



Public notice was given to *The Register-Guard* for publication on January 4, 2018.

**LANE TRANSIT DISTRICT  
BOARD FINANCE COMMITTEE MEETING**

**Monday, January 8, 2018**

**4:00 p.m.**

**LTD Board Room**

3500 East 17<sup>th</sup> 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 December 4, 2017, LTD Board Finance Committee Meeting	
IV. CONTRACT APPROVAL – CENTER FOR TRANSPORTATION AND THE ENVIRONMENT (CTE) ( 5 minutes)	4
[Tom Schwetz, Collina Beard]	
V. IGA AMENDMENT - SMART TRIPS AND CITY OF EUGENE ( 5 minutes)	6
[Theresa Brand, Collina Beard]	
VI. NEXT MEETING	
VII. 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

Monday, December 4, 2017

Pursuant to notice given to *The Register-Guard* for publication on November 20, 2017, and distributed to persons on the mailing list of the District, the Finance Committee of the Lane Transit District held a meeting on Monday, December 4, 2017, beginning at 4:00 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

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

Absent: Ed Necker, Secretary

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

**MOTION APPROVAL OF MEETING MINUTES:** Mr. Yeh moved to approve the minutes of the November 13, 2017, Finance Committee meeting as presented. Mr. Wildish provided the second.

**VOTE** The motion passed as follows:  
AYES: Wildish, Yeh (2)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: Necker (1)

**CONTRACT APPROVAL – 2017-18 COMPREHENSIVE OPERATIONS ANALYSIS (COA):** Ms. Jackson stated that four responsive bids for the contract had been received. Following interviews with proposers and a comprehensive evaluation of each firm in the areas of strengths, weaknesses, opportunities and threats Jarrett Walker & Associates, Inc. was determined to be the most responsive and responsible proposer with the highest score. She said the proposed contract amount was \$692,000, which required approval by the Board of Directors. She said funding for the contract would come from the General Fund and Surface Transportation Block Grant dollars, as part of the project included a pedestrian network analysis.

Mr. Yeh asked how the cost of the Jarrett Walker & Associates' proposal compared to the other proposals. Ms. Jackson said all four of the proposals were within competitive range, with Jarrett Walker & Associates being in the middle of that range.

Ms. Jackson said the \$692,000 was for services over a five-year period, with approximately \$300,000 to be spent in the first year for the initial COA. The remaining funds were for additional years that could be exercised at LTD's discretion. She said the Board would be asked to approve the entire amount; based on the first year's work LTD would determine if additional work was required.

Mr. Yeh summarized that the contract would be for five years, with \$300,000 committed to conduct the COA in the first year and the option to continue services in subsequent years up to a total of \$692,819. Ms. Jackson confirmed that was correct. She said staff could provide additional information in the presentation to the Board.

Mr. Yeh asked for specific information on services and deliverables during the next four years and how funds would be spent.

Ms. Jackson said the initial product in the first year would be the COA, the purpose of which was to produce a report and analysis of options the District could adopt. She stressed that contract language would prohibit the contractor from financially benefitting from the work; if LTD moved forward with any of the recommendations or options in the final report, Jarrett Walker & Associates could not provide that service. She said if a different firm was selected to assist LTD in implementing options, Jarrett Walker & Associates could be retained as an owner agent representing LTD to assist in evaluating the other firm and provide technical assistance. She stressed that LTD was not obligated to use Jarrett Walker & Associates during years two through five and the contract gave LTD the maximum amount of control.

Ms. Denmark asked if the Board would be asked to approve the additional scope of work. Ms. Jackson replied that the contract was for the entire scope of work.

Mr. Wildish asked if a Request for Proposals (RFP) or Request for Qualifications (RFQ) had been used to solicit bids. Purchasing Manager Collina Beard said an RFP was the procurement instrument.

Mr. Yeh asked that the presentation to the Board use a slide presentation to demonstrate the scope of work in the contract and the specific deliverables that LTD would receive. Mr. Wildish understood why the Board was being asked to approve the full five-year contract, but asked that the presentation also identify what services and deliverables might be expected from the contractor if LTD exercised its options in years two through five of the contract.

Ms. Jackson commented that the pricing of bids was within LTD's expectations because this was LTD's first COA and the contractor would not have a prior COA to update. She said in future years the pricing of bids to conduct a COA would be lower because contractors would be asked to update, rather than create, COA components.

**MOTION** Mr. Yeh moved to forward the contract related to the Comprehensive Operations Analysis to the Board of Directors with a recommendation of approval. Mr. Wildish provided the second.

**VOTE** The motion passed as follows:  
AYES: Wildish, Yeh (2)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: Necker (1)

**NEXT MEETING:** Mr. Wildish said the Finance Committee would meet in January 2018 on a date to be determined.

**ADJOURNMENT:** Mr. Wildish adjourned the meeting at 4:15 p.m.

*(Recorded by Lynn Taylor)*

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** January 8, 2018

**ITEM TITLE:** CONTRACT APPROVAL: CENTER FOR TRANSPORTATION AND THE ENVIRONMENT (CTE)

**PREPARED BY:** Mark Johnson-AGM, Service Delivery

**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 a contract with CTE to provide services related to the deployment of the electric buses.

