	1,631,320	1,087,547	366,433	22%	-44 pts	(721,113)
P2P Fund Expenditures	1,631,320	1,087,547	512,075	31%	35 pts	575,472
P2P Fund Revenues higher/(lower) than expenditures	0	0	(145,641)			
<p>Expenditures exceed resources by \$146K. Excluding beginning working capital, expenditures exceed resources by \$377K due to grant reimbursement timing. A portion of this reimbursement is related to grant drawdowns that have not yet been executed/transfer has not been completed (Bike Parking, Outreach [Assistants], and SRTS Regional). Drawdown will occur when grant is executed.</p>						

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

DRAFT

Fiscal Year: P8 2020 February 29, 2020

Year to date through: 2/29/2020

	Annual Budget	P8				
		YTD Budget	YTD Actuals	% of Budget	YTD B/(W) than Budget	
					(pts)	\$\$

CAPITAL PROJECTS FUND

Capital Projects Fund Resources	26,946,146	17,964,097	23,020,996	85%	19 pts	(513,969)
Capital Projects Fund Expenditures	26,946,146	17,964,097	6,521,092	24%	42 pts	11,443,005
Capital Projects Fund Revenues higher/(lower) than expenditures	0	0	16,499,904			
<p>Resources exceed expenditures by \$16.5M due to beginning working capital which represents match required for grant funded projects. Expenditures exceeded resources excluding beginning working capital by \$2.2M. Major projects comprising the FY20 expenditures are: 1) Buses (\$4.2M), 2) Fare Management system (\$0.6M), 3) McVay Station(\$0.5M), 4) Santa Clara Transit Station \$0.5M, and 5) DPIM replacments (\$0.3M). \$1.7M of expenditures not drawn down are awaiting grant finalization. Once finalized, these will be drawndown. The remaining revenue lower than spend is for general funded projects (e.g. Fare Mgmt system, Planning projects and Green Lane property costs)</p>						

FY20 Resources

	FY20 Adopted Budget	FY20 YTD Budget 29-Feb-20	FY20 Actuals as of: 29-Feb-20	Better/(Worse) than Budget	Description
	RESOLUTION NO. 2019-05-15-029 May 15, 2019				
GENERAL FUND					
Beginning Working Capital	\$ 10,560,451	\$ 10,560,451	\$ 14,295,597	\$ 3,735,146	Based on FY19 CAFR
Operating Revenues					
Cash Fares & Passes	3,770,379	2,513,586	2,275,305	(238,281)	Roughly in line with budget
Group Passes	2,191,422	1,460,948	1,368,537	(92,411)	On target to budget. This will change in March due to COVID 19 & associated free fare services effective in March. Expect group pass to not increase until service and social distancing measures are lifted
Advertising	300,000	200,000	366,667	166,667	\$367K is the minimum annual guarantee for FY20.
Special Services	378,563	252,375	300,693	48,317	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
Total Operating Revenues	\$ 17,200,815	\$ 14,987,360	\$ 18,606,799	\$ 3,619,438	
Nonoperating Revenues					
Payroll Taxes	36,179,910	24,119,940	29,792,331	5,672,391	Payroll taxes were on track to exceed budget as of Feb 2020; however, with unprecedented record unemployment claims in March & April, payroll taxes are expected to land below budget. In the 2008 recession, payroll taxes declined 8%. An 8% decline through June would result in a shortage to budget of ~3M
Self-employment Taxes	1,920,985	1,280,657	380,773	(899,884)	Self employment taxes usually peak in April, but the deadline to file and pay has been extended to July 15, 2020. In the 2008 recession, self-employment taxes dropped 11%. COVID 19 is expected to have a deeper impact. An 11% drop would be \$211K. During the depression, unemployment was 25%. A 25% drop would be \$480K
State-in-Lieu	405,038	270,025	388,048	118,022	~\$74K higher than same time in the prior year. Slightly higher than budget. State-in-lieu taxes are not anticipated to be impacted. During the 2008 recession, state-in-lieu taxes grew
Grant Assistance	7,700,000	5,133,333	0	(5,133,333)	Grant assistance through the Federal CARES act is expected to cover shortfalls in resources and increases to expenses as a result of COVID 19. STIF dollars used is expected to be below original budget as STIF funded projects were put on hold in light of COVID 19
Miscellaneous Interest	272,414 286,696	181,609 191,131	243,754 225,346	62,145 34,215	Roughly in line with budget. SAIF Year-end dividend is the minor increase Feb YTD was better than budget due to highercash balances in FY20 YTD than in FY19 coupled with a higher interest rate 2.57% (FY20) vs. 2.25% (FY19). Post Feb, cash balances have declined due to COVID 19 & interest rates have lowered to 1.75%
Sale of Assets	5,927	0	0	-	
Total Non-operating	\$ 46,770,970	\$ 31,176,695	\$ 31,030,252	\$ (146,443)	
Total General Fund Resources	\$ 63,971,785	\$ 46,164,056	\$ 49,637,051	\$ 3,472,995	
SPECIALIZED SERVICES FUND					
Beginning Working Capital	498,262	498,262	597,637	99,375	Based on FY19 CAFR
Operating Revenues	6,139,964	4,093,309	2,888,820	(1,204,489)	Reimbursement timing. Expenditures to date are \$4.4M. P8 FY19 YTD, STIF reimbursements are quarterly. Feb reporting and reimbursement is through December. Next reporting and reimbursement will be May for the Jan - March period.
Transfer from the General Fund	3,011,212	2,007,475	2,007,475	-	As budgeted. Updated when CAFR published
Total Resources	\$ 9,649,438	\$ 6,599,046	\$ 5,493,932	\$ (1,105,114)	
MEDICAID FUND					
Beginning Working Capital	132,000	132,000	5,831	(126,169)	Based on FY19 CAFR
Operating Revenues	11,744,230	7,829,487	6,314,105	(1,515,382)	The 10 week lag between expenditure and claims reimbursement was due to a NOVUS configuration issue resulted in a large number of denied claims. Claims have since been resubmitted and accepted. As of April 4/20, expenditure to claims reimbursement is back to \$766K, the normal 6 week lag
Transfer from the General Fund	225,003	150,002	150,002	-	As budgeted
Total Resources	\$ 12,101,233	\$ 8,111,489	\$ 6,469,938	\$ (1,641,551)	
POINT2POINT FUND					
Beginning Working Capital	541,981	361,321	231,774	(129,547)	Based on FY19 CAFR
Operating Revenues	1,089,339	726,226	134,659	(591,567)	Reimbursement timing. Expenditures through February total \$512K a portion of which is for grants not yet executed/transferred (Bike Parking, Outreach [Assistants], and SRTS Regional). Once executed, these projects will be drawn down against
Transfer from the General Fund	-	-	-	-	As budgeted
Total Resources	\$ 1,631,320	\$ 1,087,547	\$ 366,433	\$ (721,113)	
CAPITAL PROJECTS FUND					
Beginning Working Capital	15,078,817	15,078,817	18,726,518	3,647,701	Based on FY19 CAFR
Grants	11,867,329	7,911,553	4,294,478	(3,617,075)	\$6.5M of expenditures through February. \$1.7M of expenditures not drawn down are awaiting grant finalization. Once finalized, these will be drawn down. The remaining revenue lower than spend is for general funded projects (e.g. Fare Mgmt system, Planning projects and Green Lane property costs)
Transfer from the General Fund	-	-	-	-	As budgeted
Total Resources	\$ 26,946,146	\$ 22,990,370	\$ 23,020,996	\$ 1,030,626	

