



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

Wednesday, December 18, 2019
4:00 – 5:00 p.m.

**Northwest Christian University
Burke-Griffeth Hall
875 12th Avenue, Eugene**

AGENDA

<u>Time</u>	<u>ITEM</u>	<u>Page</u>
4:00 p.m.	I. CALL TO ORDER	
4:01 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	
4:02 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>	
4:04 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>	
4:06 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>	
4:08 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>	
4:10 p.m.	VII. EMPLOYEE OF THE MONTH - JANUARY	4
4:15 p.m.	VIII. AUDIENCE PARTICIPATION <ul style="list-style-type: none"> ◆ <i>Public Comment Note: This part of the agenda is reserved for members of the public to address the Board on any issue. The person speaking is requested to sign-in on the audience participation form. When your name is called, please step up to the podium and state your name, city of residence, and who you are representing for the audio record. If you are unable to utilize the podium, you may address the Board from your seat.</i> ◆ <i>Community member testimony is limited to three (3) minutes.</i> 	
	IX. PUBLIC HEARING: NONE	
4:20 p.m.	X. BOARD MEMBER REPORTS <i>This report provides an overview of the topics that have been covered at all Board subcommittees, Community Advisory Committees, and local governmental and stakeholder committees that Directors have attended since the previous months Board meeting. Directors also provide more in-depth verbal updates.</i>	5

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	XI. ITEMS FOR ACTION	
4:25 p.m.	A. CONSENT CALENDAR: Action Needed: Approval 1. Minutes from the November 20, 2019, Regular Board Meeting 2. Delegated Authority Report – NOVEMBER 3. Contract # 2018-92: TransLoc, Inc. 4. Budget Committee Member Nomination	7
4:30 p.m.	B. BOARD MEMBER EXPENSE REPORT – KATE REID: <i>Materials Included</i> [Enter Presenter(s)] Action Needed: Approval	27
	XII. ITEMS FOR INFORMATION/DISCUSSION	
4:35 p.m.	A. MOBILITY ON DEMAND UPDATE: <i>Materials Included</i> [John Ahlen] Action Needed: None. Information Only <i>Staff will provide an update on the Cottage Grove and downtown Eugene Mobility on Demand pilot programs.</i>	30
4:50 p.m.	B. TRANSIT TOMORROW UPDATE: <i>Materials Included</i> [Cosette Rees] Action Needed: None. Information Only <i>Staff will provide an update on the Transit Tomorrow implementation plan timeline.</i>	32
	XIII. WRITTEN REPORTS – RESPOND IF QUESTIONS	
	A. MONTHLY FINANCIAL REPORT - OCTOBER [Christina Shew] <i>Attached is the Year-to-Date Financial Report. Financial reports are considered a draft until the conclusion of the fiscal year and completion of the Comprehensive Annual Financial Report.</i>	33
	B. MONTHLY CASH DISBURSEMENTS - NOVEMBER [Christina Shew] <i>This report is provided in response to the Board's request to implement financial practices consistent with other public entities. This report provides a complete listing of all non-payroll disbursements for the current month.</i>	38
	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>	43

<u>Time</u>		<u>Page</u>
	D. MONTHLY PERFORMANCE REPORTS - OCTOBER [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>	63
	E. MONTHLY DEPARTMENT REPORTS – DECEMBER [Aurora Jackson] <i>Monthly department activity reports, and reports throughout the District, are provided for the Board's information.</i>	67
	F. BOARD ANNUAL WORKING AGENDA <i>Attached is a calendar of Action or Information items that will be included on the agenda for future Board meetings.</i>	70

5:00 p.m. XIV. ADJOURNMENT

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



AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 2019
ITEM TITLE: JANUARY 2020 EMPLOYEE OF THE MONTH
PRESENTER: Cosette Rees, Director of Customer and Specialized Services

BACKGROUND: Elyce Embery has been selected to receive the January 2020 Employee of the Month (EOM) award. Elyce was hired as a Customer Service Representative February 2017; and since that time, has received the Work Together award.

Elyce was selected to receive EOM for providing exemplary customer service. Specifically, she assisted a customer with her TouchPass activation and also with the TransLoc app so the customer could use the new EmGo service. The customer summed it up well:

“Elyce is so patient, friendly, kind and helpful. She set up my new honored guest “tap card” to help make my bus boarding easier and faster for me and my driver. I use Lane Transit District buses almost every day. I love how accommodating and welcoming your crew/staff are. Elyce also got me signed up on the TransLoc app to take advantage of the new EmGo transport. Terrific! So happy to have been served by Elyce. A perfect representative of excellent service!”

When asked to comment on Elyce’ selection as EOM, Cosette Rees, Director of Specialize Services said:

“Elyce consistently provides excellent customer service, and I am thrilled she is receiving this recognition. This is only one isolated example of Elyce’s true dedication to serving the District and our customers by providing thorough and excellent customer service. Elyce is a problem solver. She works to get the best options for our customers, and has also been very helpful toward improving processes internally to better serve our customers.”

AWARD: Elyce will attend the December Board meeting to be introduced to the Board and to receive her award.



AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 2019

ITEM TITLE: BOARD MEMBER REPORTS

PREPARED BY: Camille Gandolfi, Clerk of the Board

ACTION REQUESTED: None. Information Only

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

The following activities have occurred since the last Board meeting:

MEETINGS HELD:

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

1. **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 December 5 meeting, committee members reviewed the CLMPO certification; discussed the Oregon Transportation Commission annual workshop; and received a Regional Transportation Plan update.
2. **LTD Board Finance Committee:** The Board Finance Committee is composed of Board Members Carl Yeh, Emily Secord, and Joshua Skov. The committee meetings are scheduled for the second Monday of each month. At the July 8 meeting, committee members reviewed contracts to be presented to the Board for approval.
3. **Lane Area Commission on Transportation (LaneACT):** In 2009 the Oregon State Legislature directed Lane County to develop an Area Commission on Transportation (ACT). Commission membership includes representatives from Lane County, cities within the county, LCOG, and LTD, and meets on the second Wednesday of the month. Board Member Don Nordin serves as LTD's representative. At the December 11 meeting, committee members discussed and approved the protocol for selecting alternates for designated and other stakeholders; received an update on the Chair and Vice-Chair Nominating committee; discussed the trucking representative recruitment; discussed the OTC workshop preparation; and discussed the LaneACT Visioning and ODOT Area Strategy Pilot.
4. **Ad Hoc Sustainability Committee:** This is an ad hoc committee that has been created for the purpose of reviewing the District's sustainability Policies. The committee is composed of Board members Kate Reid, Joshua Skov, and Don Nordin. At the December 12 meeting, committee members reviewed and discussed sustainability plan and policy information.
5. **LCOG Board of Directors:** LTD Board Member Don Nordin represents LTD on the LCOG Board of Directors as a non-voting member; Board Member Caitlin Vargas is the alternate. At the December 12 meeting, board members received presentations on the FY 19 financial statements audit report and the FY 19 S&DS Information and Assistance report; discussed the ratification and election of executive committee members; and received reports from the Executive Committee and Advisory Council.

NO MEETINGS HELD:

1. **Strategic Planning Committee (SPC):** This committee generally meets monthly and is composed of Board Members Carl Yeh and Emily Secord, members of local units of government, and community representatives. The July 2 meeting was canceled. The December 3 meeting was canceled. The next meeting is scheduled for January 7.

2. **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 January 24.
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 next meeting is scheduled for April 8, 2020.
4. **LTD Pension Trust Committee**: LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. The pension trustees generally meet three times a year, and Board Member Steven Yett serves as one of the trustees. The next meeting has not been scheduled.
5. **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 December 2 meeting was canceled. The next meeting has not been scheduled.
6. **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.
7. **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.
8. **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. The next meeting has not been scheduled.
9. **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.
10. **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.
11. **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.
12. **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: December 18, 2019
ITEM TITLE: CONSENT CALENDAR
PREPARED BY: Camille Gandolfi, Clerk of the Board
ACTION REQUESTED: Adoption

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

The Consent Calendar for December 18, 2019, consists of:

- Approval of the Minutes of the November 20, 2019, Regular Board Meeting
- Approval of Delegated Authority Report - NOVEMBER
- Approval of Contract No. 2018-92: TransLoc, Inc.
- Approval of Budget Committee Member Nomination

ATTACHMENT:

- 1) Minutes of the November 20, 2019, Regular Board Meeting
- 2) Delegated Authority Report - NOVEMBER
- 3) Contract No. 2018-92: TransLoc, Inc.
- 4) Budget Committee Member Nomination

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-12-18-067; It is hereby resolved that the Consent Calendar for December 18, 2019, is approved as presented [amended].

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, November 20, 2019

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

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

Absent: Emily Secord

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 — Ms. Jackson noted that a booklet produced by the American Public Transportation Association (APTA) and National Association of Realtors had been distributed to Board members and featured an article about EmX property values. She announced she had been appointed to the American Public Transportation Foundation board of directors.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — None

BOARD CALENDAR — Ms. Jackson reviewed upcoming events on the Board's calendar, noting that the Board's strategic planning retreat was scheduled for December 18, 2019.

EMPLOYEE OF THE MONTH – OCTOBER — The Board recognized Bus Operator Stacy Bloom as the December 2019 Employee of the Month. Mr. Yeh presented Ms. Bloom with her award and thanked her for her outstanding service and dedication to LTD's mission. Ms. Bloom thanked the Board for her award.

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

Webb Sussman, Eugene, asked that LTD place a link to the APTA publication on its website. He said LTD still had a failure to communicate issue. At a recent meeting related to a City of Eugene project he saw the same issues he had brought to the Board's attention previously regarding the Willamette Street project: little LTD presence at the meeting, proposed infrastructure and project design that did not incorporate pullouts for buses or facilitate transit operations, and proposed

infrastructure changes that could restrict the equipment LTD could safely operate in the project areas. He urged LTD Board members to attend some of the project meetings that could affect transit operations and better coordinate the messages of transit riders and advocates.

Mr. Sussman said taxes were recently increased to provide additional funding for LTD and at the same time Transit Tomorrow was proposing a system that created transit deserts in sections of the metro area, reducing service to people with disabilities, minorities and the elderly. He said it was not clear in the reports and process that this would impact line haul service, not transit service as a whole. He said LTD needed to make it easier for the areas losing service to receive alternative transportation service. He said LTD should also use the same software, either TouchPass or TransLoc, for both the line haul and pilot projects to reduce rider confusion.

Jess Roshack, Eugene, encouraged Board members to continue to represent their respective districts and felt the southeast, southwest and south Eugene regions had been underrepresented in the Transit Tomorrow process. She had heard only negative feedback about Transit Tomorrow process and plans from people who felt it would make their lives more difficult. Regarding the #28 route with a rerouted #20 would gravely impact the area for many. She noted the #28 route was usually full and neighbors had organized their lives around its schedule. The route should be improved to provide even more service to people along the route. She noted that Transit Tomorrow calculations indicated that about 19,000 people currently served by transit would lose that public transportation option for the greater benefit of the community. She asked the Board to consider its goal of maximizing the public good by making some compromises that don't leave 19,000 people without the option of transit, and rescind its deadline of February 19, 2020, for the final vote on Transit Tomorrow and instead begin developing a second, more thoughtful draft of proposed routes. She submitted petitions signed by more than 600 south Eugene residents.

Laura Romeyn, Eugene, spoke for residents on the outer edges of areas that would be affected by upcoming changes. She lived on the #24 route and the closest proposed stop would be 1.2 miles down the hill for a 2.4 mile round trip. She depended on the bus to stretch her budget and as a former high school teacher she was concerned about the young men and women without cars for whom getting to school would be much more difficult, especially in bad weather. She said a 2.4 mile round trip would be difficult for seniors to make on foot and she would be forced to drive her car and add pollution and gas consumption to the destruction of the planet and its ecosystem. She felt the Transit Tomorrow plan was destructive and unfair and encouraged creative solutions for those living in areas that would be impacted.

Lucy Bambrey, Eugene, stated she had attended a November 5 presentation on Transit Tomorrow and questioned how changes to the #28 route, which was the most productive, had been determined to have a miniscule impact on boardings according to the charts used. She was concerned that the calculations were inaccurate. She said the counts and times of day for boardings did not seem to be complete. Riders were not asked how far they walked or rode a bike to their current bus stop and if changes were implemented how much further would they need to travel to get to a new stop. If people had to walk farther to catch a bus LTD would lose ridership. She stressed that the bus was a safe way for students to get to school.

Marianne Nolte, representing Better Eugene-Springfield Transportation (BEST), said she attended a meeting of Southeast Neighbors and was impressed by the attendance and thoughtful comments. She said people valued and support their transit service and LTD should be working with them in order to provide better transit. BEST recommended that LTD engage groups like Southeast Neighbors and work with partners to make current service even better. BEST also recommended that LTD fully communicate changes in service to riders and the community at large. People needed to know why Transit Tomorrow was being considered and the potential benefits it might have.

Terry Parker, Eugene, said she was the retired former Accessible Services Manager for LTD and understood what LTD was going through. People were afraid of losing service, particularly seniors and those with disabilities. She agreed that climate change was an extreme challenge to everyone and the City of Eugene's Climate Action Plan depended on large stakeholders like LTD to reduce carbon emissions. She was aware that many of the Transit Tomorrow discussions addressed frequency and getting people out of their cars in order to reduce emissions and drastic moves were needed to deal with the impacts of climate change. She urged LTD to clearly communicate what was at stake and work with neighborhood groups, including discussing mitigations ideas like mobility on demand. She felt LTD was on a bold and important direction in the community and encouraged the District to stay the course and provide the community with all the information it needed.

Rachel Anderson, Eugene, stated she lived in the southeast neighborhood and she was aware of Transit Tomorrow plans. She presented a poster designed by her children asking LTD not to leave the neighborhood stranded. She urged the Board to engage the riders and transit advocates in the neighborhood who cared about LTD and wanted it to be a successful, vibrant system that connected people throughout the region. She thanked the Board for allowing people to come talk to them about transit concerns, but said many riders were uninformed about Transit Tomorrow and encouraged LTD to reach out to them.

Wayne Burgess, Eugene, spoke to route #55. He said the route was critical to people in his Santa Clara neighborhood and some families were dependent on the bus for their livelihood. His children took the bus to and from school and older special needs children were dependent on the #55 for their daily routines and access to services. He said the route was essential for many families in the area, particularly the under privileged, and elimination of the line would hurt them by limiting access to jobs and education. He hoped that LTD could come up with a better long-term solution and when making business decisions, consider who transit served and would be impacted. He asked that the #55 bus service be retained.

Jeff Nelson, Eugene, thanked the Board and LTD staff for the service LTD provided to the community. He also thanked LTD for route #27 that his son had used to attend high school, but his daughter would not be able to enjoy that service if the route was eliminated under the Transit Tomorrow plan. He urged the Board to consider whether it was creating a loss of riders in future generations.

Ben Hallert, Springfield, said LTD was a thread that helped hold the community together. Those in attendance at the meeting had benefited from that service and the opportunities it provided to be active in the community. He said increasing bus frequency for some was at the cost of leaving many others without access. He said as Transit Tomorrow was being described it meant people were paying more and getting less; how in good faith could convenience for few at the cost of some of the most vulnerable members of the community be justified. He urged the Board to listen to those speaking at the meeting.

Carolyn James, Eugene, thanked LTD for the student pass program. She said her grandson rode the #51 and #52 buses to North High School and the service had been a lifesaver for her family.

Mr. Yeh thanked those who spoke for taking time out of their day to make their concerns heard.

Ms. Jackson clarified that the LTD Board had only directed staff to analyze the proposed network plan; it had not been approved for implementation. The plan had just been completed and was being presented to the Board for the first time. The Board would ultimately make a decision on the future of the transit network with public input. The information that the plan had been adopted and was going to be implemented was erroneous.

Ms. Reid added that all Board meetings were open to the public. She welcomed the attendance of members of the public and receiving their input.

BOARD MEMBER REPORTS — Mr. Nordin reported that the LaneACT (Area Commission on Transportation) had decided to partner with the Oregon Department of Transportation (ODOT) to conduct a pilot project to develop area strategy guidelines. He said that could lead to opportunities to work with ODOT to direct funds to the area faster.

Director of Planning and Development Tom Schwetz added that the ODOT pilot would provide a systemic look at Lane County's transportation system needs and use that to improve discussions of funding priorities in the region. He said the pilot was being conducted with the LaneACT and one other ACT in the state.

ITEMS FOR ACTION AT THIS MEETING

MOTION **Consent Calendar** — Ms. Reid moved adoption of LTD Resolution No. 2019-11-20-060; It is hereby resolved that the Consent Calendar for November 20, 2019, is approved as presented. Mr. Nordin provided the second. The Consent Calendar consisted of the Minutes of the October 22, 2019, Special Board Meeting; Delegated Authority Report-October; Contract No. 2019-45: Harvey and Price Co.; and Contract No. 2019-95: PDS.

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

Board Member Expense Report - Don Nordin — Mr. Nordin recused himself due to a conflict of interest.

MOTION Mr. Skov moved adoption of LTD Resolution No. 2019-11-20-063: It is hereby resolved that the LTD Board of Directors approves the travel expenses reimbursement for Board member Don Nordin as presented. Mr. Yett provided the second.

VOTE The resolution was adopted as follows:
AYES: Reid, Skov, Vargas, Yeh, Yett (5)
NAYS: None
ABSTENTIONS: Nordin (1)
EXCUSED: Secord (1)

Board Member Expense Report - Carl Yeh — Mr. Yeh recused himself due to a conflict of interest.

MOTION Mr. Nordin moved adoption of LTD Resolution No. 2019-11-20-064: It is hereby resolved that the LTD Board of Directors approves the travel expenses reimbursement for Board member Carl Yeh as presented. Mr. Skov provided the second.

VOTE The resolution was adopted as follows:
AYES: Nordin, Reid, Skov, Vargas, Yett (5)
NAYS: None
ABSTENTIONS: Yeh (1)
EXCUSED: Secord (1)

Community Investment Plan — Director of Finance Christina Shew requested approval of the 2020-2029 Community Investment Plan (CIP). She said a draft of the CIP was published on September 22, 2019, for a 30-day comment period ending on October 22, 2019. She said no comments were received. The LTD Budget Committee met on October 2, 2019, and reviewed and approved the CIP, with the revision to extend the Point2point line item out to 2029. She said that change had been made in the final version being presented to the Board. The change added \$6 million out to 2029, with \$1.6 million Tier 2 and \$4.5 million Tier 3. She offered to give the full CIP presentation.

Mr. Yeh determined that the presentation had already been made to the Board and community members acting as the Budget Committee and another was not necessary.

Mr. Skov commented that safety commitments were not clear in the CIP and it would be helpful to identify those to the community in order to demonstrate LTD's actions on community priorities, including explaining how those might be informed by the Transit Tomorrow work being done.

Ms. Jackson explained that safety elements were embedded in individual projects and not identified separately, including the work by Transit Tomorrow consultants Jarrett Walker and Associates.

MOTION Mr. Skov moved adoption of LTD Resolution No. 2019-11-20-065: It is hereby resolved that the LTD Board of Directors approves the Fiscal Year 2020-2029 CIP as presented. Ms. Vargas provided the second.

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

Policy Update - Disadvantaged Business Enterprise (DBE) — Director of Business Services Collina Beard stated that LTD's DBE Policy and Program had been updated and asked the Board to approve the latest revision. She said the program was part of LTD's vision to create a sustainable and equitable community for business partners as well as riders. She described the background of LTD's DBE program, which was established in 1981 as a result of the District being a recipient of U. S. Department of Transportation funds. She explained the methodology used to establish new goals for the federal fiscal years 2020-2022, details of which were included in the agenda materials. She also described LTD's efforts to recruit DBEs when none existed. She said the new DBE goal for 2020-2022 for LTD's Federal Transit Administration assisted contracts was 2.9 percent and once approved by the Board, it would be submitted to the FTA for approval.

Mr. Nordin noted the list of contractors did not include any providers of alternative transportation modes that were emerging and with which DBEs might be involved, such as bicycles and micro-mobility. Ms. Beard said one of the updates to the policy expanded it to projects beyond those that were federally funded. Transportation Marketing and Outreach Director Theresa Brand said at this time transportation options purchases were limited to accessories, such as bike parking materials, rather than bikes or vehicles.

MOTION Ms. Reid moved adoption of LTD Resolution No. 2019-11-20-066: It is hereby resolved that the LTD Board of Directors approves/adopts the updated DBE Policy as presented. Ms. Vargas provided the second.

VOTE

The resolution was adopted as follows:

AYES: Nordin, Reid, Skov, Vargas, Yeh, Yett (6)

NAYS: None

ABSTENTIONS: None

EXCUSED: Secord (1)

ITEMS FOR INFORMATION/DISCUSSION

Transit Tomorrow Update — Ms. Jackson said the last system analysis was conducted 20 years ago and since then there had been many changes, but only about five percent growth. She described the Transit Tomorrow two-year planning and public engagement process focused on the metro area. The analysis looked at the tradeoffs between ridership and coverage. She said in August 2019 the LTD Board reviewed preliminary findings and directed staff to continue assessing a ridership network. She said the soonest the Board could make a final decision would be February 2020. The presentation would provide the Board with a first look at a proposed ridership network, along with details of potential route changes and data on the impacts on riders of increased frequency or loss of service in some areas. She said if a new network was approved, implementation would be phased beginning at the soonest in the fall of 2020 and concluding in the fall of 2021. That schedule could be adjusted if the Board directed.

Ms. Jackson said in the current network 17 percent of the service was 15 minutes or better; the proposed network would provide 15 minutes or better for 50 percent of the service, with expanded evening and weekend service. The current system provided 22 percent of residents' access to 10 and 15 minute service; the proposed network would provide that access to 57 percent, including a significant increase for minorities, low-income and senior residents. She used a series of route maps to illustrate system changes such as eliminated routes and stops, new stops and increased service and modifications to routes. She also provided average boardings per route and the impacts of the proposed network.

Ms. Jackson invited representatives of the Strategic Planning Committee (SPC) to provide feedback and recommendations from the committee on the proposed network, after which the Board would discuss the public feedback and data provided through Transit Tomorrow.

Leah Rausch, SPC vice chair, said the SPC was an advisory body to the Board composed of stakeholders and transit advocates and its purpose was to support the Board in its decisions. She said the committee had helped with critical discussions of Transit Tomorrow over the past two months and at its last meeting received a presentation on the impacts residents would experience from the proposed network, particularly loss of coverage. She said the presentation was not well suited to inform the public of the proposed network changes as Transit Tomorrow was part of a larger community effort to accomplish goals such as reducing emissions, providing more equitable access and encouraging transit-oriented development in the metro area. The SPC recommended LTD needed to focus some of its message on how and why Transit Tomorrow was connected to those larger goals. Public outreach should lead with the benefits of a high frequency, more convenient network and role LTD played in creating a more livable, equitable, sustainable and economically thriving community. She said the SPC supported the Board's goals for Transit Tomorrow and a high ridership model, but felt additional clarity was necessary to inform the committee's conversation and work moving forward. She said more clarity was also necessary about the amount of public engagement still to be done and how much flexibility in system design was still possible.

Amy Cabbage, SPC chair, provided the following recommendations from the committee's November 5, 2019, meeting:

1. SPC recommends postponing the launch of Transit Tomorrow service changes.
2. SPC recommends that LTD undertake a robust public education and engagement strategy for Transit Tomorrow.
 - a. Phase One: Allow plenty of time for public education and engagement aimed at building community support for change.
 - b. Phase Two: Once the LTD Board has approved a specific set of changes, allow sufficient time to educate the community about exactly what they can expect and when and what they will need to do differently.
3. SPC recommends that once Transit Tomorrow service changes begin, the changes take place as quickly as possible in order to avoid a long period of change and confusion.
4. SPC recommends that staff bring a revised Transit Tomorrow presentation and updates related to the public education and engagement strategy to SPC's December meeting, or as soon as they are ready. SPC members are willing to engage with staff outside of SPC meetings to support this effort.

Ms. Cabbage thanked the Board for the opportunity to speak and the work it did for Lane County. She said it would be helpful to have some guidance from the Board on the following Transit Tomorrow questions:

1. What is the public's role at this stage of Transit Tomorrow? Is it public education or engagement?
2. What is the Board's vision for SPC as an advisory body and how could it best support the Board's decisions moving forward.

Mr. Yeh noted that Ms. Cabbage and Ms. Rausch were volunteers from the community who served on the SPC with more than a dozen other people representing a wide range of community interests.

Development Planning Associate Andrew Martin clarified data contained in the tables of current ridership analysis and explained how the data was collected on boardings and riders within a quarter mile of stops.

Ms. Vargas asked if lessons had been learned from EmX projects that could apply to Transit Tomorrow. Ms. Jackson said both projects were based on the premise that frequency provided more access to more people in residential and employment areas.

Mr. Skov thanked the SPC for its feedback to the Board and staff for the detailed analysis of data. He noted that LTD had to work within a fixed budget and could not provide buses all of the time everywhere and therefore was attempting to make the best possible tradeoffs for people. He said he was concerned with the consolidation of routes #24 and #28 into #20 as the southern section of the route was a loop and therefore it felt as though many more people were being impacted. Ms. Jackson said staff performed a straight analysis and did not survey riders about their origins and destinations. Those were not known factors at this point.

Mr. Nordin asked if there had been any information developed on the Board's direction to allocate five percent of resources to micro-mobility. Ms. Jackson said at this point in the process only development of a proposed network was worked on. It would require clearer direction to perform a deeper analysis that included mitigation options for lost service.

Mr. Yeh said while the data explained why some of the changes being proposed, as did LTD's desire to contribute to the community's goals related to livability, climate change and equity. He also noted the change was not budget driven. It was an analysis of the available resources and redistribution of them in a way that was most beneficial for the entire community. He said the grid system would only work if the fleet was deployed for increased ridership. He asked staff to look at ways to mitigate the impact on people who would lose access to service.

Ms. Vargas asked why only people from the Southeast Neighbors area had come to the Board meeting to speak about Transit Tomorrow. Mr. Skov explained that the neighborhood association had distributed a note that misunderstood that the network was only being proposed at this point and people thought the plan had already been approved and adopted by the Board. He stressed the importance of making it clear to the community that no final decisions had been made.

Ms. Reid pointed out that the Transit Tomorrow process had been ongoing for two years and neighborhood associations were invited to early meetings. She said while values did not align with taking service away from people and making their lives more difficult, tradeoffs were necessary and often decisions about the future of transit were difficult and uncomfortable. She said she did not want the change to be a disaster for the community and hoped there would be an opportunity to reevaluate the deployment of coverage into frequency in a way that did not leave many without service. No final decisions had yet been made and people would still be engaged on how their neighborhood could be best served. She noted that LTD was still below its service level policy because over the years individual protests of changes had been responded to, creating a system for the few instead of the many. She said she looked forward to discussions with the community about achieving the best result.

Mr. Yett stated that the public needed to be better informed about Transit Tomorrow and LTD's job going forward was to explain exactly what the personal impact would be. He said presented data to the general public was not helpful; messaging should graphically represent what was happening in order to manage the narrative going forward.

Mr. Skov said that he agreed with remarks from other Board members. He supported the overarching goals of Transit Tomorrow and took them seriously. He said it was important to not only look at those losing service, but also the huge increases in those getting more frequent service and the rationale for more frequent service. He was still not confident that the tradeoffs were the right ones and needed more data before making a decision. He said the methodology should also be presented so it could be critiqued. He encouraged staff to do the following:

- Make details of the methodology very clear
- Provide a corridor by corridor rationale, not just the system rationale
- Listen to and learn from public engagement

Mr. Nordin commended Southeast Neighbors for their input to the Board. He said he was an advocate for rural transportation issues and was pleased with the mobility on demand pilot recently launched in Cottage Grove, as well as LTD's responding to the data that was being collected. There was still time to work with the community and opportunities to adjust plans and address concerns.

Assistant General Manager Service Delivery Mark Johnson asked the Board for direction on the proposed timeline. He said the Board's decision on Transit Tomorrow and implementation of changes could be delayed, with incremental changes analyzed before new ones were implemented. He said the District knew that an 80-85 percent ridership would be extreme and the Board could decide to move to that level incrementally, but would need to provide direction to staff so there was sufficient lead time.

Ms. Jackson said that Transit Tomorrow had been about tradeoffs, but not specifically tied to community values. That could be done at the Board's direction and would assist with messaging.

