



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

Monday, July 10, 2017

4:00 p.m.

LTD Board Room

3500 East 17th Avenue, Eugene (in Glenwood)

(No public testimony will be heard at this meeting.)

AGENDA

Page

I. CALL TO ORDER

II. ROLL CALL

Wildish Necker Yeh

III. APPROVAL OF MEETING MINUTES (1 minute) 3
• Minutes of the June 12, 2017, LTD Board Finance Committee Meeting

IV. CONTRACT APPROVAL – INDEPENDENT AUDIT SERVICES (5 minutes) 9
[Collina Washington, Christina Shew]

V. CONTRACT AMENDMENT – MARKETING AND COMMUNICATIONS SERVICES (5 minutes) 11
[Meg Kester, Collina Washington]

VI. EMERGENCY PROCUREMENT – DIAMOND EXPRESS (5 minutes) 13
[Collina Washington, Cosette Rees]

VII. EMERGENCY PROCUREMENT – INFORMATION TECHNOLOGY SERVICES (5 minutes) 15
[Collina Washington]

VIII. EMERGENCY PROCUREMENT – OAKRIDGE DIAL-A-RIDE (5 minutes) 17
[Collina Washington, Cosette Rees]

IX. INTERGOVERNMENTAL AGREEMENT – LANE COUNCIL OF GOVERNMENTS SENIOR AND DISABILITY SERVICES (5 minutes) 19
[Cosette Rees, Collina Washington]

X. CONTRACT – JANITORIAL SERVICES AND SUPPLIES FOR EUGENE STATION, SPRINGFIELD STATION, NEIGHBORHOOD STATIONS, AND EMX STATIONS (5 minutes) 21
[Joe McCormack, Collina Washington]

		<u>Page</u>
XI.	CONTRACT AMENDMENT – 2003-20 LANE COMMUNITY COLLEGE GROUP PASS [Meg Kester, Collina Washington]	(5 minutes) 24
XII.	CONTRACT – ASSOCIATED STUDENTS OF THE UNIVERSITY OF OREGON GROUP PASS [Edward McGlone, Collina Washington]	(5 minutes) 26
XIII.	NEXT MEETING	
XIV.	ADJOURNMENT	

The facility used for this meeting is wheelchair accessible. If you require any special physical or language accommodations, including alternative formats of printed materials, please contact LTD’s Administration office as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please call 682-5555 (voice) or 7-1-1 (TTY, through Oregon Relay, for persons with hearing impairments.

MINUTES OF MEETING
LANE TRANSIT DISTRICT BOARD OF DIRECTORS
FINANCE COMMITTEE

Monday, June 12, 2017

Pursuant to notice given to *The Register-Guard* for publication on June 7, 2017, and distributed to persons on the mailing list of the District, the Board Finance Committee for the Lane Transit District (LTD) held a meeting on Monday, June 12, 2017, beginning at 4:00 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

LTD Board Finance Committee

Present: Gary Wildish
Carl Yeh
Ed Necker

LTD Staff Mark Johnson, Assistant General Manager of Service Delivery
Purchasing Manager, Collina Washington
Theresa Brand, Transportation Options Manager
Edward McGlone, Director of Public Affairs
Cosette Reese, Accessible and Customer Service Manager
John Ahlen, Accessible Services Specialist
Kris Lyon, Human Services Transportation Coordinator

Others Dwight Purdy, Legal Counsel

I. CALL TO ORDER/ROLL CALL

Mr. Wildish called the meeting of the Board Finance Committee to order at 4:04 p.m. and called the roll. All members of the LTD Board Finance Committee were present.

II. APPROVAL OF MEETING MINUTES

Mr. Necker moved, seconded by Mr. Yeh, to approve the May 8, 2017, LTD Finance Committee meeting minutes as submitted. The motion passed unanimously, 3:0.

III. INTERGOVERNMENTAL AGREEMENTS—SAFE ROUTES TO SCHOOL PROGRAM

Ms. Brand described the evolution of the ten-year old program. LTD was the grant agent and distributed funds quarterly to Eugene, Bethel, and Springfield school districts and the City of Eugene River House program (which provided in-school bike training).

Ms. Washington noted in the future the Safe Route To School Program intergovernmental agreements (IGAs) were to be renewed on a biennial basis.

When Mr. Wildish asked if the LTD Board was to vote on each item or if the contracts and IGAs were part of the consent agenda, Mr. McGlone explained that all were in the consent agenda except for the RideSource Call Center and Special Transportation Fleet Operations contract (2017-01).

Mr. Necker moved, seconded by Mr. Yeh, to forward the Safe Routes to Schools contracts 2016-69, 2016-70, 2016-71, and 2017-06 to the Board of Directors with a recommendation of approval. The motion passed unanimously, 3:0.

IV. CONTRACT AMENDMENT 2007-12—ACCESSIBLE SERVICES RIDESOURCE, OAKRIDGE, AND CALL CENTER OPERATIONS

Ms. Reese said LTD staff was exercising an option in the existing contract to extend it through August 31, 2017 to enable a smooth transition from Special Mobility Services (SMS) to Medical Transportation Management (MTM).

Mr. Yeh moved, seconded by Mr. Necker, to forward Amendment 14 to Contract 2007-12 to the Board of Directors with a recommendation of approval. The motion passed unanimously, 3:0.

V. CONTRACT 2017-01—ACCESSIBLE AND CUSTOMER SERVICES RIDESOURCE CALL CENTER AND SPECIAL TRANSPORTATION FLEET OPERATIONS

Ms. Reese described the extensive Request for Proposal (RFP) process LTD staff had used to determine the recommended vendor, MTM. It was a four-year contract that could be extended in increments of two years for up to six additional years.

When Mr. Wildish acknowledged the difficulties of ending the long-term relationship with SMS, staff concurred. Ms. Washington noted LTD staff had conducted an extensive debrief of the process and decision factors with the SMS manager.

Responding to Mr. Necker's question regarding MTM's intentions regarding current SMS employees, Ms. Reese said MTM management had expressed interest in reaching out to current employees. Ms. Lyon added MTM had already put job postings on their web site.

Mr. Necker moved, seconded by Mr. Yeh, to forward Contract 2017-01 to the Board of Directors with a recommendation of approval. The motion passed unanimously, 3:0.

