



LANE TRANSIT DISTRICT BOARD OF DIRECTORS REGULAR MEETING

Wednesday, October 21, 2020 5:30 – 7:30 p.m.

VIRTUAL MEETING

Zoom details will be provided on the web calendar at www.LTD.org.

AGENDA

Table with 3 columns: Time, ITEM, Page. Rows include: 5:30 p.m. I. CALL TO ORDER; 5:31 p.m. II. ROLL CALL (listing board members); 5:32 p.m. III. COMMENTS FROM BOARD PRESIDENT; 5:34 p.m. IV. COMMENTS FROM THE GENERAL MANAGER; 5:36 p.m. V. ANNOUNCEMENTS AND ADDITIONS TO AGENDA; 5:38 p.m. VI. BOARD CALENDAR; 5:40 p.m. VII. EMPLOYEE OF THE MONTH - NOVEMBER; 5:45 p.m. VIII. AUDIENCE PARTICIPATION.

Public Comment Note: This part of the agenda is reserved for members of the public to address the Board on any issue. Please note the following instructions:

- 1. To indicate that you would like to provide testimony, please use the raise your hand button.
2. For those attending via phone only, press *9 on your phone to raise your hand.
3. When it is your time to speak, your name will be called.
4. Please state your name, city of residence, and who you are representing for the audio record.
5. Once you have provided testimony, your hand will be lowered. Please do not raise your hand again. Only one opportunity to speak is provided.
6. For those unable or not wanting to speak publicly, testimony may be provided via e-mail at clerk@ltd.org.
7. Public testimony is limited to three (3) minutes per community member. A timer will be displayed on the screen and will beep when the three (3) minutes is up.

<u>Time</u>		<u>Page</u>
5:55 p.m.	IX. PUBLIC HEARING: COMMUNITY INVESTMENT PLAN [Christina Shew] 1. Staff Presentation 2. Opening of Public Hearing by Board President 3. Public Testimony - <u>Please note the following instructions:</u> <ul style="list-style-type: none">To indicate that you would like to provide testimony, please use the raise your hand button.For those attending via phone only, press *9 on your phone to raise your hand.When it is your time to speak, your name will be called.<ul style="list-style-type: none">For those attending via phone only, the last four (4) digits of your phone number will be called.Please state your name, city of residence, and who you are representing for the audio record.Once you have provided testimony, your hand will be lowered. Please do not raise your hand again. Only one opportunity to speak is provided.For those unable or not wanting to speak publicly, testimony may be provided via e-mail at clerk@ltd.org.Public testimony is limited to three (3) minutes per community member. A timer will be displayed on the screen and will beep when the three (3) minutes is up. 4. Closing of Public Hearing 5. Board Comments and Questions	6
6:15 p.m.	X. BOARD MEMBER REPORTS <i>This report provides an overview of the topics that have been covered at all Board subcommittees, Community Advisory Committees, and local governmental and stakeholder committees that Directors have attended since the previous months Board meeting. Directors also provide more in-depth verbal updates.</i>	27
6:20 p.m.	XI. CONSENT CALENDAR: Action Needed: Approval 1. Minutes from the August 19, 2020, Board Work Session Meeting 2. Minutes from the August 19, 2020, Regular Board Meeting 3. Minutes from the September 2, 2020, Special Board Meeting 4. Minutes from the September 16, 2020, Regular Board Meeting 5. Minutes from the September 22, 2020, Special Board Meeting 6. Minutes from the September 30, 2020, Special Board Meeting 7. Delegated Authority Report – SEPTEMBER 8. Contract No. 2020-154: Dell	30
6:25 p.m.	XII. UO ALERT LEVEL FRAMEWORK PRESENTATION: <i>No Materials Provided</i> [Matt Roberts - UO] Action Needed: None. Information Only	
6:45 p.m.	XIII. CONTRACT NO. 2020-158: TRANSTRACK: <i>Materials Included</i> [Harry Singer] Action Needed: Adoption	65
6:50 p.m.	XIV. HUNSAKER PROPERTY DISPOSAL AND DELEGATION OF SALES AUTHORITY: <i>Materials Included</i> [Randi Staudinger] Action Needed: Adoption	69

<u>Time</u>		<u>Page</u>
7:00 p.m. XIV.	LTD 2020-21 STIF PROGRAM DISCRETIONARY FUND PROJECTS : <i>Materials Included</i> [Tom Schwetz] Action Needed: Adoption	71
XV.	WRITTEN REPORTS – RESPOND IF QUESTIONS	
A.	MONTHLY FINANCIAL REPORT - AUGUST [Christina Shew] <i>Attached is the Year-to-Date Financial Report. Financial reports are considered a draft until the conclusion of the fiscal year and completion of the Comprehensive Annual Financial Report. This report is provided in written form monthly, with the addition of a verbal update on a quarterly basis.</i>	76
B.	MONTHLY CASH DISBURSEMENTS - SEPTEMBER [Christina Shew] <i>This report is provided in response to the Board's request to implement financial practices consistent with other public entities. This report provides a complete listing of all non-payroll disbursements for the current month.</i>	80
C.	QUARTERLY GRANT REPORT – PRESENTED: MARCH/JUNE/SEPTEMBER/DECEMBER [Christina Shew] <i>The Grant Report contains financial data for all Federal Transit Administration (FTA) and Oregon Department of Transportation (ODOT) grants that have a remaining balance or that have had activity within the last quarter. The sources of information are the Transit Award Management System (TrAMS) and the Oregon Public Transit Information System (OPTIS).</i>	84
D.	MONTHLY PERFORMANCE REPORTS - SEPTEMBER [Aurora Jackson] <i>Monthly performance reports will be provided to the Board in response to their request for regular reporting on the District's performance in several areas. On a quarterly basis, staff will present a review of key metrics that are trending in the performance report.</i>	84
E.	MONTHLY DEPARTMENT REPORTS – OCTOBER [Aurora Jackson] <i>Monthly department activity reports, and reports throughout the District, are provided for the Board's information.</i>	88
F.	BOARD ANNUAL WORKING AGENDA <i>Attached is a calendar of Action or Information items that will be included on the agenda for future Board meetings.</i>	142
7:30 p.m. XVI.	ADJOURNMENT <i>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).</i>	



AGENDA ITEM SUMMARY

DATE OF MEETING: October 21, 2020
ITEM TITLE: BOARD CALENDAR
PREPARED BY: Camille Gandolfi, Clerk of the Board
ACTION REQUESTED: Information and discussion.

PURPOSE: To review and discuss the current and upcoming Board calendar.

ROLE OF THE BOARD: The Board's role in this instance is to review and discuss the Boards' meeting schedule and any conflicts.

HISTORY: Each month the Board reviews its activity calendar for the current and upcoming calendar month. Board members are asked to contact the Clerk of the Board with any changes in availability for LTD-related meetings and events and to provide their summer and fall vacation dates when available.

CONSIDERATIONS: The up-to-date electronic SharePoint calendar is available to be viewed via the link below.

ALTERNATIVES: N/A

NEXT STEPS: N/A

SUPPORTING DOCUMENTATION:

- 1) [Internal SharePoint Calendar Link](#)

PROPOSED MOTION: N/A



AGENDA ITEM SUMMARY

DATE OF MEETING: October 21, 2020
ITEM TITLE: NOVEMBER EMPLOYEE OF THE MONTH
PREPARED BY: Shawn Bradley, Operations Supervisor

BACKGROUND: Bus Operator, Margaret Dahl, has been selected to receive the November Employee of the Month (EOM) award. Margaret was hired as a bus operator in August of 1994. She has 22 years of Safe Driving. She has received many individual awards from Lane Transit District to include: Monthly Value awards for “Practicing Safety and Taking Initiative”, she has been selected Employee of the Month twice, the first time in January of 2007, and this month. She was also selected as Lane Transit Districts “Employee of the Year” in 2007. Thank you Margaret for your dedication to duty.

On August 26, 2020, while on her 91 McKenzie Bridge route, Bus Operator Margaret Dahl had an incident on her bus that required patients, professionalism and courage.

When asked to comment on Margaret’s selection as EOM, Shawn Bradley said:

Without going into more detail about this incident, I wanted to say that Margaret was instrumental in maintaining the safety of our customers without them even knowing it. Her patients, professionalism and courage under extreme pressure were the keys to this incidence success and closure.

AWARD: Margaret will not be in attendance at the October 21, 2020, meeting.



AGENDA ITEM SUMMARY

DATE OF MEETING:	October 21, 2020
ITEM TITLE:	PROPOSED FISCAL YEAR 2021-2030 COMMUNITY INVESTMENT PLAN
PRESENTER:	Christina Shew, Director of Finance
DIRECTOR:	Aurora Jackson, General Manager
ACTION REQUESTED:	Public Hearing

PURPOSE: To request that the Board of Directors hold a public hearing for the proposed fiscal year 2021-2030 Community Investment Plan (CIP).

HISTORY: The proposed fiscal year 2021-2030 Community Investment Plan is a 10-year framework that provides direction and guidance for LTD's capital and other investments. Annual revisions of the CIP are developed with input from riders, community partners and the general public. The CIP prioritizes resources to achieve improvements in the context of the District's long-term transportation and livability goals.

Projects included in our CIP vary in size, cost and community benefit. Some projects are to maintain existing capital assets while others assist LTD in making the delivery of its service more efficient, safe and attractive. All projects either maintain our current infrastructure or respond to the changing needs of our riders and our community

The CIP has two fundamental objectives: 1) to make efficient use of LTD's financial resource, and 2) to implement regional priorities that anticipate the need for public transportation in the future. The CIP supports the collaborative efforts of the local and regional transportation plans. In that context, all projects are vetted against 7 criteria:

- 1) **Project Deferral Implication:** To what extent will deferring a project create unsafe conditions and/or cause noticeable disruption to the level of service or user benefits and/or put the District out of compliance with legal, compliance or regulatory mandates?
- 2) **Feasibility of Implementation:** What is the likelihood that the project will be completed within the requested budget and schedule?
- 3) **Operating Budget Impact:** What impact will the project have on the operating budget of the District and will the ongoing costs be sustainable given the projected incoming revenue sources?
- 4) **Ridership/Quality of Service Delivery:** What impact will this project have on ridership, quality of service delivery and benefits to the community?
- 5) **Economic Contribution:** How will a project increase the District's revenue, create jobs, and/or improve the local economy?
- 6) **Environmental Stewardship:** How will a project preserve the natural environment, conserve natural resources, reduce pollution, or otherwise contribute to a sustainable community?
- 7) **Other Benefits:** What benefits (beyond ridership/quality of service delivery) does the project have to the community (e.g. data insight, better transparency)?

All projects are also organized into three tiers based on their funding status as follows:

Tier I: Full funding has been secured.

Tier II: Funding is in the application process and/or funding source has been identified.

Tier III: Funding source has not yet been identified

The CIP has no spending authority. LTD's final decision to commit funds occurs through the annual budget process. Although the CIP is the starting point for the annual budget, the projects budgeted each year vary from those proposed in the CIP as a result of available funding and the funding needs of existing projects already underway. Projects proposed in the CIP reflect the planned project cost. The budget for the current state of a project may change between CIP adoption and project implementation

Posting for public comment: The proposed fiscal year 2021-2030 Community Investment Plan was posted for public comment on Wednesday, September 16, 2020.