FY20 Expenditures

	FY20 Adopted Budget RESOLUTION NO. 2019-05-15-029 May 15, 2019	FY20 YTD Budget 29-Feb-20	FY20 Actuals as of: 29-Feb-20	Better/(Worse) than Budget	Description
GENERAL FUND - OPERATING BUDGET					
Transit Services	\$ 51,339,141	\$ 34,226,094	\$ 30,481,589	\$ 3,744,505	Personnel services are lower than budgeted due to timing of STIF funded service increases, VEBA payments (Jan) and retirement payouts
GENERAL FUND - NON-OPERATING					
Transfer to Specialized Services Fund	3,011,212	2,007,475	2,007,475		- As budgeted
Transfer to Medicaid Fund	225,003	150,002	150,002		- As budgeted
Transfer to Point2point Fund	-	-	-		- As budgeted
Transfer to Capital Projects Fund	-	-	-		- As budgeted
Operating Contingency	500,000	333,333	-	333,333	Contingency for FY20
Total Non-operating	\$ 3,736,215	\$ 2,490,810	\$ 2,157,477	\$ 333,333	
Operating Reserve	\$ 8,896,429	-	-	-	- Not authorized to use in FY20
Total General Fund	\$ 63,971,785	\$ 36,716,904	\$ 32,639,065	\$ 4,077,839	
SPECIALIZED SERVICES FUND					
Transit Services	9,187,018	6,124,679	4,354,911	1,769,768	P8 FY19 expenditures were 62% (\$3.6M) of actuals. P8 FY20 expenditures are 47.4% of budget. P8 FY20 expenditures are higher than last year, but lower than the FY20 budget. Budget for FY20 was higher in anticipation of new Mentor Oregon and Full Access Brokerage clients using this service. To date, no new clients have used the service. Expectation is a considerable drop off March + due to COVID 19
Operating Contingency	-	-	-	-	
Operating Reserve	462,420	-	-	-	- Not authorized to use in FY20
Total Accessible Services Fund	\$ 9,649,438	\$ 6,124,679	\$ 4,354,911	\$ 1,769,768	
MEDICAID FUND					
Transit Services	12,031,375	8,020,917	7,875,589	145,327	Roughly flat to YTD P8 FY19 spend. P8 FY19 YTD spend was at \$8 M vs. \$7.9 M in FY20. Expectation is a considerable drop off March + due to COVID 19
Operating Contingency	-	-	-	-	- Contingency for FY20
Operating Reserve	69,858	-	-	-	
Total Medicaid Fund	\$ 12,101,233	\$ 8,020,917	\$ 7,875,589	\$ 145,327	
POINT2POINT FUND					
Transit Services	1,354,716	903,144	512,075	391,069	Payment & project timing. Below budgeted spend. Projects will be behind for FY20 due to COVID 19, which will increase the budget need in FY20-21
Operating Contingency	244,604	163,069	-	163,069	Contingency for FY20
Operating Reserve	32,000	-	-	-	
Total Point2point Fund	\$ 1,631,320	\$ 1,066,213	\$ 512,075	\$ 554,139	
CAPITAL PROJECTS FUND					
Capital Outlay	17,009,803	11,339,869	6,521,092	4,818,776	Payment & project timing. Significant expenditures to date are for:1) Buses (\$4.2M) 2) Franklin EmX transit station (\$.5M), and 3) Santa Clara Transit Station (\$.5M)
Capital Reserve	9,936,343	-	-	-	- Not authorized to use in FY20
Total Capital Projects Fund	\$ 26,946,146	\$ 11,339,869	\$ 6,521,092	\$ 4,818,776	



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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
103245	03/05/2020	CASCADE TITLE & ESCROW GREEN LANE CORNER LOT PROP ACQ	242,169.10
103246	03/05/2020	CINTAS CORPORATION	1,093.00
103247	03/05/2020	COMCAST	167.54
103248	03/05/2020	EUGENE WATER & ELECTRIC BOARD	685.92
103249	03/05/2020	LLC FUSSY'S @ VALLEY RIVER PLAZA	86.95
103250	03/05/2020	THE LAMAR COMPANIES	1,493.00
103251	03/05/2020	BROOKE D. LOEHR GREEN LANE NON-RESIDENTIAL RELOCATION ASSISTANCE	6,000.00
103252	03/05/2020	JOSEPH C MCCORMACK	213.50
103253	03/05/2020	MCKENZIE SEW-ON	765.50
103254	03/05/2020	OFFICE DEPOT	648.64
103255	03/05/2020	TABITHA ROJAS GREEN LANE NON-RESIDENTIAL RELOCATION ASSISTANCE	10,800.00
103256	03/05/2020	SANIPAC	887.95
103257	03/05/2020	SPRINGFIELD UTILITY BOARD	0.00
103258	03/05/2020	SPRINGFIELD UTILITY BOARD MULTIPLE SPRINGFIELD STATIONS ELECTRICITY/WATER	16,038.43
103259	03/05/2020	FRANK D WILSON	274.50
103260	03/05/2020	WYATT'S TIRE COMPANY NEW BUS TIRES, REPAIRS AND DISPOSALS	11,161.88
103261	03/05/2020	THE AFTERMARKET PARTS COMPANY LLC	4,070.10
103262	03/05/2020	CUMMINS NORTHWEST, INC.	217.47
103263	03/05/2020	DEPARTMENT OF HUMAN SERVICES WAIVERED NON MEDICAL SERVICES MATCH - 32.8%	25,323.02
103264	03/05/2020	EAN HOLDINGS, LLC	6,265.52
103265	03/05/2020	GILLIG CORPORATION	3,189.09
103266	03/05/2020	KUHN INVESTMENTS, INC. RHODY EXPRESS FLORENCE	14,836.03
103267	03/05/2020	LTD SALARIED EMP. PENSION PLAN	88,052.00
103268	03/05/2020	MEDICAL TRANSPORTATION MGT RIDESOURCE ADMIN & PROVIDER PMTS FOR	1,351,248.42
103269	03/05/2020	MUNCIE TRANSIT SUPPLY JANUARY 2020	59.91
103270	03/05/2020	RICOH USA, INC.	1,632.54
103271	03/05/2020	ROADRUNNER DELIVERY	408.50
103272	03/05/2020	SITECRAFTING, INC.	400.00
103273	03/06/2020	STACY L BLOOM	1,000.00
103274	03/06/2020	PAIGE ELIZABETH HUSTON GREEN LANE NON-RESIDENTIAL RELOCATION ASSISTANCE	7,200.00
103275	03/12/2020	ACTION FINANCIAL SERVICES	280.57
103276	03/12/2020	ALTERNATIVE WORK CONCEPTS TRAVEL TRAINING & ASSESSMENTS	15,698.00
103277	03/12/2020	AMERICAN FAMILY LIFE SUPPLEMENTAL INSURANCE DEDUCTED FROM PAY	2,303.18
103278	03/12/2020	BARRETT BUSINESS SERVICES INC	1,840.00
103279	03/12/2020	BATTERIES PLUS	1,599.80
103280	03/12/2020	NEIL M BLICKFELDT	52.38
103281	03/12/2020	CANNON LAW ASSOCIATES	601.29
103282	03/12/2020	CASCADE CENTERS	559.30
103283	03/12/2020	CHAPTER 13 TRUSTEE	346.16
103284	03/12/2020	CINTAS CORPORATION	1,655.16
103285	03/12/2020	CITY OF EUGENE	731.00
103286	03/12/2020	DISH NETWORK	123.04
103287	03/12/2020	BARB EICHBERGER	666.10
103288	03/12/2020	ERGO FLEX CONSULTING, INC.	201.25
103289	03/12/2020	EUGENE WATER & ELECTRIC BOARD	642.42
103290	03/12/2020	FASTENAL COMPANY	4.73
103291	03/12/2020	WENDI FRISBIE	335.50
103292	03/12/2020	CORY D GRAHAM	52.38
103293	03/12/2020	HERSHNER HUNTER	56.00
103294	03/12/2020	HEYMAN'S ENTERPRISES, LTD	14.40
103295	03/12/2020	KAISER BRAKE & ALIGNMENT INC.	121.90
103296	03/12/2020	LANE COUNTY SCHOOL DISTRICT4J OCT - DEC EUGENE 4J SRTS COORDINATOR	22,624.43
103297	03/12/2020	LIFEMAP ASSURANCE COMPANY	1,582.03
103298	03/12/2020	MID-STATE INDUSTRIAL SERVICE	423.75