**DESCRIPTION/JUSTIFICATION:** The LoNo grant that LTD received to buy five electric buses had a requirement to use a contractor to help collect data and provide route assessments for the successful deployment of the electric bus fleet. The amount of the contract is not to exceed \$420,000.00. CTE is an expert in the deployment of low emission buses including electric buses and was the contractor specified in the grant proposal. They will provide expertise in charging efficiency, solar analysis, and route data for deploying the buses in service for best performance. CTE will also collect on going data for both the newest 40 foot New Flyer hybrid electric buses and the BYD electric buses so that a side by side comparison over time can be made to determine the best deployment of additional buses in the future.

This contract is in coordination with the LoNo grant. However, because we had already purchased five electric buses, it was agreed to by the parties that we would begin the contract early with the current five buses so that we could use CTE's expertise to deploy the first five and use the data to deploy the next five as well. The contract cost remains the same and will be paid from the LoNo grant once it is executed.

**CONTRACT HISTORY:** CTE is a not-for-profit company and is an expert in alternative fuels and low emission bus deployment. The term of the contract is three years.

**PROCUREMENT IMPACT:** The contract with CTE is to be executed as part of the LoNo grant program.

**POLICY IMPACT:** None

**ECONOMIC IMPACT:** The LoNo grant will cover the costs for the buses and CTE services except for a 25 percent required match. The total grant amount is \$3,479,675.00 the required match is \$1,159,890.00.

**FUNDING SOURCE:** The CTE contract portion will be funded by \$315,000.00 FTA Grant and \$105,000.00 General Fund match.

**REQUIRED REPORTING:** Standard FTA reporting requirements for bus purchases will be adhered to along with additional CTE data reporting.

**AGENDA ITEM SUMMARY**

CONTRACT APPROVAL: CENTER FOR TRANSPORTATION AND THE ENVIRONMENT

Page 2

**RECOMMENDATIONS:** Approve as presented, the approval will authorize the general manager to enter into a contract with CTE to assist LTD in the deployment of the electric bus fleet.

**IMPACT IF NOT APPROVED:** LTD will not be in compliance with the LONO grant requirements and will not purchase the additional 5 electric buses.

**PROJECT CLOSEOUT TEAM:** Ernie Turner, Director of Fleet Maintenance, and Kelly Hoell, Transit Development Planner will be responsible for overseeing the contract with CTE and ensuring that all requirements are met.

**ATTACHMENTS:** None.

**PROPOSED MOTION:** I move to forward Contract with the Center for Transportation and the Environment to the Board of Directors with a recommendation of approval.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** January 8, 2018

**ITEM TITLE:** IGA AMENDMENT: SMART TRIPS AND CITY OF EUGENE

**PREPARED BY:** Theresa Brand, Transportation Options 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 approve and addendum to the existing contract with City of Eugene – 2015-48 to add \$30,000 to the contract amount.

**DESCRIPTION/JUSTIFICATION:** The addition of \$30,000 was requested by the City of Eugene in order to enhance their efforts with the West Eugene Smart *Trips* program slated to begin in early 2018. The Smart *Trips* Program will focus on residents within ½ mile of the new West Eugene Emx line and will share detailed transportation options information with the residents who live in the target area.

**CONTRACT HISTORY:** The existing contract was developed 2015 after an ODOT 2015-2018 STIP Enhance grant was awarded to LTD and the City of Eugene for the purpose of offering three Smart *Trips* Programs, Smart *Trips* Thurston, Smart *Trips* West Bethel and Smart *Trips* West Eugene. The existing contract is with the City of Eugene is for \$248,360.00 with a \$28,797.00 match requirement. The addendum would add \$30,000 to the existing contract bringing it to \$278,360.00 with the additional match requirement of \$3,081 that the City of Eugene is responsible for. The current contract is slated to expire in December of 2018.

**PROCUREMENT IMPACT:** Procurement is authorized to develop an addendum to this contract in the amount of \$30,000 with the additional match requirement and maintaining the existing contract expiration.

**POLICY IMPACT:** None

**ECONOMIC IMPACT:** This will increase the Point2point expenditure authority by \$30,000 for this FY under account # 014.000.00.78220. When the budget was developed, Point2point was not aware of the City of Eugene request and additionally not aware there were unspent funds in the University Station/Smart *Trips* Federal grant which would be used for this purpose. This is a reimbursement grant in which there is expenditure availability under this grant that can be charged against for the purpose of SmartTrips programming. Point2Point will work with Finance to allocate the additional funds and budgetary adjustments to accommodate the additional \$30,000.

**FUNDING SOURCE:** University Station/Smart *Trips* Federal Grant

**REQUIRED REPORTING:** Quarterly reporting to the FTA. City of Eugene will complete this and LTD will send it in.

**RECOMMENDATIONS:** Approve as presented

**AGENDA ITEM SUMMARY**

IGA AMENDMENT: SMART TRIPS AND CITY OF EUGENE

Page 2

**IMPACT IF NOT APPROVED:** The City of Eugene will have to scale back their West Eugene *SmartTrips* Program.

**PROJECT CLOSEOUT TEAM:** Theresa Brand will work with the City of Eugene Staff, Rob Inerfeld, Transportation Planning Manager and Gloria Gallardo to close out the grant in late Decembers of 2018. A final program report will be sent to LTD and the FTA in February of 2019 on the program.

**ATTACHMENTS:** None.

**PROPOSED MOTION:** I move to forward the amended IGA between the City of Eugene and *SmartTrips* to the Board of Directors with a recommendation of approval.