



**LANE TRANSIT DISTRICT
BOARD FINANCE COMMITTEE MEETING**

Monday, November 13, 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

	<u>Page</u>
I. CALL TO ORDER	
II. ROLL CALL	
<input type="checkbox"/> Wildish <input type="checkbox"/> Necker <input type="checkbox"/> Yeh	
III. APPROVAL OF MEETING MINUTES (1 minute)	2
• Minutes of the September 12, 2017, LTD Board Finance Committee Meeting	
IV. CONTRACT APPROVAL – MOVINGAHEAD PROJECT – PHASE 1 (5 minutes)	4
[Sasha Luftig, Collina Beard]	
V. CONTRACT APPROVAL – OPERATIONS UNIFORMS (5 minutes)	6
[Collina Beard]	
VI. CONTRACT APPROVAL – STATE GOVERNMENT RELATIONS SERVICES (5 minutes)	8
[Edward McGlone, Collina Beard]	
VII. NEXT MEETING	
VIII. 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 FINANCE COMMITTEE MEETING

LANE TRANSIT DISTRICT

Tuesday, September 12, 2017

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

Present: Gary Wildish, Chair
Ed Necker, Secretary
Carl Yeh
Aurora Jackson, General Manager
Kristin Denmark, General Counsel
Lynn Taylor, Minutes Recorder

CALL TO ORDER/ROLL CALL: Mr. Wildish convened the meeting and called the roll.

MOTION APPROVAL OF MEETING MINUTES: Mr. Necker moved to approve the minutes of the July 10, 2017, Finance Committee meeting as presented. Mr. Yeh provided the second.

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

INTERGOVERNMENTAL AGREEMENT (IGA) – RIVER ROAD TRANSIT COMMUNITY IMPLEMENTATION PLAN BETWEEN THE CITY OF EUGENE AND LANE TRANSIT DISTRICT: Senior Project Manager Sasha Luftig noted that a work plan for the project had been presented at the Board's last meeting. She said the project was funded by a Federal Transit Administration (FTA) Transit-Oriented Development (TOD) planning grant awarded to LTD last fall. She said TOD grants required that a transit agency be the lead applicant, although a majority of the work would be completed and monitored by the City of Eugene. She said the IGA identified the city as the administrator of the planning grant and responsible for providing LTD with the information it required to provide reports to the FTA. Match requirements would be shared by LTD and the city. The required match was \$114,000; the city would provide \$79,800 and LTD would provide \$34,200. She said match would be in-kind match of staff time. She asked the committee to forward the IGA to the Board of Directors with a recommendation of approval.

In response to a question from Mr. Necker, Ms. Luftig said the terms of the IGA and match had been developed in conjunction with the city.

Mr. Wildish remarked that the River Road and Santa Clara neighborhoods were excited about the project.

MOTION Mr. Necker moved to forward Contract 2017-61 to the Board of Directors with a recommendation of approval. Mr. Yeh provided the second.

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

NEXT MEETING: Mr. Wildish raised the question of how to schedule and conduct Finance Committee meetings in an efficient manner, while complying with open meeting requirements. Committee members and staff discussed a number of issues, including:

- whether the Board's three subcommittees (Finance, Service and Human Relations) could conduct meetings via teleconference
- whether subcommittees would/should include an opportunity for public comment
- identify a physical meeting location so the public could attend, even if the meeting was via teleconference
- arrange for recording of meeting minutes
- publicize to community how meetings would be held

Staff and counsel would research various options and present them to the Board for consideration.

Mr. Necker questioned the need to bring the IGA before the Board as the amount of match from LTD was below the threshold of \$150,000. Ms. Jackson explained that because it was the FTA grantee, it was ultimately responsible for the \$450,000 in FTA funds and therefore subject to Board approval.

Purchasing Manager Collina Washington said staff had discussed whether an IGA that was essentially a working agreement without funds attached should be presented to the Board for approval or just as an information item. Ms. Jackson said the IGA Ms. Washington had in mind was being referred to the Board at the request of FTA. She said LTD and Lane Council of Governments (LCOG) agreed that when the agencies published information about projects they should include information about federal funds and required match, in compliance with a finding in the comprehensive federal review.

ADJOURNMENT: Mr. Wildish adjourned the meeting at 4:17 p.m.

Board Secretary

AGENDA ITEM SUMMARY

DATE OF MEETING: November 13, 2017

ITEM TITLE: CONTRACT APPROVAL – MOVINGAHEAD PROJECT – PHASE 1

PREPARED BY: Sasha Luftig, Planning and Development Senior Project Manager; Collina Beard, 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 JLA Public Involvement for consulting services to support the completion of Phase 1 of the MovingAhead Project.