Approval by the Budget Committee: The Budget Committee met on October 7, 2020, to review and approve the proposed fiscal year 2021-2030 Community Investment Plan. The proposed fiscal year 2021-2030 Community Investment Plan was approved and forwarded to the LTD Board of Directors with a recommendation for adoption.

An overview and the highlights of the proposed fiscal year 2021-2030 Community Investment Plan will be presented at the October 21, 2020, Board of Directors meeting. A link to this presentation will be posted to the LTD website prior to the October 21, 2020, Board meeting.

CONSIDERATIONS: Staff recommends that the Board hold a public hearing regarding the proposed fiscal year 2021-2030 Community Investment Plan. CIP details are posted on the LTD website.

ALTERNATIVES:

- The Board may postpone the public hearing on the proposed fiscal year 2021-2030 Community Investment Plan to an alternate date on or before the CIP adoption.
- The Board may hold a public hearing on the proposed fiscal year 2021-2030 Community Investment Plan and request a second public hearing on or before the CIP adoption.

NEXT STEPS:

- Staff will update the proposed fiscal year 2021-2030 Community Investment Plan with input from 1) the Budget Committee and 2) the Board of Directors.
- Staff will be requesting Board adoption of the proposed fiscal year 2021-2030 Community Investment Plan as presented or amended at the November 18, 2020, Board of Directors meeting. Adoption by the Board of Directors does not create any spend authority.

SUPPORTING DOCUMENTATION:

- 1) Proposed fiscal year 2021-2030 Community Investment Plan FY2020-2021 Presentation

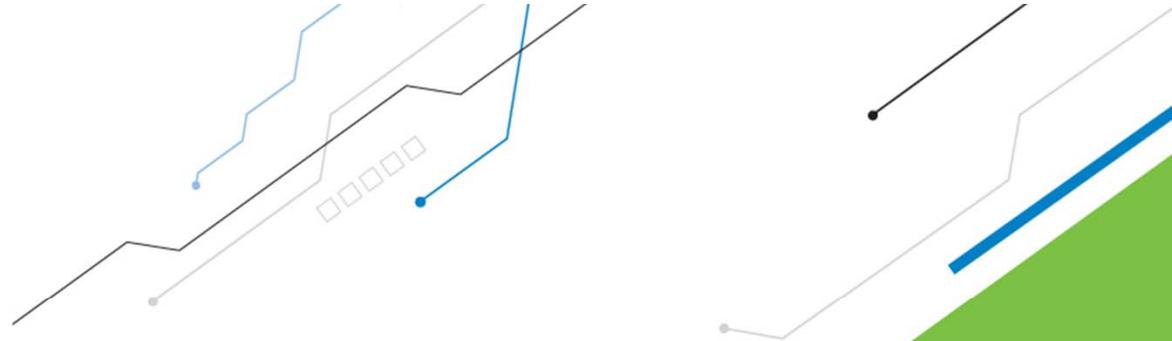
PROPOSED MOTION: N/A



Lane Transit District

2021 - 2030

COMMUNITY INVESTMENT PLAN



COMMUNITY INVESTMENT PLAN

LTDs community investment plan takes a collaborative approach in working with partners to maximize the effectiveness of the community's investment. Our local cities, Lane County and both public and private entities are working together to create efficiencies in planning ahead to ensure the economic vitality, equity, sustainability and livability of our community.

01
MOVING AHEAD



02
SANTA CLARA
TRANSIT STATION



03
BUS RAPID TRANSIT
SYSTEM IMPROVEMENTS

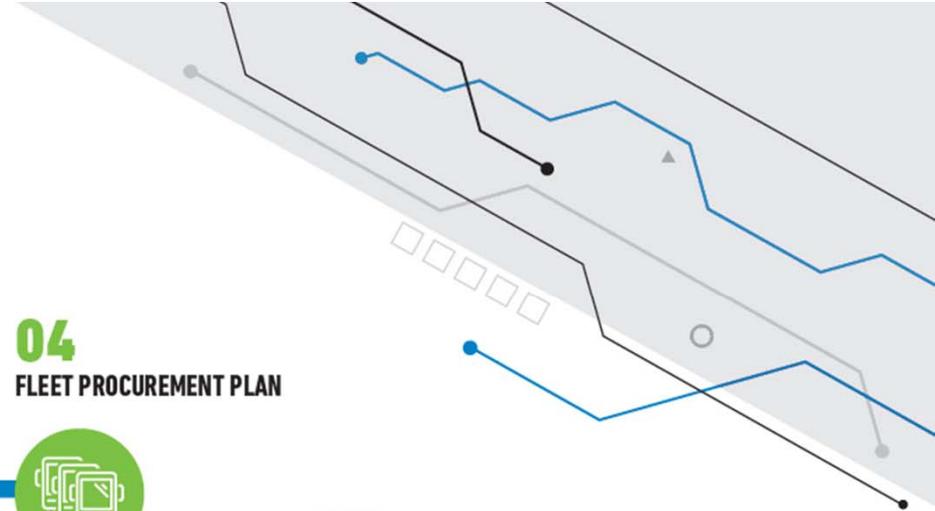
04
FLEET PROCUREMENT PLAN



05
MAIN STREET STUDY



06
MOBILITY
MANAGEMENT PLAN



TIER DEFINITIONS

- Tier 1** Full funding has been secured.
- Tier 2** Funding is in the application process and/or funding source has been identified.
- Tier 3** Funding source has not yet been identified.



AREA OF SERVICE

JUNCTION CITY

COBURG

VENETA

EUGENE

SPRINGFIELD

CRESWELL

LOWELL

COTTAGE GROVE

WORKING WITH PARTNERS TO MAXIMIZE THE COMMUNITY'S INVESTMENT

LTD FACTS 2019



RIDERSHIP NUMBERS

35,000

Average weekday passenger trips

820,000

Average monthly passenger boardings

9,923,771

Total annual passenger boardings

3,896,512

TOTAL ANNUAL MILES TRAVELED

EMPLOYMENT

336

People directly work for LTD. More jobs are supported by the industry.

EmX

The Emerald Express continues to be the backbone of LTD's public transportation service.



18

EmX BUSES



14

MILES OF BUSWAY



59

STATION PLATFORMS



MOVING AHEAD

Moving Ahead engages the community planning efforts of Envision Eugene, Eugene's Transportation System Plan, and LTD's Long-Range Transit Plan and sets the tone as to how we will move about within the community.



LAUNCHED IN 2018
By LTD and the City of Eugene to examine how to factor in where and how people will live and move about the community now and years into the future.

Listening and Engaging

INCORPORATE COMMUNITY GOALS
HOUSING AFFORDABILITY
URBANIZATION & MOBILITY
WITH A TRIPLE BOTTOM LINE APPROACH
(social, environmental, and financial)

 We anticipate approval by the Eugene City Council and LTD Board of Directors this year.



Explores range of transportation investments along key corridors to improve safety, livability and better connect people to jobs, schools, shopping, recreation and other activities.





SANTA CLARA TRANSIT STATION

The Santa Clara Transit Station will serve an important role in enhancing the economy, connecting the community, providing equity, accessibility, and neighborhood livability to one of the fastest growing areas of Eugene.

In 2020, LTD began construction of the Santa Clara Station to replace its outdated facilities on River Road just south of Beltline. Congestion, safety issues and operational inefficiency had made the former site more difficult to access. The Santa Clara Station is scheduled for completion in winter of 2021.

60 **Parking Spaces**

PARK & RIDE
To promote ridership from nearby communities including Junction City

SECURITY IMPROVEMENTS
Lighting, surveillance, and monitoring

ENHANCED SAFETY
For pedestrians, cyclists, motorists, and buses

TRAFFIC FLOW IMPROVEMENTS

6 **Bus Bays**

COMMUNITY ENHANCEMENT
For residents, existing businesses, and future economic development.

FUNDING
This project is funded by a variety of state and federal grants matched by LTD and local funds.



BUS RAPID TRANSIT SYSTEM IMPROVEMENTS



BUS RAPID TRANSIT SYSTEM IMPROVEMENTS

This project facilitates improvements to the region's BRT system. These improvements are focused on increasing the overall safety of the BRT system, LTD's fixed route network, and the overall safety of the regional transportation system. In addition, these improvements will address operational issues related to travel time and improvements to passenger amenities on the EmX system.



Faster Trips

FREQUENT SERVICE

Ten-to fifteen-minute service on weekdays and 15 to 30 minute service on evenings and weekends.

Increased Coverage



Increased Safety

SMOOTH BOARDING

Passengers can easily board the EmX as the station platforms are the same height as the bus. If needed, a wheelchair ramp will be deployed to assist with mobility devices.



DEDICATED STATIONS

All EmX Stations are equipped with comfortable covered shelters, have a fare machine, use functional art, are pedestrian friendly and most feature real-time arrival information.

PRIORITY IN TRAFFIC

Bus-only lanes and signals that allow buses to travel ahead of car traffic create faster travel times.



FLEET PROCUREMENT PLAN



ADDRESS CLIMATE CHANGE



REDUCE FOSSIL FUELS



INCREASE RIDERSHIP

FLEET PROCUREMENT PLAN

Along with the cities of Eugene and Springfield, Lane County, Lane Council of Governments and other public and private community partners, LTD is committed to doing its part to meet regional greenhouse gas reduction goals.



Creating a Sustainable Future



16 electric buses (2021)
25 electric buses (2024)

LTD will be examining the feasibility of fuels and technologies including:

biofuels, biodiesel, renewable propane, hybrid and diesel hybrid technology, renewable diesel fuel, diesel hybrid technology, compressed/renewable natural gas, battery.



Transit has always been part of the solution to climate change. Getting people out of vehicles and onto mass transit is the most efficient way to do our part, and LTD is working to increase ridership and working to deliver better, faster, more reliable service.



MAIN STREET STUDY

The Main-McVay Transit Study is a multi-year project to evaluate the most feasible transit options for the Main Street-McVay Highway Corridor in Springfield. The study considers potential options to address safety concerns as well as congestion and impacts to quality of life that can be improved through transportation refinement.



2022
TENTATIVE ADOPTION DATE 



COMMUNITY ENGAGEMENT
This project has provided an opportunity to engage with the community to determine how to best address the safety concerns and changing needs for this corridor.



MOBILITY MANAGEMENT PLAN

STATE TRANSPORTATION IMPROVEMENT FUND

MOBILITY MANAGEMENT PLAN

The work of the Mobility Management Plan will address questions about how we engage and collaborate in partnership with public and private partners to deliver a robust network of mobility solutions. Answering the questions of how we develop solutions, what those solutions are, who do they serve and what role LTD plays are all components to be revealed in the Mobility Management Plan.

The Future of Mobility

Customer-Focused Community Vision

To help design and deliver the entire transportation network to best meet the communities needs.

USER FEEDBACK
To increase capacity and recognize efficiencies, looking at a spectrum of solutions.

INNOVATION
To encourage looking at new methods and employing flexibility to provide solutions that address community needs.



