



**LANE TRANSIT DISTRICT
BOARD OF DIRECTORS
CONTRACT COMMITTEE MEETING**

Monday, March 09, 2020
4:00 p.m. – 5:00 p.m.

Next Stop Center
1099 Olive Street, Eugene
(at the Eugene Station)

AGENDA

| <u>Time</u> | <u>ITEM</u> | <u>Page</u> |
|-------------|---|-------------|
| 4:00 p.m. | I. CALL TO ORDER II. ROLL CALL <input type="checkbox"/> Emily Secord <input type="checkbox"/> Joshua Skov <input type="checkbox"/> Carl Yeh III. COMMENTS FROM THE CHAIR IV. ITEMS FOR ACTION | |
| 4:05 p.m. | A. APPROVAL OF MINUTES Action Needed: Approval <i>Approve minutes from the February 10, 2020, meeting</i> V. ITEMS FOR BOARD RECOMMENDATION | 2 |
| 4:10 p.m. | A. CONTRACT NO. 2020-107: WILLAMALANE PARK AND RECREATION DISTRICT [Theresa Brand] | 6 |
| 4:20 p.m. | B. CONTRACT NO. 2020-108: CITY OF EUGENE RIVERHOUSE [Theresa Brand] | 8 |
| 4:30 p.m. | C. CONTRACT NO. 2020-03: DELTA CONSTRUCTION CO. [Randi Staudinger] | 10 |
| 4:40 p.m. | D. CONTRACT NO. 2017-01: MEDICAL TRANSPORTATION MANAGEMENT, INC. [Cosette Rees] | 12 |
| 4:55 p.m. | VI. ANNUAL WORKING AGENDA | 13 |
| 5:00 p.m. | VII. 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 Next Stop Center: The Next Stop Center is located at the Eugene station on the corner of West 11th and Olive Street. Then entrance to the building faces West 11th. Click [here](#) for a map.

Bus:

From Eugene Station: Walk to the corner of Olive Street and West 11th.

From Springfield Station: Take the EmX bus from the Springfield Station and get off at the Eugene Station. From there walk to the corner of the Olive Street and West 11th.

Bicycles: There are bicycle racks located by the front entrance to the customer service center at the Eugene Station.

Parking: Pay parking is available in the parking lot across Olive Street from the Next Stop Center, or at parking meters on the street.

MINUTES OF FINANCE COMMITTEE MEETING

LANE TRANSIT DISTRICT

Monday, February 10, 2020

Pursuant to notice given to *The Register-Guard* for publication on February 4, 2020, and distributed to persons on the mailing list of the District, the Finance Committee of the Lane Transit District held a meeting on Monday, February 10, 2020, 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)
Joshua Skov (via teleconference)
Aurora Jackson, General Manager
Mark Johnson, Assistant General Manager Service Delivery
Matthew Imlach, Director of Fleet Management
Collina Beard, Director of Business Services
Rebecca Hay, Materials Management Supervisor
Camille Gandolfi, Clerk of the Board
Sean Walker, General Counsel

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 — Mr. Skov moved to approve the minutes of the December 9, 2019, Finance Committee meeting as presented. Ms. Secord provided the second.

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

ITEMS FOR BOARD RECOMMENDATION

Contract No. 2020-61: New Flyer of America, Inc. — Mr. Yeh noted that LTD General Manager had submitted a memorandum to committee members answering their questions regarding the contract.

Mr. Imlach said the community wanted to see electrification of the LTD fleet and the District had piloted and tested a few buses and obtained data on operational and life costs for the vehicles. With that information, LTD had solicited 11 electric vehicles with secured funding and the committee was being asked to review the contract with New Flyer and determine if it would recommend approval to the full Board.

Mr. Skov said he was concerned about the lack of details about contract scoring. He said the contract was for such a large amount that he wanted to assure the committee had done due diligence and understood the rationale behind the choice of New Flyer before making a recommendation to the Board.

Ms. Beard explained there were few details because LTD utilized a cooperative agreement for the purchase, which was a process promoted by the Federal Transit Administration (FTA). She said the staff had earlier expressed an interest in using a State of Washington contract, but that solicitation fell through via protest. Subsequently staff learned of a State of California contract that included the type of bus LTD wanted and additionally the process used to develop the contract was in compliance with FTA regulations. Staff determined the California contract was the best path for receiving vehicles as soon as possible without the District having to pursue a full solicitation process of its own.