Mr. Yeh said Transit Tomorrow would have a negative impact in his access to transit by moving the stop further away. It was important to make riders feel their sacrifice contributed value to the community and the change was not being done for the convenience of LTD. He said extreme

changes were necessary to address issues of livability and climate change. It was also important to try to mitigate some route changes with small adjustment so people felt they had something rather than nothing.

Ms. Vargas said she was not certain of the implications of delaying implementation, but did agree with the SPC's recommendations. She said she saw the new network's benefit to many, especially low income families who needed access to jobs to escape poverty. She said she was in favor of the proposed network, but recognized it would inhibit the ability to build affordable housing in some areas that would not have coverage. She asked for more information on the consequences of delaying implementation. She suggested that the community comment form include an option to request contact for further discussion.

Mr. Johnson said while it was important to know the timeline, it was more important to make sure the right steps were being taken to get there. He said there were no implications for LTD if the timeline was extended as long as there was sufficient lead time for staff to accomplish all of the work needed to begin implementation.

In response to a question from Ms. Reid regarding Americans with Disabilities Act (ADA) service, Ms. Jackson explained that the Board could choose to expand paratransit services when coverage was lost in certain areas, but that would increase the cost of service.

Ms. Reid asked if the phased implementation plan included phased implementation of ridership percentages. Ms. Jackson said staff could design a system implementation plan that impacted fewer people and preserved some of the more productive routes if the Board wished. That would mean significant changes would not be implemented until February 2021 and only minor changes would occur prior to that. That should be done prior to presenting the plan for public comment.

Ms. Reid said she was uncertain about what advice to give staff with respect to changing a ridership network and delaying implementation. She suggested a phased implementation up to the current service policy level to understand the impact of changes. She said she was not attached to a specific outcome; rather changes should be what was best for the community as a whole.

Mr. Yett said he concurred that it was essential to have effective communication and engagement with the public and the Board should not be afraid to delay a final decision on a new network. He said he was eager to obtain much more input from the public.

Mr. Nordin asked if the Lane Council of Governments (LCOG) LinkLane project could backfill in areas where coverage was lost. Ms. Jackson explained the project was grant funded to provide rural community service and there would not be resources to backfill under a new LTD network. She said LTD was working with LCOG to provide seamless comprehensive transportation to the entire county.

Mr. Nordin commented that LTD would be abandoning some people who would lose transit access in areas where paratransit service was not available. Ms. Jackson said that was a decision for the Board.

Mr. Skov identified things that needed to be in place before moving forward with Transit Tomorrow:

- Provide a better explanation to the community, including clarity on methodology, maps, better materials for the public, and explanations of changes on a corridor by corridor basis
- Develop a clear public engagement plan
- Specify mitigation options to be considered where transit access would be lost

- Articulate values that were also considered, including equity, climate action, better connection with land use, access to jobs and service, overall inclusiveness in the community by removing transportation barriers to participation

Ms. Jackson said values could be attached to Transit Tomorrow efforts if there was Board consensus to include those in messaging. She asked if the Board wanted to retain the 82 percent ridership model and strengthen the communications plan.

Mr. Yeh called for another round of Board comments to answer those questions.

Mr. Skov said public input to date voiced strong support for a ridership-focused network and the Board based its direction on that. Subsequent direction from the Board should also be based on more public outreach. He said he wanted to continue with a ridership focused network, but could not assess the value of that network without a sense of the tradeoffs in each corridor.

Mr. Nordin stated that he preferred to stay with an 80 percent ridership network, but explore to a greater extent the alternative resources available. He said it was important to provide a transportation service so people would choose options other than single-occupancy vehicles.

Mr. Yeh said he supported an 80-85 percent high ridership network and did not favor a phased approach as it could potentially create inequity among neighborhoods by providing better access and more convenient service in some areas and not others. He said an improved communications plan should include the positive impact of transit on climate change.

Ms. Vargas said she was not comfortable giving an absolute statement without more forecasting and better understanding of the data and methodology used to obtain it.

Mr. Skov said his interest in having a corridor by corridor rationale was to help the community understand the other factors that influenced designs beyond simply ridership.

Ms. Reid stated that she wanted to see the models used to demonstrate what 82 percent ridership looked like in each corridor to engage people along those corridors and obtain their input in order to solidify the proposed network. She said solutions for those areas losing coverage should also be addressed.

Mr. Yett said LTD should be telling the community nothing and talking with them. He said he was not prepared to give direction to staff because Ms. Secord's voice was missing from the meeting and much better outreach to the public was needed to engage people and determine what they wanted. He did not have a personal preference on the nature of network changes. He stated that he wanted to do what the general public desired, but there was not enough information about that yet.

Mr. Skov said comments from Southeast Neighbors provided granular detail about how routes were valuable in people's lives; however, there were no comments that fit inside the goals of Transit Tomorrow. He said Transit Tomorrow needed to be explained in a way that people could understand including why LTD was considering changes. He said most people did not address the tradeoffs in Transit Tomorrow because they were not well informed about the rationale. He said he felt providing that rationale would result in much more constructive engagement.

Ms. Jackson said the Board's requests could be fulfilled, but not by September 2020. She recommended directing staff to return with a refined 70-85 percent ridership plan with a full engagement process. She recommended the Board establish a policy to conduct a comprehensive operation analysis of the system network every three years.

Mr. Yeh said that was acceptable to him.

Ms. Reid stressed the importance of clearly identifying any materials given to the public as a draft and not a final plan that would be implemented to assure people that LTD was ready to listen.

Mr. Yett said the holiday season was approaching, and making Board action in February was unfeasible, with April being the earliest some decision could be reached. He said he wanted to see a plan for strong public engagement.

Ms. Jackson said her goal was to bring something to the Board that it would be able to move forward with the community to demonstrate it had listened.

Mr. Skov asked for an estimated timeline going through to implementation at the December 2019 Board meeting.

Mobility On Demand Update — This item was postponed to a future meeting.

WRITTEN REPORTS

Monthly Financial Report - August — Due to time constraints, a memorandum highlighting information in the Finance Report would be sent to Board members.

Monthly Cash Disbursements - September — There were no questions.

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

Monthly Performance Reports - August — There were no questions.

Monthly Department Reports - October — Ms. Reid encouraged Board members to review the information provided by Ms. Shew about the Sustainable Cities Year program to construct a model with the Department of Revenue.

ADJOURNMENT — Mr. Yeh adjourned the meeting at 8:15 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Josh Skov
Board Secretary

Camille Gandolfi
Clerk of the Board

Date Approved: _____

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

DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	SIGNER	NOTES
11/11/2019	University of Oregon	UO SCYP - Task Order No. F1L - River Road Trans Hub	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. F2L - Operator and Capital Budget Assessment	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. F3L - LTD Program Evaluation	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. F4L - Adapative Reuse of Eugene Station	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. F5L - Mobillitie Tools & Strategies to Complement Transit	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. F6L - Sustainable Transportation	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. F7L - Re-Imagining River Rd Ecological Equity	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. F8L - LTD Stories	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. F9L - Design Thinking Studio	Master Agreement	Oct. 1, 2019 - June 30, 2020	NA		A.Jackson	Total Contract Value for SCYP is NTE \$125,000
11/18/2019	Lynx Group	Rider's Digest Printing Services	Service Agreement	Dec. 1, 2018 - Nov. 30, 2021	4-year base + two 2-year options	\$118,085.00	A.Jackson	
11/20/2019	Securance, LLC	LTD's IT Analysis	Service Agreement	Nov. 15, 2019 - Nov. 14, 2022	1-year base + two 1-year options	\$30,000.00	A.Jackson	
11/21/2019	Allies, LLC	Group Pass	Group Pass	Jan. 1, 2020 - ongoing	ongoing	NA	A.Jackson	
11/25/2019	AccessOne	Group Pass	Group Pass	Jan. 1, 2020 - ongoing	ongoing		A.Jackson	
11/25/2019	ALKO Hotels Management	Group Pass	Group Pass	Jan. 1, 2020 - ongoing	ongoing		A.Jackson	
11/25/2019	Acadience Learning, Inc.	Group Pass	Group Pass	Jan. 1, 2020 - ongoing	ongoing		A.Jackson	
11/25/2019	Analytical Laboratory Group, Inc.	Group Pass	Group Pass	Jan. 1, 2020 - ongoing	ongoing		A.Jackson	
11/25/2019	Capella Market	Group Pass	Group Pass	Jan. 1, 2020 - ongoing	ongoing		A.Jackson	



AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 2019

ITEM TITLE: CONTRACT NO. 2018-92: TRANSLOC, INC.

PREPARED BY: John Ahlen, Accessible Services Specialist

DIRECTOR: Cosette Rees, Director of Specialized Services

ACTION REQUESTED: Adoption

Please disclose any actual or potential conflict of interest.

PURPOSE: To authorize the general manager to execute an amended contract with TransLoc, Inc. for the purpose of maintaining the technology needs of the Mobility on Demand pilot program.

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: The Mobility on Demand pilot projects create new options for riders while encouraging ridesharing and independence for community members. The intention of our contractual agreement with TransLoc is to allow riders to book on-demand transit through a smartphone app, while efficiently dispatching resources according to a TransLoc algorithm.

FINANCIAL IMPACT/FUNDING SOURCE: The proposed contract amendment will amend the contracted not to exceed amount from \$25,000 to \$49,000. This includes the current base rate of \$25,000, adding a \$500 per vehicle per month cost for licensing and support for a maximum of 5 vehicles in simultaneous operation, up to a maximum of 12 additional months. This program is part of Mobility as a Service (Maas) #19-MOBSVC-0301021 in LTD's Community Investment Plan, which is a non-capital improvement project in the Specialized Service budget.

CONSIDERATIONS: LTD contracted with TransLoc, Inc. as a technology solution for mobility on demand. The current 12 month contract with TransLoc, Inc. is set to expire on January 13, 2020, which aligned with the original pilot program for Mobility on Demand in Cottage Grove. On October 22, 2019, the Board approved an extension of the pilot program through August 2020, which aligns the timeline with the mobility on demand pilot program in downtown Eugene. An additional contract extension is therefore necessary with our technology provider throughout the pilot program period.

ALTERNATIVES: (1) deny recommendation of a contract extension, terminating the mobility on demand pilot project on January 14, 2019. (2) deny recommendation of a contract extension, directing staff to pursue an alternative technology provider at a later date.

SUPPORTING DOCUMENTATION:

- 1) Resolution No. 2020-12-18-068

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-12-18-068:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2018-92 as presented [amended].



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

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

The Services Required Are Available From Only One Source:

- 1. Finding: A vendor has already been selected to assist with the needs of the pilot program. With the approved extension of the pilot program to collect additional data, it is advantageous to similarly extend our vendor contract to match the duration of the pilot program. If the program continues beyond the authorized pilot program period, LTD would put this work out for public bidding.**
- 2. Finding: Having multiple technology vendors during the pilot program period would potentially create duplication of services at an increased cost, with potential delays and other inefficiencies.**

CONCLUSIONS OF LAW

The above "Findings" show that the sole-source procurement process to retain the services of TransLoc Inc. relating to Mobility on Demand complies with the requirements of Oregon law for award of a contract for goods or services without competition.



RESOLUTION NO. 2020-12-18-068

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

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

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

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

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

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

WHEREAS, the Finance Committee reviewed the proposed contract between LTD and TransLoc Inc. on December 9, 2019, and recommended adoption; provided, the Board adopt findings authorizing a sole-source procurement of the contract; and,

THE BOARD finds as follows:

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

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

- 1) The contracts shall be in compliance with all applicable laws and regulations.
- 2) Provided that no protests to the sole-source procurement are received, or that any such protests are resolved, the General Manager, or her designee, is hereby authorized to: (a) execute a contract, through the sole-source procurement process, with TransLoc Inc. for the provision of services related to Mobility on Demand for an amount not to exceed \$180,000 over a five year period; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10% of the initial contract price or \$150,000, whichever is less.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 18TH DAY OF DECEMBER, 2019.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 2019

ITEM TITLE: BUDGET COMMITTEE MEMBER TERM RENEWAL: KATHRYN BRUEBAKER

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 current 3-year terms for committee members Kathryn Bruebaker, nominated by Board member Carl Yeh, and Dean Kortge, nominated by Caitlin Vargas, reach their expiration on December 31, 2019.

CONSIDERATIONS: Board member Carl Yeh is nominating Kathryn Bruebaker to a new 3-year term, which will expire on December 31, 2022. The community member seat to be nominated by Board member Caitlin Vargas will remain vacant at this time.

ALTERNATIVES: The Board could choose not to approve the nominated committee members and request alternate nominations 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. 2020-12-18-069
- 2) Current Budget Committee Roster
- 3) Member Nomination Forms

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-12-18-069:

It is hereby resolved that the LTD Board of Directors approves the appointment of Kathryn Bruebaker a three-year term renewal on the Budget Committee.



LTD RESOLUTION NO. 2018-09-19-32

APPOINTMENT OF KATHRYN BRUEBAKER TO A THREE YEAR TERM RENEWAL 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 Kathryn Bruebaker to a three year term renewal on the Budget Advisory Committee.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 18TH DAY OF DECEMBER, 2019.

Board President, Carl Yeh



**LTD BOARD OF DIRECTORS
BUDGET COMMITTEE
MEMBERSHIP ROSTER**

The Budget Committee shall consist of fourteen (14) members as follows: seven (7) Board members and seven (7) appointed members who live within the LTD service area. All members of the Committee have equal authority.

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.

Board members shall serve on the Budget Committee throughout the duration of their Board appointment. Appointed Committee members shall serve for three year, staggered terms, with the member’s term beginning July 1 of the respective year. Appointed Committee members may be reappointed for additional terms, at the discretion of the LTD Board of Directors.

<i>Subdistrict</i>	<i>Nominating Board Member</i>	<i>Term Expiration</i>	<i>Budget Committee Member</i>	<i>Term Expiration</i>
1	Steven Yett	12/31/2021	Kim Thompson	12/31/2021
2	Carl Yeh	12/31/2020	Kathryn Bruebaker	12/31/2022
3	Don Nordin	12/31/2022	Pat Walsh	12/31/2020
4	Emily Secord	12/31/2022	Jody Cline	12/31/2020
5	Joshua Skov	12/31/2021	Gary Wildish	12/31/2021
6	Caitlin Vargas	12/31/2022	Vacant	12/31/2022
7	Kate Reid	12/31/2020	Brandon Rogers	12/31/2020



**LANE TRANSIT DISTRICT
NOMINATION FOR BUDGET COMMITTEE**

BUDGET COMMITTEE APPOINTMENT QUALIFICATIONS: ORS 294.414

Budget Committee: (2) The budget committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of qualified electors of the municipal corporation appointed by the governing body. . . . (5) The appointive members of the budget committee shall be appointed for terms of three years. The terms shall be so staggered that one-third or approximately one-third of the appointive members' terms ends each year.

Board Member: _____	
Date of Nomination: _____	
Term of Budget Committee Appointment: _____	
Effective Date	Term Expiration Date
Approved by Board: _____	Date

NOMINEE'S NAME: _____
Occupation: _____
Term Number: _____ District Number: _____
Brief statement of nominee's background that is relevant to budget committee appointment:



AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 2019

ITEM TITLE: BOARD MEMBER TRAVEL AND EXPENSE REIMBURSEMENT REQUEST:
KATE REID

PREPARED BY: Camille Gandolfi, Clerk of the Board

DIRECTOR: Aurora Jackson, General Manager

ACTION REQUESTED: Board Approval

PURPOSE: To obtain approval for reimbursement of Board member travel expenses.

ROLE OF THE BOARD: The Board's role in this instance is to review and approve Board member travel and expense reports in accordance with the Board Travel, Meetings, and Miscellaneous Expense Reimbursement Policy.

HISTORY: At its March 20, 2019, regular Board meeting, the Board adopted a Travel, Meetings, and Miscellaneous Expense Reimbursement Policy allowing for out-of-District expenses to be reimbursed. The requirements for approval of expenses are:

TRAVEL AUTHORIZATION AND APPROVAL

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

In-District Travel. Each Director is authorized to travel at the District's expense, within the District, when, in his/her judgment, such travel is required for District business. Expenses for personal business, meals, and lodging are not reimbursable for in-District travel. Directors are entitled to receive reimbursement for actual, reasonable, and necessary expenses incurred in the performance of District business (e.g., personal vehicle mileage reimbursement, parking fees, etc.).

BOOKING TRAVEL

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

CONSIDERATIONS: Board member Kate Reid will be traveling to Washington D.C. in January 2020 as the LTD Board representative on the United Front partnership.

ALTERNATIVES: N/A

NEXT STEPS: N/A

SUPPORTING DOCUMENTATION:

- 1) Expense Report Sheet

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-12-18-070:

It is hereby resolved that the LTD Board of Directors approves the travel expense reimbursement for Board member Kate Reid as presented [amended].



AGENDA ITEM SUMMARY

DATE OF MEETING:	December 18, 2019
ITEM TITLE:	MOBILITY ON DEMAND (MOD) UPDATE
PREPARED BY:	John Ahlen, Accessible Services Specialist
DIRECTOR:	Cosette Rees, Director of Specialized Services
ACTION REQUESTED:	None. Information Only

PURPOSE: To provide an update regarding LTD's mobility on demand pilot projects.

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

HISTORY:

Cottage Grove – In January 2019, LTD launched a MOD service in Cottage Grove through an agreement with the city. At the October 2019 Board of Director's meeting, the Board approved an extension of the agreement with the City of Cottage Grove through August 2020. The goals of the pilot included:

- Gain experience with the MOD service model, bringing shared public transit to the people, rather than people being required to go to transit;
- Connect the community to fixed-route service on Route 98 and create access within community; and
- Increase the diversity of people accessing public transit.

This service includes:

- Origin-to-Destination access within the Cottage Grove city limits;
- Access to the service using a mobile application, phone dispatch to request a ride, or login through a computer.
- LTD contract with the City of Cottage Grove for the operations, who are in turn contracting with South Lane Wheels.
- Service launched included 12 ½ hours (7:00 a.m. – 7:30 p.m.) of service utilizing one cut-away vehicle; a second vehicle was available for a limited duration until we gained experience with the model.
- Rides are \$1/ride, all current LTD fare instruments are honored.

Downtown Eugene – In August 2019, LTD launched a one-year pilot service in downtown Eugene. Service attributes include:

- Contract with RideZero to provide service using small all-electric vehicles to and from fixed points within downtown Eugene.
- Service is be free of charge.
- Customers access the service through the TransLoc mobile application.
- Service is a partnership of LTD, Lane County, City of Eugene, Lane Council of Governments, and private entities.

A presentation will be provided to explain this topic in further detail. A copy of the presentation is posted on the LTD website: https://www.ltd.org/system-map/route_EmGo/ or https://www.ltd.org/system-map/route_MOD/

CONSIDERATIONS: At a future meeting, the Board will be asked to review and evaluate data collected from the pilot programs to discuss their ongoing viability.

ALTERNATIVES: N/A

NEXT STEPS: Staff will provide updates with additional data and lessons learned from the pilot projects at a future Board meeting.

SUPPORTING DOCUMENTATION:

1. MOD PowerPoint Presentation

PROPOSED MOTION: N/A



AGENDA ITEM SUMMARY

DATE OF MEETING: July 18, 2018

ITEM TITLE: TRANSIT TOMORROW MARKETING & OUTREACH

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

DIRECTOR: Mark Johnson, Assistant General Manager

ACTION REQUESTED: None. Information Only

PURPOSE: Provide the Board an update on the Transit Tomorrow implementation plan timeline, and overview of planned communications.

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

HISTORY: At their November meeting after significant discussion, the Board directed staff to extend the scheduled outreach and decision timeframe to allow staff to 1) conduct robust outreach, and 2) to bring back to the Board a system alternative that provides some mitigation for areas that would lose service under the current proposed transit network.

Since the board's meeting in November, staff have been developing strategies that would provide some level of service to areas identified for service reductions proposed under the 82/18% Ridership/Coverage system. With additional time, staff is developing a new communications plan to accomplish the following goals:

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

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

PROPOSED MOTION: None.

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

DRAFT

Fiscal Year: P4 2020 October 31, 2019

Year to date through: 9/30/2019

	Annual Budget	P4			
		YTD Budget	YTD Actuals	% of Budget	YTD B/(W) than Budget
					(pts)

GENERAL FUND

General Fund Resources	74,532,236	24,844,079	17,766,128	24%	-9 pts	(7,077,951)
General Fund Expenditures	63,971,785	21,323,928	16,256,443	25%	8 pts	5,067,485
General Fund Revenues higher/(lower) than	10,560,451	3,520,150	1,509,684			

Resources are lower than budget by **\$7.1M**, primarily due to timing of: 1) grant assistance, \$2.6M, 2) payroll & self employment taxes, \$1.1M, 3) group passes, \$0.5M. Grant assistance is for preventative maintenance and STIF grants. Preventative maintenance grant is in the application process and STIF expenditures for increased service has not yet been incurred. Payroll & Self-employment tax payments shortages are timing related. Payroll taxes peak in August, Nov, Feb & May. Self employment taxes are peak in April. Lastly, group pass is lower due to lower summer enrollment July - Sept and October not being invoiced until Nov.

Expenditures are favorable to budget by **\$5.1M**, inclusive of the working capital reserve (not appropriated). Excluding this reserve, expenditures are **\$2.1M** higher than budget. This is due to timing of STIF funded service increases, retirement payouts and VEBA payments (Jan)

MEDICAID FUND

Medicaid Fund Resources	12,101,233	4,033,744	2,489,915	21%	-13 pts	(1,543,830)
Medicaid Fund Expenditures	12,101,233	4,033,744	2,968,395	25%	9 pts	1,065,349
Accessible Services Fund Revenues higher/(lower) than expenditures	0	0	(478,480)			

Expenditures exceed resources **\$0.5M** due to timing. There is typically a ~6 (~\$800K) week lag between expenditures and claims reimbursement. Excluding beginning working capital, shortage is below the 6 week lag.

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

DRAFT

Fiscal Year: P4 2020 October 31, 2019

Year to date through: 9/30/2019

	Annual Budget	P4				
		YTD Budget	YTD Actuals	% of Budget	YTD B/(W) than Budget	
					(pts)	\$\$

SPECIALIZED SERVICES FUND

Accessible Services Fund Resources	9,649,438	3,216,479	2,091,658	22%	-12 pts	(1,124,821)
Accessible Services Fund Expenditures	9,649,438	3,216,479	1,646,694	17%	16 pts	1,569,785
Accessible Services Fund Revenues higher/(lower) than expenditures	0	0	444,964			

Resources exceed expenditures by \$348K. Excluding beginning working capital and the general fund transfer, resources (\$922K) are below expenditures (\$1.6M) due to reimbursement timing, but reimbursement is roughly in alignment with FY19 YTD. Budget for specialized services is 23% higher than FY19 budget in anticipation of the new Mentor Oregon and Full Access brokerage 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).

P2P FUND

P2P Fund Resources	1,631,320	543,773	250,578	15%	-18 pts	(293,196)
P2P Fund Expenditures	1,631,320	543,773	263,936	16%	17 pts	279,837
P2P Fund Revenues higher/(lower) than expenditures	0	0	(13,359)			

Expenditures are roughly equal to resources. Excluding beginning working capital, expenditures exceed resources by \$194K due to grant reimbursement timing. Quarterly grant reimbursements through June were made in August (FY19 revenues). FY20 reimbursements will not be made until November.

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

DRAFT

Fiscal Year: P4 2020 October 31, 2019

Year to date through: 9/30/2019

	Annual Budget	P4			
		YTD Budget	YTD Actuals	% of Budget	YTD B/(W) than Budget
					(pts)

CAPITAL PROJECTS FUND

Capital Projects Fund Resources	26,946,146	8,982,049	5,257,146	20%	-14 pts	(3,724,903)
Capital Projects Fund Expenditures	26,946,146	8,982,049	1,044,176	4%	29 pts	7,937,873
Capital Projects Fund Revenues higher/(lower) than expenditures	0	0	4,212,970			

Resources exceed expenditures by **\$3.7M** due to beginning working capital which represents match required for grant funded projects. Expenditures exceeded resources excluding beginning working capital by **\$813K**. Major projects comprising the FY20 expenditures are: 1) McVay Station \$0.4M, 2) Santa Clara Transit Station \$0.2M and 3) Sustainable Cities Year Program \$0.1M. The drawdown in October was for **\$2.5M**. The majority of the drawdown related to FY19 expenditures.