*All values in the table above are expressed in US Dollars (\$)

	Pre-2021	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	10 Year Total	Project Total
IMPROVEMENTS YEAR TOTALS	110,587,682	11,387,416	5,626,600	4,150,000	600,000	3,200,000	700,000	3,200,000	200,000	200,000	200,000	29,464,015	140,051,697
FACILITIES	6,042,751	5,542,249	200,000	200,000	200,000	3,200,000	700,000	3,200,000	200,000	200,000	200,000	13,842,249	19,885,000
Eugene Station Modernization						3,000,000						3,000,000	3,000,000
Green Lane Corner Improvement	515,000	235,000										235,000	750,000
Hunsaker Development Project		30,000										30,000	30,000
Operation Command Control							500,000	3,000,000				3,500,000	3,500,000
Passenger Boarding Improvements & Systems Facility Improvements	305,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	2,000,000	2,305,000
Santa Clara Transit Station	5,222,751	5,077,249										5,077,249	10,300,000



*All values in the table above are expressed in US Dollars (\$)

	Pre-2021	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	10 Year Total	Project Total
IMPROVEMENTS YEAR TOTALS	110,587,682	11,387,416	5,626,600	4,150,000	600,000	3,200,000	700,000	3,200,000	200,000	200,000	200,000	29,464,015	140,051,697
TECH & INFRASTRUCTURE	0	653,420	505,000	600,000	0	0	0	0	0	0	0	1,758,420	1,758,420
MAAS (Mobility as a Service) Software		75,000	225,000	600,000								900,000	900,000
NOVUS Modules		400,000										400,000	400,000
NTD Reporting Software		178,420	30,000									208,420	208,420
Website			250,000									250,000	250,000
FLEET	9,000	110,000	20,307	0	0	0	0	0	0	0	0	130,307	139,307
Fleet Procurement Plan	9,000	110,000	20,307									130,307	139,307
SAFETY & SECURITY	80,000	1,260,000	1,174,454	700,000	400,000	0	0	0	0	0	0	3,534,454	3,614,454
FTN Safety and Amenity Improvements	80,000	560,000	474,454									1,034,454	1,114,454
System Security Improvements		700,000	700,000	700,000	400,000							2,500,000	2,500,000



*All values in the table above are expressed in US Dollars (\$)

	Pre-2021	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	10 Year Total	Project Total
IMPROVEMENTS YEAR TOTALS	110,587,682	11,387,416	5,626,600	4,150,000	600,000	3,200,000	700,000	3,200,000	200,000	200,000	200,000	29,464,015	140,051,697
FTN	104,455,931	971,747	1,226,839	650,000	0	0	0	0	0	0	0	10,198,585	114,654,516
Bus Rapid Transit System Improvements		2,500,000	1,500,000	1,000,000								5,000,000	5,000,000
EmX Electronic Sign Management System				200,000								200,000	200,000
FTN Safety and Enhancements Program			1,000,000	1,000,000								2,000,000	2,000,000
Main-McVay Transit Study	1,205,542	105,000										105,000	1,310,542
Moving Ahead	2,782,389	226,839	226,839									453,678	3,236,067
Planning Studies		893,908	500,000	450,000								1,843,908	1,843,908
Platform Validators			500,000									500,000	500,000
River Road Transit Community Implementation Plan	508,000	56,000										56,000	564,000
West Eugene EmX Extension	99,960,000	40,000										40,000	100,000,000



*All values in the table above are expressed in US Dollars (\$)

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	10 Year Total
STATE OF GOOD REPAIR YEAR TOTALS	20,667,955	25,255,581	13,888,779	16,655,704	12,478,200	12,385,860	9,525,908	6,572,207	5,624,153	7,373,225	130,427,572
FACILITIES	25,000	1,250,000	500,000	500,000	500,000	650,000	500,000	500,000	500,000	500,000	5,425,000
Bus Wash Improvements		750,000									750,000
Glenwood Facilities Assessment						150,000					150,000
River Road Transit Station Disposal	25,000										25,000
Transit facilities State of Good Repair		500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	4,500,000
TECH & INFRASTRUCTURE	1,101,000	2,603,900	3,652,350	833,502	100,000	0	500,000	0	0	50,000	8,840,752
Disaster Recovery Plan	821,000	241,900	72,350	487,500						50,000	1,672,750
IT Hardware-Software Improvements	260,000	1,592,000	80,000	346,002	100,000						2,378,002
ITS Hardware-Software Improvements	20,000	770,000	3,500,000				500,000				4,790,000



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	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	10 Year Total
STATE OF GOOD REPAIR YEAR TOTALS	20,667,955	25,255,581	13,888,779	16,655,704	12,478,200	12,385,860	9,525,908	6,572,207	5,624,153	7,373,225	130,427,572
SAFETY & SECURITY	0	298,301	332,919	65,747	0	0	107,013	78,007	147,453	0	1,029,440
Onboard Security System		298,301	332,919	65,747			107,013	78,007	147,453		1,029,440
FLEET	19,541,955	21,103,380	9,403,510	15,256,455	11,878,200	11,735,860	8,418,895	5,994,200	4,976,700	6,823,225	115,132,380
FY 2021 ACM Replacement Parts	131,750										131,750
Major Bus Component Replacement	567,120		846,520	616,280		127,910					2,157,830
Fixed Route Fleet Replacement Plan	17,200,000	19,380,000	7,210,000	13,340,000	10,500,000	10,500,000	7,350,000	4,620,000	3,465,000	5,250,000	98,815,000
Non-Revenue Fleet Replacement Plan	463,085	223,380	136,990	140,175	88,200	197,950	158,895	64,200	331,700	393,225	2,197,800
ADA Paratransit Fleet Replacement Plan	1,180,000	1,500,000	1,210,000	1,160,000	1,290,000	910,000	910,000	1,310,000	1,180,000	1,180,000	11,830,000



*All values in the table above are expressed in US Dollars (\$)

	Tier	Federal	State	Local	General Fund	Unidentified	Tier Total	10 Year Total
FACILITIES								
Green Lane Corner Improvement	1				235,000		235,000	235,000
Hunsaker Development Project	1				30,000		30,000	30,000
Passenger Boarding Improvements & Systems Facility Improvements	1				2,000,000		2,000,000	2,000,000
Santa Clara Transit Station	1	1,774,572	1,478,810		1,823,866		5,077,248	5,077,248
Eugene Station Modernization	3					3,000,000	3,000,000	3,000,000
Operation Command Control	3					3,500,000	3,500,000	3,500,000
FTN								
Bus Rapid Transit System Improvements	1		5,000,000				5,000,000	5,000,000
EmX Electronic Sign Management System	1	179,460			20,540		200,000	200,000
Main McVay Transit Study	1	85,327			19,673		105,000	105,000
Moving Ahead	1	407,084			46,593		453,677	453,677
Planning Studies	1		350,000		543,908		893,908	
	3					950,000	950,000	
	Tier Totals		350,000		543,908	950,000		1,843,908



*All values in the table above are expressed in US Dollars (\$)

	Tier	Federal	State	Local	General Fund	Unidentified	Tier Total	10 Year Total
FTN								
Platform Validators	1				500,000		500,000	500,000
River Road Transit Community Implentation Plan	1	44,681		7,923	3,396		56,000	56,000
West Eugene EmX Extension	1	30,376	8,195		1,429		40,000	40,000
FTN Safety and Enhancements Program	2	1,600,000			400,000		2,000,000	2,000,000
TECH & INFRASTRUCTURE								
MAAS (Mobility as a Service) Software	1	480,000	300,000		120,000		900,000	900,000
NOVUS Modules	1				400,000		400,000	400,000
NTD Reporting Software	2	166,736			41,684		208,420	208,420
Website	2				250,000		250,000	250,000
SAFETY & SECURITY								
FTN Safety and Amenity Improvements	1	928,216			106,238		1,034,454	1,034,454
FLEET								
Fleet Procurement Plan	1	117,276			13,031		130,307	130,307
SAFETY & SECURITY								
System Security Improvements	2	2,000,000			500,000		2,500,000	2,500,000



*All values in the table above are expressed in US Dollars (\$)

	Tier	Federal	State	Local	General Fund	Unidentified	Tier Total	10 Year Total
FACILITIES								
River Road Transit Station Disposal	1				25,000		25,000	25,000
Bus Wash Improvements	2	600,000			150,000		750,000	750,000
Glenwood Facilities Assessment	3					150,000	150,000	150,000
Transit Facilities State of Good Repair	3					4,500,000	4,500,000	4,500,000
TECH & INFRASTRUCTURE								
Disaster Recovery	1				14,719		14,719	
	2	900,208			225,052		1,125,260	
	3					532,770	532,770	
	Tier Totals	900,208			239,771	532,770		1,672,749
FLEET								
Fixed Route Fleet Replacement Plan	1	13,760,000	1,150,000		2,290,000		17,200,000	
	2	65,292,000	16,323,000				81,615,000	
	Tier Totals	79,052,000	17,473,000		2,290,000			98,815,000



*All values in the table above are expressed in US Dollars (\$)

	Tier	Federal	State	Local	General Fund	Unidentified	Tier Total	10 Year Total
FLEET (CONTINUED)								
ADA Paratransit Fleet Replacement Plan	1	944,000	236,000				1,180,000	
	2	2,500,000			625,000		3,125,000	
	3					7,525,000	7,525,000	
	Tier Totals	3,444,000	236,000		625,000	7,525,000		11,830,000
Non-Revenue Fleet Replacement Plan	1				463,085		463,085	
	3					1,734,715	1,734,715	
	Tier Totals				463,085	1,734,715		2,197,800
FY 21 ACM Replacement Parts	1	105,400	26,350				131,750	131,750
Major Bus Component Replacement	2	1,726,264			431,566		2,157,830	2,157,830



	Tier	Federal	State	Local	General Fund	Unidentified	Tier Total	10 Year Total
TECH & INFRASTRUCTURE								
IT Hardware-Software Improvements	2	1,566,106			391,526		1,957,632	
	3					420,370	420,370	
	Tier Totals	1,566,106			391,526	420,370		2,378,002
ITS Hardware-Software Improvements	2	3,432,000			858,000		4,290,000	
	3					500,000	500,000	
	Tier Totals	3,432,000			858,000	500,000		4,790,000
SAFETY & SECURITY								
Onboard Security System	2	823,552			205,888		1,029,440	1,029,440

*All values in the table above are expressed in US Dollars (\$)



AGENDA ITEM SUMMARY

DATE OF MEETING: October 21, 2020

ITEM TITLE: BOARD MEMBER REPORTS

PREPARED BY: Camille Gandolfi, Clerk of the Board

ACTION REQUESTED: None. Information Only

BACKGROUND: The Lane Transit District Board of Directors has several subcommittees and Community Advisory Committees in which Directors are assigned to attend as representatives of the Board. Directors also are assigned to represent the District at a variety of local governmental and stakeholder committees. This report provides an overview of the topics covered at all Board subcommittees, Community Advisory Committees, and local governmental and stakeholder committees that Directors have attended since the previous months Board meeting. Directors also provide more in-depth verbal updates during Board meetings.