Mr. Skov noted that quotations were solicited from both Proterra Electric Bus and New Flyer of America but there was little information about how the vendors were selected. Ms. Beard said when purchase was done through a cooperative agreement she reviewed all information about the contracting process to assure it was compliant. The benefit of using a cooperative agreement was that all of the vendors were technically qualified to respond to a solicitation and able to deliver what the District needed. FTA required that LTD assure the costs quoted by vendors were fair and reasonable. She noted that because New Flyer buses were custom vehicles the price they quoted to California was for the state's initial purchase. Contract language provided base pricing with allowances for pricing the customization required by LTD. LTD also had specific warranty requirements and was interested in an aggressive delivery schedule. Those factors were considered during the overall price analysis. She said there were no scoring sheets for LTD's purchase because it was only bids.

Ms. Secord asked if Ms. Beard had any concerns about the procurement process or contract. Ms. Beard replied that she was completely confident about proceeding. She referred the second page of Ms. Jackson's memorandum regarding how LTD would benefit from the solicitation, noting that New Flyer had been rated highest and met or exceeded standards for elimination of carbon emissions and greenhouse gases and management standards. She said the only vendors awarded under California's contract were Proterra and New Flyer; LTD did not engage with any other vendors.

Mr. Yeh asked if having other New Flyer buses in the fleet was a factor in choosing New Flyer as the vendor. Mr. Imlach said there was value in working with a manufacturer the District had some experience with, but that was not the only factor because there was value in competition. He said another benefit in selecting the vendor was the delivery schedule; New Flyer would be able to deliver all 11 buses before Proterra could deliver one. LTD had confidence in the New Flyer product.

Mr. Skov expressed concern that LTD would be receiving vehicles early in New Flyer's production of electric buses, while other manufacturers had thousands of electric buses in operation. Mr. Imlach said California's procurement scored performance and customer references and New Flyer received a higher rating than Proterra. He acknowledged that Proterra had produced more buses, but was confident that the New Flyer buses would meet the needs of the community and New Flyer would provide the necessary technical support.

Mr. Yeh asked if there were fundamental design differences between the Proterra and New Flyer buses. Mr. Imlach said New Flyer bodies were standard steel structure while Proterra used a composite that would be difficult to repair in the case of damage. The New Flyer charging system was proprietary and the Proterra system could be used with other buses.

Mr. Skov asked if LTD could reserve slots later in the production schedule instead of receiving vehicles early in the process. Ms. Beard said the California contract included standard terms and conditions from American Public Transportation Association (APTA) and the FTA that would

protect LTD as the receiving agency. The contract also included the new standards for electric buses. The contract had been reviewed by legal counsel and purchasing staff and she felt LTD was well protected and had no qualms about moving forward with the purchase.

In response to a question from Ms. Secord regarding benchmarking, Ms. Beard said the buses tested at Altoona and the results were satisfactory. She said the FTA provided transit agencies with as many tools as possible to assure they were assessing and managing risks appropriately.

Mr. Yeh said he had asked about the possibility of piloting one or two buses initially and Ms. Jackson had indicated that grant funds would expire so the funds needed to be used. Additionally, the community and Board strongly supported fleet electrification and it was beneficial that New Flyer could be aggressive with its delivery schedule. He recommended that staff provide a summary of the reasons for and benefits of selecting New Flyer, as discussed during the Finance Committee meeting, to the LTD Board when the contract was presented for approval.

Ms. Secord said she agreed with Mr. Yeh's suggestion and said the information should be included in the Board's agenda packet, along with the memorandum from Ms. Jackson, to demonstrate the committee had conducted due diligence before recommending approval.

Mr. Skov also agreed with Mr. Yeh and suggested that a brief summary of the due diligence related to the California cooperative agreement would also be helpful. He also reiterated his concern about receiving buses early in the production schedule. Mr. Johnson said delaying the delivery of the buses until later in the production schedule created two issues: the first was that LTD needed buses and the second was that the grant funds had to be contractually committed before they expired. He said LTD had 20 years of experience with New Flyer and the company had a good track record for development of new technology.

Ms. Secord pointed out that LTD had also secured a better warranty on the buses than was in the California contract.

MOTION Ms. Secord moved to forward Contract No. 2020-61 to the Board of Directors with a recommendation for approval. Mr. Yeh provided the second.

Mr. Skov asked if an amendment was necessary to assure that the additional information requested by the committee would be included in the agenda item summary to be presented to the full Board.

Mr. Johnson confirmed that staff was prepared to include the necessary information.