VI. CONTRACT AMENDMENT 2013-19—COMMUNITY TRANSPORTATION SERVICES, FLORENCE-RHODY EXPRESS

Ms. Reese explained the contract combined two existing contracts for vehicles and services in Florence by the Rhody Express. The service was very well received in the community. When Mr. Necker asked what type of service was provided and if a local match was required, Ms. Reese responded it was a fixed route service within the city limits. The City of Florence provided a match.

Mr. Yeh moved, seconded by Mr. Necker, to forward the Amendment to Contract No. 2013-19 to the Board of Directors with a recommendation of approval. The motion passed unanimously, 3:0.

VII. INTERGOVERNMENTAL AGREEMENT 2014-43—CITY OF FLORENCE

Ms. Reese noted the IGA documented the aforementioned match by the City of Florence.

Mr. Yeh moved, seconded by Mr. Necker, to forward Intergovernmental Agreement 2014-43 to the Board of Directors with a recommendation of approval. The motion passed unanimously, 3:0.

VIII. CONTRACT 2017-35—PURCHASE OF NEW AND REPLACEMENT VEHICLES FOR ACCESSIBLE AND CUSTOMER SERVICES

Ms. Reese reviewed the funding sources for the nine vehicles, seven of which were for the Eugene/Springfield metropolitan area, one for Willamalane, and one for the Yachats/Florence pilot project. Were the pilot not continued, its vehicle would be added to the RideSource fleet.

Mr. Wildish noted the vendor, Schetky Northwest, and referenced the base price and options information in the contract. He asked if the new vehicles were consistent with the existing fleet.

Ms. Reese assured him they were harmonious. She added that LTD had ordered one thousand pound lifts to accommodate heavier personal mobility vehicles and factory-installed Novus equipment and radios. Ms. Washington added vehicle integrity was better ensured if the equipment was installed at the factory. Mr. Wildish and Mr. Necker concurred with both decisions.

Mr. Necker moved, seconded by Mr. Yeh, to forward the Sales Agreements for the RideSource, Willamalane, and Florence/Yachats vehicles using Oregon State Agreement 4729 to the Board of Directors with a recommendation of approval. The motion passed unanimously, 3:0.

IX. INTERGOVERNMENTAL AGREEMENT—WILLAMALANE PARK AND RECREATION DISTRICT

Ms. Reese described the services provided by Willamalane, including a Friday shuttle from the LTD Springfield Station to the Willamalane Senior Center. She highlighted the cost efficiencies.

Mr. Wildish shared he had found it insightful to read the IGAs. They demonstrated ways in which LTD served the community in addition to the more visible transit services.

Mr. Yeh moved, seconded by Mr. Necker, to forward the Intergovernmental Agreement between the Willamalane Park and Recreation District and Lane Transit District to the Board of Directors with a recommendation of approval. The motion passed unanimously, 3:0.

X. INTERGOVERNMENTAL AGREEMENT 2002-25—VOLUNTEER ESCORT PROGRAM WITH LANE COUNCIL OF GOVERNMENTS

Ms. Reese discussed the escort program. It was staffed by volunteers who provided door-to-door transportation to seniors and people with disabilities, primarily in the rural areas of Lane County. She agreed with Mr. Wildish's observation that the program served those most isolated.

Mr. Necker moved, seconded by Mr. Yeh, to forward the Intergovernmental Agreement with Lane Council of Governments to the Board of Directors with a recommendation of approval. The motion passed unanimously, 3:0.

XI. INTERGOVERNMENTAL AGREEMENT 2006-42—DIAMOND EXPRESS

Ms. Reese said the IGA was for the City of Oakridge match for the Diamond Express service. She anticipated returning to the Finance Committee next month with a request for a sole source contract in order to ensure no interruption in service (a fixed Eugene-Oakridge route which ran four times per day and two Dial-A-Ride routes to the LCOG meals service).

When Mr. Necker asked if Alene Goddard was to continue with Diamond Express, Ms. Reese was unsure because Ms. Goddard was employed by SMS. She noted calls for service were not handled through the RideSource call center but went directly to SMS.

Mr. Yeh moved, seconded by Mr. Necker, to forward the Intergovernmental Agreement with the City of Oakridge to the Board of Directors with a recommendation of approval. The motion passed unanimously, 3:0.

XII. VEHICLE LEASE 2011-36—SOUTH LANE WHEELS

Ms. Reese described the vehicles augmented South Lane Wheels' fixed routes in Cottage Grove. When Mr. Wildish asked if the lease was an extension of an existing agreement, Ms. Reese confirmed it was.

Mr. Necker moved, seconded by Mr. Yeh, to forward the Agreement 2011-36 vehicle lease and preventive maintenance agreement with South Lane Wheels to the Board of Directors with a recommendation of approval. The motion passed unanimously, 3:0.

XIII. CONTRACT AMENDMENT 2006-45—PEARL BUCK CENTER

Ms. Reese presented information on the pre-Kindergarten (children aged two to four) program for children of parents with developmental or intellectual disabilities. Pearl Buck Center provided a fifty percent match.

Mr. Wildish, a member of the Pearl Buck Board of Directors, commented the pre-school was the only one of its kind in the United States and received no public funding. The program had a huge impact on the children's school readiness.

Mr. Necker moved, seconded by Mr. Yeh, to forward the Amendment of Contract No. 2006-45 with Pearl Buck Center to the Board of Directors with a recommendation of approval. The motion passed unanimously, 3:0.

XIV. INTERGOVERNMENTAL AGREEMENT 2010-34—CITY OF EUGENE/HILYARD COMMUNITY CENTER

Ms. Reese noted the IGA was a consolidation of prior service, vehicle, and preventative maintenance agreements. She described the Hilyard Community Center and its programs, noting the vehicle lease allowed for a more cost-efficient service delivery to their clients with disabilities.

Mr. Yeh moved, seconded by Mr. Necker, to forward Intergovernmental Agreement 2010-34 with the City of Eugene Hilyard Community Center Adaptive Recreation Program to the Board of Directors with a recommendation of approval. The motion passed unanimously, 3:0.

XV. INTERGOVERNMENTAL AGREEMENT 2011-30—CITY OF COTTAGE GROVE

Ms. Reese reported the IGA was for the operations component of South Lane Wheels. The City of Cottage Grove had assumed more administrative roles (e.g., managing the 5311 funds). LTD staff continued to provide marketing assistance.

Mr. Necker moved, seconded by Mr. Yeh, to forward Intergovernmental Agreement 2011-30 with the City of Cottage Grove to the Board of Directors with a recommendation of approval. The motion passed unanimously, 3:0.