The following activities have occurred since the last Board meeting:

MEETINGS HELD:

Board members may take this opportunity to report briefly on any one-on-one meetings they have held with local officials or other meetings that they have attended on behalf of LTD.

1. **LCOG Board of Directors:** LTD Board Member Don Nordin represents LTD on the LCOG Board of Directors as a non-voting member; Board Member Caitlin Vargas is the alternate. At the September 24 meeting, board members received a presentation regarding regional broadband; an Executive Committee report; Advisory Council reports; a financial report; and an LGPS update.
2. **Oregon Metropolitan Planning Organization Consortium (OMPOC):** The Oregon Metropolitan Planning Organizations (MPO) Consortium was formed on May 25, 2005, as a forum for MPOs to work together on matters of mutual interest and statewide significance. LTD Board Member Kate Reid attends the committee meetings as LTD's representative. At the September 29 meeting, committee members received an OPMOC Bylaws update; an Every Mile Counts presentation; a Statewide Transportation Improvement Program Funding Allocations presentation; an ODOT update; and a roundtable update from each MPO.
3. **Metropolitan Policy Committee (MPC):** Board members Kate Reid and Carl Yeh are LTD's MPC representative; the alternate Board member is Steven Yett; General Manager Aurora Jackson is the District's ex-officio attendee. MPC meetings are held on the first Thursday of each month. At the October 1 meeting, committee members received presentations on the University of Oregon Travel Survey; the Oregon Department of Transportation Climate Office and Every Mile Counts Program; and the 2045 Regional Transportation Plan (RTP) Draft Goals.
4. **State Transportation Improvement Fund (STIF) Committee:** The Committee is administered by LCOG. The Committee will meet a minimum of two times per year, or a sufficient number of times to advise the LTD Board of Directors regarding its review of project proposals and the STIF Plan. The committee, in accordance with state law, is composed of 14 members with eight (8) members representing in-district communities, two (2) members representing out-of-district communities, and three (3) ex-officio (non-voting) members; the ex officio LTD Board members are Kate Reid and Carl Yeh. At the October 6 meeting, committee members reviewed funding; reviewed the STIF Advisory Committee recommendation role; reviewed the project explanation; held a vote on whether to fund each project.
5. **Strategic Planning Committee (SPC):** This committee generally meets monthly and is composed of Board Members Carl Yeh and Emily Secord, members of local units of government, and community representatives. The committee chair/vice chair will provide a verbal update. At the October 6 meeting, committee members reviewed and developed a recommendation on LTD 2020-21 Discretionary STIF program projects; received a 2020-21 STIF process overview.

6. **LTD Board Budget Committee:** The Budget Committee is composed of all seven Board members and seven citizen members. The Budget Committee meets multiple times a year to give guidance regarding LTD's annual budget. Each LTD Board member selects one citizen member to fill a term of three years. At the October 7 meeting, committee members received a training regarding District financials; received a presentation on the Districts' 2021-2030 Community Investment Plan (CIP); voted on recommending the approval of the CIP to the Board of Directors.
7. **LTD Board Contract Committee:** The Board Contract Committee is composed of Board Members Carl Yeh, Emily Secord, and Joshua Skov. The committee meetings are scheduled for the second Monday of each month. At the October 12 meeting, committee members reviewed contracts to be presented to the Board for approval.
8. **Lane Area Commission on Transportation (LaneACT):** In 2009 the Oregon State Legislature directed Lane County to develop an Area Commission on Transportation (ACT). Commission membership includes representatives from Lane County, cities within the county, LCOG, and LTD, and meets on the second Wednesday of the month. Board Member Don Nordin serves as LTD's representative. At the October 14 meeting, committee members received agency updates; nominated a committee chair and vice-chair; reviewed and discussed the 2024-27 STIP stakeholder engagement; reviewed and discussed the Lane County and Central Lane MPO Safety Update.

NO MEETINGS HELD:

1. **LTD Pension Trust Committee:** LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. The pension trustees generally meet three times a year, and Board Member Steven Yett serves as one of the trustees. The next meeting has not been scheduled.
2. **MovingAhead Oversight Committee:** This committee is composed of representatives from the City of Eugene, LTD, and regional partners with the goal of a system-level approach to corridor improvements. LTD Board member's Don Nordin and Carl Yeh serve as LTD's representatives. The next meeting has not been scheduled.
3. **Main Street Projects Governance Team:** This committee was formed to provide informed direction and collaborative decision making to support the Main Street-McVay Transit Study and four other concurrent projects along Main Street in Springfield. Board Members Steven Yett and Kate Reid serve as LTD's representatives. The next meeting has not been scheduled.
4. **Vision Zero Task Force:** The City of Eugene, as part of its Vision Zero implementation, has developed a Vision Zero Task Force. Board Member Joshua Skov has been appointed the LTD representative to the Task Force. The next meeting has not been scheduled.
5. **Ad Hoc Fare Policy Committee:** This ad hoc committee has been created for the purpose of reviewing the District's fare system. The committee is composed of Board members Kate Reid, Carl Yeh, and community representatives. At the November 16 meeting, committee members discussed their final recommendation being given to the Board of Directors and future meeting needs.
6. **Ad Hoc Communications Committee:** This ad hoc committee has been created for the purpose of reviewing the District's communications. The committee is composed of Board members Kate Reid, Joshua Skov, and Caitlin Vargas. The next meeting has not been scheduled.
7. **Ad Hoc Sustainability Committee:** This ad hoc committee has been created for the purpose of reviewing the District's sustainability Policies. The committee is composed of Board members Kate Reid, Joshua Skov, and Don Nordin. The next meeting has not been scheduled.
8. **Ad Hoc Strategic Planning Committee (SPC) Topic Review Committee:** This ad hoc committee has been created for the purpose of reviewing and discussing when the SPC should reconvene and what topics would be appropriate in light of the ongoing COVID-19 pandemic. The committee is composed of Board members Kate Reid, Joshua Skov, and Emily Secord. The next meeting has not been scheduled.
9. **Comprehensive and Accessible Transportation Committee (CATC):** Board Members Carl Yeh, Don Nordin, and Caitlin Vargas serve as LTD's representatives. The next meeting has not been scheduled.

10. **Special Transportation Fund (STF) Committee**: The Committee will meet a minimum of two times per year, or a sufficient number of times to advise and assist LTD's Board of Directors in carrying out the purposes of the Special Transportation Fund for the elderly and people with disabilities Transportation Operating Grants Program. The committee is composed of local community member representatives in accordance with state law; the ex officio LTD Board member is Don Nordin. The alternate ex-officio LTD Board member is Emily Secord. The next meeting has not been scheduled.



AGENDA ITEM SUMMARY

DATE OF MEETING: October 21, 2020
ITEM TITLE: CONSENT CALENDAR
PREPARED BY: Camille Gandolfi, Clerk of the Board
ACTION REQUESTED: Adoption

BACKGROUND: Items for approval that can be explained clearly in the written materials for each meeting, and not expected to draw public testimony or controversy, are included in the Consent Calendar for approval as a group. Board members can remove any item from the Consent Calendar for discussion before the Consent Calendar is approved each month.

The Consent Calendar for October 21, 2020, consists of:

- Approval of Minutes from the August 19, 2020, Board Work Session Meeting
- Approval of Minutes from the August 19, 2020, Regular Board Meeting
- Approval of Minutes from the September 2, 2020, Special Board Meeting
- Approval of Minutes from the September 16, 2020, Regular Board Meeting
- Approval of Minutes from the September 22, 2020, Special Board Meeting
- Approval of Minutes from the September 30, 2020, Special Board Meeting
- Approval of Delegated Authority Report – SEPTEMBER
- Approval of Contract No. 2020-154: Dell

ATTACHMENT:

- 1) Minutes from the August 19, 2020, Board Work Session Meeting
- 2) Minutes from the August 19, 2020, Regular Board Meeting
- 3) Minutes from the September 2, 2020, Special Board Meeting
- 4) Minutes from the September 16, 2020, Regular Board Meeting
- 5) Minutes from the September 22, 2020, Special Board Meeting
- 6) Minutes from the September 30, 2020, Special Board Meeting
- 7) Delegated Authority Report – SEPTEMBER
- 8) Contract No. 2020-154: Dell

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-10-21-058; It is hereby resolved that the Consent Calendar for October 21, 2020, is approved as presented [amended].

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

BOARD WORK SESSION

Wednesday, August 19, 2020

Pursuant to notice provided in accordance with Oregon Revised Statute 192.640, the Board of Directors of the Lane Transit District held a virtual Special Board Meeting on Wednesday, August 19, 2020, beginning at 4:00 p.m., via ZOOM online.

Present: Carl Yeh, President
Josh Skov, Secretary
Don Nordin, Treasurer
Emily Secord
Caitlin Vargas
Steven Yett
A.J. Jackson, General Manager
Kristin Denmark, General Counsel
Camille Gandolfi, Clerk of the Board

CALL TO ORDER/ROLL CALL — Mr. Yeh convened the meeting and called the roll.

COMMENTS FROM THE BOARD PRESIDENT — Mr. Yeh announced the resignation of Board member Kate Reid. He said an election to fill her position as vice president of the Board would take place at the regular meeting following the work session. He expressed sadness at her departure from the Board.

COMMENTS FROM THE GENERAL MANAGER — None.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — None.

FUTURE MEETING AGENDA ITEMS — Mr. Yeh asked Board members to consider what it wanted to accomplish between December 2020 and December 2021 and what areas should be addressed. He suggested topics related to COVID-19, Transit Tomorrow and special projects such as micromobility, solar and emergency preparedness.

Ms. Secord asked if items from the last Board retreat on future agendas.

Mr. Skov said adoption of the "Why" statement was scheduled for the October 2020 regular Board meeting. He felt it was appropriate to take action at that time.

Mr. Yeh determined there was consensus to keep that item on the agenda.

Mr. Nordin said the discussion of solar panels scheduled for the regular meeting was different from his recommendation to consider use of District assets by making roof tops available for collecting solar energy. His intent was not to collect energy to operate the fleet; it was to make the community more resilient. He hoped to see that conversation begin within the next few months. He suggested that the Sustainability Committee reconvene and develop a

recommendation to the Board in November about making the space available to collect solar energy.

Mr. Skov said he supported Mr. Nordin's suggestion.

Ms. Secord asked if there were other committees that had not yet reconvened, but perhaps should. Mr. Yeh said the Comprehensive Accessible Transportation Committee was an important committee that could be reactivated.

Ms. Secord said fare collection and the Cottage Grove and EmGo mobility on demand projects should also be on agendas for discussion. The District had made a significant investment in fare collection software with the premise that the data collected through that process would inform decisions about the fleet.

Mr. Yeh said there could be a discussion at the October Board meeting about direction to the Sustainability Committee regarding solar energy collection.

Mr. Yett said he supported Mr. Nordin's suggestion to have a committee explore the issue of solar energy collection and return to the Board with a recommendation that could lead to a request for proposals.

Mr. Nordin said resumption of fare collection would address many of the concerns expressed by LTD's drivers and recommended that occur soon. Ms. Jackson said staff was working to reinstitute fare collection once barriers to enclose drivers were installed and passengers could once again board through the front doors of buses. She expected barriers would be installed by the end of October 2020 and more information could be provided at the regular meeting. She asked if the Board was interested in resuming fare collection before barriers were installed.