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103299	03/12/2020	NORTHWEST NATURAL GAS FEB 2020 GAS USAGE - MULTIPLE BUILDINGS	7,965.66
103300	03/12/2020	OFFICE DEPOT	216.00
103301	03/12/2020	OFFICE WORLD	2,605.28
103302	03/12/2020	OREGON DEPARTMENT OF REVENUE	386.32
103303	03/12/2020	OREGON STATE POLICE	330.00
103304	03/12/2020	OVERHEAD DOOR COMPANY	697.30
103305	03/12/2020	RUBENSTEIN'S CONTRACT CARPET,	931.00
103306	03/12/2020	SANIPAC	2,677.56
103307	03/12/2020	SPRINGFIELD PUBLIC SD 19 OCT - DEC SPRINGFIELD SRYS COORDINATOR	12,609.68
103308	03/12/2020	SPRINGFIELD UTILITY BOARD	2,588.46
103309	03/12/2020	THOMSON REUTERS - WEST	167.56
103310	03/12/2020	WYATT'S TIRE COMPANY	316.50
103311	03/12/2020	THE AFTERMARKET PARTS COMPANY LLC	3,751.00
103312	03/12/2020	AIVIA CORPORATION	4,711.00
103313	03/12/2020	BEYONDTRUST CORPORATION REMOTE SOFTWARE SUPPORT MAY - APRIL 2021	2,613.69
103314	03/12/2020	BROWN CONTRACTING, INC. MC VAY STATION CONSTRUCTION	79,559.00
103315	03/12/2020	BUCK'S SANITARY SERVICE, INC.	91.50
103316	03/12/2020	C & K PETROLEUM EQUIPMENT CO,	1,955.04
103317	03/12/2020	CAIC PRIMARY	1,433.62
103318	03/12/2020	CITY OF COTTAGE GROVE MOD PILOT	17,384.61
103319	03/12/2020	CUMMINS NORTHWEST, INC.	8,336.90
103320	03/12/2020	EUROFINS ANA LABORATORIES, INC	572.30
103321	03/12/2020	GILLIG CORPORATION MISC BUS PARTS	15,104.55
103322	03/12/2020	GRACE TOWING, LLC	200.00
103323	03/12/2020	JERRY'S HOME IMPROVEMENT CTR	254.42
103324	03/12/2020	LTD & ATU PENSION TRUST	110,081.84
103325	03/12/2020	LTD EMPLOYEES FUND	160.00
103326	03/12/2020	LTD SALARIED EMP. PENSION PLAN	14,873.03
103327	03/12/2020	MODA HEALTH	25,523.89
103328	03/12/2020	MUNCIE TRANSIT SUPPLY	1,924.77
103329	03/12/2020	NEOPART TRANSIT LLC	558.88
103330	03/12/2020	NEW FLYER OF AMERICA, INC, TWO 60 FT DIESEL BUSES - DRAWDOWN OF FUNDS HAS OCCURRED	1,646,113.98
103331	03/12/2020	NINFA'S ELITE CORPORATION	63,266.79
103332	03/12/2020	NORTH COAST ELECTRIC	185.45
103333	03/12/2020	OGLETREE, DEAKINS, NASH, SMOAK	4,945.65
103334	03/12/2020	ONE CALL CONCEPTS, INC.	38.40
103335	03/12/2020	PACIFIC POWER GROUP, LLC	188.34
103336	03/12/2020	PACIFICSOURCE HEALTH PLANS	587,990.79
103337	03/12/2020	PRE-PAID LEGAL SERVICES INC.	191.45
103338	03/12/2020	PT3 INC. TRANSIT TOMORROW COMMUNICATIONS	26,696.50
103339	03/12/2020	AKA: SENIOR WHEELS, INC. SOUTH LANE WHEELS	3,194.59
103340	03/12/2020	SPRAGUE PEST SOLUTIONS	115.00
103341	03/12/2020	TYREE OIL, INC.	889.18
103342	03/12/2020	UNITED WAY OF LANE COUNTY	704.00
103343	03/12/2020	UNIVERSAL FIELD SERVICES, INC.	4,816.55
103344	03/12/2020	US POSTAL SERVICE	262.00
103345	03/12/2020	VISION SERVICE PLAN	4,438.50
103346	03/12/2020	PHYLLIS L WALKER	20,000.00
103347	03/19/2020	BARRETT BUSINESS SERVICES INC	2,200.00
103348	03/19/2020	CENTURY LINK	3,084.15
103349	03/19/2020	CINTAS CORPORATION	1,627.92
103350	03/19/2020	TAYLOR COLLINS GREEN LANE NON-RESIDENTIAL RELOCATION ASSISTANCE	6,864.00
103351	03/19/2020	COTTAGE GROVE SENTINAL	385.00
103352	03/19/2020	CRAIG WALKER COMMUN. , INC.	235.00



