



# LANE TRANSIT DISTRICT BOARD OF DIRECTORS FINANCE COMMITTEE MEETING

Monday, February 10, 2020  
4:00 p.m. – 5:00 p.m.

**LTD Board Room**  
3500 E. 17th Avenue, Eugene

## AGENDA

Time	ITEM	Page
4:00 p.m.	I. CALL TO ORDER	
	II. ROLL CALL	
	☐ Emily Secord    ☐ Joshua Skov    ☐ Carl Yeh	
	III. COMMENTS FROM THE CHAIR	
	IV. ITEMS FOR ACTION	
4:05 p.m.	A. APPROVAL OF MINUTES	2
	<b>Action Needed:</b> Approval	
	<i>Approve minutes from the December 9, 2019, meeting</i>	
	V. ITEMS FOR BOARD RECOMMENDATION	
4:10 p.m.	A. CONTRACT NO. 2020-61: NEW FLYER OF AMERICA, INC. [Matt Imlach]	5
4:25 p.m.	B. RENAMING - FINANCE COMMITTEE [Aurora Jackson]	
	Committee members will hold a discussion regarding renaming the finance committee and develop a recommendation to provide to the Board of Directors.	
5:00 p.m.	VI. 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).*

**LTD Administrative Office:** The office is located at 3500 East 17th Avenue (off Glenwood Blvd. in Glenwood). Click [here](#) for a map.

**Bus:**

From Eugene Station: Take the EmX bus from the LTD Downtown Station and get off at the outbound Glenwood EmX stop (in front of Planned Parenthood). From there walk west to the corner of Franklin Blvd. and Glenwood Blvd. and turn left. Continue walking south on Glenwood Blvd to 17<sup>th</sup> Avenue and turn left. The building entrance faces 17<sup>th</sup> Avenue.

From Springfield Station: Take the EmX bus from the Springfield Station and get off at the outbound Glenwood EmX stop (across Franklin Blvd. from Lane Forest Products). From there walk east to the crosswalk to cross Franklin Blvd., proceed south on Glenwood Blvd. Continue walking south on Glenwood Blvd to 17<sup>th</sup> Avenue and turn left. The building entrance faces 17<sup>th</sup> Avenue

**Bicycles:** There are covered bicycle racks located by the front entrance.

**Parking:** Parking is available for free in the parking lot at the front of the building on 17<sup>th</sup> Avenue.

MINUTES OF FINANCE COMMITTEE MEETING

LANE TRANSIT DISTRICT

Monday, December 9, 2019

Pursuant to notice given to *The Register-Guard* for publication on December 4, 2019, and distributed to persons on the mailing list of the District, the Finance Committee of the Lane Transit District held a meeting on Monday, December 9, 2019, beginning at 4:00 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

Present: Carl Yeh, Chair  
Emily Secord (via teleconference)  
Josh Skov (via teleconference)  
Sean Walker, General Counsel  
Collina Beard, Director of Business Services  
John Ahlen, Accessible Services Specialist  
Camille Gandolfi, Clerk of the Board

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

**COMMENTS FROM THE CHAIR** — None.

**MOTION APPROVAL OF MEETING MINUTES** — Ms. Secord moved to approve the minutes of the November, 11, 2019, Finance Committee meeting as presented. Mr. Yeh provided the second.

**VOTE** The motion passed as follows:  
AYES: Skov, Secord, Yeh (3)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

**ITEMS FOR BOARD RECOMMENDATION**

**CONTRACT NO. 2018-92: TransLoc, Inc.** — Mr. Ahlen introduced the item and stated the District is seeking an extension to its contract with TransLoc, Inc., to support Mobility on Demand programs in both Cottage Grove and downtown Eugene. He said the Board recently took action to extend the pilot program period in Cottage Grove to August 2020, aligning the timeline with the Mobility on Demand project in downtown Eugene. To support that extension, the District needs to extend its technology contract.

Mr. Skov asked if there are any additional, related contracts that will need amending. Mr. Ahlen replied that he is not aware of any other contracts or extensions requiring board approval during the pilot period.

In response to questions from Mr. Yeh, Mr. Ahlen said the current contract allows a total of five vehicles to operate simultaneously, and is based on the number of vehicles in service.

In response to a question from Mr. Skov, District staff said LTD would be required to launch a competitive bidding process for any program services sought following the pilot program's end date.

**MOTION** Mr. Skov moved to forward the amendment to Contract No. 2018-92 to the Board of Directors with a recommendation for approval. Ms. Secord provided the second.

**VOTE** The motion passed as follows:  
AYES: Secord, Skov, Yeh (3)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

**ADJOURNMENT** — Mr. Yeh adjourned the meeting at 4:11 p.m.  
*Recorded by Jack Moran*



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** February 10, 2020

**ITEM TITLE:** CONTRACT NO. 2020-61: NEW FLYER OF AMERICA, INC.

**PREPARED BY:** Kelly Hoell, Sustainability Program Manager

**DIRECTOR:** Matt Imlach, Director of Fleet Management

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

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

**PURPOSE:** To authorize the general manager to execute a new contract with New Flyer of America, Inc. for the purpose of purchasing eleven (11) 40' battery electric buses and charging equipment.