XVI. CONTRACT AMENDMENT 2013-18—WHITE BIRD CLINIC

Ms. Reese observed White Bird Clinic served people in mental health crises. Their clients were not able to successfully use public transit options. White Bird Clinic also conducted the required mental health disability assessments.

Responding to Mr. Necker's question if the contract included Crises Assistance Helping Out On The Streets (CAHOOTS), Ms. Reese explained it did not.

Mr. Yeh moved, seconded by Mr. Necker, to forward the Amendment to Contract 2013-18 with White Bird Clinic to the Board of Directors with a recommendation of approval. The motion passed unanimously, 3:0.

XVII. CONTRACT AMENDMENT 2013-20—FIXED ROUTE TRANSIT HOST AND ASSOCIATED SERVICES

Ms. Reese explained there were three components to the contract: travel training to help people use the fixed route system (a program unique to LTD); transit hosts at the Eugene Station; and in-person eligibility assessments of people with multiple and severe disabilities.

When Mr. Wildish asked if the transit host program was to be extended to facilitate West Eugene EmX transfers, Ms. Reese replied additional funds had been budgeted in the current year to train the trainers on the revised routes and mid-service transfers.

Mr. Necker advocated for announcements to be made on the buses before the mid-service transfers. He was especially concerned about the transfers on Route 41—Barger/West 11th.

Mr. McGlone announced the LTD Board would receive a report in June on ways staff planned to communicate about the transfers, including on-board announcements, street teams at the stations, printed material, and signage.

Mr. Yeh moved, seconded by Mr. Necker, to forward the Amendment to Contract 2013-20 with Alternative Work Concepts to the Board of Directors with a recommendation of approval. The motion passed unanimously, 3:0.

XVIII. PROCESS REVIEW

Mr. Wildish observed the Intergovernmental Agreements did not meet the \$150,000 threshold set for Board approval of contracts. He had found the information in the IGAs useful, but noted the overall size of the agenda packet was formidable.

When Mr. Purdy suggested an option was to only include the agenda item summaries in the packet, not copies of the actual contracts and IGAs, Finance Committee members concurred. Mr. Yeh reserved the option to request any contract or IGA should questions arise.

Mr. McGlone noted the packet for the next Board meeting included the contracts and IGAs as per their original direction.

Mr. Yeh moved, seconded by Mr. Necker, the Finance Committee recommend to the LTD Board of Directors they receive Agenda Item Summaries only, not the full contracts and Intergovernmental Agreements. Either was available on request. The motion passed unanimously, 3:0.

XIX. NEXT MEETING

Mr. McGlone announced the next meeting of the LTD Board Finance Committee was tentatively scheduled for July 10, 2017. No meeting was planned for August.

XX. ADJOURNMENT

Mr. Wildish adjourned the meeting at 5:27 p.m.

(Recorded by Beth Bridges)

AGENDA ITEM SUMMARY

DATE OF MEETING: July 10, 2017

ITEM TITLE: CONTRACT APPROVAL – INDEPENDENT AUDIT SERVICES

PREPARED BY: Collina Washington, Procurement Manager; Christina Shew, Director of Finance

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

Please disclose any actual or potential conflict of interest.

PURPOSE/OBJECTIVE: This action will authorize the general manager to enter into contract with Moss Adams, LLP to audit the Lane Transit District's ("LTD") basic financial statements and provide other auditing and accounting services, utilizing a permissive cooperative agreement in accordance with Oregon Revised Statute ("ORS") 279A.215.

DESCRIPTION/JUSTIFICATION: In compliance with both state and federal statute, LTD is required to, within six months of the close of each fiscal year, publish a complete set of financial statements presented in accordance with generally accepted auditing standards, the standards set forth for financial audits in the General Accounting Office's (GAO) Government Auditing Standards (2007), and the provisions of the federal Single Audit Act of 1984 (as amended in 1996).

Additional requirements include the disclosures and comments required by the State of Oregon Minimum Standards (OAR 162-10-050 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations) report on information included in the National Transit Database (NTD) report on the Federal Funding Allocation Statistics Form (FFA-10) with regard to requirements of the Uniform System of Accounts and Records and Reporting System; Final Rule, as specified in 49 CFR, Part 630, Federal Register, January 15, 1993, and as presented in the current year Reporting Manual.

CONTRACT HISTORY: The current contract for these services was let in 2007 and awarded to Grove, Mueller, Swank, P.C. This contractor has been LTD's auditor of record for the past ten (10) years.

PROCUREMENT IMPACT: On May 22, 2017, LTD solicited proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2017, and the two subsequent fiscal years ending June 30, 2018 and 2019. In addition to direct email notifications, Legal Notices were published in the Register Guard, TransitTalent, an online transit trade magazine, and via LTD's e-Procurement website (<https://www.ebidexchange.com/ltd>).

Proposals were due on June 19, 2017, by not later than 2:00 p.m. (PT). Two submittals were received; however, following Staff's review of the proposals submitted in response to the subject Request for Proposals, and pursuant to ORS 279B.110, it was determined that it is in the public interest to reject all proposals and cancel the solicitation.

AGENDA ITEM SUMMARY

Independent Audit Services

Page 2

Due to the brevity of time in which to engage a qualified firm to perform the audit for the current fiscal year, Staff sought to engage a firm utilizing a permissive cooperative agreement in accordance with ORS 279A.215, ORS 279A.050 and the Federal Transit Administration's Circular 4220.1F.

Staff intends to establish a contract for the provision of independent audit services utilizing an existing permissive cooperative agreement between the Tri-County Metropolitan Transportation District of Oregon and Moss Adams LLP. The base term of the contract shall be from July 1, 2017 through April 30, 2018, with LTD's unilateral option to extend the contract for four (4) additional 12 month terms, beginning May 1, 2018.

Notice of Intent to establish the permissive cooperative agreement was published on July 3, 2017 in the Register Guard and via LTD's eBid eXchange procurement portal. Interested parties have until July 17 to comment regarding the agency's decision.

POLICY IMPACT:

1. LTD Resolution No. 2017-03-15-011 requires that contracts exceeding \$149,999, or amendments to the contract that exceed a cumulative total of 10% of the initial contract price or \$150,000, whichever is less, must be presented to the Board of Directors for review and approval.
2. ORS 279A.215 allows for the utilization of permissive cooperative procurements as long as the original agreement is in compliance with those requirements specified in ORS 279B.055 (Competitive sealed bidding) or 279B.060 (Competitive sealed proposals);

ECONOMIC IMPACT: The maximum contract value shall not exceed \$500,000 over the entire life of the contract (five years).