DESCRIPTION/JUSTIFICATION: This contract provides LTD with the consultant support needed to complete Phase 1 of the MovingAhead Project. The majority of the remaining effort focuses on sharing and gathering community input on the findings from the Alternatives Analysis to support the decision-making process – selection of a prioritized package of Locally Approved Alternatives (LPAs).

CONTRACT HISTORY: Not Applicable.

PROCUREMENT IMPACT: On September 18, 2017, LTD solicited proposals from qualified firms or teams to provide professional services to support key elements and takeaways of the soon to be completed Alternative Analysis of the MovingAhead Project. Additionally, the successful proposer shall support the next stage of concentrated public engagement related to the project, including implementing a comprehensive public engagement plan, and gearing up for the final decision making milestone, selection of a package of prioritized locally preferred alternatives.

October 17, 2017 (Proposal Due Date), statements of qualification (SOQ) were received from three (3) contractors: JLA Public Involvement, Nelson Nygaard and Otak. All proposals received were deemed *responsive*. As a result, all proposals were provided to the Evaluation Committee for a review of *responsibility* according to the criteria set forth in the solicitation. In reviewing each proposal, the Evaluation Committee is encouraged to perform a SWOT analysis (Strengths, Weaknesses, Opportunities, and Threats) using each evaluation criteria: Company Information, Minimum Qualifications, Experience, and References; Understanding of Work; and Project Team Expertise. Those teams scoring high enough were invited to interview with the committee. Final scoring of each SOQ has resulted in the following Short List:

<u>Contractor</u>	<u>Score</u>	<u>Cost Proposal</u>
JLA Public Involvement	92.13	\$309,756 base; \$405,595 contingency tasks
Nelson Nygaard Consulting Associates	86.75	unopened
Otak	72.00	unopened

AGENDA ITEM SUMMARY

CONTRACT APPROVAL – MOVINGAHEAD PROJECT – PHASE 1

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In accordance with Part I, Section 3.2.4.3 of the solicitation, this Short List was submitted to the general manager for authorization to begin negotiation with the highest ranked firm. Should LTD and Contractor fail to come to an agreement regarding the terms and conditions of the contract within 30 days, Staff will terminate negotiations and proceed to open negotiations with the next highest ranked firm.

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: The final contract price will be subject to negotiation and will be updated once finalized. The proposal cost was \$309,756 for the base, with \$405,595 of contingency tasks. Based on the existing project budget, the total contract will not exceed \$556,318 over the potential life of the contract.

FUNDING SOURCE: Grant Number 1738-2017-9 - STIP Enhance Grant and STP-U Grant

REQUIRED REPORTING: As grant recipient, LTD is responsible for financial reporting to FTA.

RECOMMENDATIONS: Authorize the general manager, or designee, to enter into contract with JLA Public Involvement for the purpose of supporting the completion of Phase 1 of MovingAhead.

IMPACT IF NOT APPROVED: If the contract is not approved the MovingAhead project schedule will be delayed further while staff determine if it is possible to increase internal staff capacity and expertise to complete the work.

PROJECT CLOSEOUT TEAM: Director of Planning and Development; Senior Project Manager

ATTACHMENTS: None.

PROPOSED MOTION:

I move to forward the contract with JLA Public Involvement to the Board of Directors with a recommendation of approval.

AGENDA ITEM SUMMARY

DATE OF MEETING: November 13, 2017

ITEM TITLE: CONTRACT APPROVAL – OPERATIONS UNIFORMS

PREPARED BY: Collina Beard, 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 split the award of the contract for the provision of uniforms to LTD's operations division on an as-needed basis.

DESCRIPTION/JUSTIFICATION: As a part of the Collective Bargaining Agreement with the Amalgamated Transit Union Local 757, the District provides uniforms for its bus operators, mechanics and general service workers.

CONTRACT HISTORY: Not applicable.

PROCUREMENT IMPACT: On July 20, 2017, LTD solicited proposals from qualified vendors to supply uniforms to the operations division. Proposals were due on August 7, 2017. No proposals were received. When this occurs, procurement will contact those vendors who showed some interest in the proposal to determine reasons why they chose not to bid. Two vendors responded that they only lease uniforms, one vendor responded that they just did not desire to seek the business and two other businesses did not respond at all. After further review, procurement decided to rebid the solicitation, but to cast a wider net in terms of advertising. This second bid had the same result. Having completed its requirement to competitively bid this service, procurement staff has recommended to operations that they split the award and enter into contract with the current vendors, Cintas and Mac Sew-on.