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

**DESCRIPTION/JUSTIFICATION:** In 2016, LTD communicated to the community it would begin the process of testing electric buses to determine if the range and operating characteristics would be able to meet LTD's service needs. Since that time, LTD has identified funding through various grant programs for a total of 11 electric buses. To date, LTD has been able to test two battery-electric buses in revenue service beginning in February 2019 and has found the range to be satisfactory for a subset of the total number of work blocks to which buses are assigned. Additionally, the buses have proven to be reliable, quiet, and an important strategy towards lowering the District's carbon footprint. Initial testing results show that when driven the same number of miles as the average bus in LTD's fleet, the electric buses are less costly to operate.

Federal Transit Administration (FTA) considers heavy-duty buses to have a minimum useful life at 12-years or 500,000 miles. The average age of an LTD active bus is more than 10-years old, with over 50% exceeding the 12-year minimum useful life threshold. LTD is looking to add new electric buses to reduce the costs of operating and maintaining older vehicles.

LTD is utilizing the California State Cooperative Purchasing Contract that was awarded at the end of 2019 for Zero-Emission Transit Buses (ZEBs). Two manufacturers were selected under this contract: New Flyer of America, Inc., and Proterra. On January 2, 2020, LTD issued a request for quotes (RFQ) requesting finalized pricing information for LTD's customized technical specifications. The RFQ closed on January 23, 2020. Staff has evaluated the pricing information from both manufacturers.

New Flyer of America, Inc. was selected due to its low bid.

**FINANCIAL IMPACT/FUNDING SOURCE:** This contract is for the amount of \$10,624,723.89. This purchase was included in our 2020-2029 Community Investment Plan (CIP) as part of our State of Good Repair Fleet Projects titled Fixed Route Replacement. This contract has the following identified funding sources:

<b>Grant</b>	<b>Total Project</b>	<b>Federal Share</b>	<b>Local Match</b>
5307/OR-95-X055-02	2,293,983.06	2,058,391.00	235,592.06
5339/OR-2017-015-00	1,179,531.25	943,625.00	235,906.25
5337/OR-2017-016-00	413,891.25	331,113.00	82,778.25
5339/OR-2018-012-00	4,536,350.67	3,402,263.00	1,134,087.67
XFER 5307/1738-2019-3	1,114,454.47	1,000,000.00	114,454.47
STIF	585,546.00	585,546.00	-
Local Match	500,967.19		500,967.19
<b>TOTALS</b>	<b>10,624,723.89</b>	<b>8,320,938.00</b>	<b>2,303,785.89</b>

**CONSIDERATIONS:** Based on the assessment and rationale, the Board is being advised to take the following action: authorize the general manager to enter into contract with New Flyer of America, Inc. for the purpose of purchasing eleven (11) 40' battery electric buses and charging equipment.

**ALTERNATIVES:**

1. Deny approval of the contract and request additional information. This would further delay the arrival of these buses and negatively impact LTD's ability to meet our grant obligations.
2. Reduce the number of buses purchased to lower the overall contract price. However, our grant applications have identified a total of eleven (11) buses, so staff would need to request an exception from our funding partners.

**SUPPORTING DOCUMENTATION:** N/A

**PROPOSED MOTION:** I move to forward contract no. 2020-61 to the Board of Directors with a recommendation for approval.



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** February 10, 2020  
**ITEM TITLE:** RENAMING - FINANCE COMMITTEE  
**PREPARED BY:** Aurora Jackson  
**DIRECTOR:** General Manager  
**ACTION REQUESTED:** Committee Approval with Board Recommendation

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**PURPOSE:** To provide the committee with an alternative recommendation for renaming the Finance Committee

**HISTORY:** At the November 11, 2019, Finance Committee meeting, the committee recommended renaming the Finance Committee to the Contract Review Committee to more accurately capture the purpose of the work performed. Upon developing the material to send the recommendation to the Board of Directors, staff continued to express confusion with the Contract Review Board that is set by Ordinance 30, which establishes the entire Board as the oversight body.

In order to prevent confusion, especially for future governing bodies and employees, staff is requesting the existing Finance Committee reconsider their original recommendation. Staff has a few recommendations for this committee's consideration such as the Business Partnership Committee, the Business Committee, etc.

**CONSIDERATIONS:** Based on the recommendations presented, staff recommends this committee rename the Finance Committee to an alternative name.

**ALTERNATIVES:** This committee could chose to maintain its existing recommendation for consideration by the full Board of Directors.

**NEXT STEPS:** Regardless of which name is selected, the committee's recommendation will be placed on the February Board of Directors' meeting consent calendar for approval. Additionally, the bylaws will be updated to reflect the new name.

**SUPPORTING DOCUMENTATION:** N/A