FUNDING SOURCE: Independent Auditing Services are budgeted as an element of the finance division's operating budget.

REQUIRED REPORTING: LTD is required to, within six months of the close of each fiscal year, publish a complete set of financial statements presented in accordance with generally accepted auditing standards and present them to the Board of Directors.

RECOMMENDATIONS: Authorize the general manager to enter into contract with Moss Adams LLP to audit the Lane Transit District's ("LTD") basic financial statements and provide other auditing and accounting services.

IMPACT IF NOT APPROVED: Staff would have to resolicit these services and delay the FY 2017 audit. This could result in LTD's inability to meet deadlines for reporting established by the state and federal regulations governing this service.

PROJECT MANAGEMENT TEAM: Director of Finance; Controller

PROPOSED MOTION: I move to forward the contract with Moss Adams LLP to the Board of Directors with a recommendation for approval.

AGENDA ITEM SUMMARY

DATE OF MEETING: July 10, 2017

ITEM TITLE: CONTRACT AMENDMENT – MARKETING AND COMMUNICATIONS SERVICES

PREPARED BY: Meg Kester, Marketing and Communications Manager; Collina Washington, Procurement Manager

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

Please disclose any actual or potential conflict of interest.

PURPOSE/OBJECTIVE: This action will authorize the general manager, or designee, to exercise an option to renew the existing contract with Bell and Funk to continue marketing, media placement, and graphics production support for the Lane Transit District (“LTD”).

DESCRIPTION/JUSTIFICATION: This contract enables marketing and communications services in support of the District’s ongoing ridership marketing and service awareness campaign, the launch of the new EmX West BRT line and promotion of EmX, student and niche marketing, coordination of media buys, design of bus advertising, service and program marketing, and support for LTD’s brand image.

CONTRACT HISTORY: Bell and Funk has provided marketing and communications services since 2014. The current scope of work and anticipated cost of Bell and Funk services is based on historical activity over the past three years (2014-2017) and will be done under rates established in 2014. In addition to marketing expertise, the firm provides value to the District due to its deep knowledge of LTD’s history and insight provided through facilitated focus group research. The small firm is local, located in downtown Eugene, and its employees are not only advocates of transit but users of multi-modal transportation. This renewal is the third of four contract renewal options.

PROCUREMENT IMPACT: A Request for Proposals (“RFP”) for Marketing Communications, Public Relations, and Production Services for LTD was issued in April 2014, with proposals due May 20, 2014. Five responses were received from vendors, resulting in LTD staff awarding two separate contracts: one to Bell + Funk and the other to Vox Public Relations Public Affairs.

POLICY IMPACT:

1. LTD Resolution No. 2017-03-15-011 requires that contracts exceeding \$149,999, or amendments to the contract that exceed a cumulative total of 10% of the initial contract price or \$150,000, whichever is less, must be presented to the Board of Directors for review and approval.
2. LTD has committed to providing quality transportation services for the residents and commuters of our community, understanding who we serve, and encouraging use of LTD services and programs that meet the diverse needs of the community.

AGENDA ITEM SUMMARY

Contract Amendment – 2014-27-BF
Marketing & Communications Services
Page 2

ECONOMIC IMPACT: Historically, costs have averaged approximately \$272,000 annually. Anticipated costs under the current contract year are expected not to exceed \$250,000.

FUNDING SOURCE: Services under this contract are supported in the FY2017-18 Marketing and Communications division’s operating budget.

REQUIRED REPORTING: It is not anticipated the Board of Directors will receive any regular reporting on this contract, unless specifically requested.

RECOMMENDATIONS: Authorize the general manager, or designee, to exercise an option to renew the existing contract with Bell and Funk to continue marketing, media placement and graphics production support for the Lane Transit District (“LTD”).

IMPACT IF NOT APPROVED: The current contract for marketing and communications services expires July 8, 2017. Planned and necessary activity this summer and fall will be impacted should this contract be delayed.

PROPOSED MOTION: I move to forward the contract amendment to 2014-27-BF to the Board of Directors with a recommendation for approval.

AGENDA ITEM SUMMARY

DATE OF MEETING: July 10, 2017

ITEM TITLE: EMERGENCY PROCUREMENT – DIAMOND EXPRESS

PREPARED BY: Collina Washington, Procurement Manager; Cosette Rees, Accessible and Customer Services

ACTION REQUESTED: Forward to the Board of Directors with a Recommendation of Approval

Please disclose any actual or potential conflict of interest.

PURPOSE/OBJECTIVE: This action will authorize the general manager or designee to enter into contract with a vendor to operate Diamond Express transportation service between Oakridge and the metro area through June 30, 2018.

DESCRIPTION/JUSTIFICATION: Lane Transit District facilitates the development of transportation services to rural communities within Lane County. The Diamond Express is an intercity fixed route bus service that operates between Oakridge and the Eugene/Springfield metropolitan area. The service provides four daily trips from Oakridge to downtown Eugene and four daily trips from Eugene to Oakridge. The service, open to anyone, costs \$2.50 one-way. Passengers paying \$5.00 will receive a round-trip ticket on the Diamond Express plus a Day Pass good on all LTD routes for the date purchased.

The service is administered by Lane Transit District through a selected Contractor. The program is funded through the City of Oakridge, the State's Special Transportation Fund and a federal transit network and intercity grant; grants are available on a two-year cycle.

CONTRACT HISTORY: Historically, Diamond Express service has been operated by the RideSource contractor, as it had been determined that the only way to entice a program provider was to bundle it together with the RideSource contract. Special Mobility Services, the current contractor, has indicated they would be willing to continue operating the service throughout the extension of their current contract which will end August 31, 2017, but is not interested in continuing beyond that date.

This service was delineated from the overall RideSource service when the new solicitation was let earlier this year. This leaves LTD in a position of quickly needing to secure a new program provider to take over the service beginning September 1, 2017. It is anticipated that contracting with a new program provider will be a relatively straightforward process, as the service was designed with the intention of being a turnkey operation – LTD owns and leases the vehicles and routes are already established.

PROCUREMENT IMPACT: To allow sufficient time to solicit these services, procurement staff will award an emergency contract to a vendor who represents that they are able to provide the services in conformance with the scope of work outlined by accessible and customer services staff. The contract term will be for 10 months to ensure seamless provision of services to LTD's ridership utilizing the Diamond Express.