FY20 Resources

	FY20 Adopted Budget	FY20 YTD Budget 30-Sep-19	FY20 Actuals as of: 30-Sep-19	Better/(Worse) than Budget	Description
	RESOLUTION NO. 2019-05-15-029 May 15, 2019				
GENERAL FUND					
Beginning Working Capital	\$ 10,560,451	\$ 3,520,150	\$ 3,520,150	\$	- Based on adopted budget estimate
Operating Revenues					
Cash Fares & Passes	3,770,379	1,256,793	1,249,877	(6,916)	Roughly in line with budget
Group Passes	2,191,422	730,474	271,489	(458,985)	Primarily seasonality - lower LCC & UO students July - Sept; FY20 is lower than FY19 due to lower UO/ASUO service fee (\$13k/mo lower). October has not yet been invoiced
Advertising	300,000	100,000	366,667	266,667	\$367K is the minimum annual guarantee for FY20.
Special Services	378,563	126,188	184,759	58,571	
Total Operating Revenues	\$ 17,200,815	\$ 5,733,605	\$ 5,592,942	\$ (140,663)	
Nonoperating Revenues					
Payroll Taxes	36,179,910	12,059,970	11,368,957	(691,013)	Timing as peak is in August, Nov, Feb & May. On track to hit budget based on prior YTD results. Oct FY19 YTD was 29% of final actual vs. Oct FY20 YTD at 31% of FY20 adopted budget.
Self-employment Taxes	1,920,985	640,328	263,798	(376,531)	Timing. Flat vs prior year same time. Self-employment taxes are difficult to predict as most payments are made in April+.
State-in-Lieu	405,038	135,013	250,425	115,413	Timing. Self-employment taxes peak in April
Grant Assistance	7,700,000	2,566,667	0	(2,566,667)	Timing. Grant assistance is for PM (\$4.2M) & House Bill 2017 STIF (\$3.5M). New PM grant is in the application process. STIF expenditures for increased service have not yet been incurred
Miscellaneous	272,414	90,805	168,478	77,673	Roughly in line with budget. SAIF Year-end dividend of \$77K is the minor increase
Interest	286,696	95,565	121,528	25,962	Earnings in LGIP account. Higher balance in FY20 YTD than in FY19 coupled with a higher interest rate 2.57% (FY20) vs. 2.25% (FY19)
Sale of Assets	5,927	0	0	-	
Total Non-operating	\$ 46,770,970	\$ 15,588,348	\$ 12,173,186	\$ (3,415,162)	
Total General Fund Resources	\$ 74,532,236	\$ 24,842,103	\$ 17,766,128	\$ (7,075,975)	
SPECIALIZED SERVICES FUND					
Beginning Working Capital	498,262	166,087	166,087	-	- Based on adopted budget estimate
Operating Revenues	6,139,964	2,046,655	921,834	(1,124,821)	Reimbursement timing. Expenditures to date are \$1.6M. P4 FY19 YTD, reimbursement of expenditures was 59% vs. FY20 P4 YTD with reimbursement of expenditures at 56%
Transfer from the General Fund	3,011,212	1,003,737	1,003,737	-	- As budgeted. Updated when CAFR published
Total Resources	\$ 9,649,438	\$ 3,216,479	\$ 2,091,658	\$ (1,124,821)	
MEDICAID FUND					
Beginning Working Capital	132,000	44,000	44,000	-	- Based on adopted budget estimate
Operating Revenues	11,744,230	3,914,743	2,370,914	(1,543,830)	6 week lag between expenditure and claims reimbursement. Claims through September totaled \$3M resulting in a expenditure to revenue shortage of \$597K, in alignment with a 6 week lag
Transfer from the General Fund	225,003	75,001	75,001	-	- As budgeted
Total Resources	\$ 12,101,233	\$ 4,033,744	\$ 2,489,915	\$ (1,543,830)	
POINT2POINT FUND					
Beginning Working Capital	541,981	180,660	180,660	-	- Based on adopted budget estimate
Operating Revenues	1,089,339	363,113	69,917	(293,196)	Reimbursement timing. Quarterly reporting through June is in July followed by reimbursement in August. The August payment was received but was for FY19 expenditures. FY20 expenditures will not be reimbursed until November. Expenditures through October total \$264K.
Transfer from the General Fund	-	-	-	-	- As budgeted
Total Resources	\$ 1,631,320	\$ 543,773	\$ 250,578	\$ (293,196)	
CAPITAL PROJECTS FUND					
Beginning Working Capital	15,078,817	5,026,272	5,026,272	-	- Based on adopted budget estimate
Grants	11,867,329	3,955,776	230,874	(3,724,903)	\$1 M of expenditures through October. Drawdown was made in Sept for \$272K. Federal system opened for drawdown at the end of October. Drawdown of \$2.5M was made at the end of Oct, but the majority of dollars were for prior year expenditures accrued for at FY19 year-end
Transfer from the General Fund	-	-	-	-	- As budgeted
Total Resources	\$ 26,946,146	\$ 8,982,048	\$ 5,257,146	\$ (3,724,903)	

FY20 Expenditures

	FY20 Adopted Budget RESOLUTION NO. 2019-05-15-029 May 15, 2019	FY20 YTD Budget 30-Sep-19	FY20 Actuals as of: 30-Sep-19	Better/(Worse) than Budget	Description
GENERAL FUND - OPERATING					
Transit Services	\$ 51,339,141	\$ 17,113,047	\$ 15,177,705	\$ 1,935,342	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	1,003,737	1,003,737		- As budgeted
Transfer to Medicaid Fund	225,003	75,001	75,001		- As budgeted
Transfer to Point2point Fund	-	-	-		- As budgeted
Transfer to Capital Projects Fund	-	-	-		- As budgeted
Operating Contingency	500,000	166,667	-	166,667	Contingency for FY20
Total Non-operating	<u>\$ 3,736,215</u>	<u>\$ 1,245,405</u>	<u>\$ 1,078,738</u>	<u>\$ 166,667</u>	
Operating Reserve	<u>\$ 8,896,429</u>				- Not authorized to use in FY20
Total General Fund	<u>\$ 63,971,785</u>	<u>\$ 18,358,452</u>	<u>\$ 16,256,443</u>	<u>\$ 2,102,009</u>	
SPECIALIZED SERVICES FUND					
Transit Services	9,187,018	3,062,339	1,646,694	1,415,645	Seasonally aligned. P4 FY19 expenditures were 24.4% (\$1.4 M) of actuals. P4 FY20 expenditures are 17.1% of budget. FY20 expenditures are the same as last year at the same time, but lower than budget. Budget for FY20 is higher in anticipation of new Mentor Oregon and Full Access Brokerage clients using this service.
Operating Contingency	-	-	-		-
Operating Reserve	462,420	-	-		- Not authorized to use in FY20
Total Accessible Services Fund	<u>\$ 9,649,438</u>	<u>\$ 3,062,339</u>	<u>\$ 1,646,694</u>	<u>\$ 1,415,645</u>	
MEDICAID FUND					
Transit Services	12,031,375	4,010,458	2,968,395	1,042,063	Lower than YTD P4 FY19 spend and FY20 budget. P4 FY19 YTD spend was at \$3.7 M vs. only \$3 M in FY20. Lower expenditures reflect a reduction in mobility assisted riders of 5.2% YTD
Operating Contingency	-	-	-		- Contingency for FY20
Operating Reserve	69,858	-	-		-
Total Medicaid Fund	<u>\$ 12,101,233</u>	<u>\$ 4,010,458</u>	<u>\$ 2,968,395</u>	<u>\$ 1,042,063</u>	
POINT2POINT FUND					
Transit Services	1,354,716	451,572	263,936	187,636	Payment & project timing. Below budgeted spend
Operating Contingency	244,604	81,535	-	81,535	Contingency for FY20
Operating Reserve	32,000	-	-		
Total Point2point Fund	<u>\$ 1,631,320</u>	<u>\$ 533,107</u>	<u>\$ 263,936</u>	<u>\$ 269,170</u>	
CAPITAL PROJECTS FUND					
Capital Outlay	17,009,803	5,669,934	1,044,176	4,625,759	Payment & project timing.
Capital Reserve	9,936,343	-	-		- Not authorized to use in FY20
Total Capital Projects Fund	<u>\$ 26,946,146</u>	<u>\$ 5,669,934</u>	<u>\$ 1,044,176</u>	<u>\$ 4,625,759</u>	



Check History Listing

Check #	Date	Vendor	Check Amount
102389	11/07/2019	2G CONSTRUCTION	3,388.00
102390	11/07/2019	ACTION FINANCIAL SERVICES	256.81
102391	11/07/2019	ALL PRO TRANSPORTATION, INC	3,690.00
102392	11/07/2019	AMERICAN FAMILY LIFE	1,509.07
102393	11/07/2019	BARRETT BUSINESS SERVICES INC	1,120.00
102394	11/07/2019	NEIL M BLICKFELDT	429.00
102395	11/07/2019	THERESA M BRAND	192.00
102396	11/07/2019	BUILDER'S ELECTRIC, INC.	160.42
102397	11/07/2019	CANNON LAW ASSOCIATES	370.21
102398	11/07/2019	CHAPTER 13 TRUSTEE	415.39
102399	11/07/2019	CINTAS CORPORATION	1,582.57
102400	11/07/2019	CITY OF EUGENE <i>SCTS Property Line Adjmt</i>	897.07
102401	11/07/2019	CITY OF EUGENE	897.07
102402	11/07/2019	CITY OF EUGENE <i>SCTS Property Line Adjmt</i>	897.07
102403	11/07/2019	DISH NETWORK	117.03
102404	11/07/2019	EMERALD MEDIA GROUP	550.00
102405	11/07/2019	ERGO FLEX CONSULTING, INC.	394.50
102406	11/07/2019	EUGENE SCHOOL DISTRICT 4J	2,052.00
102407	11/07/2019	EUGENE WATER & ELECTRIC BOARD	442.61
102408	11/07/2019	FASTENAL COMPANY	5.77
102409	11/07/2019	LLC FUSSY'S @ VALLEY RIVER PLAZA	64.75
102410	11/07/2019	HERSHNER HUNTER	84.00
102411	11/07/2019	HEYMAN'S ENTERPRISES, LTD	41.80
102412	11/07/2019	JOHNSON MARK, LLC	156.63
102413	11/07/2019	KAISER BRAKE & ALIGNMENT INC.	121.90
102414	11/07/2019	LIFEMAP ASSURANCE COMPANY <i>Voluntary Life Ins</i>	16,960.04
102415	11/07/2019	MCKENZIE SEW-ON	1,216.50
102416	11/07/2019	MID-STATE INDUSTRIAL SERVICE	423.75
102417	11/07/2019	MOTOR VEHICLES DIVISION	18.00
102418	11/07/2019	NORTHWEST NATURAL GAS	3,488.79
102419	11/07/2019	OFFICE DEPOT	33.68
102420	11/07/2019	PETTY CASH - CASSIE MOSTERT	490.86
102421	11/07/2019	READY ROOTER DRAIN CLEANING &	97.00
102422	11/07/2019	RG MEDIA COMPANY	47.50
102423	11/07/2019	RUBENSTEIN'S CONTRACT CARPET,	3,943.00
102424	11/07/2019	SAIF CLAIM REIMBURSEMENT <i>Non Disabling Claims, Will be Reimbursed.</i>	16,589.40
102425	11/07/2019	SANIPAC	1,244.39
102426	11/07/2019	CHARLES SCHRODER <i>Wst Final Retirement Check. Voided</i>	4,595.29
102427	11/07/2019	SELECTEMP CORPORATION	0.00
102428	11/07/2019	SELECTEMP CORPORATION <i>2-temp SVCS Original</i>	16,311.89
102429	11/07/2019	SPECIAL DISTRICTS INSURANCE	4,125.00
102430	11/07/2019	SPRINGFIELD UTILITY BOARD <i>Electric, Water & Sewer charges</i>	18,281.86
102431	11/07/2019	WHA INSURANCE AGENCY, INC.	672.40
102432	11/07/2019	WIREFMAP SYSTEMS LLC <i>Outdoor Camera Eugene station</i>	2,207.00
102433	11/07/2019	WYATT'S TIRE COMPANY	11,978.17
102434	11/07/2019	BEDFORD FALLS, LLC <i>Public Relations Contractor</i>	10,000.00
102435	11/07/2019	BUCK'S SANITARY SERVICE, INC.	91.50
102436	11/07/2019	CAIC PRIMARY	1,569.28
102437	11/07/2019	CHAVES CONSULTING, INC.	370.20
102438	11/07/2019	ELECTRIC TIME CO., INC. <i>Clock tower Repair</i>	2,051.00
102439	11/07/2019	JERRY'S HOME IMPROVEMENT CTR	213.59
102440	11/07/2019	KUHN INVESTMENTS, INC. <i>Roady Express</i>	13,830.31
102441	11/07/2019	LTD & ATU PENSION TRUST	108,839.46
102442	11/07/2019	LTD EMPLOYEES FUND	162.00



Check History Listing

Check #	Date	Vendor	Check Amount
102443	11/07/2019	LTD SALARIED EMP. PENSION PLAN	106,365.55
102444	11/07/2019	MODA HEALTH	34,790.84
102445	11/07/2019	MUNCIE TRANSIT SUPPLY	482.31
102446	11/07/2019	NINFA'S ELITE CORPORATION <i>Cleaning</i>	72,340.50
102447	11/07/2019	OGLETREE, DEAKINS, NASH, SMOAK	505.00
102448	11/07/2019	ONE CALL CONCEPTS, INC.	39.60
102449	11/07/2019	PACIFICSOURCE HEALTH PLANS	558,190.64
102450	11/07/2019	PARKEON, INC.	2,590.00
102451	11/07/2019	PRE-PAID LEGAL SERVICES INC.	201.40
102452	11/07/2019	SCOFIELD ELECTRIC CO.	1,753.68
102453	11/07/2019	SMITH DAWSON & ANDREWS, INC.	2,500.00
102454	11/07/2019	UNITED WAY OF LANE COUNTY	570.00
102455	11/07/2019	VISION SERVICE PLAN	4,580.52
102456	11/07/2019	WANNAMAKER CONSULTING, INC.	3,160.00
102457	11/07/2019	WOODBURY ENERGY CO. INC. <i>Diesel</i>	207,963.04
102458	11/14/2019	A-1 FIRE PROTECTION	108.00
102459	11/14/2019	ALTERNATIVE WORK CONCEPTS	17,417.00
102460	11/14/2019	CENTURY LINK	438.95
102461	11/14/2019	CINTAS CORPORATION	1,587.15
102462	11/14/2019	CROCKETTS INTERSTATE TOWING	250.00
102463	11/14/2019	DHS RECEIPTING & TRUST <i>Disabled & Disability Services</i>	128,918.74
102464	11/14/2019	RICHARD LEE DIFFIN <i>Local match</i>	315.00
102465	11/14/2019	EUGENE WATER & ELECTRIC BOARD <i>July - Sept</i>	0.00
102466	11/14/2019	EUGENE WATER & ELECTRIC BOARD	8,122.59
102467	11/14/2019	FASTENAL COMPANY	445.96
102468	11/14/2019	LLC FUSSY'S @ VALLEY RIVER PLAZA	142.00
102469	11/14/2019	HARVEY & PRICE COMPANY	1,133.25
102470	11/14/2019	LEIF LORENZEN	700.00
102471	11/14/2019	SCOTT J MORTON	494.00
102472	11/14/2019	NORTHWEST NATURAL GAS	589.94
102473	11/14/2019	OAK LEAF PROPERTY MGT, LLC	300.00
102474	11/14/2019	OFFICE DEPOT	659.03
102475	11/14/2019	OIL PRICE INFORMATION SERVICE	268.00
102476	11/14/2019	PROTECTIVE SERVICE LLC	832.44
102477	11/14/2019	RECORDXPRESS OF CALIFORNIA, LLC	70.75
102478	11/14/2019	RG MEDIA COMPANY	102.50
102479	11/14/2019	SANIPAC	2,898.94
102480	11/14/2019	SPRINGFIELD UTILITY BOARD	840.87
102481	11/14/2019	STAPLES BUSINESS ADVANTAGE	275.48
102482	11/14/2019	THOMSON REUTERS - WEST	162.68
102483	11/14/2019	VERIZON WIRELESS	362.02
102484	11/14/2019	WHITE BIRD CLINIC <i>mental Health transportation & Assessments</i>	6,562.33
102485	11/14/2019	WILLAMALANE PARK & RECREATION	516.67
102486	11/14/2019	WYATT'S TIRE COMPANY	1,328.00
102487	11/14/2019	CITY OF COTTAGE GROVE <i>MOP + SLW operations cost for 1st year (STF pays all OPS costs)</i>	42,265.89
102488	11/14/2019	DEPARTMENT OF HUMAN SERVICES <i>medicare Non-medical</i>	70,952.04
102489	11/14/2019	EAN HOLDINGS, LLC <i>July - Sept</i>	6,455.00
102490	11/14/2019	EUROFINS ANA LABORATORIES, INC	578.20
102491	11/14/2019	GRAINGER INC	0.00
102492	11/14/2019	GRAINGER INC	3,713.77
102493	11/14/2019	MOHAVE AUTO PARTS, INC.	0.00
102494	11/14/2019	MOHAVE AUTO PARTS, INC.	1,830.28
102495	11/14/2019	MOTION & FLOW CONTROL PRD, INC	205.66
102496	11/14/2019	NORTH COAST ELECTRIC	331.50



Check History Listing

Check #	Date	Vendor	Check Amount
102497	11/14/2019	OXLEY & ASSOCIATES, INC.	5,000.00
102498	11/14/2019	AKA: SENIOR WHEELS, INC. SOUTH LANE WHEELS <i>Vehicle Pm (5311)</i>	7,331.11
102499	11/14/2019	SPX CORPORATION <i>Forebox Rebuild</i>	4,577.88
102500	11/14/2019	TAC TRANSPORTATION, INC. <i>Diamond Express</i>	15,348.93
102501	11/14/2019	THORP, PURDY, JEWETT, URNESS,	1,109.70
102502	11/14/2019	TYREE OIL, INC.	3,816.15
102503	11/14/2019	PHYLLIS L WALKER <i>Procurement Contractor</i>	10,000.00
102504	11/21/2019	ACTION FINANCIAL SERVICES	260.92
102505	11/21/2019	ADVANCED SECURITY, INC.	4,290.00
102506	11/21/2019	AMAL TRANSIT UNION #757	16,021.14
102507	11/21/2019	BARRETT BUSINESS SERVICES INC	3,080.00
102508	11/21/2019	BELL HARDWARE	1,475.00
102509	11/21/2019	CANNON LAW ASSOCIATES	474.50
102510	11/21/2019	CENTURY LINK	2,750.55
102511	11/21/2019	CHAPTER 13 TRUSTEE	415.39
102512	11/21/2019	CINTAS CORPORATION	3,208.82
102513	11/21/2019	CITY OF EUGENE	500.00
102514	11/21/2019	CITY OF EUGENE	1,350.00
102515	11/21/2019	EUGENE WATER & ELECTRIC BOARD	749.20
102516	11/21/2019	GIRO, INC.	1,360.00
102517	11/21/2019	HEYMAN'S ENTERPRISES, LTD	37.50
102518	11/21/2019	LILE INTERNATIONAL COMPANIES	460.00
102519	11/21/2019	LITHIA TOYOTA-SPRINGFIELD #65	1,441.96
102520	11/21/2019	LEIF LORENZEN	700.00
102521	11/21/2019	ROBIN A MAYALL	165.74
102522	11/21/2019	MCKENZIE SEW-ON	612.00
102523	11/21/2019	MIDWEST BUS	210.82
102524	11/21/2019	OFFICE DEPOT	477.84
102525	11/21/2019	OREGON DEPARTMENT OF REVENUE <i>Garnishment</i>	603.63
102526	11/21/2019	OREGON DEPARTMENT OF REVENUE <i>Hazardous Substance Fee</i>	388.00
102527	11/21/2019	PACIFICSOURCE ADMINISTRATORS,	327.00
102528	11/21/2019	PETERSON TRUCKS INC.	89.24
102529	11/21/2019	PIVOT ARCHITECTURE <i>Design for McVay</i>	4,925.25
102530	11/21/2019	PNW SECURITY, LLC	960.00
102531	11/21/2019	RG MEDIA COMPANY	966.67
102532	11/21/2019	ROWELL BROKAW ARCHITECTS,PC <i>SCTS Pre construction Approvals</i>	42,474.59
102533	11/21/2019	JAY RUSCHER <i>& permits</i>	396.50
102534	11/21/2019	SPRINGFIELD UTILITY BOARD	448.92
102535	11/21/2019	SUNSHINE PLANT CARE	150.00
102536	11/21/2019	THERMO KING NORTHWEST, INC.	4,871.21
102537	11/21/2019	VERIZON WIRELESS <i>OCT & NOV Data Svcs</i>	15,618.54
102538	11/21/2019	WYATT'S TIRE COMPANY	2,191.83
102539	11/21/2019	ADVANCED TRAFFIC PRODUCTS, INC	2,525.00
102540	11/21/2019	THE AFTERMARKET PARTS COMPANY LLC	0.00
102541	11/21/2019	THE AFTERMARKET PARTS COMPANY LLC	104,851.25
102542	11/21/2019	BROWN CONTRACTING, INC. <i>Franklin Blvd McVay Station Construction</i>	69,255.00
102543	11/21/2019	C & K PETROLEUM EQUIPMENT CO,	1,237.98
102544	11/21/2019	CELTIS VENTURES, INC.	7,023.75
102545	11/21/2019	CUMMINS NORTHWEST, INC. <i>Parts</i>	16,712.91
102546	11/21/2019	FIELDPRINT, INC.	12.50
102547	11/21/2019	GLORIA, J GALLARDO <i>Grants Contractor</i>	10,000.00
102548	11/21/2019	GCAP SERVICES, INC. <i>DBE Compliance Consulting</i>	3,191.25
102549	11/21/2019	GILLIG CORPORATION	0.00
102550	11/21/2019	GILLIG CORPORATION <i>Parts</i>	32,840.49



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Check #	Date	Vendor	Check Amount
102551	11/21/2019	GRAINGER INC	11.79
102552	11/21/2019	IVOXY CONSULTING, LLC. <i>IT Disaster Recovery Plan</i>	10,000.00
102553	11/21/2019	JERRY'S HOME IMPROVEMENT CTR	165.70
102554	11/21/2019	LANE COUNCIL OF GOVERNMENTS <i>Transportation Assessments</i>	19,451.04
102555	11/21/2019	LTD & ATU PENSION TRUST	114,490.05
102556	11/21/2019	LTD SALARIED EMP. PENSION PLAN	15,729.50
102557	11/21/2019	MUNCIE TRANSIT SUPPLY	1,125.99
102558	11/21/2019	NORTH COAST ELECTRIC	974.44
102559	11/21/2019	PACIFIC POWER GROUP, LLC <i>3 Electric Vehicle Drive Kits</i>	39,615.55
102560	11/21/2019	REXEL OF AMERICA, LLC	1,201.86
102561	11/21/2019	RICOH USA, INC.	1,560.18
102562	11/21/2019	SITECRAFTING, INC.	800.00
102563	11/21/2019	SPRAGUE PEST SOLUTIONS	115.00
102564	11/21/2019	THORP, PURDY, JEWETT, URNESS,	6,795.20
102565	11/21/2019	UNITED WAY OF LANE COUNTY	580.00
102566	11/21/2019	ZONES, INC. <i>Creative Cloud for Teams - Adobe</i>	4,245.09
102567	11/27/2019	CINTAS CORPORATION <i>12 month</i>	3,318.51
102568	11/27/2019	CITY OF EUGENE <i>River Road Transit Oriented Development</i>	94,422.12
102569	11/27/2019	CROCKETTS INTERSTATE TOWING <i>Community Implementation Plan</i>	250.00
102570	11/27/2019	EUGENE WATER & ELECTRIC BOARD	882.59
102571	11/27/2019	FASTENAL COMPANY	621.14
102572	11/27/2019	HANNAH MOTOR COMPANY	875.52
102573	11/27/2019	HEYMAN'S ENTERPRISES, LTD	7.20
102574	11/27/2019	INDUSTRIAL FINISHES	58.10
102575	11/27/2019	KAISER BRAKE & ALIGNMENT INC.	143.10
102576	11/27/2019	KOKE NEW CENTURY, INC. <i>Fare Instruments July - Dec.</i>	18,050.00
102577	11/27/2019	MERCURY ASSOCIATES, INC.	720.00
102578	11/27/2019	OFFICE DEPOT	372.44
102579	11/27/2019	ROWELL BROKAW ARCHITECTS,PC	186.87
102580	11/27/2019	SPECIAL DISTRICTS INSURANCE SV <i>Claim Reimbursement for Incident on 7/12/18</i>	5,361.67
102581	11/27/2019	SPRINGFIELD UTILITY BOARD	0.00
102581	11/27/2019	SPRINGFIELD UTILITY BOARD	0.00
102582	11/27/2019	SPRINGFIELD UTILITY BOARD	1,037.65
102583	11/27/2019	STAPLES BUSINESS ADVANTAGE	436.73
102584	11/27/2019	USPS DISBURSING OFFICE	5.00
102585	11/27/2019	WYATT'S TIRE COMPANY	1,763.50
102586	11/27/2019	XPO LOGISTICS FREIGHT, INC	135.35
102587	11/27/2019	GILLIG CORPORATION	71.22
102588	11/27/2019	GRAINGER INC	0.00
102589	11/27/2019	GRAINGER INC	1,425.43
102590	11/27/2019	JLA PUBLIC INVOLVEMENT <i>Transit Tomorrow</i>	10,177.58
102591	11/27/2019	LANE COUNCIL OF GOVERNMENTS <i>Transit Tomorrow Strategic Planning Process</i>	14,291.35
102592	11/27/2019	MOHAVE AUTO PARTS, INC.	1,087.09
102593	11/27/2019	NORTH COAST ELECTRIC	389.70
102594	11/27/2019	ROADRUNNER DELIVERY	1,022.00
102595	11/27/2019	UPWARD, INC.	8,230.00
102596	11/27/2019	WOODBURY ENERGY CO. INC. <i>Diesel</i>	89,646.12
91120119	11/30/2019	BENEFIT PLANS ADMIN SVCS, LLC	31,030.00
92120119	11/30/2019	BENEFIT PLANS ADMIN SVCS, LLC	1,059.00
803365764	11/08/2019	VALIC %CHASE BANK OF TEXAS	101,306.52
803382628	11/22/2019	VALIC %CHASE BANK OF TEXAS	82,760.36
811518537	11/04/2019	BANK OF AMERICA	31.48
811518541	11/04/2019	BANK OF AMERICA	1,837.14
811518542	11/04/2019	BANK OF AMERICA	1,902.51



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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
811521836	11/04/2019	BANK OF AMERICA	40.00
811521837	11/04/2019	BANK OF AMERICA	40.00
811870753	11/04/2019	NEOPOST USA INC.	50.00
812384453	11/22/2019	MASS MUTUAL FINANCIAL GROUP	3,632.36
813882880	11/09/2019	OREGON DEPARTMENT OF REVENUE	14.69
814040699	11/08/2019	MASS MUTUAL FINANCIAL GROUP	3,995.13
822584167	11/22/2019	INTERNAL REVENUE SERVICE-EFTPS	203,863.98
825461155	11/23/2019	INTERNAL REVENUE SERVICE-EFTPS	332.42
847869952	11/22/2019	OREGON DEPARTMENT OF REVENUE	53,804.70
851829610	11/22/2019	OREGON DEPARTMENT OF JUSTICE	1,949.50
851990248	11/08/2019	OREGON DEPARTMENT OF JUSTICE	1,949.50
854058186	11/09/2019	INTERNAL REVENUE SERVICE-EFTPS	60.90
864693504	11/08/2019	OREGON DEPARTMENT OF REVENUE	49,193.21
873786505	11/08/2019	INTERNAL REVENUE SERVICE-EFTPS	183,571.33
884353536	11/23/2019	OREGON DEPARTMENT OF REVENUE	92.10
230 Checks			<u>\$3,161,548.10</u>

LTD CIP 2019

LTD CIP PHASE DEFINITIONS

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

LTD CIP 2020

PROJECT DESCRIPTIONS

Santa Clara Transit Station - Key: 20947			#17-SCTSTA-0301005	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
5307 Formula/1738-2018-1	3,000,000	3,000,000	FY 2017-2021	Planning, Design and Construction
XFER 5307/1738-2018-1	600,000	600,000		
ConnectOregon - 31655	3,000,000	2,383,370		
LTD Match	3,700,000	3,526,079		
Total Project	10,300,000	9,509,449		

Construct new station near Hunsaker Lane and River Road in Eugene, including a Park & Ride. The new facility will accommodate both regular and EmX service, reducing operational delays and improving the customer experience. [The project continues to progress as scheduled. As previously reported, LTD provided FTA the NEPA documents for the project and has received confirmation of the DCE.](#)

LTD CIP 2020

PROJECT DESCRIPTIONS

Improvement Projects - Frequent Transit Network

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	287,000	0	FY 2019-2021	Build, Construction, Assemble
ConnectOregon - 30139	648,000	326,471		
Total Project	935,000	326,471		

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

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

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

LTD is working in partnership with the City of Springfield to identify the highest priority transit capital improvements along the Main Street Corridor in coordination with the City of Springfield's Main Street Safety Project. **The project is progressing as scheduled. The transit and safety study teams will coordinate efforts to develop recommended solutions for Main Street through the end of the year and into spring of next year, at which time the technical work for the transit study is expected to conclude with the staff recommendation of a locally preferred alternative.**

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match (In-Kind)	34,200	33,132	FY 2019-2020	Planning
TOD/OR-2017-019-00	450,000	233,251		
City of Eugene	79,800	64,507		
Total Project	564,000	330,890		

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

LTD CIP 2020

PROJECT DESCRIPTIONS

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	3,600,000	128,778	FY 2012-2020	Project Close-out
ConnectOregon - 30136	2,866,645	515,112		
5307 Formula/1738-2018-2	1,600,000	1,600,000		
Oregon Lottery	17,800,000	581,627		
Federal Small Starts	75,000,000	0		
Total Project	100,866,645	2,825,517		

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

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	263,245	57,327	FY 2019-2020	Planning
XFER 5307/OR-2018-025-00	2,300,000	500,873		
Total Project	2,563,245	558,200		

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

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	114,454	114,454	FY 2020-2022	Planning
STBG	329,468	329,468		
CMAQ	670,532	525,000		
Total Project	1,114,454	968,922		

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

LTD CIP 2020

PROJECT DESCRIPTIONS

Improvement Projects - Technology Infrastructure & Systems

Fare Management System				#19-FAREMS-0301016
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	765,000	762,774	FY 2019-2020	Rollout, commissioning, active
Total Project	765,000	762,774		

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

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

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

LTD CIP 2020

PROJECT DESCRIPTIONS

Improvement Projects - Non-Capital Projects

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	200,000	10,014	FY 2018-2020	Planning
XFER 5307/1738-2018-9	53,838	53,838		
Total Project	253,838	63,852		

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

Communications Assessment #19-COMASS-0301020

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	150,000	26,218	FY 2019 - 2020	Rollout, commissioning, active
Total Project	150,000	26,218		

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

STIF Grant Administration #19-STIFGA-0301023

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
2017 State Transportation Improvement Fund	680,000	588,952	FY 2019 - 2028	Rollout, commissioning, active
Total Project	680,000	680,000		

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

LTD CIP 2020

PROJECT DESCRIPTIONS

State of Good Repair - Fleet

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	272,477	158,824	FY 2019-2020	Acquisition
ODOT 32010 - closed	7,043	0		
ODOT 32197 - closed	61,534	0		
5310/OR-16-X045	304,871	52,859		
5309/OR-04-0049	214,057	46,049		
5310/OR-2017-026-00	232,854	74,729		
5310/OR-2019-027-00	490,749	490,749		
Total Project	1,092,836	332,461		

The purchase of replacement and expansion vehicles for the provision of metro Accessible Services such as the American with Disabilities Act complementary paratransit service. The vehicle replacement project is progressing as scheduled. As previously reported, the vehicles funded by the various specified grants have been received. Although the ODOT grants are closed, the FTA grants are active. Two of the grants (OR-16-X045 and OR-04-0049) will fund the replacement of minivans; the Purchase Order has been issued. The remaining two grants (OR-2017-026 and OR-2019-027) will fund Ridesource vehicles in support of the Specialized Services Program.