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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
103353	03/19/2020	CROCKETTS INTERSTATE TOWING	500.00
103354	03/19/2020	ERGOFLEX CONSULTING, INC.	167.50
103355	03/19/2020	EUGENE WATER & ELECTRIC BOARD	0.00
103356	03/19/2020	EUGENE WATER & ELECTRIC BOARD	8,338.93
103357	03/19/2020	FASTENAL COMPANY	1,216.65
103358	03/19/2020	LIFEMAP ASSURANCE COMPANY LIFE INSURANCE	13,687.26
103359	03/19/2020	MARKETING & TECHNICAL MATERIAL	536.01
103360	03/19/2020	MCKENZIE SEW-ON	75.00
103361	03/19/2020	MICRONICHE, INC. ANNUAL SW SUPPORT APRIL - MAY 2021 FOR WORKERS COMP	500.00
103362	03/19/2020	MOTOR VEHICLES DIVISION	18.00
103363	03/19/2020	OFFICE DEPOT	214.44
103364	03/19/2020	PACIFICSOURCE ADMINISTRATORS,	321.50
103365	03/19/2020	RG MEDIA COMPANY	322.50
103366	03/19/2020	DON ROSS TRANSLATION SERVICES	500.00
103367	03/19/2020	SPECIAL DISTRICTS INSURANCE	2,950.00
103368	03/19/2020	SPRINGFIELD UTILITY BOARD	1,131.56
103369	03/19/2020	TUMWATER PRINTING FARE INSTRUMENT PRINTING	7,500.00
103370	03/19/2020	VERIZON WIRELESS	7,809.22
103371	03/19/2020	WHITE BIRD CLINIC	7,325.83
103372	03/19/2020	MICHELLE WILSON	300.00
103373	03/19/2020	JULIE WOMACK	311.50
103374	03/19/2020	1996 LLC GLENWOOD OFFICE REMODEL	106,085.00
103375	03/19/2020	THE AFTERMARKET PARTS COMPANY LLC	4,146.12
103376	03/19/2020	BEDFORD FALLS, LLC PUBLIC RELATIONS CONTRACTOR	10,000.00
103377	03/19/2020	BPA VEBA-HRA SERVICES	119.00
103378	03/19/2020	CELTIS VENTURES, INC.	235.00
103379	03/19/2020	THE ENVIRONMENT CENTER FOR TRANSPORTATION AND	5,730.61
103380	03/19/2020	CHAVES CONSULTING, INC.	370.20
103381	03/19/2020	FIELDPRINT, INC.	25.00
103382	03/19/2020	FUCHS LUBRICANTS CO.	550.00
103383	03/19/2020	GILLIG CORPORATION BUS PARTS	12,590.10
103384	03/19/2020	JERRY'S HOME IMPROVEMENT CTR	223.76
103385	03/19/2020	LEWIS AUDIO & VIDEO, INC. 5 OUTDOOR DISPLAY MONITORS FOR PLATFORMS	65,450.00
103386	03/19/2020	MODA HEALTH	36,184.17
103387	03/19/2020	MOSS ADAMS LLP AUDIT SERVICES	14,500.00
103388	03/19/2020	MUNCIE TRANSIT SUPPLY	236.06
103389	03/19/2020	NEOPART TRANSIT LLC	619.22
103390	03/19/2020	NEW FLYER OF AMERICA, INC. 3 60 FOOT BUSES. DRAWDOWN OF FUNDS HAS ALREADY	2,469,170.97
103391	03/19/2020	OMNIGO SOFTWARE, LLC OCCURRED	9,939.47
103392	03/19/2020	OXLEY & ASSOCIATES, INC.	5,000.00
103393	03/19/2020	PACIFIC POWER GROUP, LLC DPIM FOR BUS - BUS DOWN	44,900.23
103394	03/19/2020	THE PAPE GROUP HYSTER FORKLIFT	34,179.00
103395	03/19/2020	PARKEON, INC.	2,590.00
103396	03/19/2020	SMITH DAWSON & ANDREWS, INC.	2,500.00
103397	03/19/2020	SOLARWINDS INC	2,177.00
103398	03/19/2020	SPRAGUE PEST SOLUTIONS	115.00
103399	03/19/2020	THORP, PURDY, JEWETT, URNESS,	6,789.60
103400	03/19/2020	UPWARD, INC. LANDSCAPE MAINTENANCE	7,847.00
103401	03/19/2020	VISION SERVICE PLAN	30.66
103402	03/19/2020	WANNAMAKER CONSULTING, INC.	880.00
103403	03/19/2020	WOODBURY ENERGY CO. INC. DIESEL	109,604.44
103404	03/26/2020	A-1 FIRE PROTECTION	172.00
103405	03/26/2020	ACTION FINANCIAL SERVICES	287.05
103406	03/26/2020	AMAL TRANSIT UNION #757	15,871.14



Check History Listing

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103407	03/26/2020	BARRETT BUSINESS SERVICES INC	400.00
103408	03/26/2020	BATTERIES PLUS	4,395.00
103409	03/26/2020	CANNON LAW ASSOCIATES	506.96
103410	03/26/2020	CHAPTER 13 TRUSTEE	346.16
103411	03/26/2020	CINTAS CORPORATION	3,386.07
103412	03/26/2020	CROCKETTS INTERSTATE TOWING	250.00
103413	03/26/2020	RICHARD LEE DIFFIN	350.00
103414	03/26/2020	EUGENE WATER & ELECTRIC BOARD	434.78
103415	03/26/2020	FASTENAL COMPANY	528.15
103416	03/26/2020	LLC FUSSY'S @ VALLEY RIVER PLAZA	144.10
103417	03/26/2020	HANNAH MOTOR COMPANY	875.52
103418	03/26/2020	HARVEY & PRICE COMPANY HVAC REPAIRS IN GLENWOOD	1,600.00
103419	03/26/2020	KAISER BRAKE & ALIGNMENT INC.	121.90
103420	03/26/2020	OFFICE DEPOT	619.84
103421	03/26/2020	OIL PRICE INFORMATION SERVICE	284.00
103422	03/26/2020	PROTECTIVE SERVICE LLC	832.44
103423	03/26/2020	SUNSHINE PLANT CARE	150.00
103424	03/26/2020	VERIZON WIRELESS	360.78
103425	03/26/2020	WILLAMALANE PARK & RECREATION	516.67
103426	03/26/2020	WYATT'S TIRE COMPANY NEW BUS TIRES	26,076.02
103427	03/26/2020	THE AFTERMARKET PARTS COMPANY LLC	3,044.70
103428	03/26/2020	C & K PETROLEUM EQUIPMENT CO,	266.19
103429	03/26/2020	DELERROK INC 6 YEAR READER WARRANTY	9,288.24
103430	03/26/2020	DUNCAN AND BROWN, LLC HUNSAKER PROPERTY APPRAISAL	4,000.00
103431	03/26/2020	GLORIA, J GALLARDO GRANTS CONTRACTOR	10,000.00
103432	03/26/2020	GILLIG CORPORATION	9,901.41
103433	03/26/2020	JERRY'S HOME IMPROVEMENT CTR	330.00
103434	03/26/2020	LANE COUNCIL OF GOVERNMENTS TRANSPORTATION ASSESSMENTS	16,529.83
103435	03/26/2020	LTD & ATU PENSION TRUST	111,141.86
103436	03/26/2020	LTD SALARIED EMP. PENSION PLAN	15,248.30
103437	03/26/2020	LYNX GROUP, INC. RIDERS DIGEST PRINTING	18,861.00
103438	03/26/2020	MEDICAL TRANSPORTATION MGT PROVIDER & ADMIN PAYMENTS FEB 2020	1,301,685.18
103439	03/26/2020	MODA HEALTH	12,688.44
103440	03/26/2020	MOHAVE AUTO PARTS, INC.	0.00
103441	03/26/2020	MOHAVE AUTO PARTS, INC.	2,236.94
103442	03/26/2020	MOTION & FLOW CONTROL PRD, INC	427.26
103443	03/26/2020	NEOPART TRANSIT LLC	74.44
103444	03/26/2020	NINFA'S ELITE CORPORATION	9,495.03
103445	03/26/2020	PACIFIC ARMORED INC.	1,406.00
103446	03/26/2020	PACIFIC POWER GROUP, LLC	3,169.99
103447	03/26/2020	SCOFIELD ELECTRIC CO.	3,068.08
103448	03/26/2020	SIGN LANGUAGE	3,190.56
103449	03/26/2020	STAPLES BUSINESS ADVANTAGE	594.96
103450	03/26/2020	UNITED WAY OF LANE COUNTY	704.00
103451	03/26/2020	UPWARD, INC. MONTHLY LANDSCAPING CHARGES	1,430.00
91040120	03/31/2020	BENEFIT PLANS ADMIN SVCS, LLC	33,655.00
92040120	03/31/2020	BENEFIT PLANS ADMIN SVCS, LLC	21,495.00
803522749	03/13/2020	VALIC %CHASE BANK OF TEXAS	82,611.06
803539206	03/27/2020	VALIC %CHASE BANK OF TEXAS	85,237.39
804451866	03/24/2020	BANK OF AMERICA	56,596.41
813071524	03/27/2020	MASS MUTUAL FINANCIAL GROUP	3,334.06
813192618	03/13/2020	MASS MUTUAL FINANCIAL GROUP	3,280.37
813259251	03/17/2020	INTERNAL REVENUE SERVICE-EFTPS	408.81
813580381	03/02/2020	BANK OF AMERICA	31.48