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

Mr. Skov asked how the contract would be presented to the full Board. Mr. Yeh replied that it would be a separate item on the agenda and Finance Committee members would be able to speak on the topic. He did not anticipate other Board members would object to the contract.

Renaming - Finance Committee — Mr. Yeh said committee members had raised the issue of renaming the committee to better reflect its actual function. A suggested name of Contract

Review Committee was not feasible as it conflicted with the term Contract Review Board, which was a designation for the Board of Directors when it functioned in that capacity.

Mr. Walker stated that a contract review board was defined in public contracting code and was applicable when a board of directors functioned as an appeals body in the case of a contract dispute. He said the committee should avoid confusion with adoption of a similar name.

Various options were discussed by committee members and Ms. Secord suggested the name Contract Committee.

MOTION Ms. Secord moved to recommend to the LTD Board to update the Finance Committee's name to Contract Committee and all the subsequent changes that might involved. Mr. Skov provided the second.

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

ADJOURNMENT — Mr. Yeh adjourned the meeting at 4:55 p.m.

Recorded by Lynn Taylor



AGENDA ITEM SUMMARY

DATE OF MEETING: March 9, 2020

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

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

DIRECTOR: Cosette Rees; Accessible and Customer Services Manager

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

Please disclose any actual or potential conflict of interest.

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

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

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

Point2point at Lane Transit District works with the Eugene-Springfield Safe Routes to School Districts and SRTS Coordinators as well as the Regional Bike and Pedestrian Safety Education partners, Willamalane (Springfield Public Schools) and City of Eugene Eugene River House (Bethel and 4J) in order to deliver the education program to schools in the region.

Point2point at Lane Transit District is requesting the approval of the attached IGA in order to reimburse Willamalane for their costs implementing the Bike and Pedestrian Safety Education program within Springfield Public schools. The split for this funding is based off of 6th grade student enrollment. The City of Eugene River House will be receiving 33.70% of the funding for a total of \$52,055.72 over three years. Springfield Public Schools will be providing the match for a total of \$5,958.01 over three years for the program led by Willamalane Park and Recreation District.

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

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

ALTERNATIVES:

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

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

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

SUPPORTING DOCUMENTATION: N/A

PROPOSED MOTION: I move to forward Contract No. 2020-107 to the Board of Directors with a recommendation for approval.



AGENDA ITEM SUMMARY

DATE OF MEETING: March 9, 2020

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

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

DIRECTOR: Cosette Rees; Accessible and Customer Services Manager

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

Please disclose any actual or potential conflict of interest.

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

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

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

Point2point at Lane Transit District works with the Eugene-Springfield Regional Safe Routes to School District SRTS Coordinators as well as the Regional Bike and Pedestrian Safety Education partners, Willamalane (Springfield Public Schools) and City of Eugene River House (Bethel and 4J) in order to deliver the education program to schools in the region.

Point2point at Lane Transit District is requesting the approval of an IGA in order to reimburse Eugene River House for their costs implementing the Bike and Pedestrian Safety Education in 4J and Bethel schools. The split for this funding is based off of 6th grade student enrollment. Eugene River House will be receiving 66.30% of the funding for a total of \$102,412.28 over three years. The City of Eugene River House will be providing in-kind match for a total of \$11,721.54 over three years.

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

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

ALTERNATIVES:

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

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

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

SUPPORTING DOCUMENTATION: N/A

PROPOSED MOTION: I move to forward Contract No. 2020-108 to the Board of Directors with a recommendation for approval.



AGENDA ITEM SUMMARY

DATE OF MEETING: March 9, 2020

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

PREPARED BY: Randi Staudinger, Facilities Project Manager

DIRECTOR: Joe McCormack, Director of Facilities

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

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

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

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

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

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

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

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

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

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

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

SUPPORTING DOCUMENTATION: N/A

PROPOSED MOTION: I move to forward contract no. 2020-03 to the Board of Directors with a recommendation for approval.



AGENDA ITEM SUMMARY

DATE OF MEETING: March 9, 2020

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

PREPARED BY: Kris Lyon, Human Services Transportation Coordinator

DIRECTOR: Cosette Rees, Director of Customer and Specialized Services

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

Please disclose any actual or potential conflict of interest.

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

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

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

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

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

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

SUPPORTING DOCUMENTATION: N/A

PROPOSED MOTION: I move to forward contract no. 2017-01 to the Board of Directors with a recommendation for approval.