Mr. Yett, Ms. Secord and Mr. Nordin said fares should not be collected until drivers were protected.

Mr. Yeh determined Board members were in favor of scheduling a discussion of fare collection, safety and revenue as related to the budget at a meeting during September.

Mr. Yett asked for a review of the annual budget going forward for 2021. He hoped that could occur in November as the financial picture had changed drastically during the past few months and previous assumption should be reexamined.

Ms. Vargas said based on comments from Board members the top two topics for discussion were COVID-19 and its financial impacts. She was interested in how COVID-19 grants were being allocated and awarded. Feedback from operators should be included in discussions of operator safety.

Mr. Skov said the Board should review the analysis of data from Cottage Grove and EmGo projects to inform its discussion of micromobility.

Mr. Nordin said he hoped to see the Cottage Grove pilot project resume service if that could be done safely. He stated that he also hoped that collaboration and perhaps reorganization among current rural transportation services in Lane County could result in better service to areas outside the metro area.

Mr. Skov said the STIF Committee could take up the topic of better service in rural areas in November or December.

Mr. Yeh said staff could provide an update on micromobility projects at the Board's September meeting. He said a budget discussion could be scheduled at the September or October meeting to consider the impact of COVID-19 on future revenue.

Ms. Jackson said revenue was still being received for the period when the economy was strong and she would provide the Board with that information. She said staff could also provide an update on revenue trends. Because LTD revenue was still based on activity prior to COVID-19 and also on various payroll protection programs that were put in place, the full impact of high unemployment had not yet been seen. It would be timely to schedule that discussion in September as the Budget Committee would be meeting in October.

COVID-19 SAFETY PROTOCOLS COMMUNICATION — Director of Specialized Services Cosette Rees said pre-COVID-19 LTD was in the process of short- and long-term planning efforts and engaged in critical conversations with the community about service delivery, resource allocation and innovation. Early in the pandemic public transportation was identified as a high risk activity, but as more was learned about the virus transit agencies had responded by implementing health oriented policies and procedures to reduce spread of the virus. Currently LTD was continuing in a crisis phase in terms of communications. The pandemic, along with a number of national issues, resulted in stress and distraction and the pandemic would likely last for many more months. LTD's health first approach at the beginning was implemented in accordance with federal, state and local health authorities and resulted in many service changes, requiring communications internally and with customers sometimes several times a week. New steps being taken by the District to keep passengers and employees safe were being communicated along with stressing and restating all of the steps LTD had taken to help stop the spread of the virus.

Ms. Rees said changes and requirements of riders were also being communicated, such as using transit for essential trips, wearing masks and boarding through rear doors. Those messages were repetitive and reminded passengers of ongoing requirements as well as informing them about new ones. She described how the communications were being crafted to be effective and informative and how they were disseminated to the community. She said customers stayed focused on those communications and there had been few complaints that riders were not aware of current requirements.

Ms. Rees said while messaging continued on the current phase of operations, staff also looked to the future and restoring confidence in public transportation as a viable, healthy way to move about the community as people emerged from essential-only trips. LTD was collaborating with other transit agencies in the state on messaging, timing and communication channels. Agencies in other states were being monitored to identify innovative and proactive strategies. The American Public Transit Association (APTA) was providing guidance from a national perspective.

Ms. Rees said information on non-COVID-19 topics such as the Santa Clara Transit Station development and purchase of electric vehicles was also being communicated to let the community know LTD was still looking forward and provide some positive news. Challenges moving into the restoration phase related primarily to managing expectations for service returning to "normal." Communications would need to define what "normal" would be like for post-COVID-19 service.

Mr. Skov said it would be helpful for the Board to hear more detail on how information was being communicated and feedback from the community. He also wanted to see a public expression of the rationale behind bus load limitations so people would know that LTD was following the most recent guidance on public health issues.

Mr. Yeh said one of LTD's challenges was communicating with an audience that was being flooded with all types of information and asked if it would be helpful to engage in partnerships with other community agencies that could be allies in spreading the message. Ms. Rees agreed people were receiving a great deal of information, but did not feel there had been difficulties getting the messages to riders. The challenge was getting LTD's messages to the broader community that did not regularly ride the bus. Staff was exploring other ways to convey messages, including unified messaging around safety.

Ms. Jackson replied to an earlier question from Mr. Nordin that the vendor for driver barriers was Bentech, Inc. from Pennsylvania. She also said LTD was receiving support from its local partners.

ADJOURNMENT — Mr. Yeh adjourned the meeting at 5:00 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Josh Skov
Board Secretary

Camille Gandolfi
Clerk of the Board

Date Approved: _____

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, August 19, 2020

Pursuant to notice provided in accordance with Oregon Revised Statute 192.640, the Board of Directors of the Lane Transit District held a virtual Regular Board Meeting on Wednesday, August 19, 2020, beginning at 5:30 p.m., via ZOOM online.

Present: Carl Yeh, President
Caitlin Vargas, Vice President
Josh Skov, Secretary
Don Nordin, Treasurer
Emily Secord
Steven Yett
A.J. Jackson, General Manager
Camille Gandolfi, Clerk of the Board

CALL TO ORDER/ROLL CALL — Mr. Yeh convened the meeting and called the roll.

PRELIMINARY REMARKS BY BOARD PRESIDENT — Mr. Yeh noted the Board had just concluded a work session in which the agenda and future goals for the remainder of the year had been identified. He said many of those items would have impacts on the coming year and thanked Board members for their hard work.

Mr. Yeh announced that Vice President Kate Reid had resigned from the Board as she was moving out of the state. On behalf of the Board he thanked Ms. Reid for her dedicated service as an LTD Board member and to the greater Eugene/Springfield community. He wished her well in her new ventures. An election for a new vice president to serve the remainder of Ms. Reid's term would be held later in the meeting.

COMMENTS FROM THE GENERAL MANAGER — None.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — Mr. Skov noted that there were a number of major topics on the agenda and suggested it might not be necessary to hear a full presentation on the audit during the meeting as the self-explanatory information was included in the agenda packet and there would be discussions of the audit process at future meetings.

Ms. Jackson said the District was required to provide the information to the Board, but a verbal presentation was not necessary unless the Board wanted one.

BOARD CALENDAR — Ms. Jackson said the discussion scheduled for later in the meeting would drive future calendar items.

EMPLOYEE OF THE MONTH — The Board recognized Bus Operator Mike Johnson as the July 2020 Employee of the Month. Mr. Yeh presented Mr. Johnson with his award and thanked him for his outstanding service and dedication to LTD's mission.

ELECTION OF VICE PRESIDENT — Mr. Yeh called for nominations to fill the office of Vice President through December 31, 2020. He said the vice president assumed the duties of the president, such as chairing meetings, when the president was unavailable. In response to a question from Mr. Skov, Mr. Yeh said the president assigned LTD Board members to serve on external bodies, based on members' preferences; there were no specific assignments attached to the vice president's position. Ms. Jackson added that the president and vice president coordinated with the general manager and provided information to other Board members.

MOTION Mr. Yett nominated Caitlin Vargas as vice president. Mr. Skov provided the second.

VOTE Ms. Vargas was elected vice president as follows:
AYES: Nordin, Secord, Skov, Vargas, Yeh, Yett (6)
NAYS: None
ABSTENTIONS: None
EXCUSED:

AUDIENCE PARTICIPATION — Mr. Yeh thanked community members for attending the meeting and explained the procedures for providing public testimony during the virtual meeting. He said those who did not want to speak could submit written comments to clerk@ltd.org.

Sherry Watson, a driver with LTD for almost 30 years, spoke to safety concerns during the pandemic. She felt morale was very low, with employee's anxious and wanting clear guidelines on when a rider could be denied boarding due to issues regarding wearing a mask or personal hygiene. Drivers should receive information about specific passengers that have been denied boarding and additional security officers were needed to cope with angry passengers, particularly on the EmX routes. She asked that management listen to the stories from drivers and understand the high levels of anxiety employees are experiencing. She stressed the need for clear communications and boundaries.

Rachel Anderson, Eugene, thanked Ms. Watson for her comments and Kate Reid for her service on the LTD Board. She spoke to the Transit Tomorrow process and said it would be sad for Lane County if the end result was a high efficiency bus system with very low carbon dioxide emissions, but that left thousands of citizens unable to access the transit system. She said the current iteration of Transit Tomorrow would produce that result. Transit was a lifeline to many, particularly the elderly and disabled for whom alternate modes were not an option. She acknowledged that a functional transportation system was everyone's goal and members of the community wanted to help. She asked for ways that community members could help take ownership of the transit system.

Linda Duggan, Eugene, read a statement from Jess Roshak, regarding the March 2020 postponement of the Transit Tomorrow decision-making process until the public could participate in a meaningful way: In March, pre-COVID-19, the public was promised three more months of robust Phase 3 engagement prior to a final Board vote. At that same time the Strategic Planning Committee gave recommendations on increasing community input on route changes. Input to date expressed concern that the routes proposed by the Transit Tomorrow consultant did not make the most sense for the community. An alternate route plan had not yet been released to the public. Ms. Roshak recommended that the Board examine how the Transit Tomorrow process, when resumed, could safely and effectively raise the community engagement levels during the pandemic crisis.

Ms. Duggan thanked Kate Reid for her service on the Board and Ms. Watson for her comments.

John Gangl, Eugene, an LTD bus driver and Amalgamated Transit Union (ATU) representative, shared concerns about driver and passenger security. He said the District was very short of public safety officers and cited several recent incidents where hostile passengers had threatened drivers or damaged vehicles. He said drivers were in harm's way, morale was at an all-time low and bus overloads were creating problems for operators and riders.

John Q. Murray, Eugene, spoke on behalf of Southeast Neighbors Transportation Committee. He noted that one committee member did not concur with all of the points he would be raising, but chose not to block consensus. He thanked Kate Reid, other LTD Board members and bus drivers for their service. He said some members of the public were unable to connect to the ZOOM meetings or unable to see other participants and asked for those problems to be corrected. He summarized requests for public information and outreach that had been submitted in writing to the Board's clerk.

Steve Hixon, Creswell, spoke on behalf of LTD bus operators who had been laid off. He read the written testimony that had been submitted to the Board, which detailed problems in the community and issues facing operators who had been permanently laid off during the pandemic. He said trends indicated people were returning to work faster than predicted, but LTD was not reevaluating its level of service to accommodate that demand. Trained drivers would be needed, but many of those who were laid off might not return to work.

Julie Locke, an LTD bus driver, spoke to the safety of drivers and shared her personal experience with an irate passenger who threatened her but was not denied service. She appreciated the precautions being taken to protect drivers from COVID-19 infection, but said security on platforms should be increased and aggressive passengers should be denied service. That would make drivers feel safer and improve morale.