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Page 5 of 5

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813580385	03/02/2020	BANK OF AMERICA	1,522.65
813580386	03/02/2020	BANK OF AMERICA	1,112.14
817241600	03/13/2020	OREGON DEPARTMENT OF REVENUE	50,292.10
830366464	03/27/2020	OREGON DEPARTMENT OF REVENUE	50,904.63
833989862	03/13/2020	INTERNAL REVENUE SERVICE-EFTPS	188,152.97
839002368	03/14/2020	OREGON DEPARTMENT OF REVENUE	12.85
844424715	03/14/2020	INTERNAL REVENUE SERVICE-EFTPS	59.92
854407851	03/27/2020	OREGON DEPARTMENT OF JUSTICE	2,148.50
855660702	03/13/2020	OREGON DEPARTMENT OF JUSTICE	1,949.50
862538295	03/27/2020	INTERNAL REVENUE SERVICE-EFTPS	196,474.39
891169024	03/17/2020	OREGON DEPARTMENT OF REVENUE	97.13
227 Checks			\$9,931,098.74

LANE TRANSIT DISTRICT
February 2020 Performance Report

Performance Measure	Current Month	Prior Year's Month	% Change	Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change
Fixed Route Service									
Passenger Boardings	858,616	721,924	+ 18.9%	6,656,111	6,456,206	+ 3.1%	10,123,676	10,048,737	+ 0.7%
Mobility Assisted Riders	13,141	9,057	+ 45.1%	105,512	105,275	+ 0.2%	155,732	158,399	- 1.7%
<u>Average Passenger Boardings:</u>									
Weekday	35,925	35,439	+ 1.4%	32,991	32,637	+ 1.1%	33,397	33,532	- 0.4%
Saturday	17,982	16,206	+ 11.0%	18,023	17,944	+ 0.4%	18,056	18,251	- 1.1%
Sunday	12,636	12,825	- 1.5%	11,825	11,733	+ 0.8%	11,860	11,822	+ 0.3%
Monthly Revenue Hours	23,120	19,477	+ 18.7%	191,577	188,964	+ 1.4%	286,448	289,502	- 1.1%
Boardings Per Revenue Hour	37.1	37.1	+ 0.2%	34.74	34.17	+ 1.7%	35.34	34.71	+ 1.8%
Weekly Revenue Hours	5,581	5,050	+ 10.5%	5,541	5,504	+ 0.7%	5,508	5,592	- 1.5%
Weekdays	20	16		169	165		254	251	
Saturdays	5	4		36	36		54	54	
Sundays	4	7		37	39		56	57	

Passenger Revenues & Sales

Passenger revenues will be presented in the finance report.

Fleet Services

Fleet Miles	320,497	274,936	+ 16.6%	2,611,836	2,595,993	+ 0.6%	3,912,355	3,991,877	- 2.0%
Average Passenger Boardings/Mile	2.68	2.63	+ 2.0%	2.55	2.49	+ 2.5%	2.59	2.52	+ 2.8%
Fuel Cost	\$152,470	\$137,409	+ 11.0%	\$1,428,809	\$1,515,756	- 5.7%	\$2,169,407	\$2,368,776	- 8.4%
Fuel Cost Per Mile	\$0.476	\$0.500	- 4.8%	\$0.547	\$0.584	- 6.3%	\$0.555	\$0.593	- 6.6%
Repair Costs	\$305,631	\$296,875	+ 2.9%	\$2,557,580	\$2,371,152	+ 7.9%	\$3,738,788	\$3,849,553	- 2.9%
Total Repair Cost Per Mile	\$0.954	\$1.080	- 11.7%	\$0.979	\$0.913	+ 7.2%	\$0.956	\$0.964	- 0.9%
Preventive Maintenance Costs	\$40,738	\$36,074	+ 12.9%	\$295,264	\$296,051	- 0.3%	\$433,645	\$465,162	- 6.8%
Total PM Cost Per Mile	\$0.127	\$0.131	- 3.1%	\$0.113	\$0.114	- 0.9%	\$0.111	\$0.117	- 4.9%
Mechanical Road Calls	#VALUE!	31	#VALUE!	196	293	- 33.1%	321	465	- 31.0%
Miles/Mech. Road Call	#DIV/0!	8,869	#DIV/0!	13,326	8,860	+ 50.4%	12,188	8,585	+ 42.0%

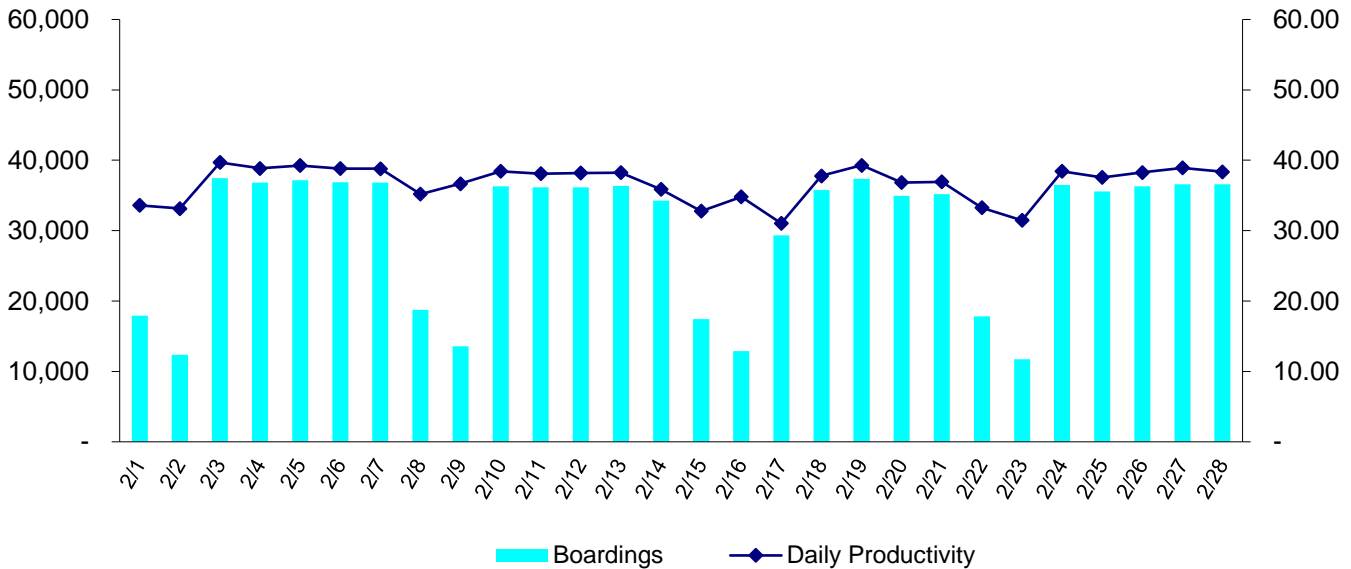
*Mechanical road calls data not available at time of report