Contract Committee Annual Working Agenda

| Contract #: Company Name | Contract Method (i.e., sole source, IGA, personal services, new contract, contract amendment, etc.) | Presenter | Agenda Time |
|--|--|-------------------|-----------------------|
| March 9, 2020 Materials Deadline: February 19 | | | Time (minutes) |
| Introductory Items | | | 15 |
| Items for Action: | | | |
| Approval of Minutes | | | 5 |
| Items for Board Recommendation | | | |
| MTM - CCO Part 2 (??) | Contract Amendment | Cosette | 15 |
| Santa Clara Construction Contract | new contract | Joe & Randi | 10 |
| City of Eugene River House | IGA | Theresa | 5 |
| Willamalane Park and Recreation District | IGA | Theresa | 5 |
| | | | |
| | | | |
| | | TOTAL TIME | 55 |
| April 13, 2020 Materials Deadline: March 18 | | | Time (minutes) |
| Introductory Items | | | 15 |
| Items for Action: | | | |
| Approval of Minutes | | | 5 |
| Items for Board Recommendation | | | |
| Powdercoating services | new contract | Joe | 5 |
| Cutaway Vehicle Purchase | | Matt | 10 |
| Santa Clara Transit Station E-Locker | | Theresa Brand | 5 |
| | | | |
| | | | |
| | | TOTAL TIME | 40 |
| May 11, 2020 Materials Dealine: April 15 | | | Time (minutes) |
| Introductory Items | | | 15 |
| Items for Action: | | | |
| Approval of Minutes | | | 5 |
| Items for Board Recommendation | | | |
| WEE property & franchise fees | IGA | Kristin & AJ | 10 |
| | | | |
| | | | |
| | | TOTAL TIME | 30 |
| June 8, 2020 Materials Deadline: May 20 | | | Time (minutes) |
| Introductory Items | | | 15 |
| Items for Action: | | | |
| Approval of Minutes | | | 5 |
| Items for Board Recommendation | | | |
| Authorize sale of surplus real property (310 Garfield) | sale agreement | Kristin & Joe | 10 |
| MOD Software | New Contract | John Ahlen | 15 |
| | | | |
| | | | |
| | | TOTAL TIME | 45 |
| July 13, 2020 Materials Deadline: June 17 | | | Time (minutes) |
| Introductory Items | | | 15 |
| Items for Action: | | | |
| Approval of Minutes | | | 5 |
| Items for Board Recommendation | | | |
| Subscribed Radio Services | | Steve Parrott | 10 |



Finance Committee Annual Working Agenda

| | Contract Method | | |
|--|-----------------------|-------------------|-----------------------|
| Green Lane Site Construction | Construction Contract | Randi | 5 |
| | | | |
| | | | |
| | | TOTAL TIME | 35 |
| August 10, 2020 Materials Deadline: July 15 | | | Time (minutes) |
| Introductory Items | | | 15 |
| Items for Action: | | | |
| Approval of Minutes | | | 5 |
| Items for Board Recommendation | | | |
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| | | TOTAL TIME | 20 |
| September 14, 2020 Materials Deadline: August 19 | | | Time (minutes) |
| Introductory Items | | | 15 |
| Items for Action: | | | |
| Approval of Minutes | | | 5 |
| Items for Board Recommendation | | | |
| Security Improvement Project | new contract | Jake & Joe | 5 |
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| | | TOTAL TIME | 25 |
| October 12, 2020 Materials Deadline: September 16 | | | Time (minutes) |
| Introductory Items | | | 15 |
| Items for Action: | | | |
| Approval of Minutes | | | 5 |
| Items for Board Recommendation | | | |
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| | | TOTAL TIME | 20 |
| November 9, 2020 Materials Deadline: October 21 | | | Time (minutes) |
| Introductory Items | | | 15 |
| Items for Action: | | | |
| Approval of Minutes | | | 5 |
| Items for Board Recommendation | | | |
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| | | TOTAL TIME | 20 |
| December 14, 2020 Materials Deadline: November 18 | | | Time (minutes) |
| Introductory Items | | | 15 |
| Items for Action: | | | |
| Approval of Minutes | | | 5 |
| Items for Board Recommendation | | | |
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| | | | |
| | | | |
| | | TOTAL TIME | 20 |



Finance Committee Annual Working Agenda

| | Contract Method | | |
|---------------------------------------|-----------------|-------------------|----|
| Introductory Items | | | 15 |
| Items for Action: | | | |
| Approval of Minutes | | | 5 |
| | | | |
| Items for Board Recommendation | | | |
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| | | | |
| | | TOTAL TIME | 20 |