John Hampton, an LTD instructor, bus operator and ATU officer, said communication could be improved by providing employees and the public with more information about LTD's short- and long-term plans, including for the next bid. Better communication would improve morale among employees. Safety continued to be a concern, particularly with passengers that challenged employees, and more public safety officers were needed. He said ridership was up, Lane County had a low COVID-19 case count compared to other counties in the state, but LTD had the lowest percentage of available service. Current bus load limits still did not allow for appropriate social distancing. Rigorous cleaning of buses needed to continue.

Anthony Jackson, Springfield, an LTD bus driver who had been laid off, said he had family and friends who used transit but no longer could because of the current schedule and low level of service. Increasing the level of service would help people resume riding buses. He hoped to return to work, as did many of the other drivers who were laid off.

Lucy Bambury, Eugene, thanked those who were on the frontlines of providing service during difficult times. She expressed concern with the Transit Tomorrow plan issued last fall that would either eliminate or consolidate the #28 bus. She also spoke to the public participation portion of Transit Tomorrow and said it did not appear a second version of the plan had been issued for public review. She urged the Board and Strategic Planning Committee (SPC) to tap into community resources and issue a revised version of the plan for discussion.

Bill Bradley, Springfield, ATU officer representing LTD frontline workers, noted that the Board had heard from a number of those employees about their frustrations. He said the causes were lack of information about the future, a level of service that could be expanded to increase ridership and enable people to participate in the economic recovery. He said LTD was providing

less service than peer agencies across the Northwest. He said the state was making State Transportation Improvement Fund (STIF) dollars available for restoring and maintaining transit service and asked how LTD would use those funds to serve the community. He said people were still using the bus and more service would increase ridership. He stressed that the safety of operators was paramount and they needed to feel supported by management when dealing with passengers who presented threats to their security.

PUBLIC HEARING — None.

BOARD MEMBER REPORTS — Mr. Yeh invited SPC chair Leah Rausch to provide a report on the committee's activities.

Ms. Rausch said the SPC had reconvened in August 2020 and based on direction from the Board was focusing on the strategic business planning process. Initial discussion was of the "Why" statement and she shared suggestions from the committee on how it could be revised to be concise, aspirational, easily understood and embraced across the organization.

CONSENT CALENDAR — Mr. Nordin offered the following correction to page 5 of the June 17, 2020, regular Board meeting minutes: "He pointed out that a 75 percent reduction by 2030 and 100 percent by ~~2030~~ 2035 "

MOTION: Mr. Nordin moved adoption of LTD Resolution No. 2020-08-19-046: It is hereby resolved that the Consent Calendar for August 19, 2020, 2020, is approved as amended. Mr. Yett provided the second. The Consent Calendar consisted of the Minutes of the June 17, 2020, Regular Board Meeting; Minutes of the July 1, 2020, Special Board Meeting; Minutes of the July 8, 2020, Special Board Meeting; Delegated Authority Report-July; and Proposed Board Public Engagement Policy.

VOTE The motion was approved as follows:
AYES: Nordin, Secord, Skov, Vargas, Yeh, Yett (6)
NAYS: None
ABSTENTIONS: None
EXCUSED:

PUBLIC MEETING SCHEDULE — Mr. Yeh said this item related to the Board's earlier discussions about revising its meeting schedule during the COVID-19 pandemic and invited comments from Board members.

Mr. Skov said he was somewhat concerned there was no scheduled discussion in the current meeting of the structure of the fall bid. Based on the testimony during public participation he did not want to immediately cancel weekly meetings as the bid would occur before the next regular Board meeting in September.

Mr. Yeh said no action needed to be taken; the schedule was only on the agenda for discussion.

Mr. Nordin supported maintaining a weekly meeting schedule at this point if the meetings remained short and concise.

Ms. Secord preferred that meetings be held less frequently, but with a longer duration.

Mr. Yett agreed with Ms. Secord and suggested a monthly special meeting with a longer duration.

MOTION: Ms. Secord moved to change the frequency of meetings to every other week, effective immediately, with one being the regular Board meeting and one being a special Board meeting with the length adjusted as needed. Mr. Skov provided the second.

VOTE The motion was approved as follows:
AYES: Nordin, Secord, Skov, Vargas, Yeh, Yett (6)
NAYS: None
ABSTENTIONS: None
EXCUSED:

Mr. Skov said the Board should plan for its next meeting in two weeks as the University of Oregon would be making an announcement next week about the structure of its fall class schedule.

Mr. Yeh said the next Board special meeting would be held on September 2, 2020.

TRANSIT TOMORROW DECISION-MAKING PROCESS UPDATE WITH STRATEGIC PLANNING COMMITTEE (SPC) RECOMMENDATIONS — Director of Planning and Development Tom Schwetz used a slide presentation to provide an overview of the Transit Tomorrow process from its inception in 2018 through April 2020 when the Board decided to pause the project as the District focused on providing service during the COVID-19 pandemic. Prior to the project being paused the Board had directed staff to pursue an 80-85 percent high ridership in the metro area, with five percent of resources focused on mobility options. He described the impacts of the pandemic on service, noting that productivity was not the goal under current conditions; the aim was to provide a useful level of service that met community needs during the public health crisis, using a public health first approach for essential trip-making.

Mr. Schwetz described LTD's actions with respect to adhering to health authorities' guidelines and best practices and internal and external adaptations to protect employees and the public. He briefly reviewed data on service and ridership since March 2020 and strategies for meeting increased and changing service demands in the months ahead. He also listed the many uncertainties that service planners faced. He asked the Board to consider whether staff should resume the Transit Tomorrow decision-making process or continue to pause project activities. He said the SPC had also discussed that question and its chair, Leah Rausch, would share the SPC's recommendations with the Board. He said if directed to resume the process, staff would present the Board with a proposed plan of action at its September 2020 meeting.

Ms. Vargas asked if staff had sensed any preferred course from the comments during audience participation. Ms. Jackson people in the south Eugene community continued to be concerned about the reduction or elimination of service in areas discussed during the initial Transit Tomorrow discussions. That was consistent with messaging received prior to COVID-19 and with testimony at the SPC meeting. She said the current decision was not whether to adopt a ridership model or coverage model; the decision was whether the Board felt it was a wise use of staff resources to resume the conversation leading to a decision at this time. She said it took time to engage the community and the Board was being asked if it wanted to begin the planning process for post-COVID-19 operations at this time or later. If the Board's decision was to resume the process, staff would present a timeline and plan for resumption of Transit Tomorrow at the September meeting. She said both LTD employees and the community expected action from the District, but that action should be founded on direction from the Board and not default to staff.

Ms. Secord asked if span of service was a priority for the community or were frequency and coverage more important. Mr. Schwetz said there had been a mix of feedback depending on how riders were using the system.

Mr. Skov said the weekly reports on operations indicated a sustained demand for service after 8:30 p.m. so maintaining the span was important to many riders.

Mr. Nordin asked if Phase 3 of reopening would allow the volume of passengers on buses to be increased. Mr. Schwetz said that level of guidance had not yet been provided by the state and health authorities. Ms. Jackson explained that the current load limits were based on the state's spacing requirement, which was three feet between passengers. Using that measure the current limitations of on 40- and 60-foot buses had been established in coordination with health authorities and local partners. She said Lane County did not expect any changes in loads and ridership standards from the state until Phase 3 was reached; Phase 3 was considered to be when a vaccine was available.

Mr. Nordin asked how staff responded to testimony that some transit agencies across the country were operating at 75 percent capacity while LTD was at 50 percent. Ms. Jackson said transit agencies based service on local data and standards; LTD was responding to guidance from Lane County. Assistant General Manager Service Delivery Mark Johnson said LTD was in a better situation than many agencies in the Northwest; a recent report from the Yakima, Washington transit agency indicated that service had been reduced by 10 percent while ridership dropped by over 50 percent, meaning that many empty buses were operating. If the Board wanted to direct that more buses should be run, even if they were operating empty, that was a Board decision, but it would be very expensive. Every transit agency had made somewhat different decisions about how to respond to the pandemic. He said that a service increase was planned for the fall bid.

Ms. Rausch the SPC discussed whether the Transit Tomorrow process should be resumed, with the understanding that the intent of moving forward was to adopt a service policy on ridership to coverage balance to provide a framework for staff to continue with incremental service changes. She said the situation remained fluid and LTD should continue to be nimble and responsive. Overall the SPC continued to support the principles of Transit Tomorrow, but the speed for implementing those principles was very uncertain. There were some suggestions about reconsidering the phased approach in the face of uncertainties and SPC members emphasized the importance of engaging the community in any changes that were proposed or tested. Education and public involvement remained critical components of the process. In the short-term, LTD's focus should be on the transit-dependent and essential workers with equity being a guiding light during the process.

Mr. Yeh said when the Board decided to pause Transit Tomorrow, it was because the COVID-19 pandemic took precedence. He said the SPC seemed to be saying the Transit Tomorrow process was still important, but perhaps this was not the appropriate time. Ms. Rausch said the SPC was not saying the process should continue on pause, but if it was resumed it had to include the public's involvement.

Mr. Yeh said COVID-19 had created a "transit reality" that focused on the current situation and adapting to meet the current needs of the community. His opinion was that the public health crisis would continue longer than expected and now was not the right time to resume Transit Tomorrow.

Ms. Jackson asked staff to send a recording of the SPC meeting to Board members so they could listen to the entire discussion. Mr. Schwetz said one reason the Board was being asked to

consider whether Transit Tomorrow should be resumed was because it could provide some policy guidance to staff as service was added incrementally, depending on available resources. Mr. Johnson said SPC members were supportive of taking an incremental approach if a high ridership network was planned.

Mr. Skov said an important consideration during the discussion was the level of service for which the District had budgeted compared to the level of service being provided. He said it was very difficult to have a conversation about restarting Transit Tomorrow without talking about the level of service now being offered and the rationale for it. He was concerned about running empty buses, but given the level of service budgeted for, the overload of buses and a public health first approach, perhaps more buses should be run with fewer passengers. He said hourly service was not that helpful to essential workers. He did not want to eliminate Transit Tomorrow, but wanted to shift to obtaining public input on the current service model.

Ms. Vargas felt people were in "information fatigue" mode and was comfortable postponing the conversation for a while longer.

Ms. Secord suggested reopening the conversation about Transit Tomorrow so staff could engage in some planning activities without committing to implementing a specific solution at this time. She agreed that more frequency would make transit a better choice for riders not using the system because of lack of frequency.

Mr. Schwetz said that 160,000 hours was currently being operated and the fall bid would increase that to almost 200,000 hours, with an increase in frequency on a number of routes.

Mr. Nordin felt there had been significant investment in the Transit Tomorrow process, including community participation, and that effort should be continued.

Mr. Skov agreed with comments from other Board members. He said it would not be like resuming Transit Tomorrow where it was paused as there were now completely different circumstances. He said the Transit Tomorrow consultants had collected a large amount of data on the services being provided, demographics of those using transit and impact of service in the community. He said that view was needed now with constrained resources so the Board could better understand fundamental tradeoffs. He could support moving forward with a motion modified as suggested to address incremental changes and also referencing the need to inform current policy and Board direction.

Mr. Yeh said given the current situation with resources and needs that were different from pre-COVID-19 status, it was difficult to support moving forward with Transit Tomorrow, at least as it was envisioned prior to the pandemic. He was in favor of either taking no action or decide to revisit the issue in three months.