AGENDA ITEM SUMMARY

Emergency Procurement
Diamond Express
Page 2

POLICY IMPACT: Section 8 – “Procurement Methods (Other Than Full and Open Competition)” of LTD’s Procurement Policy states that “the LTD General Manager, or the LTD Contract Review Board, may make or authorize others to make emergency procurements of goods or services in an emergency. LTD shall document the nature of the emergency and describe the source selection methods used for the procurement.”

ECONOMIC IMPACT: The Diamond Express route is primarily funded through Federal transit network and intercity grant funds matched by State special transportation funds and supplemented with funding from the City of Oakridge and estimated farebox revenue. Funding sources below are prorated for the 10-month duration of the contract rather than a typical 12-month fiscal year.

FUNDING SOURCE:

City of Oakridge Local Funds: \$6,750

Estimated Farebox Revenue: \$27,737.25

Special Transportation Fund: \$64,376.25

Transit Network Grant: \$64,376.25

REQUIRED REPORTING: Diamond Express service includes Federal and State grant funds and therefore require LTD contract monitoring and reporting. It is not anticipated that the Board of Directors will receive any regular reporting on this contract, unless specifically requested.

RECOMMENDATIONS: Recommend authorizing the general manager or designee to enter into an emergency contract with a vendor to operate Diamond Express transportation service between Oakridge and the metro area through June 30, 2018.

IMPACT IF NOT APPROVED: The future contract vacancy will either need to be filled by a qualified program provider or the service discontinued.

PROJECT MANAGEMENT TEAM: Assistant General Manager – Service Delivery, Accessible and Customer Services Manager, Human Services Transportation Coordinator, Accessible Services Specialist

PROPOSED MOTION: I move to forward the request for approval of an emergency procurement to operate the Diamond Express transportation service to the Board of Directors with a recommendation for approval.

AGENDA ITEM SUMMARY

DATE OF MEETING: July 10, 2017

ITEM TITLE: EMERGENCY PROCUREMENT – INFORMATION TECHNOLOGY SERVICES

PREPARED BY: Collina Washington, Procurement Manager

ACTION REQUESTED: Forward to the Board of Directors with a Recommendation of Approval

Please disclose any actual or potential conflict of interest.

PURPOSE/OBJECTIVE: This action will authorize the general manager or designee to enter into contract with a vendor to provide on-call information technology (“IT”) services.

DESCRIPTION/JUSTIFICATION: Two major positions in the IT division have been vacated in the last month: Director of IT and Business Intelligence Analyst. In addition to ongoing network and system security requirements for the agency, Lane Transit District’s (“LTD”) Accessible and Customer Services is undergoing implementation of a new software, NOVUS, that requires a great deal of support services.

CONTRACT HISTORY: N/A

PROCUREMENT IMPACT: To fill in the gap until qualified personnel can be recruited, procurement staff will award an emergency contract to a vendor or vendors who represent that they are able to provide the services in conformance with a scope of work outlined by IT staff. The contract term will be for 12 months to ensure seamless provision of services and to facilitate any transition of staff.

POLICY IMPACT: Section 8 – “Procurement Methods (Other Than Full and Open Competition)” of LTD’s Procurement Policy states that “the LTD General Manager, or the LTD Contract Review Board, may make or authorize others to make emergency procurements of goods or services in an emergency. LTD shall document the nature of the emergency and describe the source selection methods used for the procurement.”

ECONOMIC IMPACT: Staff has estimated that they will expend not more than \$70,000 across all vendors that will be contracted to provide these services.

FUNDING SOURCE: Contract services are planned as an element of the IT divisions operating budget. Additionally, the unpaid salary for the two vacated positions could provide additional funds, if necessary.

REQUIRED REPORTING: It is not anticipated that the Board of Directors will receive any regular reporting on this contract, unless specifically requested.

RECOMMENDATIONS: Recommend authorizing the general manager or designee to enter into one or more emergency contracts with a vendor(s) to provide IT support services for not more than 12 months.

IMPACT IF NOT APPROVED: There are currently three major issues that require immediate attention:

AGENDA ITEM SUMMARY

Emergency Procurement

IT Support Services

Page 2

1. Staff are currently unable to reconcile Oregon State and Trillium reimbursements for RideSource services. The economic impact to LTD is approximately \$10 million if unresolved.
2. Staff cannot currently process invoices for Service Providers to RideSource i.e. SMS, WhiteBird Clinic, Lane County of Governments, Alternative Work Concepts. The current malfunction affects invoices for April, May and June 2017. If service providers are not paid, they *could* choose to interrupt provision of services.
3. Staff are unable to access accurate information required for reporting to the Oregon Health Association, Trillium and the Federal Transit Administration's National Transit Database. Accurate and timely reporting to these stakeholders is a matter of compliance and affects LTD's overall standing with its oversight agencies.

PROJECT MANAGEMENT TEAM: Assistant General Manager – Administrative Services; Procurement Manager

PROPOSED MOTION: I move to forward the request to authorize the general manager to enter into one or more emergency contracts for the provision of IT support services to the Board of Directors with a recommendation for approval.

AGENDA ITEM SUMMARY

DATE OF MEETING: July 10, 2017

ITEM TITLE: EMERGENCY PROCUREMENT – OAKRIDGE DIAL-A-RIDE

PREPARED BY: Collina Washington, Procurement Manager; Cosette Rees, Customer and Accessible 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/OBJECTIVE: This action will authorize the general manager or designee to enter into contract with a vendor to operate to operate Dial-A-Ride service in Oakridge through June 30, 2018.

DESCRIPTION/JUSTIFICATION: Lane Transit District facilitates the development of transportation services to rural communities within Lane County. The service in Oakridge/Westfir include transporting older adults at no charge to a local meal-site twice a week.

The service is administered by Lane Transit District through a selected Contractor. The program is funded through the City of Oakridge, the State's Special Transportation Fund and a Federal transit network and intercity grant; grants are available on a two-year cycle.

CONTRACT HISTORY: Historically, Oakridge Dial-A-Ride service has been operated by the RideSource contractor, as it had been determined that the only way to entice a program provider was to bundle it together with the RideSource contract. Special Mobility Services, the current contractor, has indicated they would be willing to continue operating the service throughout the extension of their current contract which will end August 31, 2017 but is not interested in continuing.