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

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

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

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
STF - 31386 - closed	10,270	0	FY 2019	Project close-out
ODOT 31675 - closed	89,730	0		
Total Project	100,000	0		

This vehicle is being paid for by a special one-off ODOT grant especially for this program. This vehicle will be a connector for Yachats and Florence. It will help the Yachats community have more access to medical care, education, and services for daily living. As previously reported, the replacement vehicle has been received. This project has been completed; the grants are closed.

LTD CIP 2020

PROJECT DESCRIPTIONS

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	1,159,891	1,134,088	FY 2019-2020	Acquisition
5339/OR-2018-012-00	3,479,675	3,402,263		
Total Project	4,639,566	4,536,351		

Procurement of five additional 40-foot electric buses to replace aging fleet. The project is progressing as scheduled. Although project staff had worked on a RFP; the project team, with concurrence from LTD management, had opted to utilize the State of Washington contract. However, due to issues that arose with the procurement, the State of Washington contract is no longer a viable option. Accordingly, the project team is evaluating alternative options. LTD continues to work with a consultant relative to this project which is indicative of the expenditures incurred to date.

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

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

Procurement of five 40-foot electric buses in fiscal year 2019 to replace aging fleet. Due to ongoing contractual issues, the contract with the bus manufacturer has been terminated. Notwithstanding this setback, the project team is evaluating various options. As indicated below, procurement efforts for this project are in coordination with LTD's other electric vehicle replacement project. This strategy will enable the agency to maximize available resources without additional delays.

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

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

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

LTD CIP 2020

PROJECT DESCRIPTIONS

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

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

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

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

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

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

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

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	67,467	39,710	FY 2019-2020	Rollout, Commissioning, Active
5309/OR-04-0038	269,869	158,838		
Total Project	337,336	198,548		

Procurement of spare parts, tooling, and training for 16200 series 2016 New Flyer buses. The project is progressing as scheduled. LTD received several items that had been ordered during the reporting period (Vapor door and engine training modules) which will facilitate maintaining these vehicles in a state of good repair. The request for reimbursement is in progress.

LTD CIP 2020

PROJECT DESCRIPTIONS

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

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

Procurement of six 60-foot diesel buses will replace the oldest 60-foot subfleet, four of which are no longer usable for revenue service and the fifth one is used sparingly because of ongoing mechanical issues. The project is progressing as scheduled and the Purchase Order has been issued to New Flyer of America. LTD received an updated bus build schedule during the reporting period which indicates that two of the six diesel vehicles will be delivered by the end of the calendar year.

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

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

Procurement of one 40-foot diesel/hybrid bus to help relieve the pressure of using part of LTD's contingency bus fleet in revenue service. These contingency buses range in age from 15 years to 19 years. The project is progressing as scheduled. LTD received an updated bus build schedule during the reporting period which indicates that the vehicle will be delivered by the end of the calendar year.

LTD CIP 2020

PROJECT DESCRIPTIONS

Operations

Preventative Maintenance - Key: 19377				#19-PREVMN-0103001
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
5307 Formula/OR-2018-023	5,040,000	0	FY 2019	Project close-out
General Fund	1,260,000	0		
Total Project	6,300,000	0		

Preventative maintenance on federal assets to improve their performance, safety and longevity. While the PM project is ongoing, all funds under this particular grant have been exhausted. This particular grant was closed during the reporting period. The PM grant for FY 2020 is reflected below.

LTD CIP 2020

PROJECT DESCRIPTIONS

Specialized Services

Rural ADA Fleet Preventative Maintenance - Key:				#19-ODRFLT-0154001
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	16,512	14,658	FY 2019-2021	Rollout, Commissioning, Active
Total Project	16,512	14,658		

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

Diamond Express Ops/Preventative Maintenance - Key: 20559				#19-DMEXPM-0154002
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33820 - 5311	187,723	187,723	FY 2019-2021	Rollout, Commissioning, Active
ODOT 33492 - STF OUT (Match)	187,723	187,723		
Total Project	375,446	375,446		

Diamond Express preventative maintenance. *The project is ongoing; the budget has been revised to reflect the new grant award.*

Florence/Yachats Pilot - Key: 21006				#19-F/YACH-0154003
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 31386 - STF/State	285,710	0	FY 2019	Project Close-out
General Fund (in kind)	12,550	0		
Total Project	298,260	0		

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

Oakridge Diamond Express - Key: 21005				#19-OAKDMX-0154004
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Farebox	40,000	35,824	FY 2019-2021	Rollout, Commissioning, Active
Local Funds (City of Oakridge)	24,000	21,000		
Transit Network/Intercity Connection - ODOT 31971	195,566	8,611		
ODOT 33492 - STF OUT	153,706	131,616		
Total Project	413,272	197,051		

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

LTD CIP 2020

PROJECT DESCRIPTIONS

Rhody Express - Key: 21007			#19-RHDYXP-0154005	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Local Funds (City of Florence)	64,000	56,000	FY 2019-2021	Rollout, Commissioning, Active
Farebox	13,000	11,287		
ODOT 33425 - 5311	176,061	137,932		
ODOT 33492 - STF OUT	137,886	108,023		
Total Project	390,947	313,242		

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

Accessible Services - In District

Metro ADA Fleet Preventative Maintenance - Key: 20985			#19-A&RFLT-0154006	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	641,388	563,592	FY 2019-2021	Rollout, Commissioning, Active
ODOT 33492 - STF IN	73,410	73,410		
Total Project	714,798	637,002		

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

Crucial Connections - Key: 20995			#19-CRUCON-0154007	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	13,460	13,309	FY 2019-2021	Rollout, Commissioning, Active
ODOT 33492 - STF IN	1,541	1,541		
Total Project	15,001	14,850		

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

DD Services			#19-DDSRVC-0154008	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Federal Funds through DHS	1,650,000	1,385,514	FY 2019-2020	Rollout, Commissioning, Active
General Funds	800,000	671,081		
Total Project	2,450,000	2,056,595		

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

LTD CIP 2020

PROJECT DESCRIPTIONS

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	220,704	200,713	FY 2019-2021	Rollout, Commissioning, Active
ODOT 33492 - STF IN	25,261	22,974		
Total Project	245,965	223,687		

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

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	207,334	187,247	FY 2019-2021	Rollout, Commissioning, Active
ODOT 33492 - STF IN	23,730	21,431		
Total Project	231,064	208,678		

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

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Farebox	528,314	446,291	FY 2019-2021	Rollout, Commissioning, Active
ODOT 33581 - 5310	233,124	203,979		
ODOT 33492 - STF IN	26,683	23,347		
General Funds	4,132,424	4,132,424		
Total Project	4,920,545	4,806,041		

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

LTD CIP 2020

PROJECT DESCRIPTIONS

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	177,116	156,068	FY 2019-2021	Rollout, Commissioning, Active
Local Funds	118,077	103,317		
Total Project	295,193	259,385		

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

Service Animal Pilot #19-SVANML-0154013

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 31386 - closed	86,578	0	FY 2019	Project Close-out
General Funds	30,000	0		
Total Project	116,578	0		

A service animal "paw print" program, which expedites boarding processes. *This grant has been closed.*

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33492 - STF IN	93,375	70,031	FY 2019-2021	Rollout, Commissioning, Active
Total Project	93,375	70,031		

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

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	144,968	129,741	FY 2019-2021	Rollout, Commissioning, Active
ODOT 33492 - STF IN	16,592	14,849		
Total Project	161,560	144,590		

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

LTD CIP 2020

PROJECT DESCRIPTIONS

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 32197 - 5310	131,468	118,394	FY 2019-2021	Rollout, Commissioning, Active
ODOT 32010 - STF	15,047	13,352		
Total Project	146,515	131,746		

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

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	22,432	22,116	FY 2019-2021	Rollout, Commissioning, Active
ODOT 33492 - STF	2,567	2,530		
Total Project	24,999	24,646		

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

Volunteer Coordination #19-VOLCRD-0154018

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 31386 - closed	108,700	108,700	FY 2019	Project Close-out
General Fund (LTD Staff)	7,300	7,300		
Total Project	116,000	116,000		

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

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33492 - STF IN	23,833	22,816	FY 2019-2021	Rollout, Commissioning, Active
ODOT 33581 - 5310	208,235	199,345		
Local Funds	20,400	20,400		
Total Project	252,468	242,561		

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

LTD CIP 2020

PROJECT DESCRIPTIONS

Medicaid

NEMT - State Reimbursed				#19-NEMTSR-0165001
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Oregon Health Authority	548,275	483,091	ONGOING	Rollout, Commissioning, Active
General Fund	-	0		
Total Project	548,275	483,091		

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

NEMT - Trillium				#19-NEMTTR-0165002
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Trillium CHP	10,374,450	8,694,415	ONGOING	Rollout, Commissioning, Active
General Fund	-	0		
Total Project	10,374,450	8,694,415		

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

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

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

LTD CIP 2020

PROJECT DESCRIPTIONS

Point2point

Drive Less Connect - Key: 20969			#19-DLCONN-0146001	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 32517	304,046	201,768	FY 2019-2021	Rollout, Commissioning, Active
Total Project	304,046	201,768		

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

Employer Transportation Coordinator Toolkit			#19-TOOLKT-0146002	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 32359 - closed	30,724	-	FY2017-2019	Project Close-out
Total Project	30,724	-		

Develop a host of tools for the local business employer transportation coordinators to use to assist their employees with accessing transportation options information. The project is designed to develop a Transportation Options (TO) Liaison Toolkit to create a cadre of community transportation option information specialists. This is funded by ODOT as a demonstration project to help all TO providers in Oregon with new tools when working with employers. It is outlined in the Point2point five-year strategic plan that is directed by all local jurisdictional transportation staff. *The project has been completed; this grant is closed.*

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

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

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

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

LTD CIP 2020

PROJECT DESCRIPTIONS

Point2point

Expand Bike and Ped Safety Education - Key: 21516			#19-BKPEDX-0146007	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
CMAQ/Grant #TBD	154,468	154,468	FY 2020-2021	Secure Funding
City of Eugene (in kind)	17,680	17,680		
Total Project	172,148	172,148		

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

Safe Routes to School Regional Program - Keys: 21328/20964/18829/21671/21888			#19-SRTSRG-0146008	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
XFER 5307/4J, Bethel and Springfield School Districts/1738-2019-2	159,688	159,688	FY 2019-2021	Rollout, Commissioning, Active
Springfield School District/XFER 5307/1738-2020-1	267,079	267,079		
MM-SRTS/XFER 5307/OR-2018-026	343,074	87,353		
Springfield School District/XFER 5307/Grant #TBD	118,431	118,431		
TA/Grant #TBD	390,059	390,059		
General Funds	40,059	40,059		
Total Project	1,318,390	1,062,669		

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

Transportation Options - Key: 21130/21334/21478/21321			#19-TRANOP-0146009	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
XFER 5307/TBD	900,000	900,000	FY 2019-2021	Rollout, Commissioning, Active
ODOT 32517	220,778	117,591		
General Funds	148,009	118,009		
Total Project	1,268,787	1,135,600		

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

LTD CIP 2020

PROJECT DESCRIPTIONS

Point2point

UO Gateway SmartTrips - Key: 17162			#19-SMTUOG-0146010	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
STP/OR-95-X030	180,000	141,510	FY 2019-2020	Rollout, Commissioning, Active
General Funds	20,601	16,196		
Total Project	200,601	157,706		

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

SRTS Outreach and Encouragement Program 2019-21 - Key: 21889			#19-SRTSOE0146011	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
TA/Grant #TBD	90,000	90,000	FY 2019-2020	Secure Funding
General Funds	10,301	22,500		
Total Project	100,301	112,500		

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

Vanpool - Key: 19395			#19-VNPOOL-0146010	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Funds	180,452	146,597	FY 2020	Rollout, Commissioning, Active
Total Project	180,452	146,597		

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

LANE TRANSIT DISTRICT October 2019 Performance Report

Performance Measure	Prior			Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior	
	Current Month	Year's Month	% Change					12 Month	% Change
Fixed Route Service									
Passenger Boardings	1,018,407	1,001,782	+ 1.7%	3,268,256	3,302,328	- 1.0%	9,889,699	10,292,685	- 3.9%
Mobility Assisted Riders	13,326	15,203	- 12.3%	53,363	57,437	- 7.1%	151,421	155,837	- 2.8%
<u>Average Passenger Boardings:</u>									
Weekday	38,435	38,097	+ 0.9%	31,429	31,882	- 1.4%	33,010	33,892	- 2.6%
Saturday	21,006	19,046	+ 10.3%	18,248	18,761	- 2.7%	17,833	18,944	- 5.9%
Sunday	12,594	12,344	+ 2.0%	11,461	11,765	- 2.6%	11,697	11,796	- 0.8%
Monthly Revenue Hours	25,893	25,140	+ 3.0%	97,055	99,266	- 2.2%	281,624	298,747	- 5.7%
Boardings Per Revenue Hour	39.3	39.8	- 1.3%	33.67	33.27	+ 1.2%	35.12	34.45	+ 1.9%
Weekly Revenue Hours	5,847	5,677	+ 3.0%	5,568	5,648	- 1.4%	5,443	5,778	- 5.8%
Weekdays	23	23		86	87		250	256	
Saturdays	4	4		17	18		53	53	
Sundays	4	4		19	18		59	53	

Passenger Revenues & Sales

Passenger revenues will be presented in the finance report.

Fleet Services

Fleet Miles	347,799	345,654	+ 0.6%	1,322,571	1,347,169	- 1.8%	3,871,914	4,102,569	- 5.6%
Average Passenger Boardings/Mile	2.93	2.90	+ 1.0%	2.47	2.45	+ 0.8%	2.55	2.51	+ 1.8%
Fuel Cost	\$200,895	\$220,349	- 8.8%	\$743,577	\$856,685	- 13.2%	\$2,143,245	\$2,437,629	- 12.1%
Fuel Cost Per Mile	\$0.578	\$0.637	- 9.4%	\$0.562	\$0.636	- 11.6%	\$0.554	\$0.594	- 6.8%
Repair Costs	\$485,170	\$262,552	+ 84.8%	\$1,323,888	\$1,062,594	+ 24.6%	\$3,813,653	\$3,671,979	+ 3.9%
Total Repair Cost Per Mile	\$1.395	\$0.760	+ 83.6%	\$1.001	\$0.789	+ 26.9%	\$0.985	\$0.895	+ 10.0%
Preventive Maintenance Costs	\$34,156	\$41,055	- 16.8%	\$156,420	\$145,486	+ 7.5%	\$445,366	\$461,921	- 3.6%
Total PM Cost Per Mile	\$0.098	\$0.119	- 17.3%	\$0.118	\$0.108	+ 9.5%	\$0.115	\$0.113	+ 2.2%
Mechanical Road Calls	33	39	- 15.4%	130	158	- 17.7%	390	473	- 17.5%
Miles/Mech. Road Call	10,539	8,863	+ 18.9%	10,174	8,526	+ 19.3%	9,928	8,674	+ 14.5%

Medical Transportation Management

MTM Rides	12,795	14,864	- 13.9%	52,856	52,612	+ 0.5%	160,480	159,628	+ 0.5%
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October Revenue Hours



October Passenger Boardings per Revenue Hour



October Fleet Miles



October Passenger Boardings per Mile



October Passenger Boardings

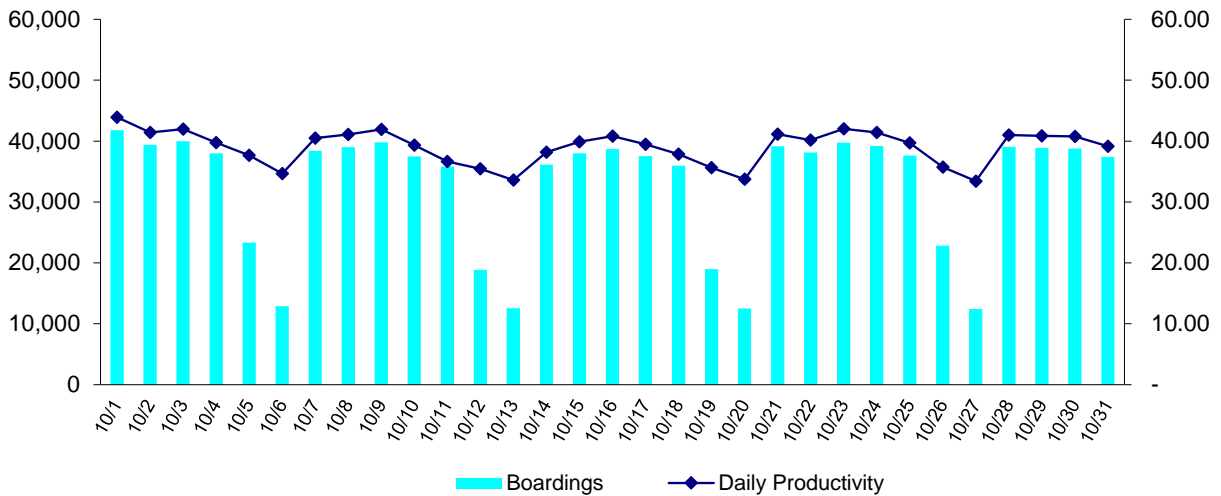


October Average Weekday Passenger Boardings



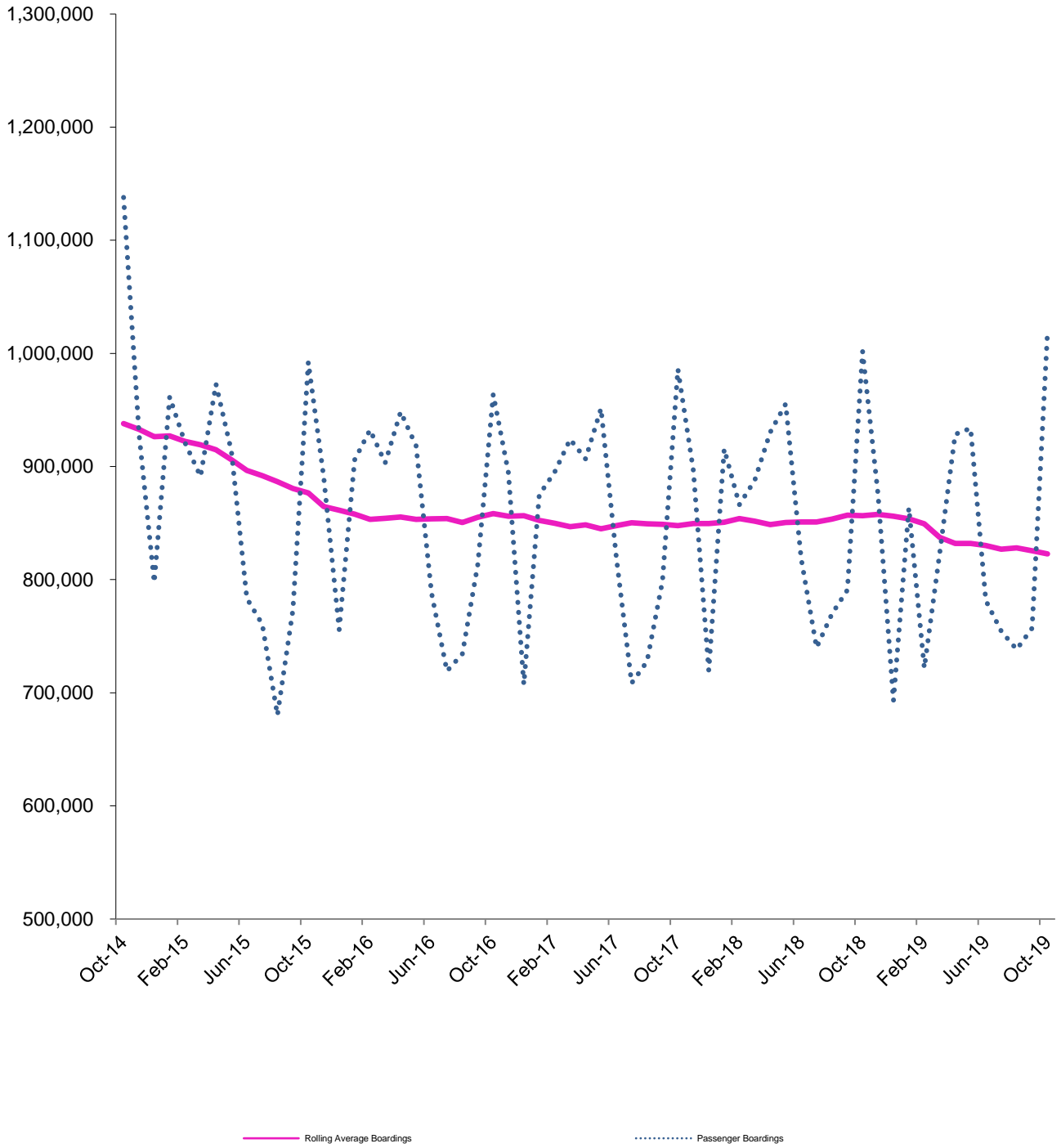
Daily Ridership Recap October 2019

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
10/1/2019	Tuesday	Weekday	41,770	612	951	43.92
10/2/2019	Wednesday	Weekday	39,395	458	951	41.42
10/3/2019	Thursday	Weekday	39,963	538	952	41.98
10/4/2019	Friday	Weekday	38,005	556	956	39.75
10/5/2019	Saturday	Saturday	23,346	352	720	37.65
10/6/2019	Sunday	Sunday	12,898	202	372	34.67
10/7/2019	Monday	Weekday	38,407	433	948	40.51
10/8/2019	Tuesday	Weekday	39,029	531	950	41.08
10/9/2019	Wednesday	Weekday	39,820	463	950	41.92
10/10/2019	Thursday	Weekday	37,499	464	953	39.35
10/11/2019	Friday	Weekday	35,820	546	992	36.64
10/12/2019	Saturday	Saturday	18,855	319	532	35.44
10/13/2019	Sunday	Sunday	12,564	203	374	33.59
10/14/2019	Monday	Weekday	36,159	422	947	38.18
10/15/2019	Tuesday	Weekday	37,997	600	953	39.87
10/16/2019	Wednesday	Weekday	38,705	407	948	40.83
10/17/2019	Thursday	Weekday	37,534	509	951	39.47
10/18/2019	Friday	Weekday	35,946	436	950	37.84
10/19/2019	Saturday	Saturday	18,990	228	533	35.63
10/20/2019	Sunday	Sunday	12,510	204	371	33.72
10/21/2019	Monday	Weekday	39,139	515	951	41.16
10/22/2019	Tuesday	Weekday	38,139	466	950	40.15
10/23/2019	Wednesday	Weekday	39,759	464	946	42.03
10/24/2019	Thursday	Weekday	39,199	434	946	41.44
10/25/2019	Friday	Weekday	37,622	636	948	39.69
10/26/2019	Saturday	Saturday	22,834	359	716	35.74
10/27/2019	Sunday	Sunday	12,405	195	371	33.44
10/28/2019	Monday	Weekday	39,064	521	953	40.99
10/29/2019	Tuesday	Weekday	38,856	452	951	40.86
10/30/2019	Wednesday	Weekday	38,802	377	952	40.76
10/31/2019	Thursday	Weekday	37,376	424	955	39.14
Totals			1,018,407	13,326	25,893	39.33



LANE TRANSIT DISTRICT

Five Year History of Passenger Boardings





OFFICE OF THE GENERAL MANAGER

Aurora Jackson, General Manager

EXECUTIVE OFFICE

There is no report this month.

MARKETING AND COMMUNICATIONS

Theresa Brand, Transportation Outreach and Marketing Manager

TouchPass:

- 4J School District began issuing TouchPass cards at all five high schools on November 26, with middle schools to follow after the first of the year. Staff have created a How to use TouchPass, a Tips, and a Rules to Ride sheet, along with a training annual for the school staff.
- Staff are working on the integration of 82 Group Pass, 59 Non-profits, and 22 Bulk Pass sales outlets into the TouchPass system, including new agreements, issuing of cards, and training by January 1.
- Staff are coordinating outreach in the Cottage Grove area to half-fare and honored riders, to provide three location/times in the month of December that they can come and pick-up their new TouchPass cards.
- Staff presented to the DD Coalition on November 27 about TouchPass and Accessibility.

Public Engagement/Outreach/Participation/Partnerships:

- Through a partnership with LTD and Oregon Technology Association (TAO), Mark Johnson did an Ignite presentation about LTD and Technology to more than 100 members of TAO.
- Stuff the Bus – On November 8 & 9, LTD partnered with KDUK, US101, and Walmart for the annual collection of food and toy donations for Food for Lane County and Toys for Tots. All-in-all, the event collected 7,344 pounds of food and \$213 in donations which equals 6,734 meals for families in Lane County.
- Veteran's Day – LTD was proud to offer free rides for veterans on Veteran's Day again this year. A passenger only had to state to the bus operator that they were a veteran, and they received a day pass good for all day. As part of the acknowledgment, LTD employees were able to wear yellow ribbons as a personal and outward expression of their appreciation of these brave people.
- UO "Green Game" – On November 16, the University of Oregon participated in a Pac-12 Zero Waste Challenge Game promoting the use of busing, walking, or biking to reduce the environmental impacts of transportation to this event. They held a raffle at Autzen Stadium and everyone who used the Autzen Express was entered to win. LTD partnered with UO to promote and support the effort.

Sponsorships/Donations: McKenzie Cider & Craft Beer Festival – LTD offered day pass coupons for participants of the Springfield Rotary's annual festival. The coupons were on the event's website and in their ad in the Register Guard.

Facebook Analytics for October 30 – November 27:

- Daily Reach = 17,867
- Engaged users (unique) = 1,889
- Impressions = 24,941

LTD Website Analytics for October 29 – November 29:

- Users = 41,169
- Mobile Users = 75% access by mobile phone or tablets
- Desktop/Laptop User = 25%
- Page views = 295,208

PLANNING AND DEVELOPMENT

Tom Schwetz, Director of Planning and development

Sustainability Program - Regional Sustainability Coordination: The Sustainability Program manager gave a presentation to the Eugene City Club on December 6 (rebroadcast on KLCC on December 9) called “Driving towards a Low-Carbon Future with Electric Vehicles”. The Sustainability Program Manager will also give a presentation to the GreenLane Sustainable Business Network on January 8 about LTD’s sustainability program and the results of the greenhouse gas inventory.

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

There is no report this month.

Point2point (P2p)

Theresa Brand, Transportation Outreach and Marketing Manager

Congestion Mitigation: Staff are working proactively with ODOT to plan transportation options outreach for construction mitigation before, during, and after the early 2020 I-105 Delta Ramp Closure. This outreach will primarily target the residents and employers in the neighborhoods most directly impacted by the closure (Northeast Neighbors, Cal Young Neighborhood Association, and Goodpasture Island Neighborhoods), but will also include communication with the regional audience.

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 to enroll in the new *Get There* platform and explore their transportation options. Planning and preparation for further outreach to the JWN, FWN, WEC, and employers along the West Eugene EmX Corridor continues and will be implemented over the next month.

Employer Programs:

- Staff will begin working to promote and evaluate the revised ETC toolkit to area employers over the next 6 months.
- Point2point staff attended the Lane Community College staff benefit fairs to promote transportation options and the Emergency Ride Home program.

School Programs – Safe Routes to Schools (SRTS) Outreach Programs: The Regional SRTS team has completed the October Walk+Roll Challenge. It was a busy season with a total of 43 schools participating in the fall 2019 Challenge. A total of 13,670 active transportation trips were made at participating schools. The Regional SRTS program also held a total of 32 events during this year’s challenge season engaging 4,818 students in conversations around choosing active modes for their school commute.

Business Commute Challenge: Point2point has received a new Innovation Grant (IG-2) from ODOT to test behavior change messaging and prompts and have identified the use of the Business Commute Challenge as the test case for this pilot work, which will occur from now through August 2020, led by Cody Franz and Julia Woolley from the P2p Team and Alta Planning and Design.