Medical Transportation Management

MTM Rides	12,858	10,663	+ 20.6%	103,124	103,348	- 0.2%	160,012	157,924	+ 1.3%
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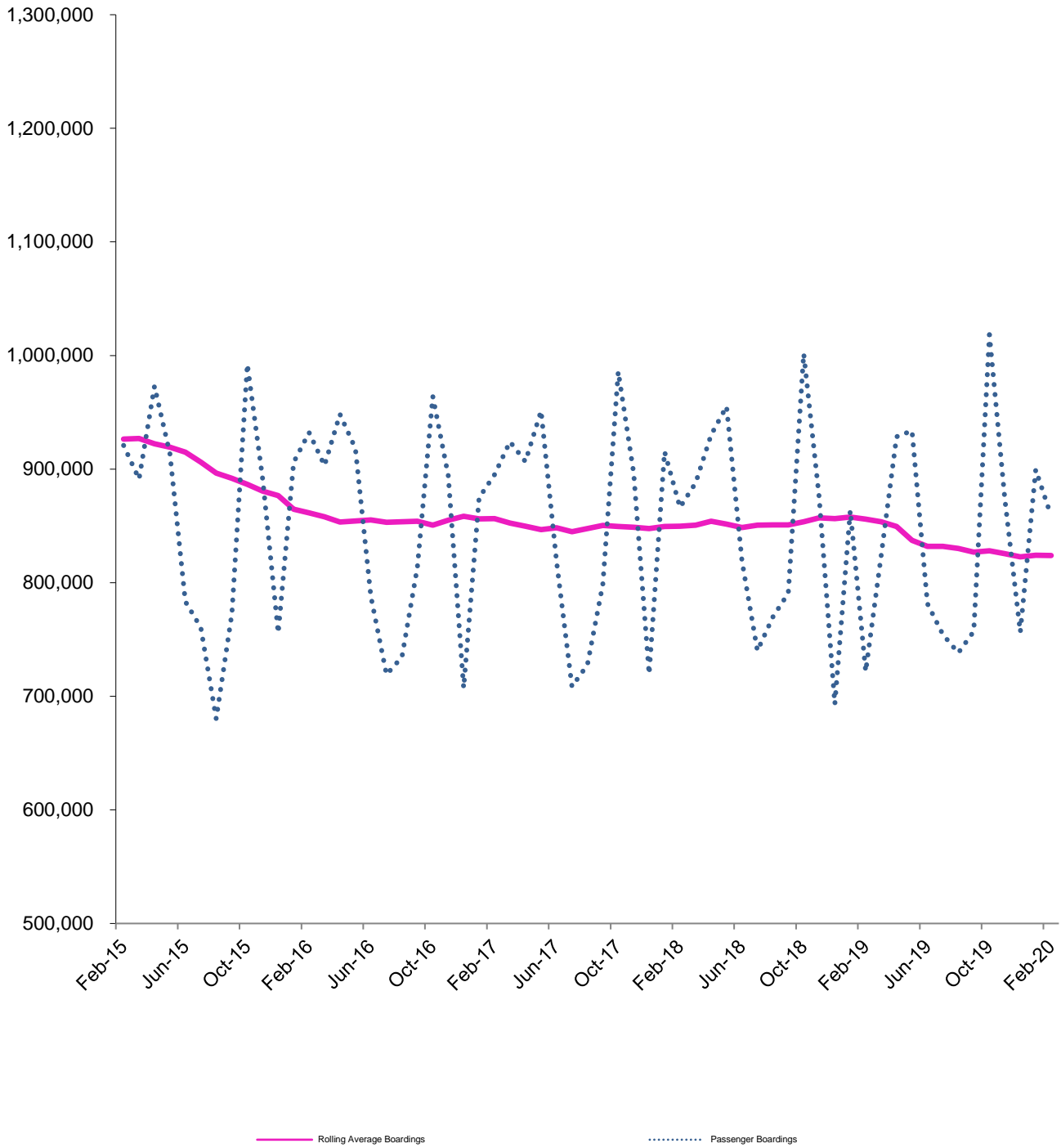
Daily Ridership Recap February 2020

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
2/1/2020	Saturday	Saturday	17,904	415	533	33.59
2/2/2020	Sunday	Sunday	12,361	316	373	33.14
2/3/2020	Monday	Weekday	37,458	551	944	39.68
2/4/2020	Tuesday	Weekday	36,823	708	948	38.84
2/5/2020	Wednesday	Weekday	37,149	605	946	39.27
2/6/2020	Thursday	Weekday	36,855	442	949	38.84
2/7/2020	Friday	Weekday	36,821	491	949	38.80
2/8/2020	Saturday	Saturday	18,756	433	533	35.19
2/9/2020	Sunday	Sunday	13,566	279	370	36.66
2/10/2020	Monday	Weekday	36,318	476	945	38.43
2/11/2020	Tuesday	Weekday	36,166	624	949	38.11
2/12/2020	Wednesday	Weekday	36,163	637	947	38.19
2/13/2020	Thursday	Weekday	36,365	523	951	38.24
2/14/2020	Friday	Weekday	34,248	452	955	35.86
2/15/2020	Saturday	Saturday	17,443	205	532	32.79
2/16/2020	Sunday	Sunday	12,912	181	371	34.80
2/17/2020	Monday	Weekday	29,335	419	945	31.04
2/18/2020	Tuesday	Weekday	35,743	497	946	37.78
2/19/2020	Wednesday	Weekday	37,350	450	951	39.27
2/20/2020	Thursday	Weekday	34,931	428	948	36.85
2/21/2020	Friday	Weekday	35,190	413	953	36.93
2/22/2020	Saturday	Saturday	17,823	418	536	33.25
2/23/2020	Sunday	Sunday	11,706	275	372	31.47
2/24/2020	Monday	Weekday	36,486	461	949	38.45
2/25/2020	Tuesday	Weekday	35,593	578	948	37.55
2/26/2020	Wednesday	Weekday	36,308	532	949	38.26
2/27/2020	Thursday	Weekday	36,608	391	941	38.90
2/28/2020	Friday	Weekday	36,591	581	954	38.36
2/29/2020	Saturday	Saturday	17,544	360	533	32.92
Total			858,516	13,141	23,120	37.13