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: In its Independent Cost Estimate, operations has projected that its expenditure for uniforms over the next five (5) years would be approximately \$293,945. FY 2018 expenditures have been projected at approximately \$60,000.

FUNDING SOURCE: Sufficient funding for this expenditure has been allocated in the current year's budget.

REQUIRED REPORTING: Not applicable.

RECOMMENDATIONS:

1. Authorize the general manager, or designee, to split the award of the contract for provision of the operations uniforms; and

AGENDA ITEM SUMMARY

Operations Uniforms – Cintas & Mac Sew-On

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2. Authorize the general manager to enter into contract with Cintas for the provision of operator uniform pants for an amount not to exceed \$125,000 over a five year period.¹
3. Authorize the general manager to enter into contract with Mac Sew-On for the provision of operator uniform tops and supervisor uniforms for an amount not to exceed \$170,000 over a five year period.

IMPACT IF NOT APPROVED: Staff would have to assess what other options they would have for provision of this service, including rental of uniforms.

PROJECT CLOSEOUT TEAM: Director of Operations, or designee

ATTACHMENTS: None.

PROPOSED MOTION:

I move to forward the contract with Cintas to the Board of Directors with a recommendation of approval.

¹ From past experience, operations has determined that the quality of the material and the durability of the uniform bottoms (pants, shorts) offered by Cintas is better. They observed no noticeable difference with tops, jackets, etc. and so choose to utilize Mac Sew-On who offers a cheaper cost per piece for these items.

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DATE OF MEETING: November 13, 2017

ITEM TITLE: CONTRACT APPROVAL – STATE GOVERNMENT RELATIONS SERVICES

PREPARED BY: Edward McGlone, Public Affairs Director; Collina Beard, 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 Oxley and Associates to provide state government relations services for a three year term with an option to extend the contract for two additional one year terms.

DESCRIPTION/JUSTIFICATION: LTD has a need to interact with state legislators, state agencies, and the executive branch. The district seeks discretionary funding from the state legislature, applies for grants from the Oregon Department of Transportation, and is regulated by several other state agencies. The district is formed by state law and legislative and executive actions can affect the district's daily operations. In order to ensure that the district is well represented at the state levels, it is necessary to retain an experienced firm to provide state government relations services.

CONTRACT HISTORY: Not Applicable

PROCUREMENT IMPACT: On August 15, 2017, LTD solicited proposals from qualified firms or teams to provide lobbying and legislative representation services that promote the District's interests before the Oregon legislature and other State of Oregon governmental bodies. On August 31, 2017 (Proposal Due Date), proposals were received from two (2) contractors: Lobby Oregon and Oxley & Associates, Inc. All proposals received were deemed responsive. As a result, all proposals were provided to the Evaluation Committee for a review of responsibility according to the criteria set forth in the solicitation. In reviewing each proposal, the Evaluation Committee is encouraged to perform a SWOT analysis (Strengths, Weaknesses, Opportunities, and Threats) using each evaluation criteria: Proposer Qualifications, Experiences, and References; Approach and Methodology; Transit and Transportation Experience; and, Proposed Pricing. Final scoring of each proposal has resulted in Oxley & Associates being deemed the most responsive and responsible contractor.

POLICY IMPACT:

1. LTD Resolution No. 2017-03-15-011 requires that contracts exceeding \$149,999 must be presented to the Board of Directors for approval.
2. Oregon law requires any entity that expends financial resources on lobbying to report lobbying expenditures to the Oregon Government Ethics Commission.

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State Government Relations

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ECONOMIC IMPACT: The contract has a \$60,000 annual value, totaling \$180,000 over the initial three-year term and \$300,000 over the potential life of the contract.

FUNDING SOURCE: Public Affairs General Fund. Sufficient resources to pay for this contract were allocated in the FY 17-18 budget.

REQUIRED REPORTING: During legislative session, contractor will provide weekly reports on their activities. During legislative interim, contractor will provide monthly reports on their activities.

RECOMMENDATIONS: Adoption

IMPACT IF NOT APPROVED: State government relations services will be provided by district staff.

PROJECT CLOSEOUT TEAM: Edward McGlone

ATTACHMENTS: None.

PROPOSED MOTION:

I move to forward the Oxley and Associates contract to the Board of Directors with the recommendation for approval.