Outreach & Education:

- Point2point staff are planning transportation options outreach to apartment complex and mobile home residents in the Gateway area which will occur over the next few months. Staff are currently preparing materials for outreach and will begin contacting complex managers next month.
- Point2point Staff conducted outreach and shared transportation information at the following community event:

Date	Event	# of Participants
11/5/2019	Lane Community College Benefit Fair	68
11/7/2019	Florence Be Seen Be Safe	75
11/14/2019	Cottage Grove Be Seen Be Safe	135
Total		278

FACILITIES

Joe McCormack, Director of Facilities

There is no report this month.

MAINTENANCE

Matt Imlach, Director of Maintenance

Staff have sent a Notice to Proceed to New Flyer of America for the purchase of five (5) Diesel Hybrid Buses to replace five (5) of the first EmX buses that will reach the end of their useful life on January 14, 2020. The purchase of these buses will be off LTD’s contract 2014-02 in the amount of \$1,085,795.20 per bus. New Flyer of America anticipates that this bus build would enter production in the middle of April with the anticipated delivery early July 2020.

TRANSIT OPERATIONS

Jake McCallum, Director of Operations

There is no report this month.

Public Safety & System Security

Frank Wilson, Public Safety & System Security Manager

There is no report this month.



Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
December 18 - Special Board Meeting p.m. - 5:00 p.m. Deadline - November 27)			4:00 (Materials) Time (minutes)	CONFIRMED: December 18 - Board Retreat 8:30 a.m. - 3:30 p.m.			Time (minutes)
Introductory Items			15	Board Training and District Updates			
Employee of the Month		Board President	5				
Public Hearing:							
Board Member Reports		Camille Gandolfi	5				
<u>Items for Action:</u>							
Consent Calendar:			5				
1	Minutes from the November 20, 2019, Special Board Meeting	Camille Gandolfi		CONFIRMED: Special Meeting/Non-Public Executive Session 3:15 -3:30 p.m.			Time (minutes)
2	Minutes from the November 20, 2019, Regular Board Meeting			EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO "ORS 192.660(2)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions and ORS			
3	Delegated Authority Report – November	Collina Beard					
4	Budget Committee Member Appointment- Term Expirations/Renewals	Camille Gandolfi					
Board Member Expense Report: Kate Reid		Camille Gandolfi					
<u>Items for Information/Discussion:</u>							
Transit Tomorrow		Cosette Rees	10				
MOD		John Ahlen	15				
<u>Written Reports:</u>							
Monthly Financial Report - Verbal & Written		Christina Shew					
Monthly Cash Disbursements		Christina Shew					
Quarterly Grant Report		Christina Shew					
Monthly Performance Reports		Hart Migdal					
Monthly Department Reports							
Safety-Conscious Resolution Annual Update		Aurora Jackson					
<u>Executive Session:</u>							
TOTAL TIME (120 minute max)			55	TOTAL TIME (60 - 120 minute max)			0



Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
January 15 - Regular Board Meeting Materials Deadline: December 25			Time (minutes)	TENTATIVE: January 15 Board Work Session Materials Deadline: December 25			Time (minutes)
Introductory Items			15				
Employee of the Month		Board President	5				
Public Hearing:							
Board Member Reports		Camille Gandolfi	10				
<u>Items for action:</u>							
Consent Calendar:			5				
1	<i>Minutes from the December 18, 2019, Regular Board Meeting</i>	Camille Gandolfi					
2	<i>Delegated Authority Report – December</i>	Collina Beard					
Board Member Committee Assignments							
Declare Garfield Property as Surplus		Randi & Kristin	10				
PTASP		David L.	15				
Landscaping Contract 2017-08		Joe & Sonny	5				
Electric Bus		Matt	20				
MTM - CCO Part 2		Kris Lyon	15				
Green Lane Corner Property Purchase		Kristin & Joe	10				
Finance Committee Recommendation: Change of finance committee name and development of financial strategy by Budget Committee		Collina Beard	10				
<u>Items for Information/Discussion:</u>							
Annual Safety Resolution Update		AJ	10				
<u>Written Reports:</u>							
Monthly Finance Report		Christina Shew					
Monthly Cash Disbursements		Christina Shew					
Monthly Performance Reports							
Monthly Department Reports							
2021 Plans - BD Member Request							
<u>Executive Session:</u>							
TOTAL TIME			130	TOTAL TIME			0
February 19 - Regular Board Meeting Materials Deadline: January 29			Time (minutes)	TENTATIVE: February 19 Work Session Materials Deadline: January 29			Time (minutes)
Introductory Items			15				
Employee of the Month		Board President	5				
Public Hearing:							
Board Member Reports		Camille Gandolfi	10				
<u>Items for Action:</u>						TOTAL TIME	0
Consent Calendar:			5				
1	<i>Minutes from the January 16, 2018, Special Board Meeting/Work Session</i>	Camille Gandolfi					



Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
2	<i>Minutes from the January 16, 2018, Regular Board Meeting</i>	Camille Gandolfi					
3	<i>Delegated Authority Report – January</i>	Collina Beard					
Adoption: CAFR/Audit Results		Christina Shew	25				
Public Records Policy		Camille Gandolfi					
<u>Items for Information/Discussion:</u>							
<u>Written Reports:</u>							
Monthly Finance Report		Christina Shew					
Monthly Cash Disbursements		Christina Shew					
Monthly Performance Reports							
Monthly Department Reports							
TouchPass & Fare Update		Charlie					
<u>Executive Session:</u>							
		TOTAL TIME	60			TOTAL TIME	0
March 18 - Regular Board Meeting Materials Deadline: February 26			Time (minutes)	TENTATIVE: March 18 Work Session Materials Deadline: February 26			Time (minutes)
Introductory Items			15	American Bus Benchmarking (ABBG)		Mark Johnson	60
Employee of the Month		Board President	5	Transit Tomorrow		Tom Schwetz	60
Public Hearing:							
Board Member Reports		Camille Gandolfi	10				
<u>Items for Action:</u>							
Consent Calendar:			5				
1	<i>Minutes from the February 20, 2018, Special Board Meeting/Work Session</i>	Camille Gandolfi					
2	<i>Minutes from the February 20, 2018, Regular Board Meeting</i>	Camille Gandolfi					
3	<i>Delegated Authority Report – February</i>	Collina Beard					
4	<i>Budget Committee Member Appointment</i>	Camille Gandolfi					
<u>Items for Information/Discussion:</u>							
Results of 2019 Origin-Destination Study		Could be Worksession Item Bret Smith and LCOG Staff	30				
Transit Tomorrow		AJ	20				
<u>Written Reports:</u>							
Monthly Financial Report - Verbal & Written		Christina Shew					
Monthly Cash Disbursements		Christina Shew					
Quarterly Grant Report		Christina Shew					
Monthly Performance Reports							
Monthly Department Reports							
<u>Executive Session:</u>							
		TOTAL TIME	85			TOTAL TIME	120



STF/STIF Consolidation

Background and Purpose

During the 2019 session, the Oregon Legislature directed the Oregon Department of Transportation (ODOT) to develop a plan to merge two separate public transportation funding programs: the Statewide Transportation Improvement Fund (STIF) and the Special Transportation Fund (STF). The Legislature seeks to reduce redundancy, increase administrative efficiency, and improve funding reliability for public transportation providers throughout the state. ODOT is directed to report back on the progress of this consolidation during the 2020 legislative session.

What is the Special Transportation Fund (STF)?

The Special Transportation Fund was created in 1985 by the Oregon Legislature to support transportation services for older adults and people with disabilities. STF receives revenue from cigarette tax, non-highway gas tax and ID cards. Over the past few biennia, the STF program received General Fund revenues. However, no General Funds were appropriated to this program during the 2019 legislative session.

What is Statewide Transportation Improvement Fund (STIF)?

The Statewide Transportation Improvement Fund was created by the Oregon Legislature in 2017 to improve and expand public transportation service in Oregon. STIF receives revenue from payroll taxes.

Process

To guide a smooth consolidation process, ODOT convened the Consolidation Advisory Committee (CAC), accepted public comment, and will share recommended consolidation concepts with the 2020 Oregon Legislature.

Consolidation Advisory Committee

The CAC was tasked with advising ODOT on key elements and priorities to ensure a successful

program consolidation. The CAC provided input on desired program attributes, formula funding considerations, and other elements to inform future statutory changes. The committee included representatives from public transportation service providers and advocates representing seniors, people with disabilities, equity and environmental justice, and social and human service agencies.

Public Input

ODOT hosted five public CAC meetings and members of the public were invited to comment. Additionally, ODOT shared public notices, updated materials on the project website, reached out to key members of the public for input, and encouraged CAC members to solicit comment from their networks.

Legislative Report

Upon conclusion of the CAC process, ODOT will advance committee recommendations and its plan for program consolidation to the Oregon Transportation Commission (OTC) for endorsement. ODOT and its partners will bring forward recommended options for statutory change to the 2020 legislative session.

Schedule

2019

- Jul.** Legislative Fiscal Office directs ODOT to consolidate STF and STIF
- Sept.** Committee convenes, discusses characteristics of success and drafts concepts
- Oct.** Committee finalizes consolidation concept recommendations
- Nov.** ODOT shares recommended concepts with the OTC

2020

- Feb.** Oregon Legislature considers implementing recommended concepts

Recommended Consolidation Concepts

The CAC recommended concepts for allocating funding, recipient and project eligibility, and local oversight. These concepts were designed to streamline public transportation funding for transit providers while maintaining the intent of both programs.

Funding Allocations

The CAC recommends two options for allocation of funds:

	Concept - A	Concept - B
Similarities	<ul style="list-style-type: none"> • Uses STIF to backfill STF formula, by reducing each of the STIF funds proportionately • Then allocates 90% by formula, 5% by discretionary, 4% by intercommunity discretionary, and 1% to the Technical Resource Center • Maintains minimum base STF and STIF formula allocations at 2019-21 levels, adjusted by rate of growth/decline of consolidated fund as a whole • Adds 8th area of emphasis to STIF formula for services for older adults and people with disabilities • Eliminates STF discretionary grant program 	
Differences	<ul style="list-style-type: none"> • Formula portion of consolidated fund: <ul style="list-style-type: none"> › STF distributed by population at 2019-21 levels › Distributes remaining by share of payroll • Future STF legacy formula revenues (cigarette tax, non-highway gas tax and ID cards) distributed by population, adjusted by rate of growth/decline of consolidated fund 	<ul style="list-style-type: none"> • Formula portion of consolidated fund: <ul style="list-style-type: none"> › STF formula legacy revenues (cigarette tax, non-highway gas tax and ID cards) distributed by population › STIF backfill portion of STF formula and STIF formula is disbursed by share of payroll • Future STF legacy formula revenues distributed by population, adjusted by rate of growth/decline of legacy STF revenues

Funding Eligibility

Public transportation service providers throughout the state are eligible. At the lead agency’s discretion, private, for-profit, and non-profit providers are eligible direct or sub-recipients if they provide services for older adults or people with disabilities.

Administrative Rate

ODOT will take audited program administration and management costs off the top of the consolidated fund. ODOT can expend funds on projects of statewide significance and transit services that fill gaps in the statewide network.

Local Processes

The consolidated fund should require at least one local advisory committee to review and advise public transportation service providers on projects proposed for funding.

What’s Next

Upon endorsement by the OTC, ODOT and its partners will advance these recommended options for consideration during the 2020 legislative session. After the close of session, ODOT will update its rules as necessary.

Contact ODOT



For more information visit:
<https://www.oregon.gov/ODOT/RPTD/Pages/STF-STIF-Consolidation.aspx>

Mobility on Demand Update

LTD Board, Dec 18th, 2019



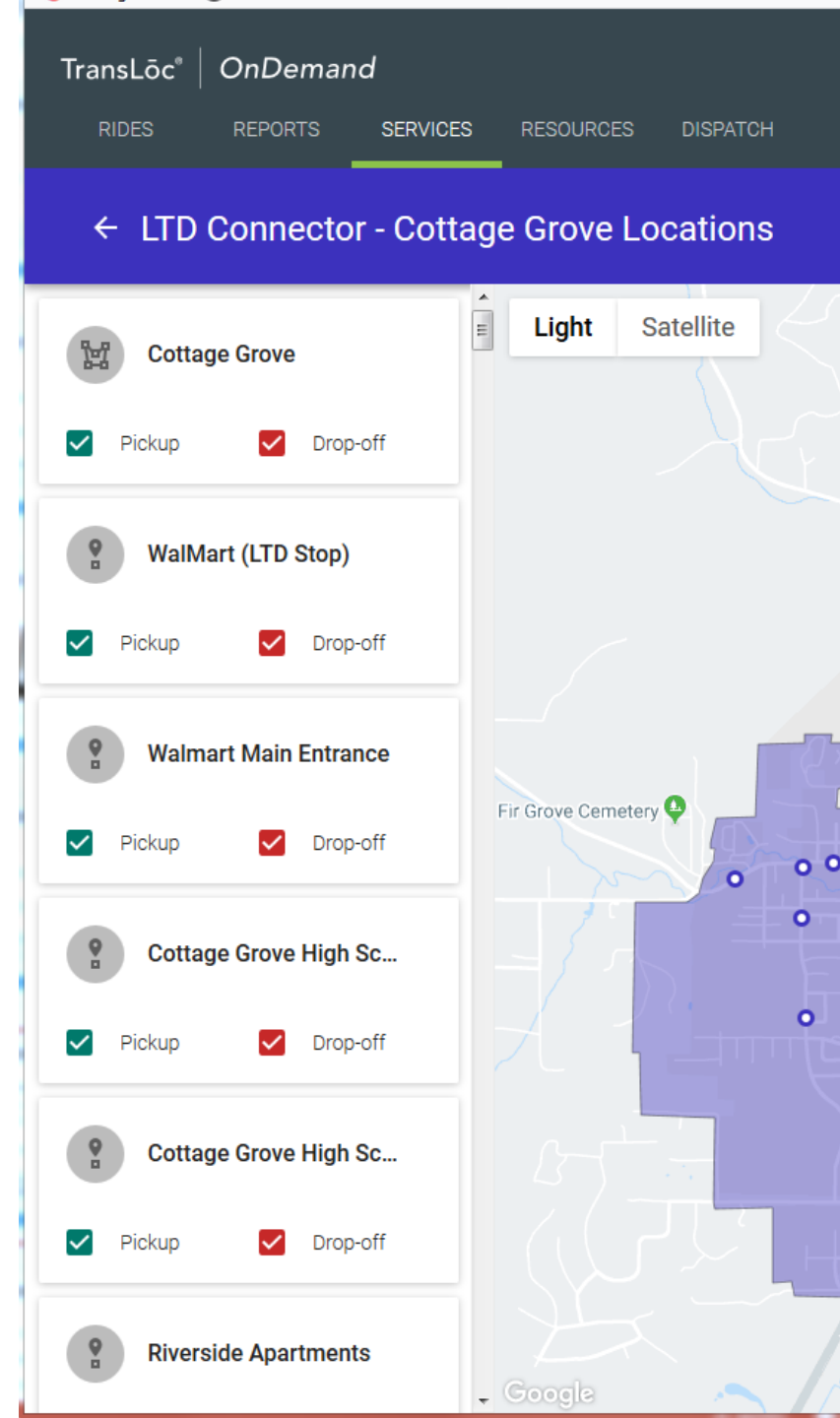
Lane Transit District

LTD.org

Mobility on Demand Cottage Grove



- Launched January 14, 2019
- Origin to destination, on-demand service
- 12 month pilot extended through August, 2020
- Available within Cottage Grove city limits

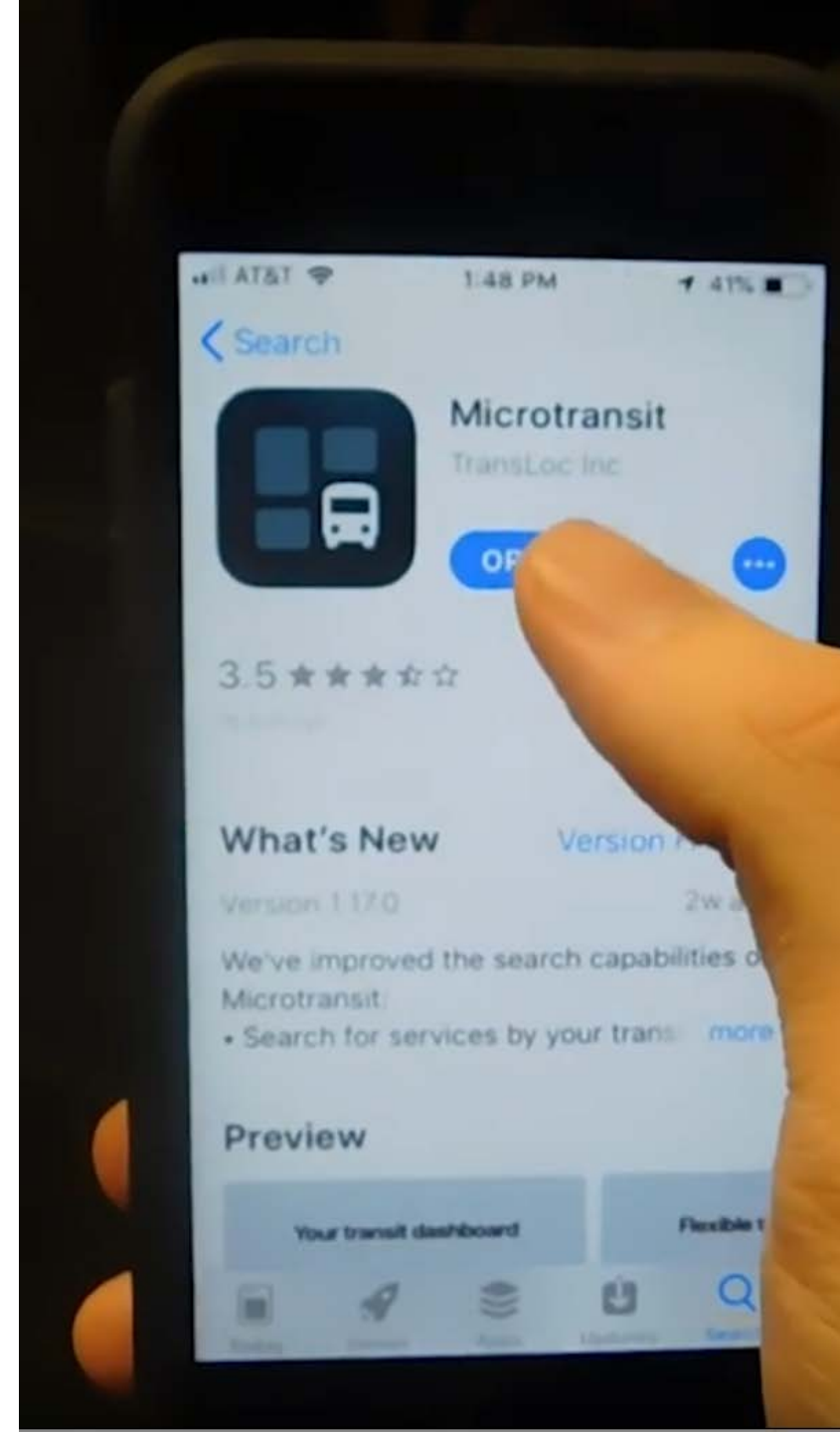


Cottage Grove Connector



Technology by TransLoc:

- Accessible via mobile app, website, and phone
- Mobile ride request, dispatch, and customer notifications
- Riders can track their trip through app and texts
- Algorithm determines routing based on opportunities for shared rides, efficiency, and service quality



Cottage Grove Connector

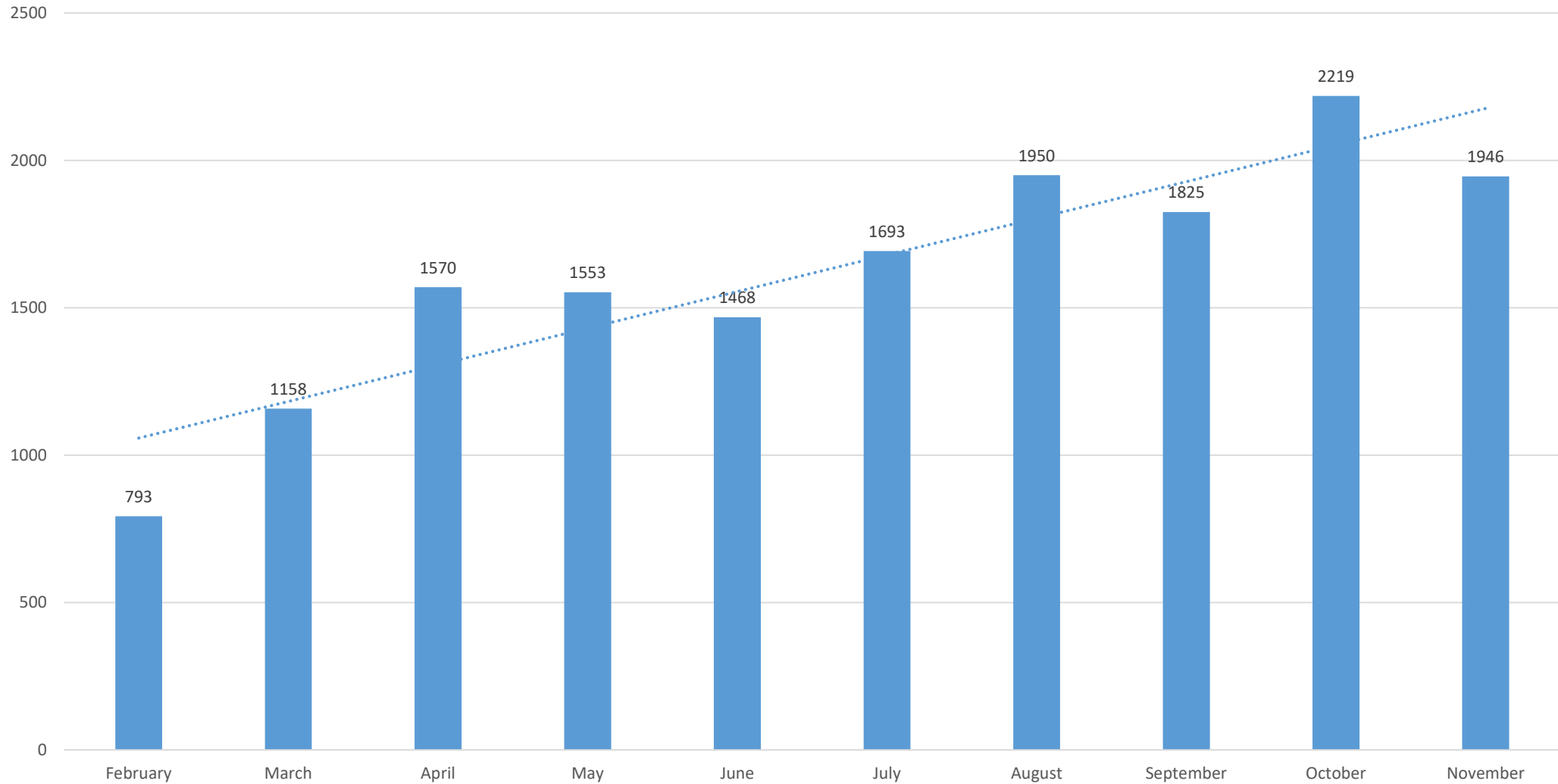


Service operates:

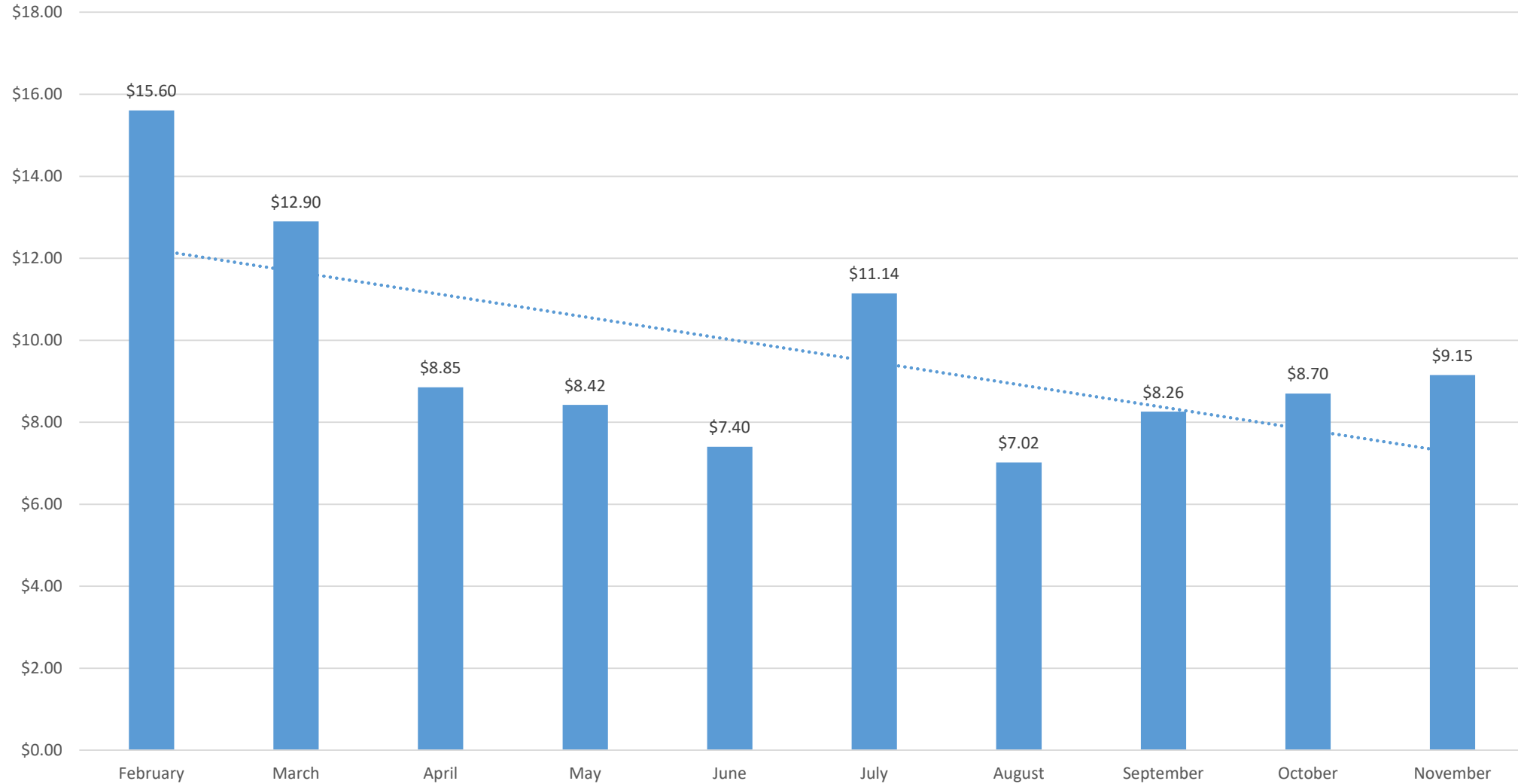
- Monday through Friday, 7 a.m. to 7:30 p.m.
- Origin and destination within city limits
- Cash fare \$1 per ride; all valid
LTD fares accepted
- Plan to incorporate TouchPass
technology