LANE TRANSIT DISTRICT

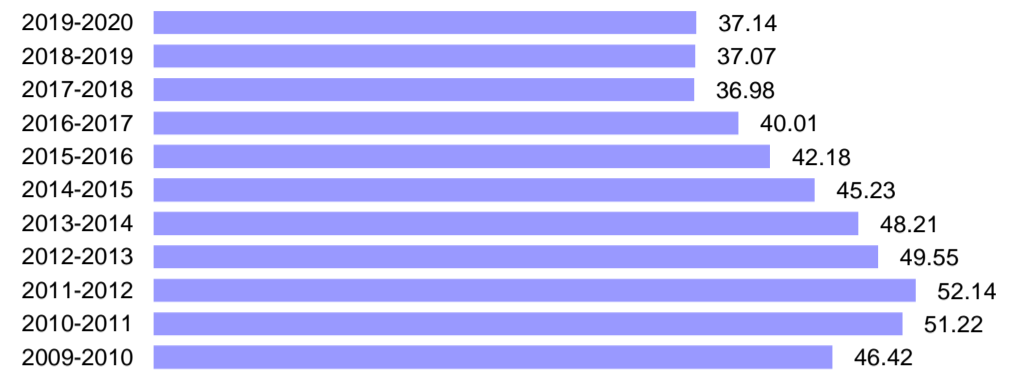
Five Year History of Passenger Boardings



February Revenue Hours



February Passenger Boardings per Revenue Hour



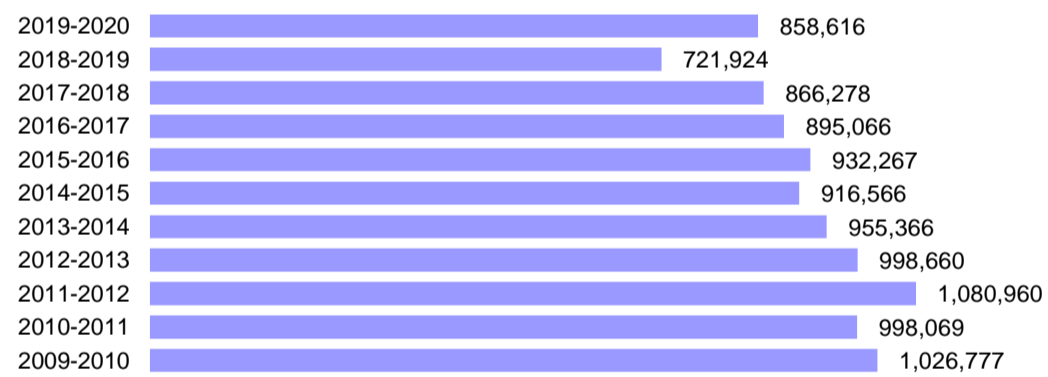
February Fleet Miles



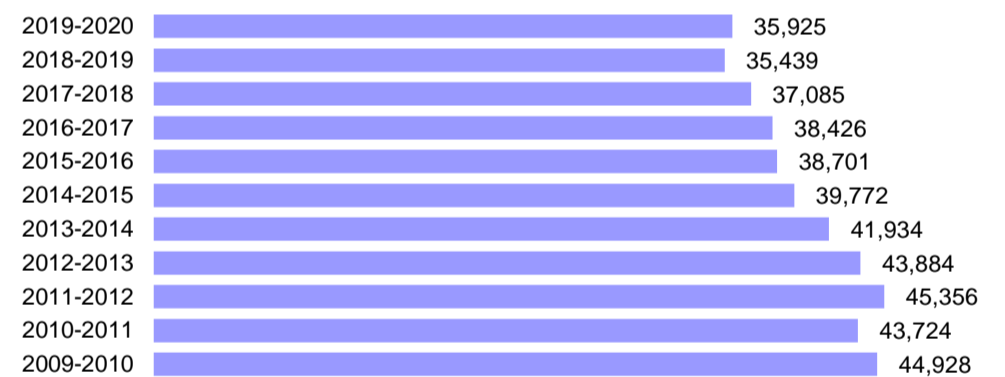
February Passenger Boardings per Mile



February Passenger Boardings



February Average Weekday Passenger Boardings





OFFICE OF THE GENERAL MANAGER

Aurora Jackson, General Manager

EXECUTIVE OFFICE

There is no report this month.

MARKETING AND COMMUNICATIONS

Charlie Clarke, Marketing and Communications Manager

There is no report this month.

PLANNING AND DEVELOPMENT

Tom Schwetz, Director of Planning and development

There is no report this month.

SERVICE DELIVERY & ADMINISTRATION

Mark Johnson, Assistant General Manager

FINANCE

Christina Shew, Director of Finance

There is no report this month.

BUSINESS SERVICES

Collina Beard, Director of Business Services

There is no report this month.

INFORMATION TECHNOLOGY

Robin Mayall, Director of Information Technology & Strategic Innovation

There is no report this month.

HUMAN RESOURCES

David Collier, Director of Human Resources & Risk Management

There is no report this month.

ACCESSIBLE AND CUSTOMER SERVICE*Cosette Rees, Director of Customer & Specialized Services***Point2point (P2p)***Theresa Brand, Transportation Options Manager***General Updates:**

- Staff are busy responding to the challenging times with responding to program changes and in some cases cancelations or delays of scheduled events.
- Staff are using some of their limited time to research national best practices for their program areas and will be developing a plan for the resumption of outreach and program services when that occurs in the future. Specific examples of this are in the Employer, Vanpool, and Outreach events areas.
- Staff are consulting with statewide partners to share resources and ideas for the above.

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 March included: 10 social media posts and one paid ad encouraging the use of transportation options during construction, preparation and delivery of customizable resource packets for 13 residents and employees in affected areas, and a presentation to 25 residents at the Flint Ridge Homeowners Association meeting. Staff also put in place a Eugene/Springfield-wide contest to encourage non-drive-alone commute trips for 3 weeks in March. Participation will be reported next month once the contest has concluded.
- 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 4 receiving consultation by a Eugene-Springfield Safe Routes to School representative and an additional 7 receiving an order form for additional resources (SRTS+ Package). To date the 4 schools have received a consultation and the remaining 7 schools have been sent the resource order form. 5 of the 11 schools contacted requested additional resources, but most deliveries have been delayed since schools are currently closed. The Point2point Schools Coordinator will continue to work in conjunction with the I-105 Congestion Mitigation project team to provide schools support once schools are back in session.

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 159 members at the end of March, which includes both those added automatically using a new geo-fencing feature and those who opted-in.
- In March, staff continued to deliver customized transportation options resource packets to the JWN – 69 since the start of the campaign.
- Plans for further outreach to the JWN, FWN, WEC, and employers along the West Eugene EmX Corridor are currently being re-evaluated in light of rent events, but will continue in some form over the next three months.

Gateway Outreach:

Point2point staff have been planning to lead an outreach effort to multifamily housing units in the Gateway area, April through the end of June of 2020, to encourage the use of transportation options and to highlight LTD's recently reconnected "one seat ride" service that positively affects Springfield EmX.