This services was delineated from the overall RideSource service when the new solicitation was let earlier this year. This leaves LTD in a position of quickly needing to secure a new program provider to take over the service beginning September 1, 2017. It is anticipated that contracting with a new program provider will be a relatively straightforward process, as the service was designed with the intention of being a turnkey operation – LTD owns and leases the vehicles and routes are already established.

PROCUREMENT IMPACT: To allow sufficient time to solicit these services, procurement staff will award an emergency contract to a vendor who represents that they are able to provide the services in conformance with the scope of work outlined by accessible and customer services staff. The contract term will be for 10 months to ensure seamless provision of services to LTD's ridership utilizing the Diamond Express.

POLICY IMPACT: Section 8 – Procurement Methods (Other Than Full and Open Competition) of LTD's Procurement Policy states that "the LTD General Manager, or the LTD Contract Review Board, may make or authorize others to make emergency procurements of goods or services in an emergency. LTD shall document the nature of the emergency and describe the source selection methods used for the procurement."

AGENDA ITEM SUMMARY

Emergency Procurement
Oakridge Dial-A-Ride
Page 2

ECONOMIC IMPACT: The Oakridge Dial-A-Ride is primarily funded through Federal Transit Network and intercity grant funds matched by State Special Transportation Funds and supplemented with funding from the City of Oakridge and estimated donations/farebox revenue. Funding sources below are prorated for the 10-month duration of the contract rather than a typical 12-month fiscal year.

FUNDING SOURCE: Special Transportation Fund: \$6187.50; Transit Network Grant: \$6187.50

REQUIRED REPORTING: Diamond Express service includes Federal and State grant funds and therefore require LTD contract monitoring and reporting. It is not anticipated that the Board of Directors will receive any regular reporting on this contract, unless specifically requested.

RECOMMENDATIONS: Recommend authorizing the general manager or designee to enter into an emergency contract with a vendor to operate the Oakridge Dial-A-Ride transportation service through June 30, 2018.

IMPACT IF NOT APPROVED: The upcoming contract vacancy will either need to be filled by a qualified program provider or the service discontinued.

PROJECT MANAGEMENT TEAM: Assistant General Manager – Service Delivery, Accessible and Customer Services Manager, Human Services Transportation Coordinator, Accessible Services Specialist

PROPOSED MOTION: I move to forward the request for approval of an emergency procurement to operate the Oakridge Dial-A-Ride transportation service to the Board of Directors with a recommendation for approval.

AGENDA ITEM SUMMARY

DATE OF MEETING: July 10, 2017

ITEM TITLE: INTERGOVERNMENTAL AGREEMENT – LANE COUNCIL OF GOVERNMENTS SENIOR AND DISABILITY SERVICES

PREPARED BY: Cosette Rees, Accessible and Customer Services Manager; Collina Washington, Procurement Manager

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

Please disclose any actual or potential conflict of interest.

PURPOSE/OBJECTIVE: This action will authorize the general manager to enter into an intergovernmental agreement (“IGA”) with Lane Council of Governments Senior and Disability Services (“LCOG S&DS”) for the provision of functional medical assessments related to LTD’s Accessible and Customer Services (“ACES”).

DESCRIPTION/JUSTIFICATION: In-person functional medical assessments, most often conducted in the client’s home, are important to determine the transportation needs and capabilities of older adults, people with disabilities and people with low incomes who would use any of the integrated services provided through ACES. Transportation Coordinators from Alternative Work Concepts (“AWS”) and LCOG S&DS make these evaluations. The results are recorded in a centralized database and utilized to determine a client’s eligibility for services.

CONTRACT HISTORY: This IGA began as an agreement with LCOG to coordinate volunteer escort and medical taxi service. In 2007, the agreement was amended to include ADA eligibility screenings, and in 2008 to further coordinate all mobility management assessments. This agreement is a unique consortium of service providers coordinated through the Lane Council of Governments and would be difficult to replicate utilizing another organization or entity.

PROCUREMENT IMPACT: As current practice has extended beyond the original intent of the agreement, it will be rewritten to better describe the current services being provided by LCOG S&DS. Additionally, procurement seeks to revise the language in the IGA to be in compliance with 2 CFR Part 200, the Office of Management and Budget’s Uniform Administrative Requirements, Costs Principles and Audit Requirements (Super Circular); the Federal Transit Administration’s (FTA) Circular 4220.1F Third Party Contracting Guidelines; Oregon Public Contracting Code; and, LTD’s Purchasing Policy Rules, as may be amended.

POLICY IMPACT: Subject to the limits set forth in Resolution No. 2017-03-15-011, A Resolution Establishing Public Contracting Procedures, the general manager is required to present to the Board of Directors any Intergovernmental Agreements prior to having entered into such agreement.

ECONOMIC IMPACT: Total operating costs for the current year total \$385,280.

AGENDA ITEM SUMMARY

Intergovernmental Agreement – LCOG S&DS
Accessible & Customer Services
Page 2

FUNDING SOURCE: This agreement is funded through Federal §5310 formula funds (\$148,656), matched with State of Oregon Special Transportation Fund (“STF”) dollars (\$17,014), supplemented with direct Medicaid reimbursements (\$219,610).

- §5310 Enhanced Mobility of Seniors and Individuals with Disabilities - This program is intended to enhance mobility for older adults and persons with disabilities by providing funds for programs to serve the special needs of transit-dependent populations beyond traditional public transportation services and Americans with Disabilities Act (ADA) complementary paratransit services.
- Special Transportation Fund - Agencies designated by statute (transportation districts, county governments, and Native American tribal governments) are given an annual formula based allocation from the cigarette tax and other state resources approved by the Legislature that go into the Fund. This money often is used as local match for federal grants. A portion of the STF funds that are allocated for Lane County are dedicated to projects that operate within LTD’s service district (In-District), and the remaining funds are distributed to providers who operate outside of LTD’s service district (Out-of-District).

REQUIRED REPORTING: Metro ADA Services include federal and state grant funds and, therefore, require LTD contract monitoring and reporting, along with monthly and yearly National Transit Database reports. Medicaid Services require monthly reporting to both the state and Trillium. It is not anticipated the Board of Directors will receive any regular reporting on this contract, unless specifically requested.

RECOMMENDATIONS: To authorize the general manager to enter into an intergovernmental agreement with Lane Council of Governments Senior and Disability Services for the provision of functional medical assessments related to LTD’s Accessible and Customer Services; and to amend the agreement, as may be necessary.