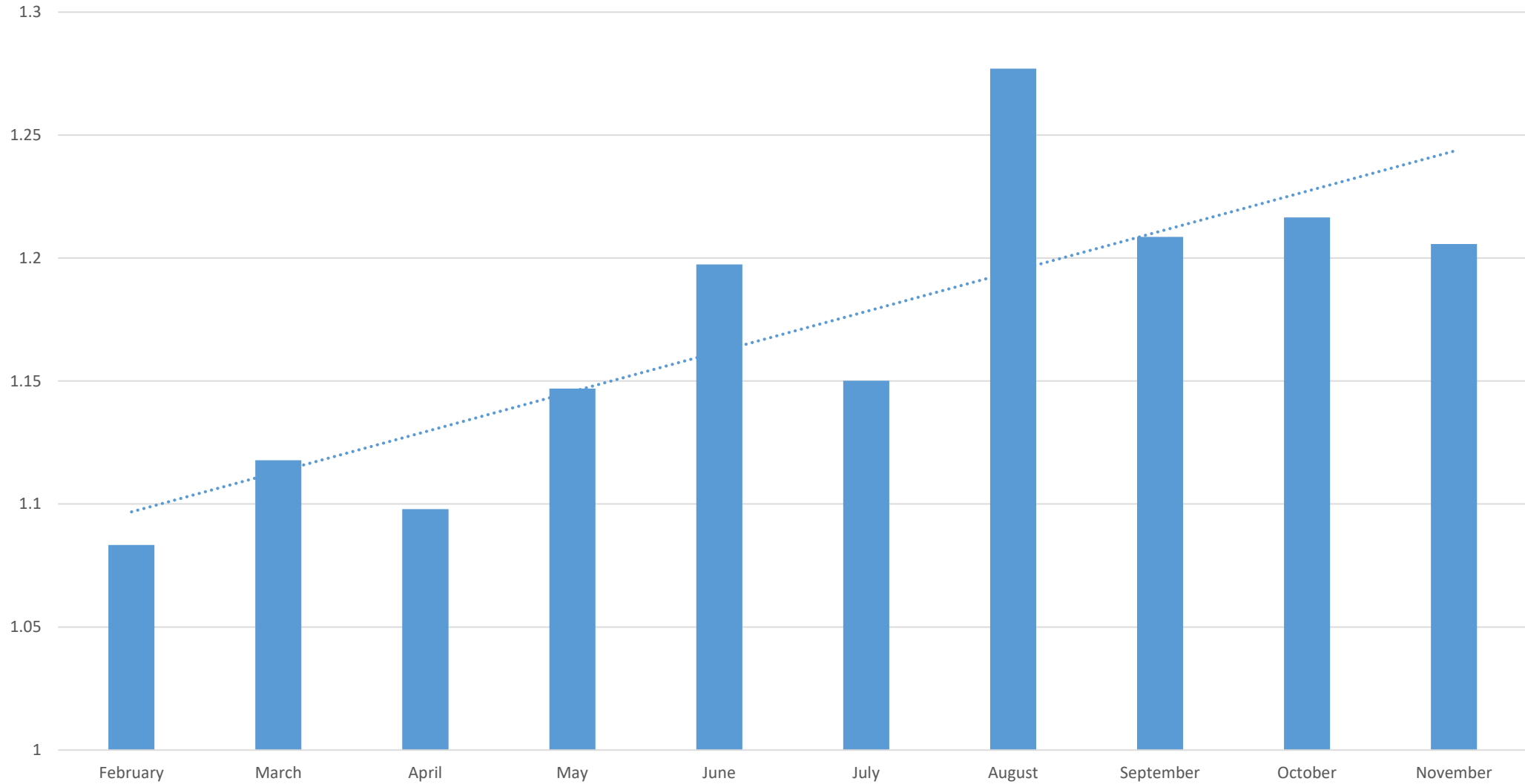
Connector Passengers



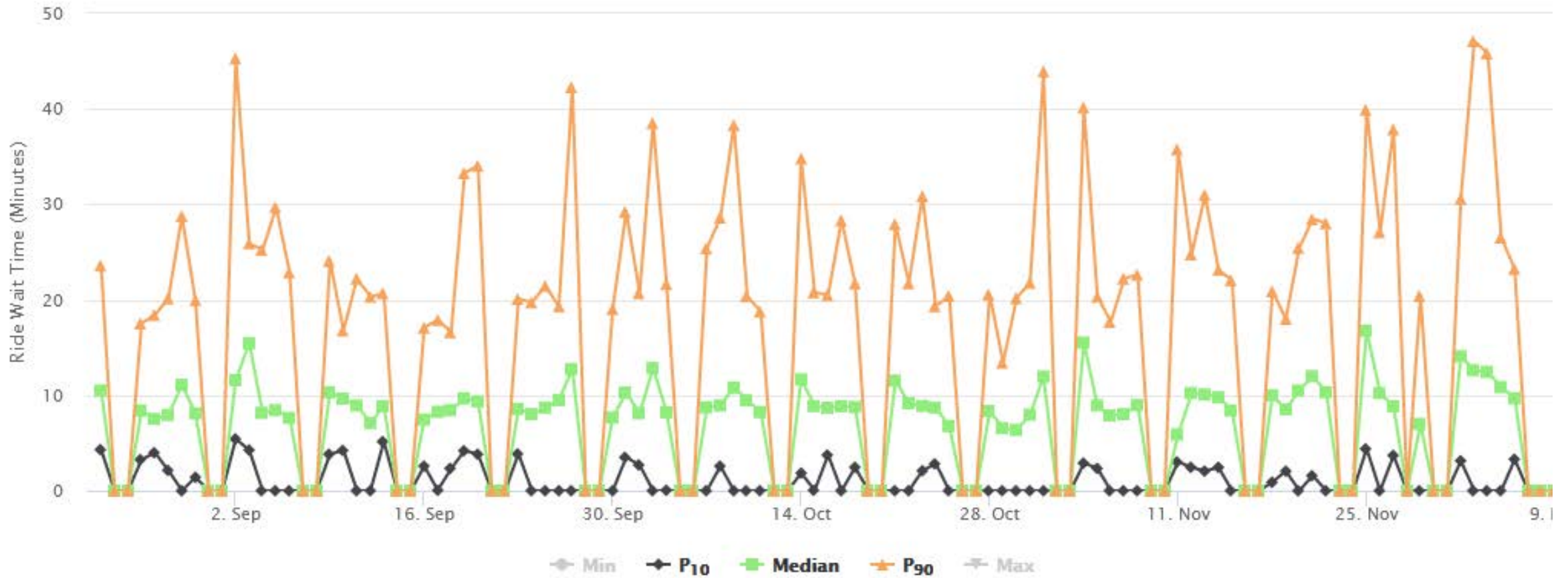
Connector Cost Per Boarding



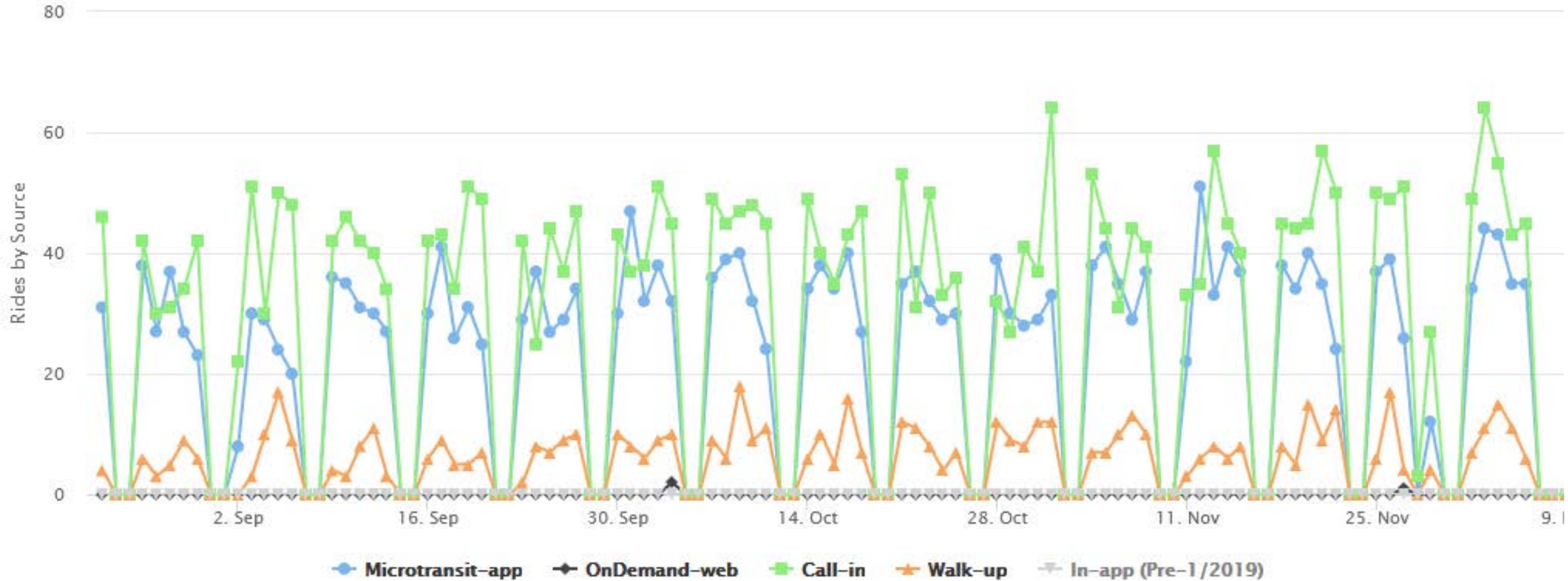
Connector Passengers Per Ride



Connector Ride Wait Times

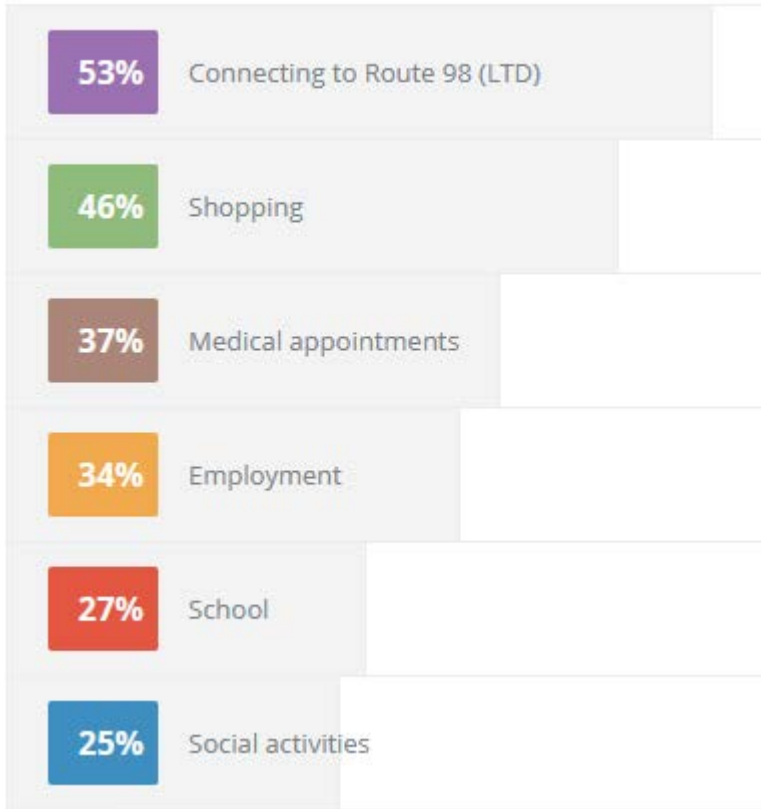


Connector Rides By Source



Connector Survey

What do you use the service for?



1 being highly dissatisfied, 5 being highly satisfied

	1	2	3	4	5
Wait time	9% 1	15% 2	12% 3	25% 4	39% 5
Quality of ride	4% 1	5% 2	9% 3	17% 4	65% 5
Customer service	2% 1	4% 2	9% 3	16% 4	69% 5
Hours of operation	9% 1	11% 2	12% 3	26% 4	41% 5
Accessibility	7% 1	4% 2	8% 3	11% 4	69% 5
Ease of booking a trip	9% 1	7% 2	6% 3	15% 4	62% 5
Cost	3% 1	1% 2	9% 3	8% 4	78% 5
Overall	4% 1	8% 2	10% 3	17% 4	60% 5

Connector Survey

how often do you use this service?



- 34% 2-3 times per week
- 27% Several times per month
- 26% 4-5 times per week
- 14% Daily

	More	Same	Less
Driving	20% More	44% Same	36% Less
Riding Route 98	33% More	54% Same	13% Less
Access the community	55% More	37% Same	8% Less

Mobility on Demand Downtown Eugene

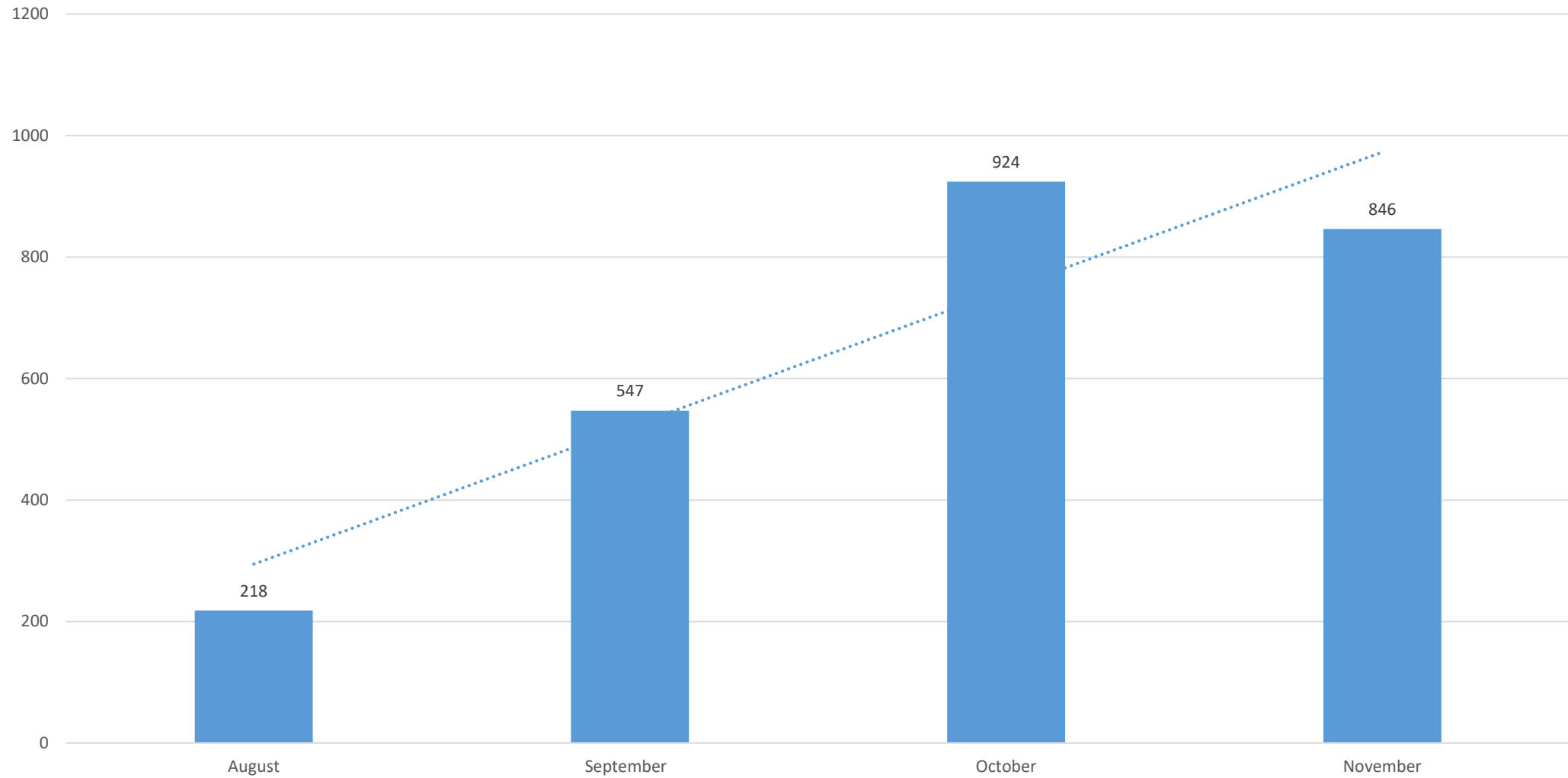


- Partnership of LTD, City of Eugene, Lane County, LCOG, and private entities
- Contract with RideZero using all electric vehicles
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- Free
- Operating Hours 7:00AM-6:00PM
- Monday-Friday
- Launched August 26