Originally this outreach was going to focus on apartments and mobile homes in the Gateway Area, including both the Patrician Mobile Home Park and the Monta Loma Park, and would consist of offering customizable transportation resource packets to eligible residents and holding outreach events to promote transportation options. However, the planned approach and timeline are being re-evaluated given the advice of public health authorities regarding COVID-19. If we move ahead with the current timeline, there would be no in-person events. Furthermore, although Point2point does currently have a protocol in place for hand sanitizing and social distancing when both assembling and delivering packets, we may decide to delay this part of the outreach as well.

Get There:

March

Measure	Current Month	Prior Year's Month	Current YTD	Previous YTD
New Users	26	8	759	489
Total Users	1,145	5,569	1,145	5,569
Non SOV Miles Reported	11,209	8,273	224,886	368,779
Non SOV Trips Reported	740	443	20,392	31,325
CO2 Savings (pounds)	6,982	6,457	128,449	272,992

Vanpool:

- Due to the COVID-19 Coronavirus pandemic, Valley Vanpool worked together with *Commute with Enterprise* on solutions for vanpools. Vanpoolers that are no longer operating due to shelter in place requirements and teleworking, are provided the opportunity to “park” their vans with no financial liability to the vanpool. Vanpool groups that are still operating, but have lost riders can be provided with an ad hoc seat subsidy to get them through the period.
- Valley Vanpool has had nine vanpools park during this crisis, with three of those vanpools providing service in the Lane Transit District service area.

Statistics for February 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	140	136	153	141
Utilization Rate	54%	<i>not tracked</i>	55%	<i>not tracked</i>
Passenger Boardings	3,181	2,960	28,106	26,497
Total Passenger Miles	170,527	167,786	1,514,241	1,497,440
VMR (Vehicle Miles Reduced)	1,229,601	127,517	1,150,823	1,138,054
CO2 Reduced	103,680	102,014	920,659	910,444

Business Commute Challenge (BCC):

The 2020 BCC has been canceled to do the COVID-19 pandemic.

School Programs – SRTS Outreach Programs:

- The Schools Walk+Roll Events Schedule has been put on hold until further notice following the Covid-19 public health situation. All three school districts have closed and the Bethel and Springfield SRTS Coordinators are under a directive not to work. 4J SRTS is still active as of 3/25/2019.

- The Regional SRTS Coordinator has completed the IGA process for two new Bike and Pedestrian Safety IGAs with Willamalane Parks and Recreation District and Eugene River House.
- The Regional SRS Coordinator is working with the Schools Program Assistants to conduct a data cleaning effort, a website overhaul and the continuation of the SRTS Equity Policy project.

Outreach & Education:

Point2point Staff conducted outreach and shared transportation information at the following community event:

Date	Event	# of Participants
3/10/2020	Flint Ridge HOA	25
3/10/2020	Songbrook Community MHP	35
Total		60

FACILITIES

Joe McCormack, Director of Facilities

There is no report this month.

MAINTENANCE

Matt Imlach, Director of Maintenance

There is no report this month.

TRANSIT OPERATIONS

Jake McCallum, Director of Operations

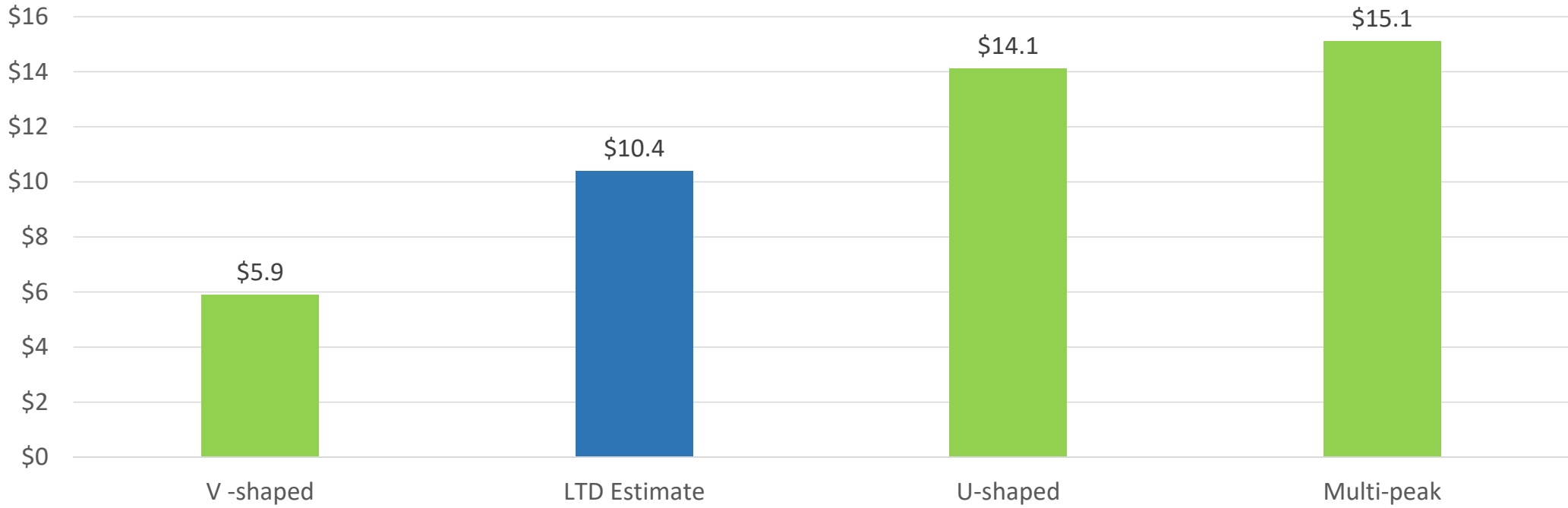
There is no report this month.

Public Safety & System Security

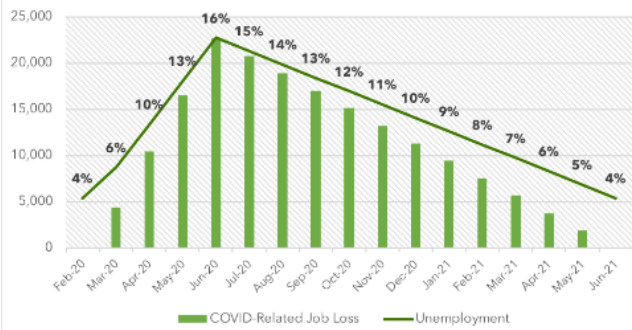
Frank Wilson, Public Safety & System Security Manager

There is no report this month.

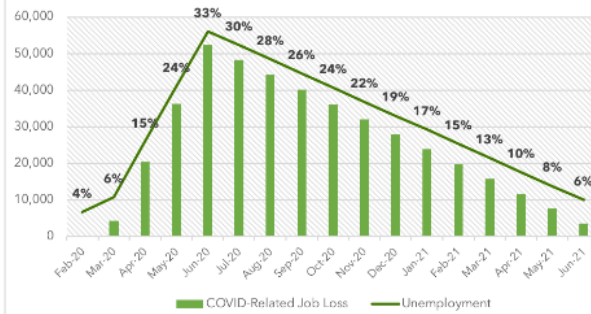
FY19 -FY21 Payroll-type tax estimate



Scenario A: Unemployment by Month



Scenario B: Unemployment by Month



Scenario C: Unemployment by Month