IMPACT IF NOT APPROVED: ADA eligibility assessments are a mandatory service necessary to provide paratransit service. Alternatively, LTD could choose to continue the assessment practice without an agreement while researching other alternatives. However, staff believes that it would not be in the public interest to obtain these services through full and open competition in light of the overall coordinated services provided through ACES.

PROJECT MANAGEMENT TEAM: Assistant General Manager – Service Delivery, Accessible and Customer Services Manager, Human Services Transportation Coordinator, Accessible Services Specialist

PROPOSED MOTION: I move to forward the Intergovernmental Agreement with Lane Council of Governments Senior and Disability Services for the provision of functional medical assessments to the Board of Directors with a recommendation of approval.

AGENDA ITEM SUMMARY

DATE OF MEETING: July 10, 2017

ITEM TITLE: CONTRACT – JANITORIAL SERVICES AND SUPPLIES FOR EUGENE STATION, SPRINGFIELD STATION, NEIGHBORHOOD STATIONS, AND EMX STATIONS

PREPARED BY: Joe McCormack, Director of Facilities Management; Collina Washington, Procurement Manager

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

Please disclose any actual or potential conflict of interest.

PURPOSE/OBJECTIVE: This action will authorize the general manager, or designee, to execute a contract with Ninfa's Elite Janitorial Services ("Ninfa's") for the provision of cleaning services for LTD's facilities.

DESCRIPTION/JUSTIFICATION: Daily, weekly, and monthly professional cleaning is needed in the public spaces throughout the District.

CONTRACT HISTORY: To encourage competition and the utilization of Emerging Small Businesses (ESB) and Disadvantaged Business Enterprises (DBE), Facilities Management decided to break out its overall janitorial services into smaller bid packages. Those packages are: Glenwood Campus and RideSource Facility; Eugene Station and Springfield Station; Neighborhood Stations; and, EmX Stations. Ninfa's is currently under contract for these services which was originally executed in 2011. The contract was due to expire May 31, 2017; however, the Board authorized an extension of these contracts through August 31 to allow for solicitation of these services, as well as time for staff to review the resulting submittals.

The Board of Directors approved an award to Ninfa's for the Glenwood Campus and RideSource Facility during its regular meeting in May 2017.

PROCUREMENT IMPACT: The remaining packages were all let on June 2, 2017, with bids due by not later than 11:00 a.m. on June 29, 2017. As in the earlier solicitation, only a single responsive and responsible proposal was received from Ninfa's Elite Janitorial Service. In accordance with established governmental procurement practice, potential proposers who had expressed an interest in proposing were contacted to verify that the specification was not unduly restrictive and that the solicitation did not require modification in a manner that would result in greater competition. There was no response provided that led staff to believe that competition was restricted in any manner. The file was documented accordingly.

POLICY IMPACT:

1. LTD Resolution No. 2017-03-15-011 requires that contracts exceeding \$149,999, or amendments to the contract that exceed a cumulative total of 10% of the initial contract price

AGENDA ITEM SUMMARY

Contract Award – Ninfa’s Elite Janitorial

Page 2

or \$150,000, whichever is less, must be presented to the Board of Directors for review and approval.

2. Within the “What Drives Us” Mission Statement; LTD has committed to “practicing safety and maintaining safe and accessible vehicles, services, and facilities”. Maintaining a safe and healthy workplace and environment for visiting public and customers is a core service the LTD Facilities Management Division provides. Janitorial services is a critical component of those services.

ECONOMIC IMPACT:

CONTRACT NO. 2017-03 EMX STATIONS					
LOCATION	BASE YEAR 1	BASE YEAR 2	OPTION YEAR 3	OPTION YEAR 4	OPTION YEAR 5
Franklin - 12 Platforms	\$ 56,640.00	\$ 56,640.00	\$ 56,640.00	\$ 56,640.00	\$ 56,640.00
Pioneer Parkway - 22 Platforms	\$ 74,640.00	\$ 74,640.00	\$ 74,640.00	\$ 74,640.00	\$ 74,640.00
West Eugene - 26 Platforms	\$ 121,200.00	\$ 121,200.00	\$121,200.00	\$121,200.00	\$121,200.00
ANNUAL GRAND TOTAL	\$ 252,480.00	\$ 252,480.00	\$252,480.00	\$252,480.00	\$252,480.00
5 YEAR CONTRACT TOTAL	\$1,262,400.00				

CONTRACT NO. 2017-04 NEIGHBORHOOD STATIONS AND SHELTERS					
LOCATION	BASE YEAR 1	BASE YEAR 2	OPTION YEAR 3	OPTION YEAR 4	OPTION YEAR 5
River Road Station	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00
Amazon Station	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00
University Station - North	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00
University Station - South	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00
Gateway Station	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00
Valley River Station	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00
Thurston Station	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00
Seneca Station	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00	\$ 7,155.00
ANNUAL GRAND TOTAL	\$ 57,240.00	\$57,240.00	\$57,240.00	\$57,240.00	\$57,240.00
5 YEAR CONTRACT TOTAL	\$286,200.00				

CONTRACT NO. 2017-05 EUGENE, SPRINGFIELD AND WILLOW CREEK					
LOCATION	BASE YEAR 1	BASE YEAR 2	OPTION YEAR 3	OPTION YEAR 4	OPTION YEAR 5
Eugene Stations	\$ 176,885.04	\$176,885.04	\$176,885.04	\$176,885.04	\$176,885.04
Springfield Station	\$ 75,699.24	\$ 75,699.24	\$ 75,699.24	\$ 75,699.24	\$ 75,699.24
Willow Creek Facility	\$ 28,560.00	\$ 28,560.00	\$ 28,560.00	\$ 28,560.00	\$ 28,560.00
ANNUAL GRAND TOTAL	\$ 281,144.28	\$281,144.28	\$281,144.28	\$281,144.28	\$281,144.28
5 YEAR CONTRACT TOTAL	\$1,405,721.40				

AGENDA ITEM SUMMARY

Contract Award – Ninfa’s Elite Janitorial

Page 3

FUNDING SOURCE: Janitorial Services are budgeted as an element of the Facilities Management division’s operating budget.

REQUIRED REPORTING: It is not anticipated the Board of Directors will receive any regular reporting on this contract, unless specifically requested.

RECOMMENDATIONS: Authorize the General Manager, or designee, to execute a contract with Ninfa’s Elite Janitorial Services (“Ninfa’s”) for the provision of cleaning services at the Eugene and Springfield Station; Neighborhood Stations; and, EmX Stations.