Ms. Secord suggested a candid conversation about the budget and current community needs in order to explore how the service level could be brought to a level that was more feasible for the community to use in a manner that could be scaled up as resources and situations permitted.

Mr. Johnson reminded the Board that decisions about changes made at this point would not be implemented for a few months. Mr. Schwetz emphasized that LTD was in a position where decisions had to be made about the incremental addition of service, which could be the operating environment for the next 12 months or longer. Board policy could help staff make decisions during the incremental period.

Mr. Skov said a motion should also include a request to staff to provide the Board with clear options to consider for the next bid, including clarity about the tradeoffs involved.

MOTION: Mr. Yeh moved to direct the general manager to bring back options for creating a transit plan based on current resources.

Mr. Skov offered the following amendment: to include at least two distinct options for the next service offering/bid and where possible to use the same criteria that were used in Transit Tomorrow for understanding how service was provided.

Mr. Johnson said it would be very difficult for staff to develop and present two distinct service models. If the Board's long-term strategy was to move toward a ridership model, an incremental approach in the February 2021 bid could be the first step in that direction. That could be reviewed by the Board and modified as needed. Subsequent bids could also be used to achieve incremental movement in the direction the Board chose.

Mr. Yett said there were so many uncertainties about the budget and service hours he did not see how staff could be asked to move forward. The Board had also heard from drivers about their concerns regarding being protected, having their voices heard and the need for increased security. Those also had to be factored into a budget.

Mr. Skov pointed out that the current service level was at 160,000 hours and that would be raised to 200,000 hours in the next bid. The budgeted amount of service hours was 250,000 for the current fiscal year.

Mr. Yett asserted that the budget had been eviscerated as a result of COVID-19 and a rethink of the budget, service hours and Transit Tomorrow was desperately needed.

Ms. Vargas agreed with Mr. Yett's remarks.

The motion died for lack of a second.

Ms. Secord suggested tabling the matter until a review of the budget could be conducted.

Mr. Yeh determined there was consensus to table a decision on the Transit Tomorrow process.

FICAL YEAR 2019-20200 AUDIT PLAN — Mr. Yeh determined there was consensus that no verbal report was required.

SOLAR PANELS — Mr. Yeh determined there was consensus to refer this topic to the Sustainability Committee.

Mr. Skov invited interested Board members to join him and Mr. Nordin in their discussions.

GENERAL MANAGER ANNUAL PERFORMANCE REVIEW — Mr. Yeh said he would provide a proposed timeline for the review process to Board members and it would be available to the public.

WRITTEN REPORTS

Monthly Financial Report - June — There were no questions.

Monthly Cash Disbursements - June & July — There were no questions.

Quarterly Grant Report (presented in March, June, September, December) — There were no questions.

Monthly Performance Reports - July— There were no questions.

Monthly Department Reports - August — There were no questions.

BOARD ANNUAL WORKING AGENDA — There were no questions.

ADJOURNMENT — Mr. Yeh adjourned the meeting at 7:50 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Josh Skov
Board Secretary

Camille Gandolfi
Clerk of the Board

Date Approved: _____

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING

Wednesday, September 2, 2020

Pursuant to notice provided in accordance with Oregon Revised Statute 192.640, the Board of Directors of the Lane Transit District held a virtual Special Board Meeting on Wednesday, September 2, 2020, beginning at 4:30 p.m., via ZOOM online.

Present: Carl Yeh, President
Caitlin Vargas, Vice President
Josh Skov, Secretary
Don Nordin, Treasurer
Emily Secord
A.J. Jackson, General Manager
Kristin Denmark, General Counsel
Camille Gandolfi, Clerk of the Board

Absent: Steven Yett

CALL TO ORDER/ROLL CALL — Mr. Yeh convened the meeting and called the roll. He stated that virtual meetings were being conducted in compliance with Governor Kate Brown's stay-at-home orders.

COMMENTS FROM THE BOARD PRESIDENT — Mr. Yeh thanked LTD's volunteer Board members for giving their time and commitment to serving the public. He said the Board had begun its annual evaluation of the general manager and members had received their assignments to interview community members and gather information. He said those reports were due on September 21.

COMMENTS FROM THE GENERAL MANAGER — None.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — None.

RIDERSHIP AND OPERATIONS UPDATE — Ms. Jackson discussed the impact of COVID-19 on LTD's operations over the past six months, what had been learned during that time and how the District planned to move forward. With respect to District administration, she said 11 full-time and three part-time employees had been laid off in anticipation of lost revenue due to COVID-19; furloughs were implemented for the remaining 75 administrative employees. Meeting deadlines had become difficult as the remaining employees assumed the duties of those who had been laid off and also took required furloughs. Employees were working remotely whenever possible. She said a plan for the future would be presented at the Board's regular meeting on September 16. She said the state had made some allowances for the use of State Transportation Improvement Fund (STIF) competitive funds for service and LTD would submit an application and would need to increase administrative capacity in order to meet the management and reporting requirements for state and federal grants.

Assistant General Manager Service Delivery Mark Johnson provided an overview of operations decisions made since the beginning of COVID-19 in March 2020 and the impacts of those decisions. A public health first approach to service and employee safety was immediately taken and in response to the community shutdown, rise in unemployment and drop in ridership service was decreased, the workforce was reduced and fares eliminated. He described the preventive measures taken to protect both riders and drivers. The community protests that occurred nightly for some time also impacted operations. He reported there had been no LTD employee COVID-19 cases as a result of the preventive measures. Early financial decisions had allowed LTD to add service as necessary and eventually hire back some employees as service demand increased and continue to operate safely under federal, state and local health authority guidelines. LTD had been able to accomplish those things without depending on federal assistance for operations. He acknowledged there were ongoing issues with assigning some drivers to sanitizing buses and service levels that left some riders at stops to wait for the next bus. Some issues would be resolved with the fall bid but the governor still recommended only essential trips.

Director of Fleet Management Matthew Imlach discussed the steps to be taken to address employee concerns and staffing plans. He said based on budgetary projects and the health first approach there was a reduction of two administrative staff, leaving four to support 30 front line fleet management staff members. There were plans to fill two vacant positions - a fleet maintenance manager and an analyst - to support the fleet team in providing the community with the revenue hours and miles needed while maintaining the fleet adequately and efficiently.

Director of Transit Operations Jake McCallum said as greater understanding was gained of the impact of COVID-19 on operations, he was making the following recommendations to alleviate some of the stress and workload and support the District's goal of safely transporting customers:

- recall 10-12 bus operators
- rehire a public safety officer and field supervisor
- add a COVID-19 pandemic supervisor for the duration of the pandemic
- hire a contracted operations manager to replace the current manager who has been off work for five months with no timeline for a return

Mr. McCallum summarized that the requests were designed to support frontline employees and provide a safe environment for employees and customers. The positions were being added back and did not exceed previous pre-pandemic positions.

Ms. Jackson emphasized that the Board was not being asked to make a decision at this point, but invited feedback and questions with the goal of returning to the Board with financial information and proposals at the Board's September regular meeting.

In response to a question from Ms. Secord, Mr. Johnson said the bus operators to be recalled for the fall bid were among the 44 operators laid off. A longer term plan would be provided at the next Board meeting. He said the new hires were budgeted positions that had not been filled because of financial uncertainties. The positions were identified based on the District's current staffing needs.

Ms. Secord expressed concern about those who had been laid off without information about when they would be recalled and whether the positions would be filled by any of those employees or by new hires. Mr. Johnson said any laid off employees could apply for the positions.

Mr. Skov asked for written information in advance of the plans to be discussed at the September 16 Board meeting in order to prepare to ask questions and provide feedback.

Mr. Yeh was pleased to see the recommendation to hire additional public safety staff as the issue had been raised frequently by LTD employees. He asked if the fall bid was based on the current status. Mr. Johnson said there would be considerable change in the fall bid with the addition of 30,000 hours of service, primarily increasing frequency where overloads were being experienced. More would be known by the end of October following the fall bid and the Board would be presented with a plan for future service that was sustainable.

Mr. Yeh conveyed remarks from Ms. Vargas expressing support for increasing staffing levels and refining service in response to current challenges. She also emphasized the importance to staying agile and frequently assessing needs. She asked if the COVID-19 pandemic manager position was temporary and how soon would it be filled. Mr. McCallum replied the position was temporary and intended to help LTD better manage COVID-19 issues. He hoped the position would be filled quickly.

Mr. Skov recognized there was limited data available on the current operating environment, but wanted to make sure discussions of increased service were not based only on experience over the past two-three months. He said unemployment appeared to have stabilized at this point and there was evidence from the community and other transit agencies of the value of frequency. There was potential benefit from increasing service and he looked forward to the discussion at the September regular Board meeting.

Ms. Secord asked what additional federal dollars LTD might apply for and what were the consequences if those dollars were not received. She did not want to overestimate the resources that would be available when discussing service increases. Mr. Johnson said the receipt of federal formula funds was assured; other funds were discretionary and competitive. Financial decisions going forward would be based on guaranteed funding and the Board would be presented with a sustainable model.

Director of Planning and Development Tom Schwetz used graphs to illustrate Ridership, Passenger Loads, and RideSource Activity through September 2, 2020. He used a heat map to illustrate locations where buses experienced overloads. He also provided graphs that indicated bus loads below, at and above capacity by route. Trippers were being employed to address overloads on routes where they occurred more frequently. He noted that patterns of activity remained consistent, with a slight increase in ridership at the beginning of the month, as was typical. He said morning and evening ridership patterns indicated that buses were being used for essential trips.

In response to a question from Mr. Nordin, Mr. McCallum said there were a number of options for addressing the issue of leaving passengers at a stop, including sending a bus out to pick up those passengers or using a shuttle or taxi. He said sometimes when a transport was dispatched to a stop there was no one there. Also, riders sometimes told drivers they would wait for the next bus instead of requiring immediate transportation. He said trippers supplemented routes where overloads had been identified as frequent occurrences through data or driver feedback. Mr. Johnson said the customer complaint system was also used to identify pass-bys on the system. He said data from April 2020 to date showed only eight complaints of that nature.

Mr. Yeh asked at what point a decision was made to move from using trippers on a route to increasing the frequency. Mr. Schwetz said trippers were used to address a problem in the system and if they were necessary after a bid that meant the problem was missed. The fall bid

would add trips to those routes where overloads were occurring. Trippers were meant to be short term solutions.

Mr. Skov asked staff to provide brief explanations for why service was being added at various places in the system when plans were presented at the September regular Board meeting.

ADJOURNMENT — Mr. Yeh adjourned the meeting at 5:30 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Josh Skov
Board Secretary

Camille Gandolfi
Clerk of the Board

Date Approved:_____

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, September 16, 2020

Pursuant to notice provided in accordance with Oregon Revised Statute 192.640, the Board of Directors of the Lane Transit District held a virtual Regular Board Meeting on Wednesday, September 16, 2020, beginning at 5:30 p.m., via ZOOM online.