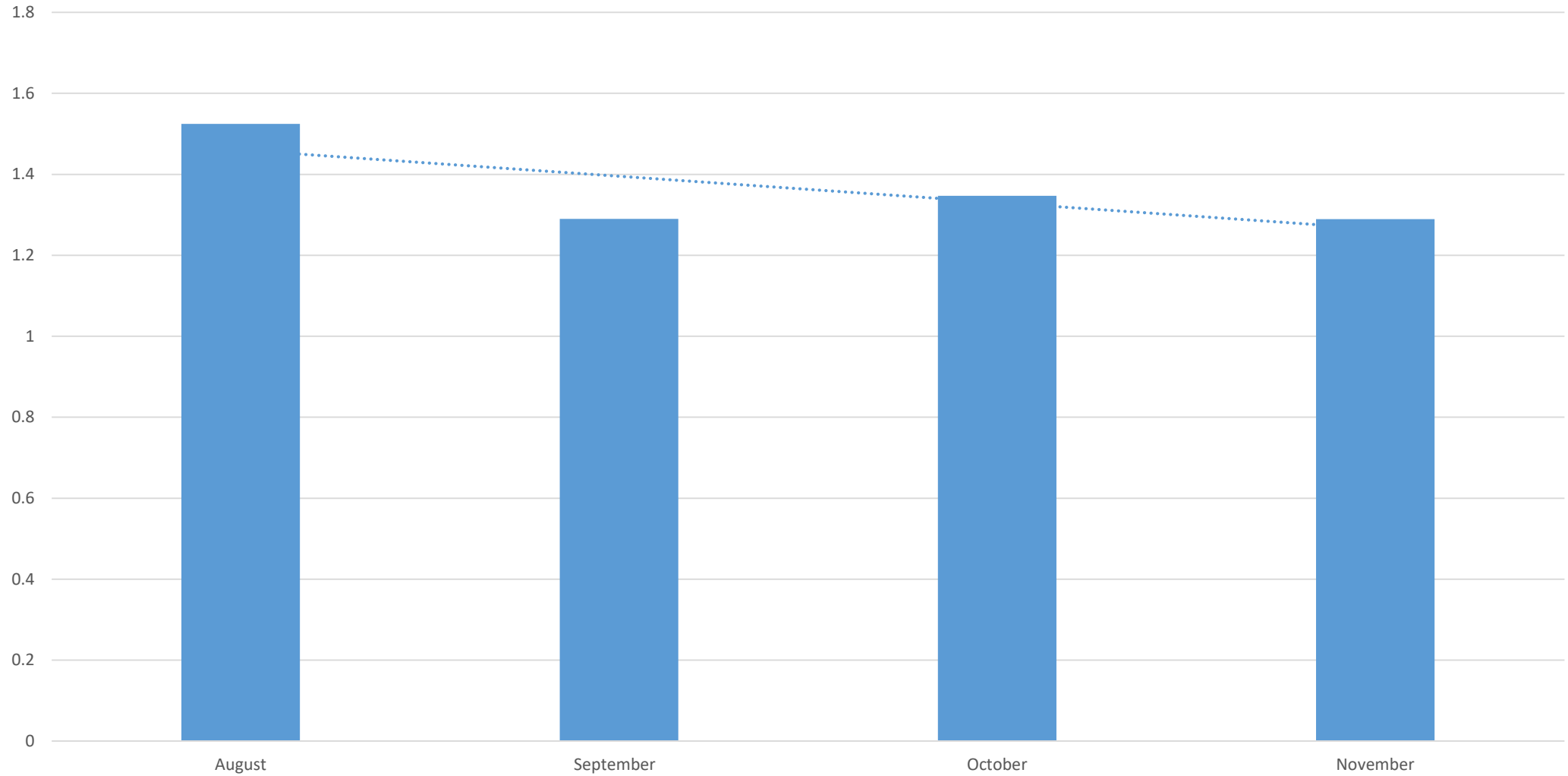




Emgo Passengers

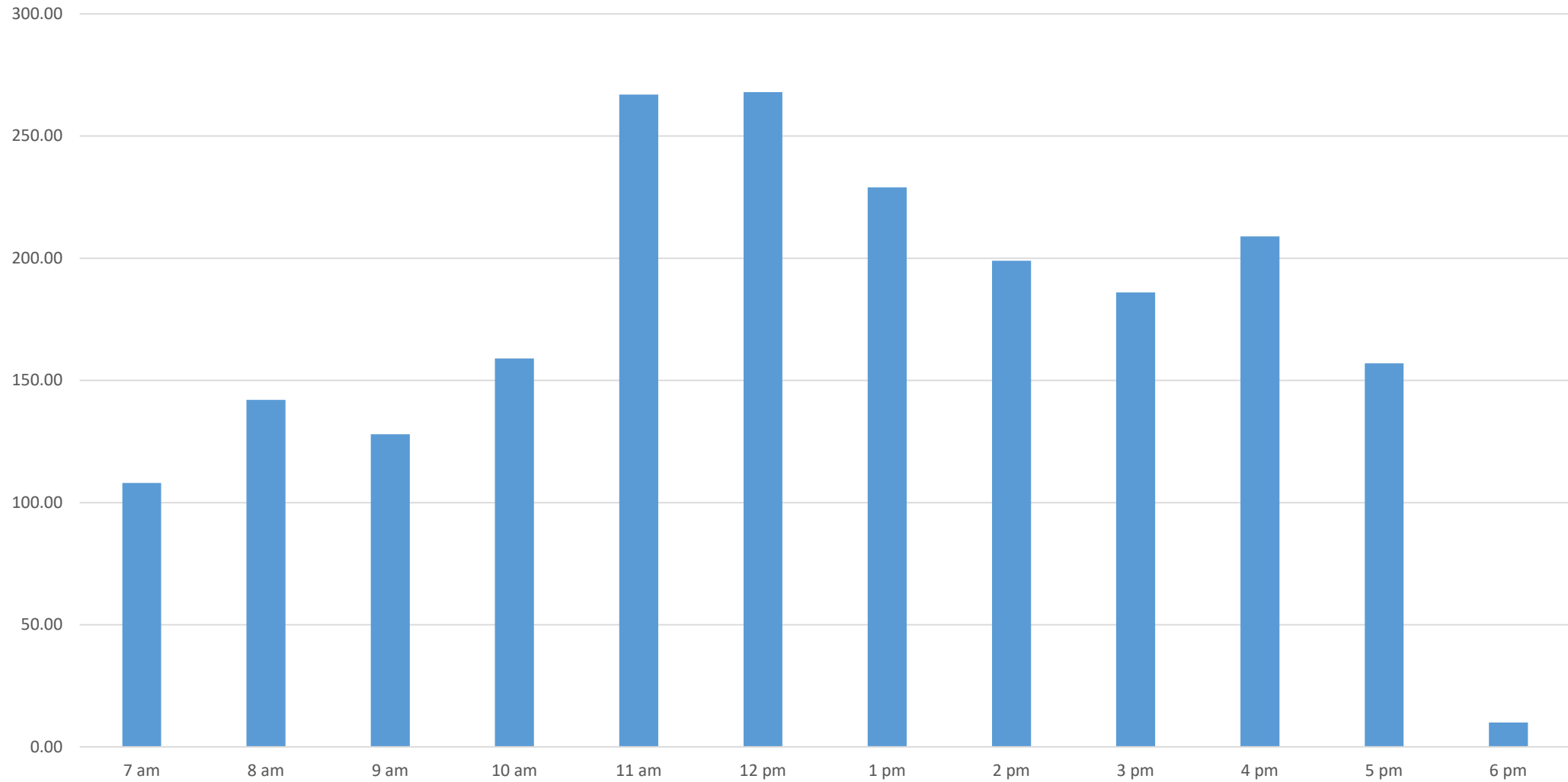


EmGo Passengers Per Ride

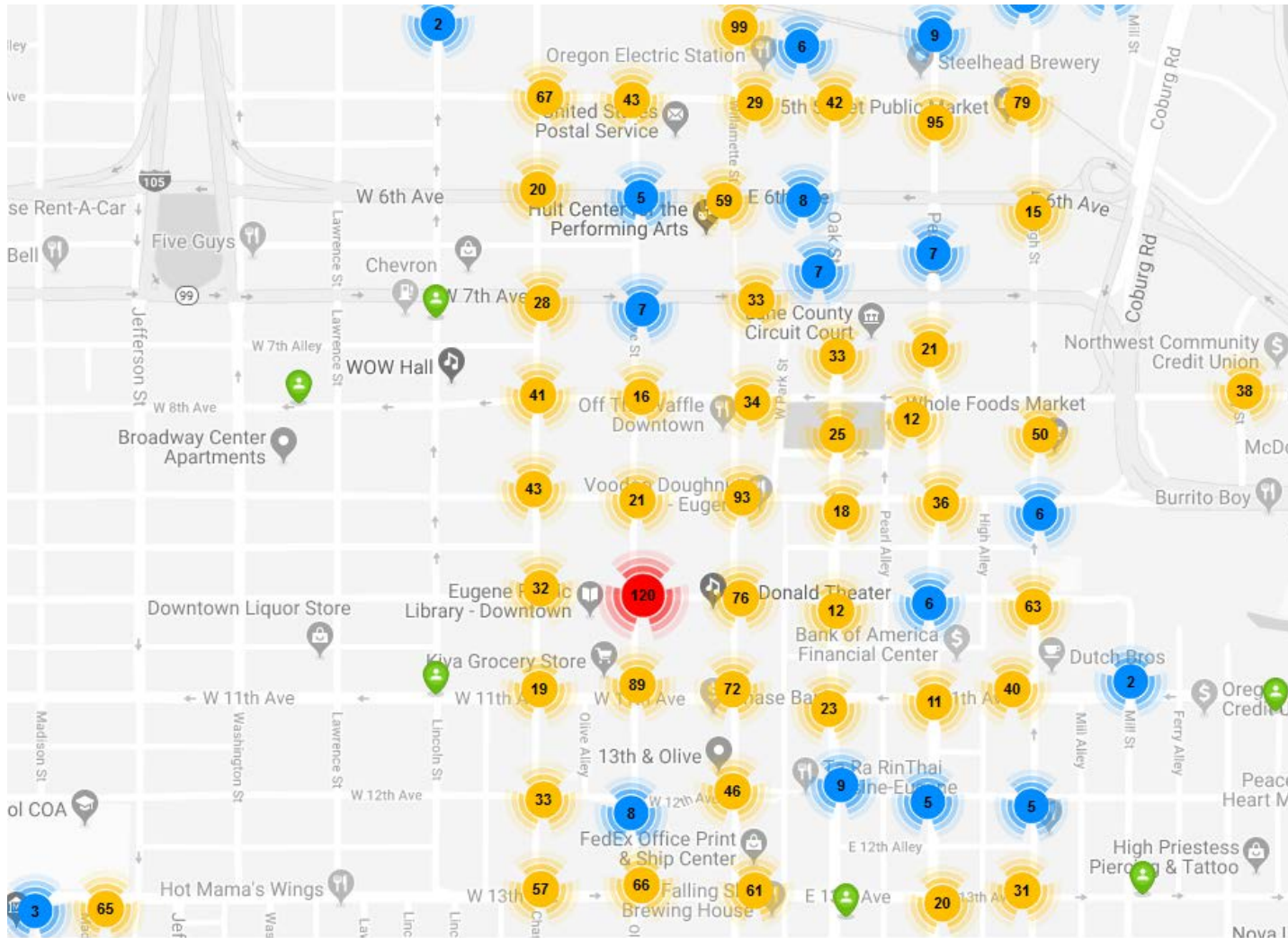




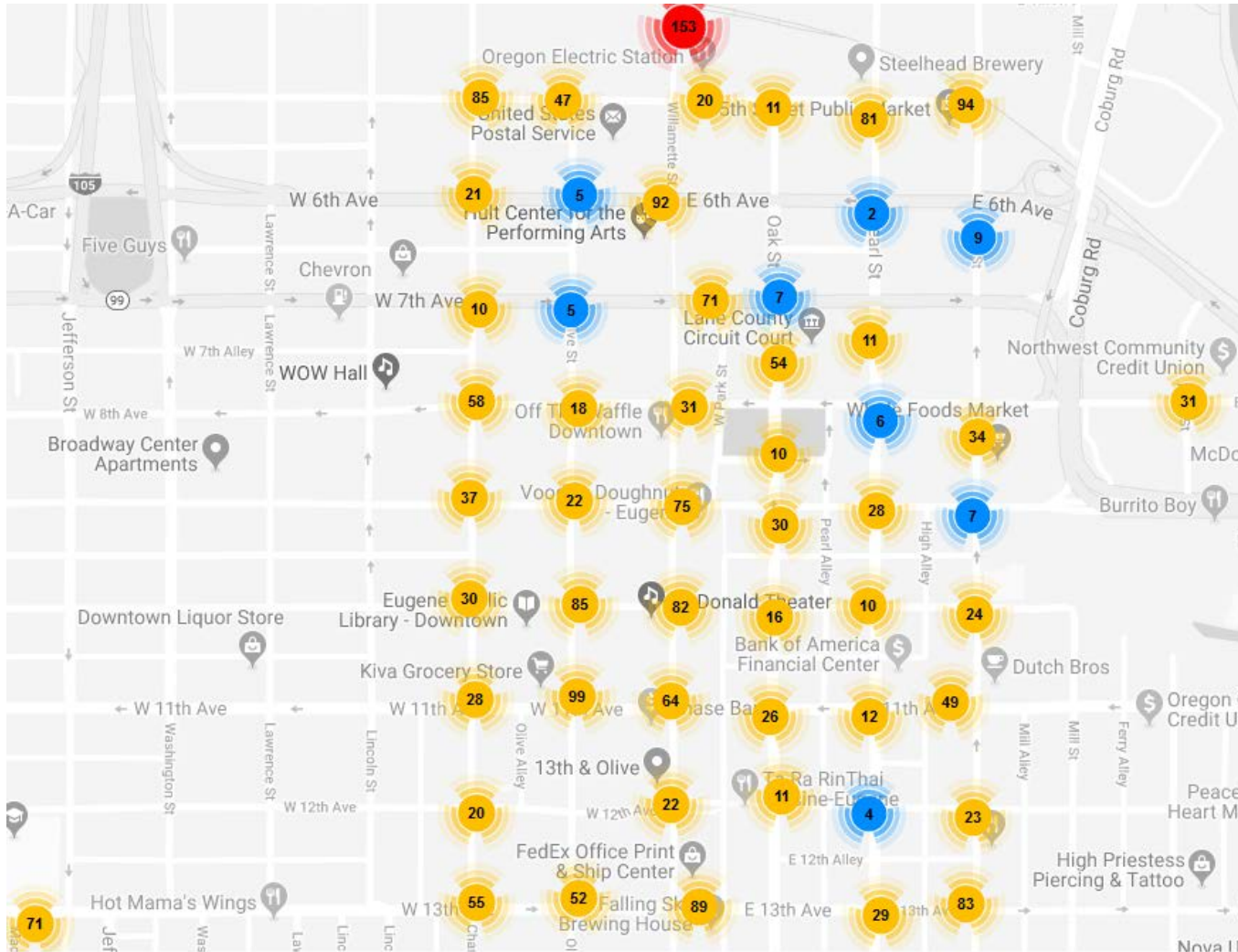
EmGo Lunchtime Rush



Popular EmGo Pickup Locations



Popular EmGo Dropoff Locations



EmGo Measures of Success



Reduce Private Vehicle Use



Reduce Pressure on Parking



Private Partnerships



Increased Bus Ridership

Questions and Answers



Q

&

A

Mobility on Demand Update

LTD Board, Dec 18th, 2019



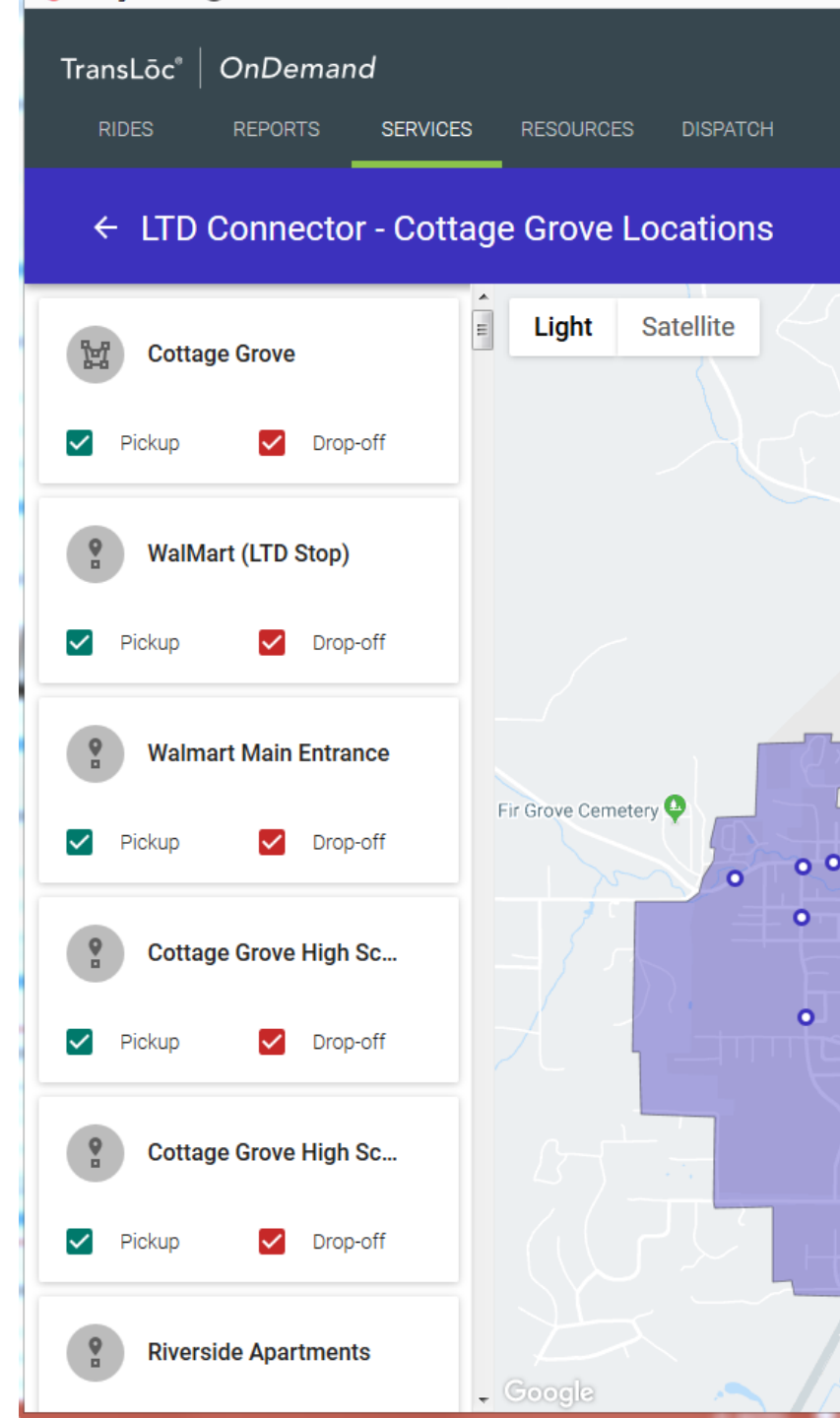
Lane Transit District

LTD.org

Mobility on Demand Cottage Grove



- Launched January 14, 2019
- Origin to destination, on-demand service
- 12 month pilot extended through August, 2020
- Available within Cottage Grove city limits

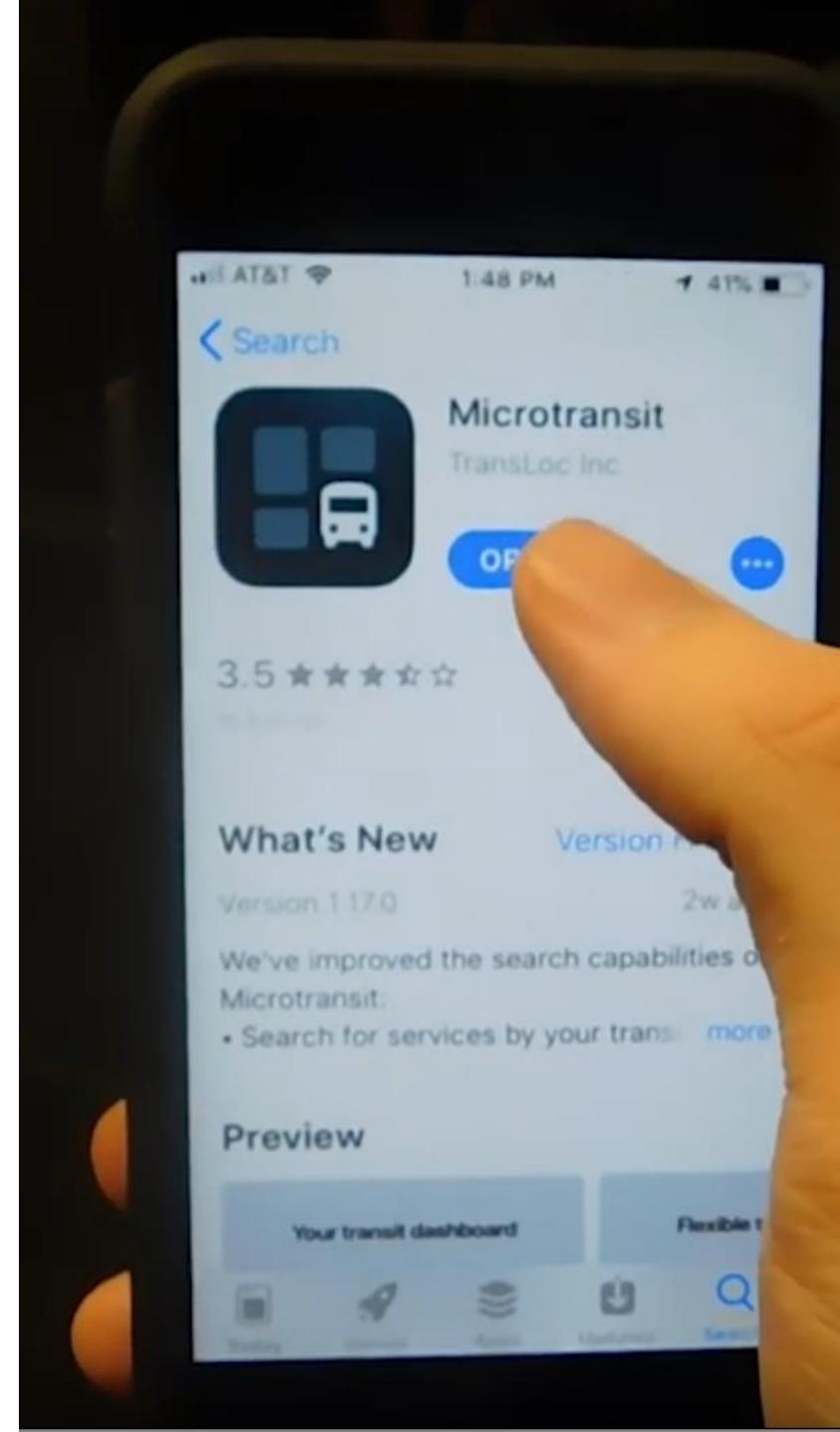


Cottage Grove Connector



Technology by TransLoc:

- Accessible via mobile app, website, and phone
- Mobile ride request, dispatch, and customer notifications
- Riders can track their trip through app and texts
- Algorithm determines routing based on opportunities for shared rides, efficiency, and service quality



Cottage Grove Connector

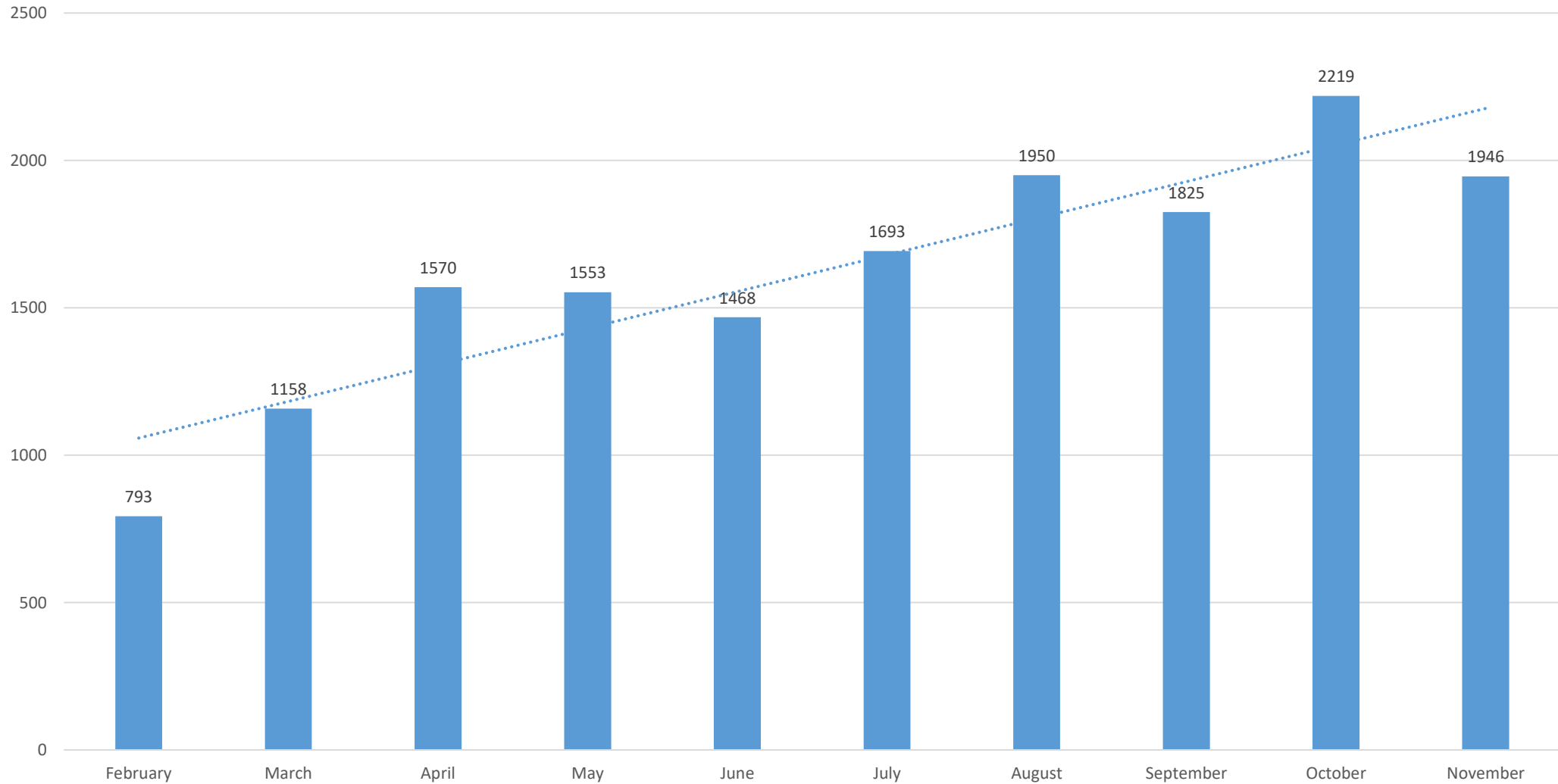


Service operates:

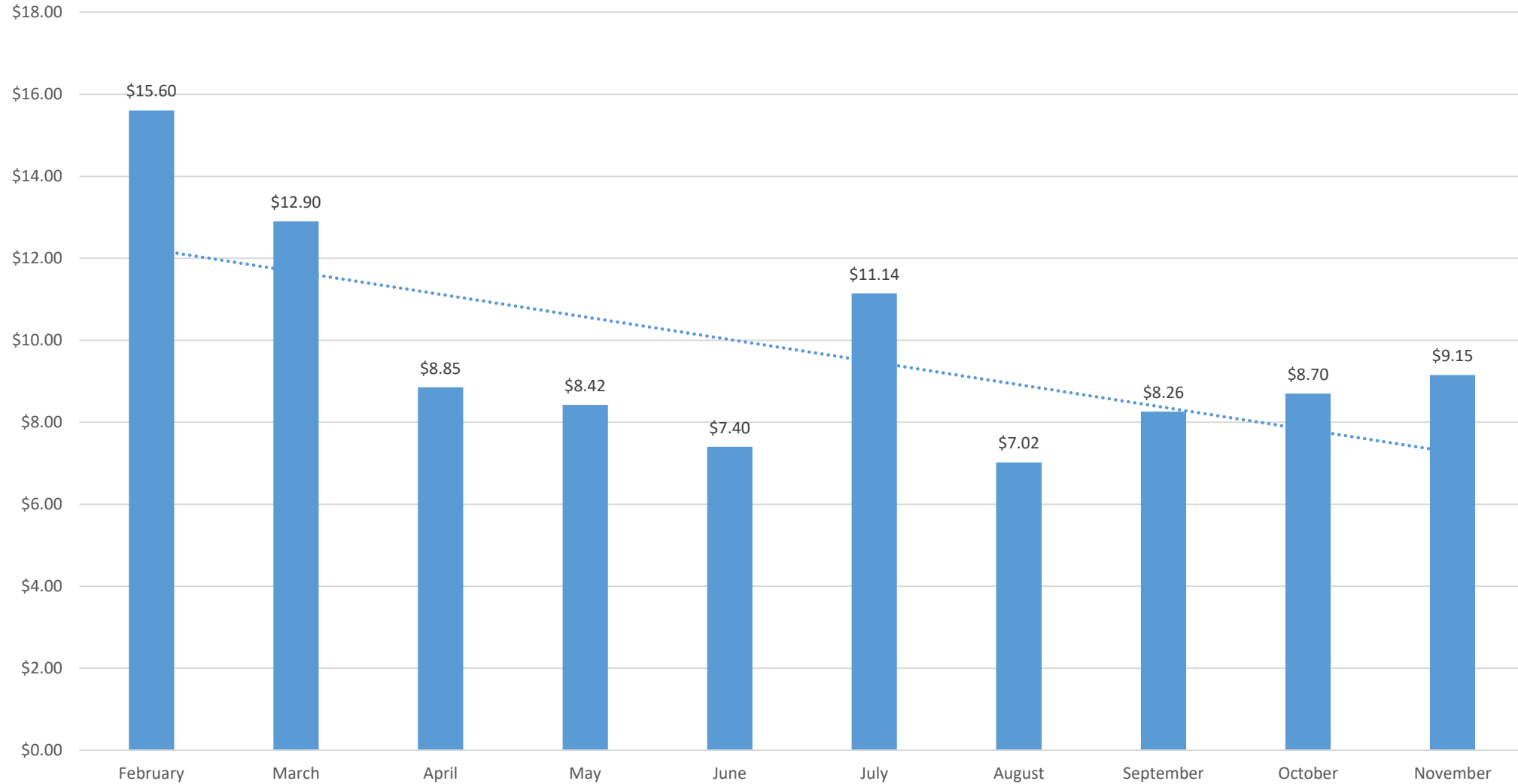
- Monday through Friday, 7 a.m. to 7:30 p.m.
- Origin and destination within city limits
- Cash fare \$1 per ride; all valid
LTD fares accepted
- Plan to incorporate TouchPass
technology



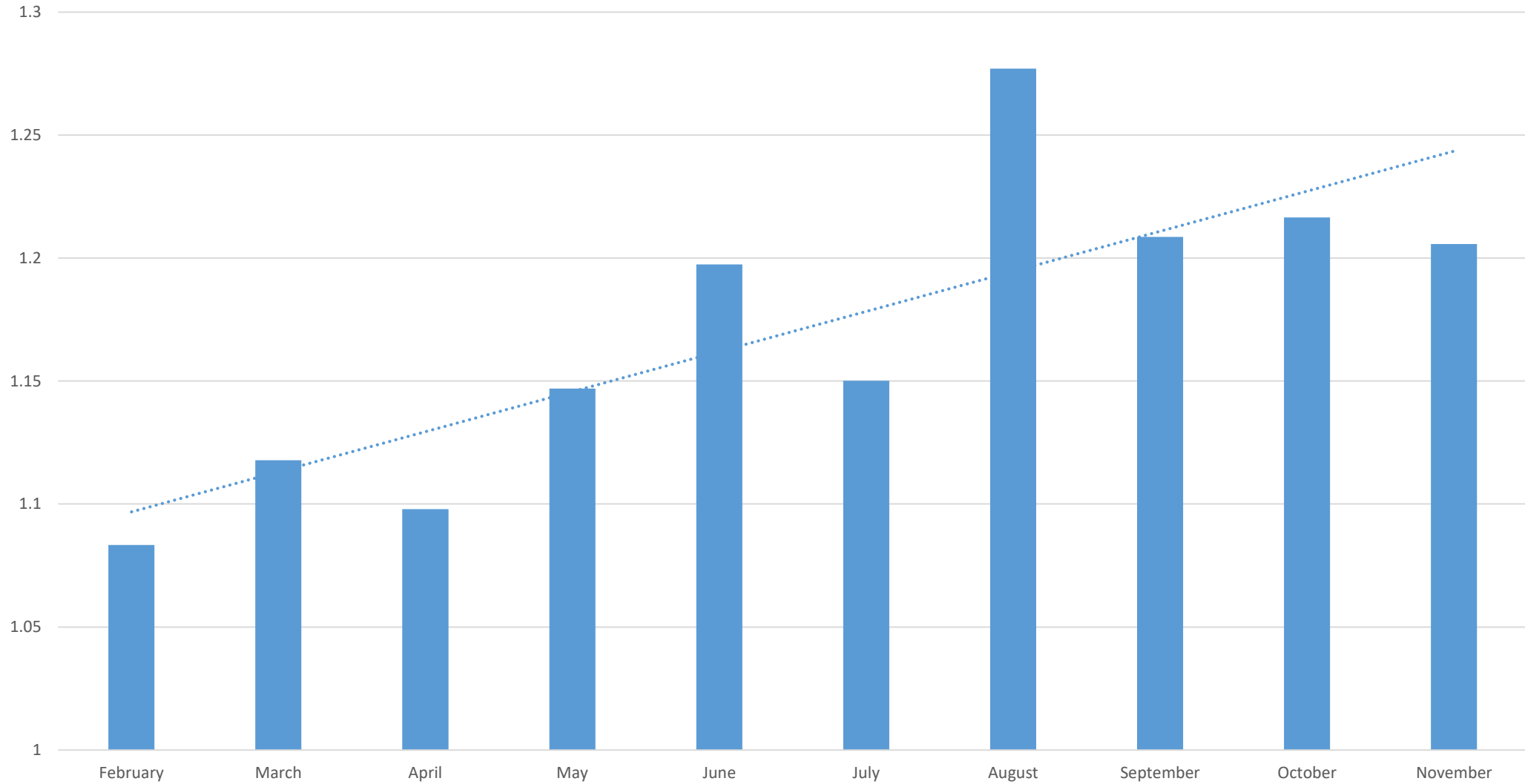
Connector Passengers



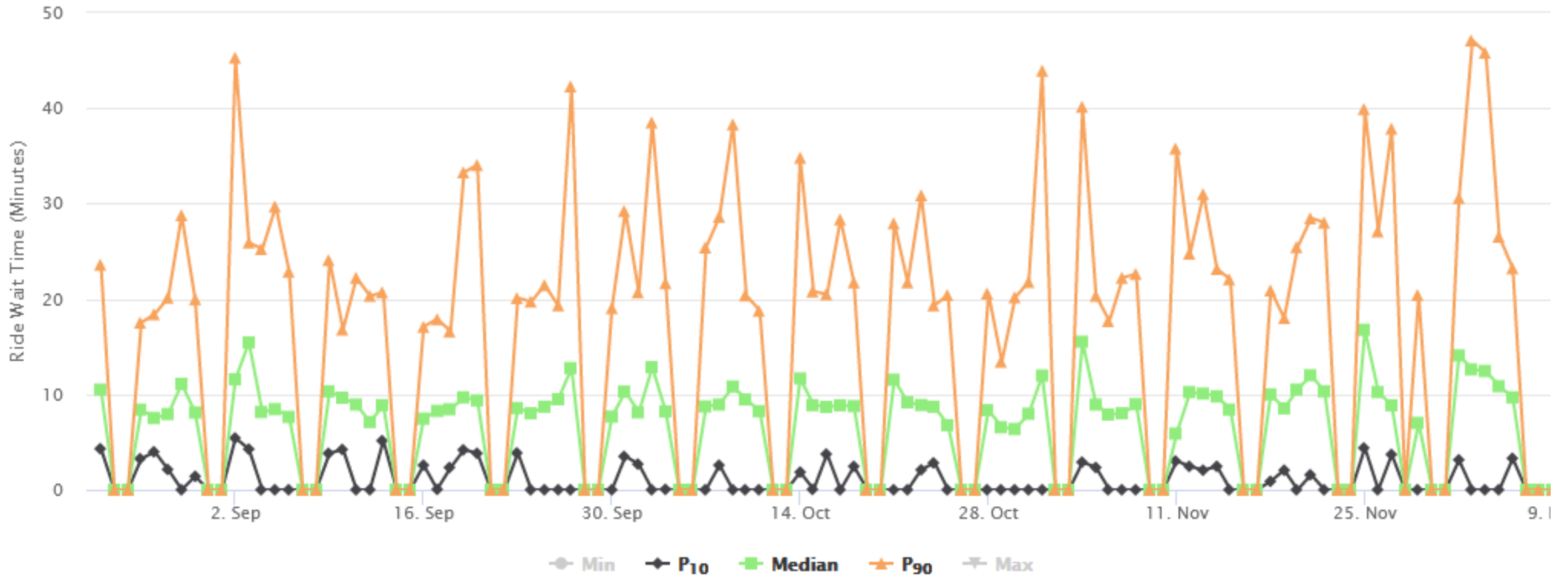
Connector Cost Per Boarding



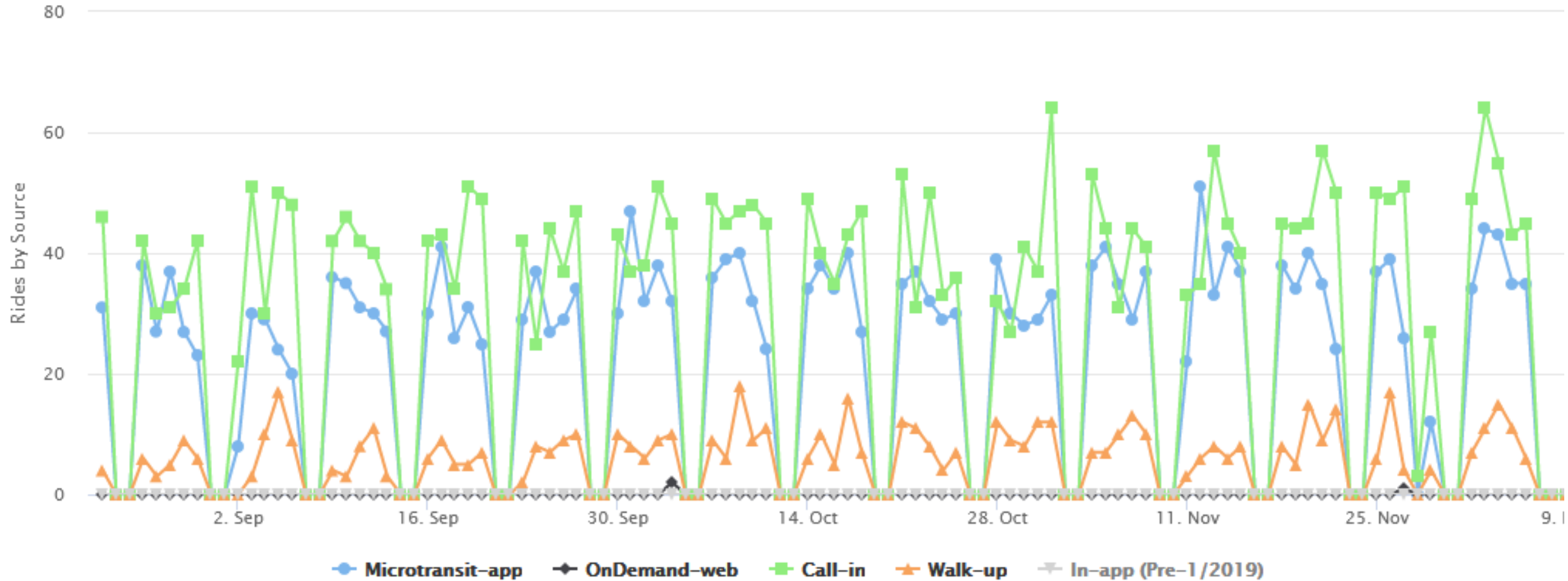
Connector Passengers Per Ride



Connector Ride Wait Times

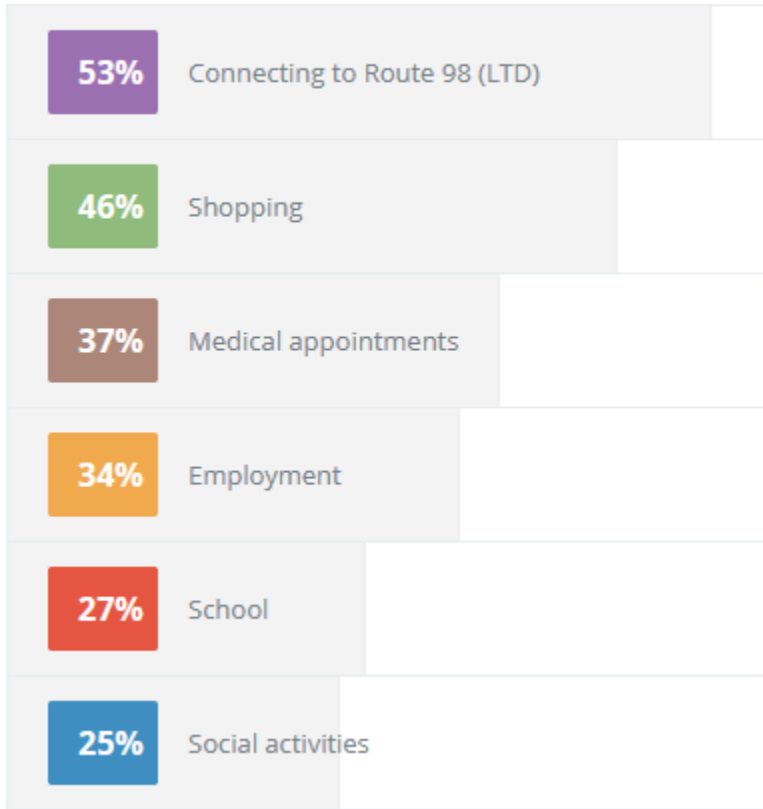


Connector Rides By Source



Connector Survey

What do you use the service for?