IMPACT IF NOT APPROVED: Current contract for janitorial services will expire leaving the agency without these services until a new contractor can be brought on board.

PROPOSED MOTION: I move to forward the contract with Ninfa’s Elite Janitorial Services to the Board of Directors with a recommendation for approval.

AGENDA ITEM SUMMARY

DATE OF MEETING: July 10, 2017

ITEM TITLE: CONTRACT AMENDMENT – 2003-20 LANE COMMUNITY COLLEGE GROUP PASS

PREPARED BY: Meg Kester, Marketing and Communications Manager; Collina Washington, Procurement Manager

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

Please disclose any actual or potential conflict of interest.

PURPOSE/OBJECTIVE: This action will authorize the general manager, or designee, to enter into contract with the Lane Community College (LCC) for the purpose of providing a Group Pass Program (“GPP”) for LCC students.

DESCRIPTION/JUSTIFICATION: In an effort to increase ridership, encourage transit rider convenience, and stabilize revenues, LTD offers Group Pass arrangements to many employers and schools throughout the community. The Group Pass Program is authorized under LTD Ordinance 49.

CONTRACT HISTORY: LCC has participated in LTD’s GPP to provide prepaid transit service to LCC students since the 2003-04 school year. The current contract amendment is for the 2017-18 school year. This contractual partnership allows all LCC students unlimited access to LTD bus routes, including access to both the main and downtown LCC campuses.

PROCUREMENT IMPACT: The LTD Group Pass Program is a type of Revenue Contract. As defined in FTA circular 4220.1F Third Party Contracting Requirements, a revenue contract is a contract in which the” recipient or sub-recipient provides access to public transportation assets for the primary purpose of either producing revenues in connection with an activity related to public transportation, or creating business opportunities with the use of FTA assisted property.” Revenue contracts are allowable so long as the “recipient is willing and able to provide contracts or license to other parties similarly situated...”

POLICY IMPACT: LTD Resolution No. 2017-03-15-011 requires that contracts exceeding \$149,999 must be presented to the Board of Directors for approval.

ECONOMIC IMPACT: This contract is anticipated to generate \$569,200.00 in revenue to LTD. Anticipated annual revenue is an estimate based on forecasted enrollment numbers at the standard GPP rate of \$18.90 per student totaling \$426,457 and a standard bus service fee of \$142,743 per year. Revenue receipts may fluctuate based on actual quarterly student enrollment levels.

TERMINATION TERMS: Either party may terminate with 30 days’ written notice.

FUNDING SOURCE: N/A

AGENDA ITEM SUMMARY

LCC Student Group Pass Program

Page 2

REQUIRED REPORTING: To facilitate program review and evaluation, LTD will provide LCC with LTD's annual audited comprehensive financial report and other information reasonably requested during the term of the term of this Agreement.

RECOMMENDATIONS: Authorize the general manager, or designee, to enter into contract with the Lane Community College (LCC) for the purpose of providing a Group Pass Program ("GPP") for LCC students.

IMPACT IF NOT APPROVED: LCC students would be required to purchase full fare to ride LTD EmX or other fixed-route bus service.

PROJECT MANAGEMENT TEAM: Director of Public Affairs; Marketing and Communications Manager

PROPOSED MOTION: I move to forward the request for approval of the LCC Group Pass Program contract amendment to the Board of Directors with a recommendation for approval.

AGENDA ITEM SUMMARY

DATE OF MEETING: July 10, 2017

ITEM TITLE: CONTRACT – ASSOCIATED STUDENTS OF THE UNIVERSITY OF OREGON GROUP PASS

PREPARED BY: Edward McGlone, Director of Public Affairs; Collina Washington, Procurement Manager

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

Please disclose any actual or potential conflict of interest.

PURPOSE/OBJECTIVE: This action will authorize the general manager to enter into contract with the University of Oregon (UO) for the Associated Students of the University of Oregon (ASUO) for the purpose of funding a Group Pass Program for UO undergraduate students and 10 non-student, non-university employees of the ASUO.

DESCRIPTION/JUSTIFICATION: In an effort to increase ridership, ease passenger convenience, and stabilize revenues, LTD offers Group Pass arrangements to employers and schools with greater than five employees or students. The Group Pass Program is authorized under by LTD Ordinance 49.

CONTRACT HISTORY: LTD has been under contract with the University to provide prepaid transit service to UO students since the 1988-89 school year. The current contract amendment is for the 2017-18 school year. This contractual partnership allows all UO undergraduate students and 10 employees of the ASUO to access transit services.

PROCUREMENT IMPACT: The LTD Group Pass Program is a type of Revenue Contract. As defined in FTA circular 4220.1F Third Party Contracting Requirements, a revenue contract is a contract in which the” recipient or sub-recipient provides access to public transportation assets for the primary purpose of either producing revenues in connection with an activity related to public transportation, or creating business opportunities with the use of FTA assisted property.” Revenue contracts are allowable so long as the “recipient is willing and able to provide contracts or license to other parties similarly situated...”

POLICY IMPACT: LTD Resolution No. 2017-03-15-011 requires that contracts exceeding \$149,999 must be presented to the Board of Directors for approval.

ECONOMIC IMPACT: This contract is anticipated to generate \$1,111,180 in revenue to LTD. Anticipated revenue is an estimate based on forecasted enrollment numbers and may change with fluctuations in enrollment.

TERMINATION TERMS: Either party may terminate with 30 days’ written notice for cause if terms of contract are not fulfilled.

FUNDING SOURCE: N/A

AGENDA ITEM SUMMARY

UO Student Group Pass

Page 2

REQUIRED REPORTING: To facilitate program review and evaluation, LTD will provide the University with LTD's annual audited comprehensive financial report and other information reasonably requested during the term of the term of this Agreement.

LTD will also provide information to the University regarding student ridership within six weeks after the beginning of the Fall Term

IMPACT IF NOT APPROVED: UO Students would have to purchase full fares to utilize EmX or other of the LTD services.

PROJECT MANAGEMENT TEAM: Director of Public Affairs; Marketing and Communications Manager

RECOMMENDATIONS: Authorize the general manager, or designee, to enter into contract with the University of Oregon for the purpose of providing a Group Pass Program ("GPP") for LCC students.

PROPOSED MOTION: I move to forward the request for approval of the UO Student Group Pass Program contract amendment to the Board of Directors with a recommendation for approval.