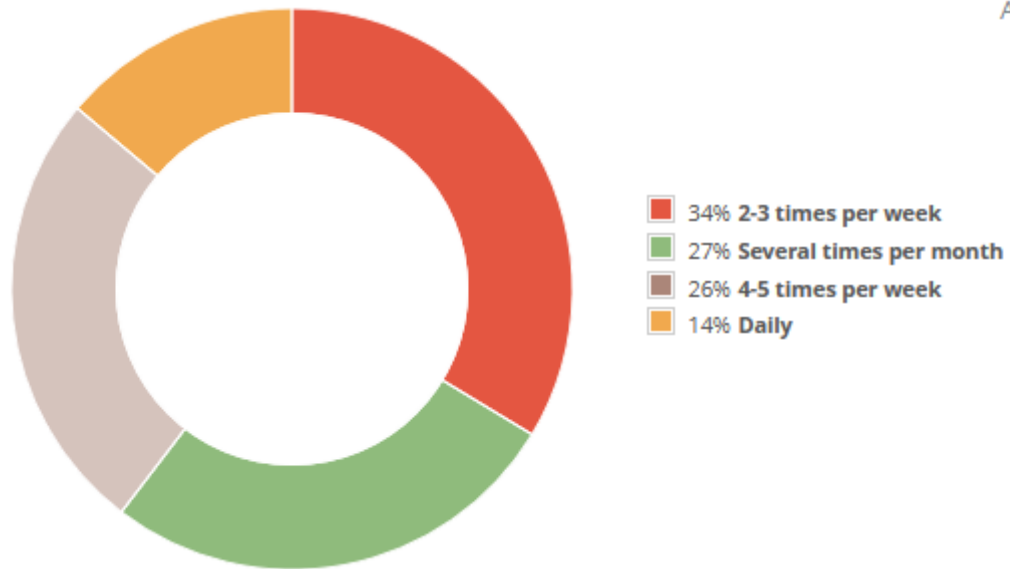


1 being highly dissatisfied, 5 being highly satisfied

	1	2	3	4	5
Wait time	9% 1	15% 2	12% 3	25% 4	39% 5
Quality of ride	4% 1	5% 2	9% 3	17% 4	65% 5
Customer service	2% 1	4% 2	9% 3	16% 4	69% 5
Hours of operation	9% 1	11% 2	12% 3	26% 4	41% 5
Accessibility	7% 1	4% 2	8% 3	11% 4	69% 5
Ease of booking a trip	9% 1	7% 2	6% 3	15% 4	62% 5
Cost	3% 1	1% 2	9% 3	8% 4	78% 5
Overall	4% 1	8% 2	10% 3	17% 4	60% 5

Connector Survey

how often do you use this service?



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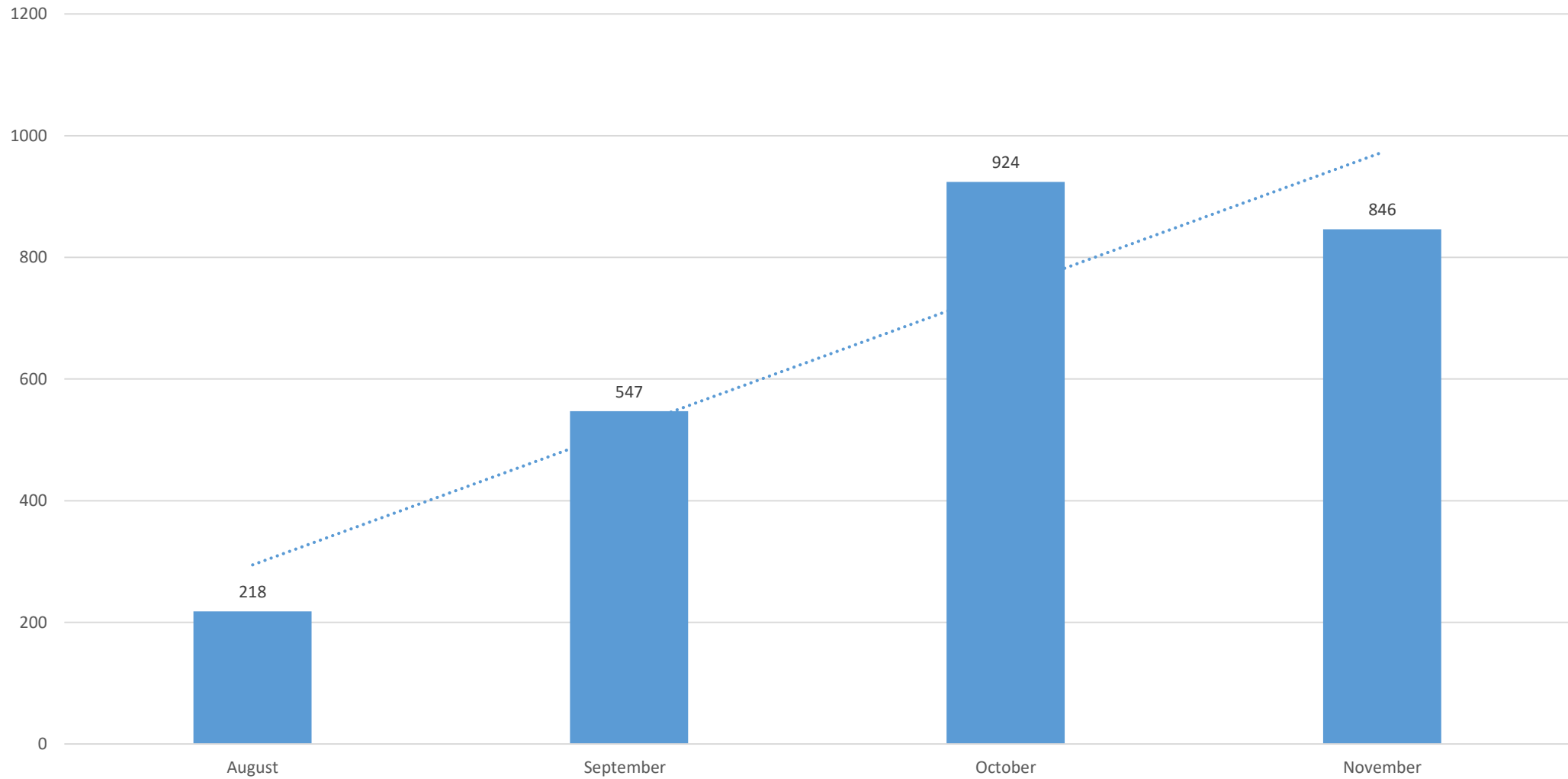
Mobility on Demand Downtown Eugene



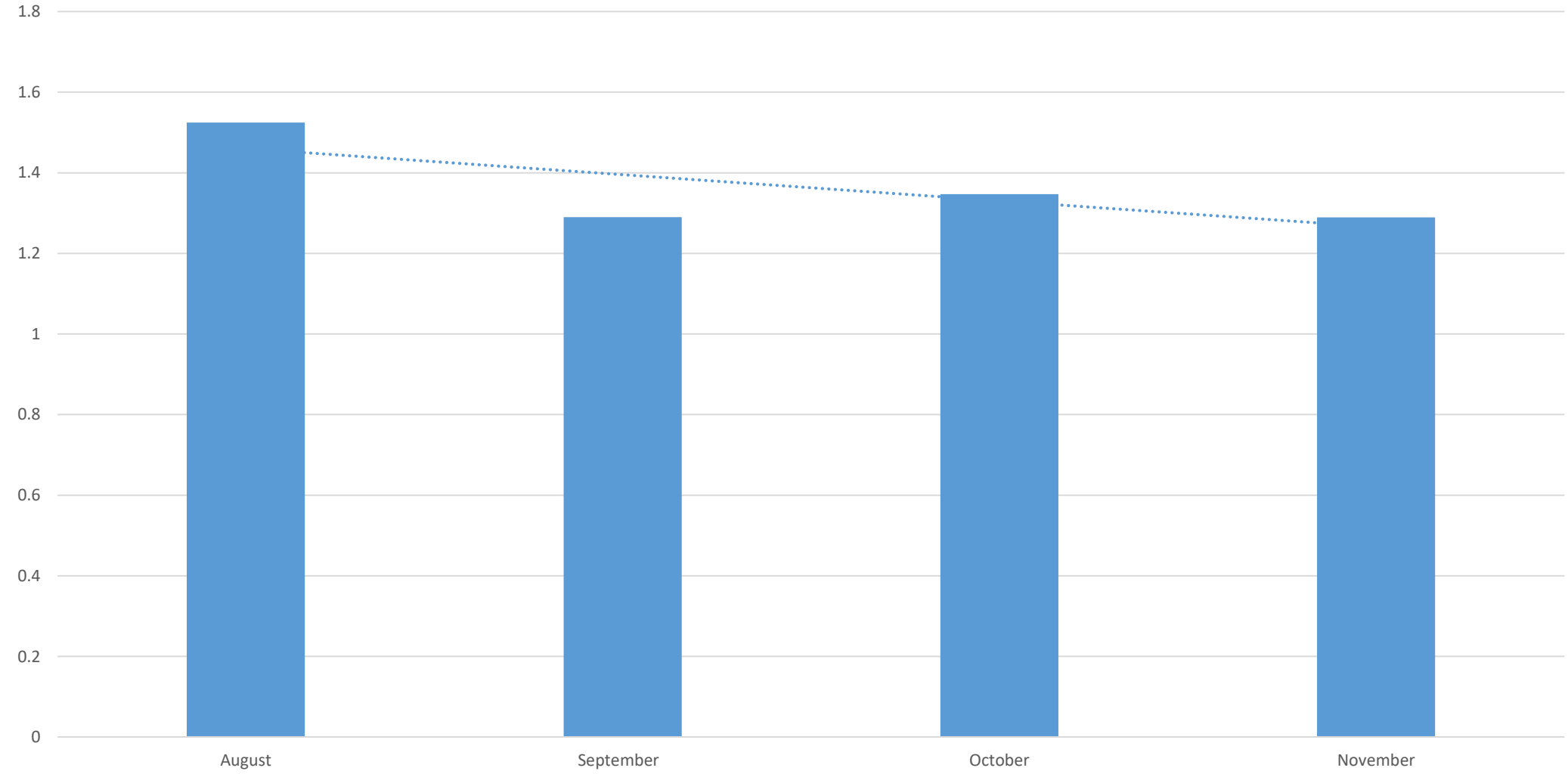
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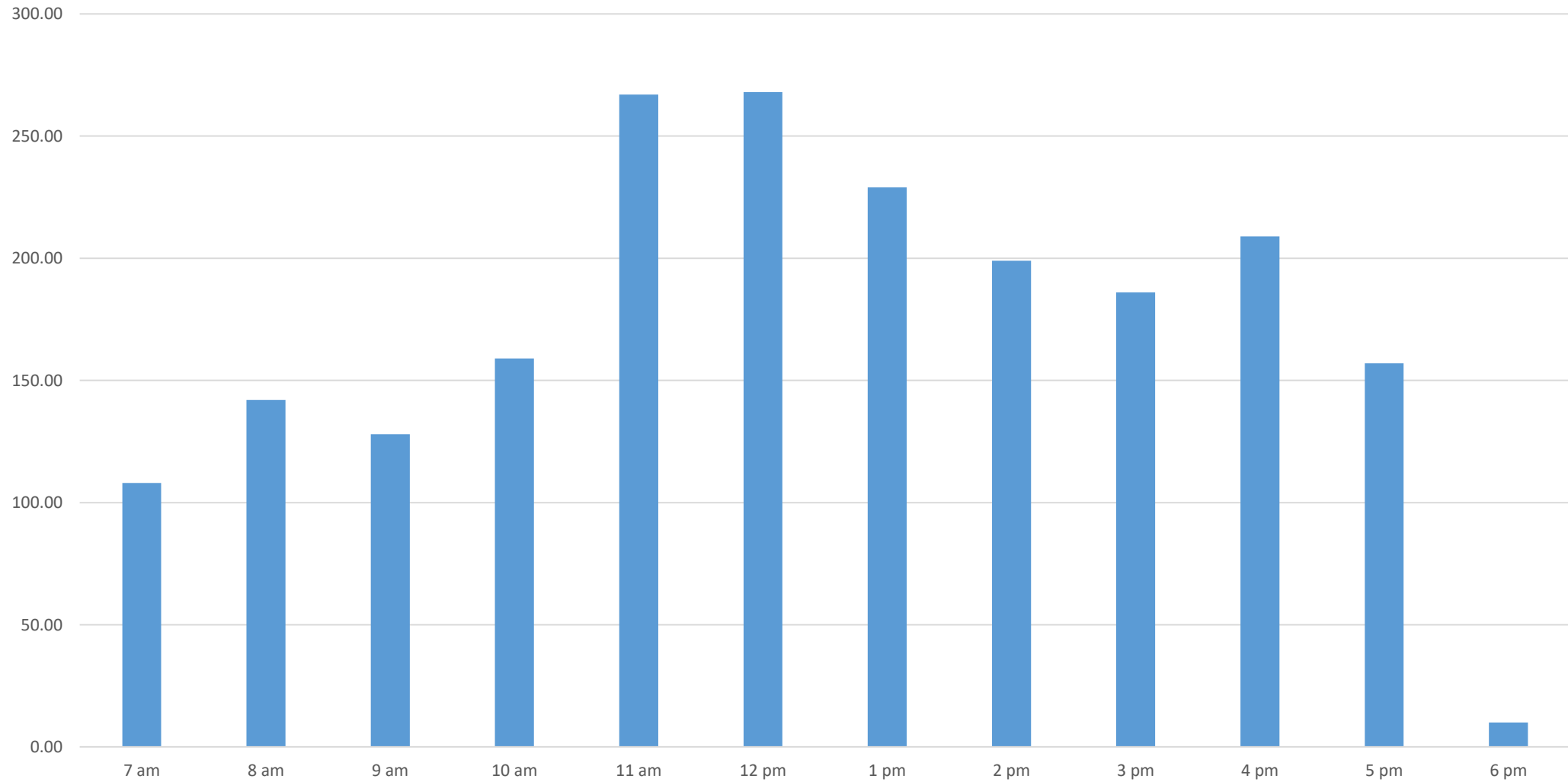


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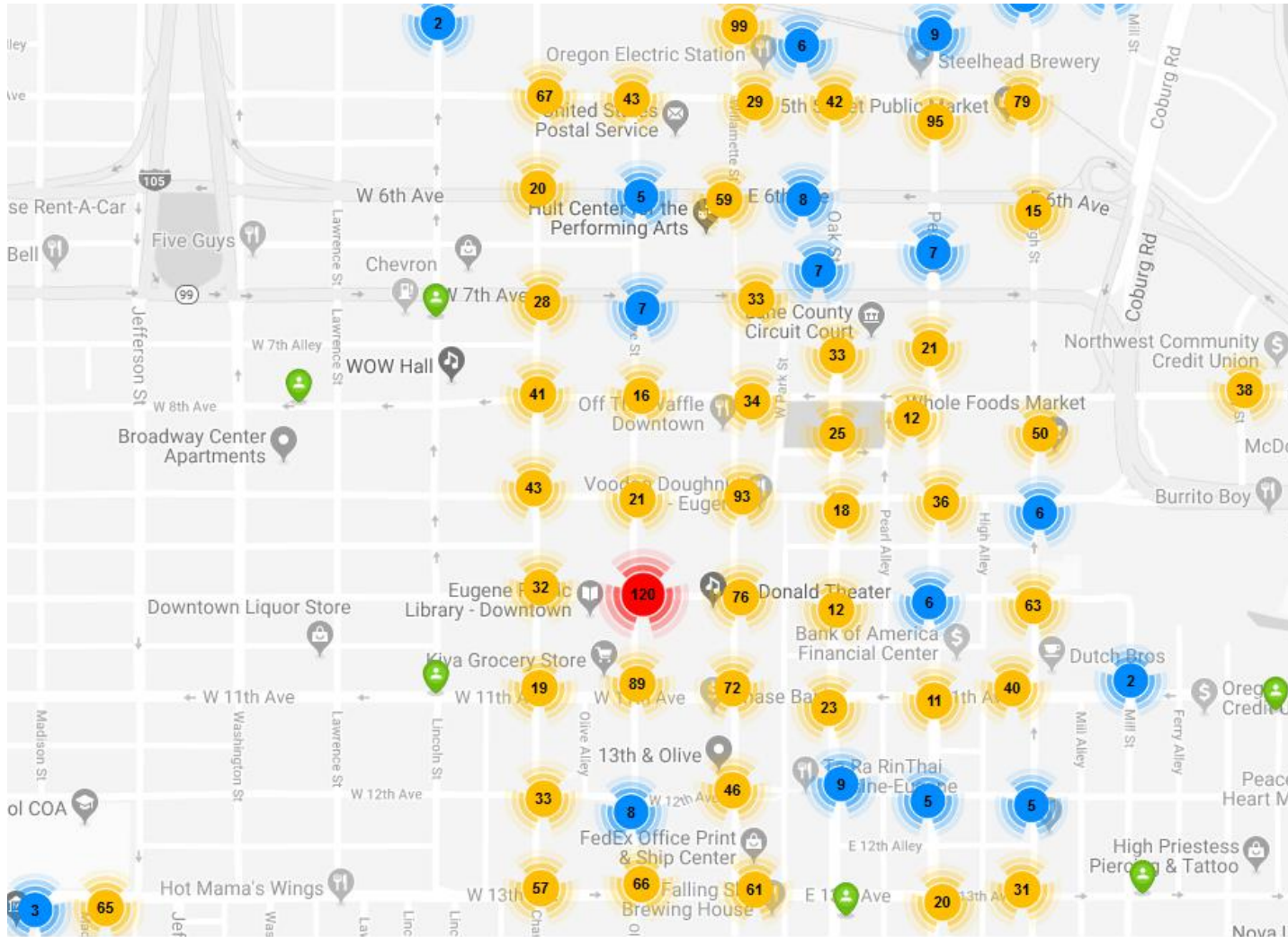




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Transit Tomorrow Marketing & Outreach

December 18, 2019



Lane Transit District

LTD.org



LTD MISSION

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



VALUES

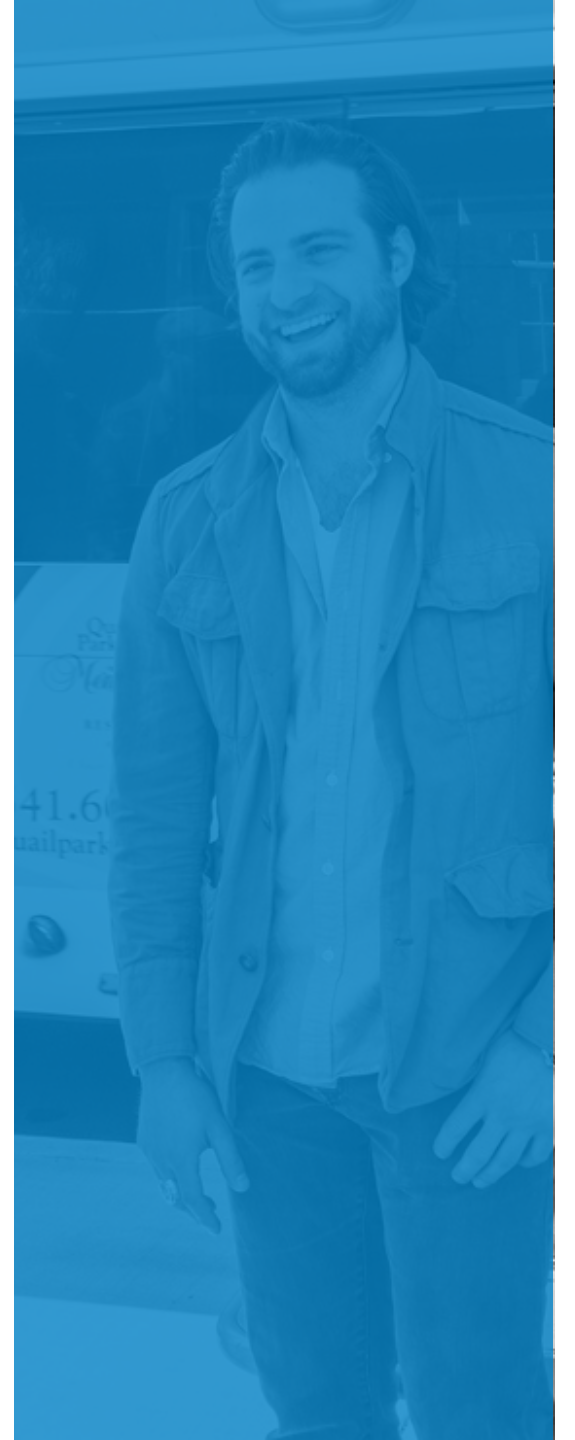
To **serve** the community with respect.

Continue to question if there's a **better way**.

Collaborate internally and externally.

We **care** for the LTD **employees, customers, and business partners**.

We plan for a **sustainable future**.





Transit Tomorrow Proposed Alternative


August 2019 – Staff presented and the Board directed staff to advance the proposed fixed-route network for further study and implementation planning.

August – November 2019 – Staff further refined the proposed network and developed an implementation plan.

November 2019 – Staff presented the Proposed Transit Network that reflected an 82% ridership model. The Board directed staff to extend the timeline to provide a robust public outreach process, and for staff to create an alternative that provides mitigation for some of the coverage that would be eliminated under the current proposed network.

Transit Tomorrow Implementation Timeline

- **March 2020** – Staff to provide an alternative to the Board providing mitigation for some of the coverage lost under the current proposed network. Alternatives public comment period begins.
- **May 2020** – LTD to hold Public Hearing on Proposed Alternatives.
- **June 2020** – LTD Board to adopt final transit network for implementation.
- **February 2021** – Implementation of new service.



Transit Tomorrow Outreach
Phase 1: January – Mid-March



Transit Tomorrow Outreach

Phase 1: January – Mid-March

Community Conversation – Creating a Foundation

- Why Transit Tomorrow?
- What did we learn through the process?
- What are the challenges to accomplishing a ridership model?
- What are the opportunities of a ridership model?
- What is the cost of a ridership model?
- What's next in the process? How can they participate?



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Transit Tomorrow Outreach

Phase 2: Mid-March - June



Transit Tomorrow Outreach

Phase 2: Mid-March - June

Focus on Alternatives

- Make widely accessible the proposed alternatives
- Inform the community of the rationale for alternatives
- Engage the community to provide informed feedback for the Board's consideration

Outreach – Target Audiences

Riders

Business community

Civic groups

Social service/Non-profit agencies

UO/LCC students

Neighborhood Associations

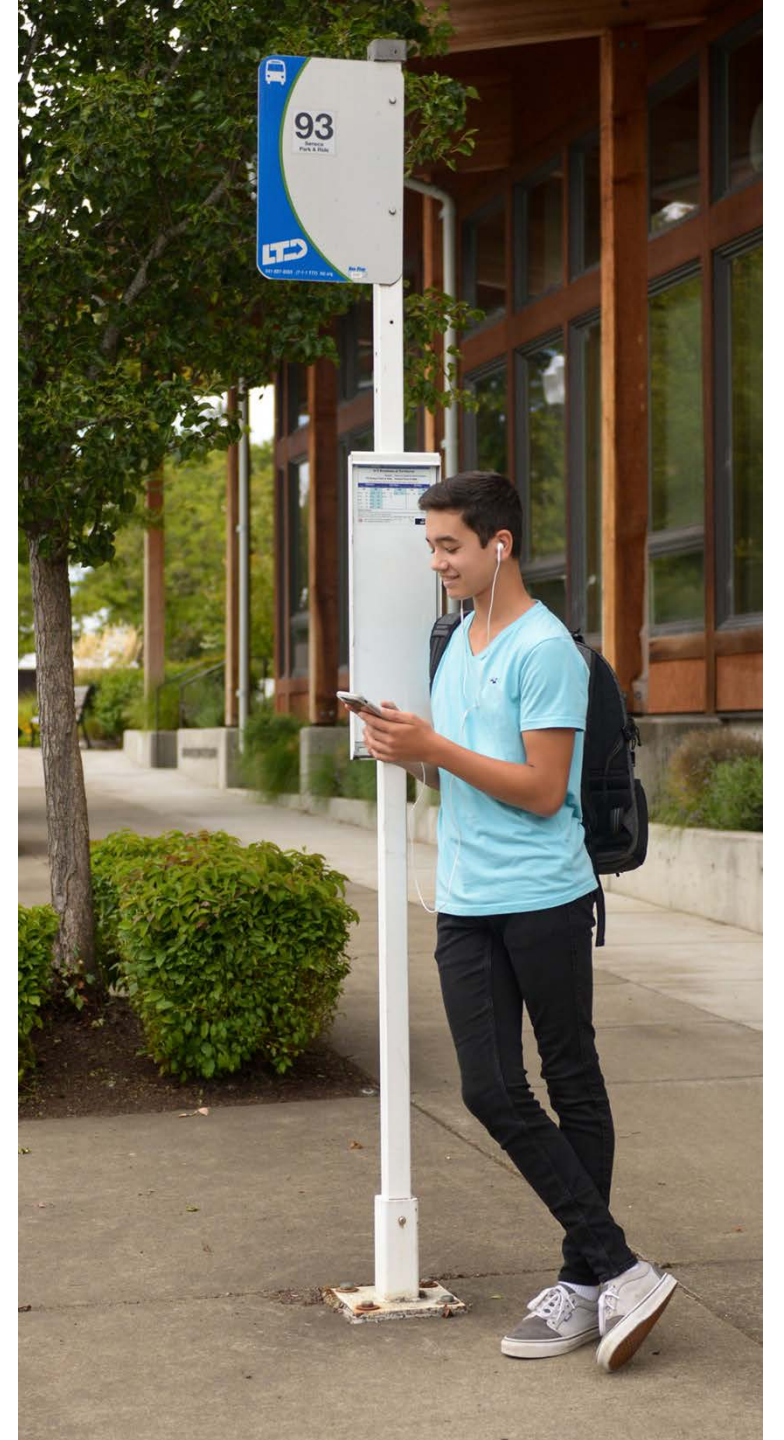
Partner agencies

General public



Outreach - Riders

Eugene Station display – staffed and static
Station signage
Bus posters
Bus Talk
Operator info cards
Web – Landing page; Home Page/Route Pages
Social media
Public comment sessions
Mailing – ADA Paratransit Riders
Ride the bus!



Outreach - Channels

Presentations

Web and social media

Earned media

Purchased media

Public comment sessions

Let's Talk Transit – Data & Methodology





Transit Tomorrow Outreach Summary

Two outreach phases -

January – March: Foundational

March – June: Focused on the alternatives

Two conversations to involve as much of the community as possible.

Questions?