Present: Carl Yeh, President
Caitlin Vargas, Vice President
Josh Skov, Secretary
Don Nordin, Treasurer
Steven Yett
A.J. Jackson, General Manager
Camille Gandolfi, Clerk of the Board
Kristin Denmark, General Counsel

Absent: Emily Secord

CALL TO ORDER/ROLL CALL — Mr. Yeh convened the meeting and called the roll.

PRELIMINARY REMARKS BY BOARD PRESIDENT — Mr. Yeh thanked Oregon firefighters and emergency responders who were courageously fighting the wildfires and expressed sympathy for those who had lost their homes and were displaced or harmed by the fires. He was grateful for those who were working outside of their homes during the extremely poor air quality, especially the LTD employees who were in the field and District facilities in order to keep the transit system functioning. Their service would not be forgotten.

Mr. Yeh reminded Board members that the general manager evaluation community surveys were due on September 21, 2020.

COMMENTS FROM THE GENERAL MANAGER — Ms. Jackson thanked Mr. Yeh for his recognition of LTD employees' service during the pandemic and wildfires. She said staff was responding to requests for evacuation or a return to home using RideSource vehicles and transit buses. LTD would continue to support the community at this time and she thanked employees for their efforts despite the many challenges and hazards they faced. She also thanked the Board for supporting LTD's community partnerships.

Ms. Jackson said the Board would be polled for a date to schedule an executive session.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — Ms. Vargas commended staff for working in a very challenging environment and continuing to move important projects forward, keeping the community informed and maintaining transparency about ongoing initiatives and priorities.

Mr. Skov concurred with Ms. Vargas and also offered his appreciation to LTD employees for working during very difficult conditions created by the pandemic and wildfires.

Mr. Yett echoed previous comments of appreciation for LTD staff. He particularly noted the efforts of Amalgamated Transit Union (ATU) personnel who were working on the frontline during very challenging conditions.

BOARD CALENDAR — Ms. Jackson reviewed the schedule of upcoming events.

EMPLOYEE OF THE MONTH — The Board recognized Bus Operator Phillip Taylor as the August 2020 Employee of the Month. Mr. Yeh presented Mr. Taylor with his award and thanked him for his outstanding service and dedication to LTD's mission.

AUDIENCE PARTICIPATION — Mr. Yeh thanked community members for attending the meeting and explained the procedures for providing public testimony during the virtual meeting. He said those who did not want to speak could submit written comments to clerk@ltd.org.

Jess Roshak, Eugene, said ZOOM was good to a limited extent for broadcasting Board meetings, but did not meet the bar of public engagement that was needed to empower the community related to major decisions in the future. She listed the limitations of ZOOM technology that tied the public's hands and prevented people from participating and expressing their concerns about Transit Tomorrow. She thanked the Board and LTD bus drivers for their dedication and asked that the decision to postpone the Transit Tomorrow project be honored.

Rachel Anderson, Eugene, also thanked the Board and bus operators for their service to the community. She also thanked Board members who had responded to her testimony at the last Board meeting about bus service in South Eugene and the transit needs of vulnerable populations. She thanked Ms. Jackson for her comments at the August Board meeting regarding Transit Tomorrow. She urged the Board to pause Transit Tomorrow and noted that a second version of the transit plan had been discussed at a Board meeting earlier in the year but because of the pandemic had not been released to the public. She said people were curious about it and asked that it be made available even if it was no longer viable because of changing circumstances due to the pandemic. She and her neighbors were ready to work with LTD to find solutions and plan for LTD and the community.

Linda Duggan, Eugene, thanked LTD for assisting with wildfire evacuees. Focusing on current threatening situations should continue to be LTD's priority and planning for the unknown future should be paused. Providing bus transportation for essential workers, the disabled and people affected by recent events was the agenda.

John Q. Murray, Eugene, thanked the LTD Board and employees for their service to the community during dangerous times. He cited quotes from Jarrett Walker and said values and goals should be discussed at all levels within the community to plan for transit in a new world. Ridership was no longer the main measure of success. Transit provided an essential service during crises. He said transit riders were part of the basic functioning of the city and the purpose of transit was to support urban mobility in a way that was not as harmful and expensive as driving.

Bill Bradley, Springfield, ATU officer representing LTD frontline workers, was pleased with the appreciation for bus drivers expressed by previous speakers. He said the Board's decision to review earlier budget assumptions was appropriate to assure good decisions moving forward. He was pleased that a higher level of service than originally anticipated would be provided and the transit system would be built incrementally to be better than before. He said bus operators and other LTD workers were continuing to do their best to service the community. He said as safety was added it was important to assure that no aspect of safety was compromised.

PUBLIC HEARING — None.

BOARD MEMBER REPORTS — Strategic Planning Committee (SPC) Vice Chair Marianne Nolte reported that the SPC fully supported the slate of candidates for appointment to the committee. She said the role of the SPC with respect to Transit Tomorrow had also been discussed and looked forward to being of assistance to the Board as it planned for LTD's future.

CONSENT CALENDAR – Mr. Yeh stated that the Contract Committee had reviewed the Intergovernmental Agreement (IGA) with the City of Cottage Grove and it would be voted on as a separate item from the Consent Calendar.

Mr. Skov pointed out that the Contract Committee had also reviewed the Trapeze Software Group contract and the agenda item summary for the contract was responsive to the committee's request for more detailed information.

MOTION: Mr. Skov moved adoption of LTD Resolution No. 2020-09116-051: It is hereby resolved that the Consent Calendar for September 16, 2020, 2020, is approved as presented. Mr. Yett provided the second. The Consent Calendar consisted of the Minutes of the May 6, 2020, Special Board Meeting; July 15, 2020, Regular Board Meeting; July 22, 2020, Special Board Meeting; July 29, 2020; Special Board Meeting; August 5, 2020, Special Board Meeting; August 12, 2020, Special Board Meeting; Delegated Authority Report-August; Contract Amendment: Contract No. 2013-32: Trapeze Software Group (Novus/TripSpark); Procurement Policy Revision; and Strategic Planning Committee Member Appointments.

VOTE The motion was approved as follows:
AYES: Nordin, Skov, Vargas, Yeh, Yett (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Secord (1)

BOARD MEMBER COMMITTEE ASSIGNMENTS — Mr. Yeh indicated he was still trying to fill a position on the Ad Hoc Sustainability Committee. Mr. Skov and Mr. Nordin were currently members and Ms. Secord would be asked if she would also serve.

Mr. Skov noted that some of the listed committee were no longer active and suggested that the roster be updated to reflect their current status.

Mr. Yeh asked anyone who was interested in serving on the Metropolitan Policy Committee (MPC) to contact him. He announced that he had been designated by the MPC to represent it on the Oregon Metropolitan Planning Organizations Consortium (OMPOC) for the remainder of the calendar year. He would provide an updated list of committees at the next Board meeting.

IGA AMENDMENT: IGA NO. 2019-07 CITY OF COTTAGE GROVE MOBILITY ON DEMAND PILOT PROJECT (REVISED) — Accessible Services Program Supervisor John Ahlen provided an overview of the Cottage Grove Connector, LTD's mobility on demand pilot project providing service within the Cottage Grove city limits. He said the service was placed on hiatus in March at the beginning of the pandemic as it was not intended as lifeline service and there were safety concerns. He said as more information about implementing safety precautions became available the service had been resumed; however, an extension to the program was being requested in order to collect sufficient data and evaluate the service. The request was to extend the project to the end of the current fiscal year, June 30, 2021. That would require an additional \$35,220 to fulfill the extension, which would be fully funded with State Transportation Improvement Fund

(STIF) dollars that had already been allocated and budgeted for that purpose. He reviewed project data collected to date and said staff recommended extending the project.

Mr. Skov said the Contract Committee viewed the request as resuming a pilot project that had not yet been finished in order to obtain complete data to inform the Board's future decisions. He said current circumstances warranted thinking about providing service in ways other than 40-foot buses to meet transportation needs and the pilot would help understand the options that were available.

Mr. Yeh said while the Contract Committee had reviewed the IGA and was recommending it for approval, the committee felt it warranted consideration by the full Board because of the nature of the agreement and because the pilot could provide a useful model as a part of LTD's overall strategy for the future.

Mr. Nordin asked if data was available on leave off times in addition to the pick up times. He had received comments from some passengers that they rode in circles for half an hour before being able to disembark because of the way the TransLoc program operated. Mr. Ahlen said that aspect of the program was being monitored. He a statistic was collected on shared rides and there was some balance between having a service like the connector be a shared ride service and using an algorithm to make it as efficient as possible. As the pilot program had moved forward the technology portion would be evaluated and during the public bidding process one area of focus would be on-board wait time as a performance metric. He said real time manual adjustments to the program by human dispatchers were possible if staff disagreed with how the algorithm was dispatching.

Mr. Yett asked for a break out of fixed and variable costs, along with additional details of those costs, in the next program status report. Mr. Ahlen said he would make that information available.

Mr. Skov said the cost per boarding for the connector service was substantially more than the average for fixed route service, but far less expensive that RideSource or a taxi. He was pleased that LTD was teaming with an industry leader like TransLoc, but agreed that it was important to closely review the costs associated with the service. That style of micro-transit could be very expensive and perhaps not the most efficient way to deploy resources. He supported completing the project and obtaining data essential to future decision-making.

MOTION: Mr. Skov moved move adoption of LTD Resolution No. 2020-09-16-053: It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Amended IGA No. 2019-07 as presented. Mr. Yett provided the second.

VOTE The motion was approved as follows:
AYES: Nordin, Skov, Vargas, Yeh, Yett (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Secord (1)

POLICY UPDATE: DIVERSITY POLICY — Director of Business Services Collina Beard stated that LTD's Diversity Council was established in 2004. The council developed and presented to the Board in 2007 a diversity policy, which the Board adopted. She said earlier in the year the general manager charged staff with a comprehensive review of all District policies to assure all policies and procedures were free of systemic exclusions of under-utilized and under-represented classes and to work toward implementation of a plan that would create an inclusive

environment across the Board at LTD. She said modernizing the Diversity Policy was the first step in that process. She reviewed the proposed changes that were being recommended.

Mr. Skov thanked staff for their efforts to update and modernize the policy. He recommended the Board be informed about implementation of the policy within the organization through regular updates.

Ms. Vargas agreed the Board should be informed about policy implementation, but cautioned that it should exercise oversight and not become involved in operational details.

Mr. Yeh commended staff for their efforts.

MOTION: Mr. Skov moved adoption of LTD Resolution No. 2020-09-16-057: It is hereby resolved that the LTD Board of Directors adopts the updated Diversity Policy as presented. Ms. Vargas provided the second.

VOTE The motion was approved as follows:
AYES: Nordin, Skov, Vargas, Yeh, Yett (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Secord (1)

FINANCIAL UPDATE — Director of Finance Christina Shew provided an update on the FY2021. She said the economic environment continued to be fluid, with many unknowns regarding the length and depth of the recession, additional government stimulus legislation and the course of the pandemic. She used a slide presentation to display a projected annual view based on the best information currently available. The update provided a context for the FY2021 forecast, a comparison of the forecast with what was originally budgeted and an analysis of remaining uncertainties. The presentation materials were included in the agenda packet and posted on LTD's website. She said because of the many remaining uncertainties the forecast continued to be a work-in-progress.

Ms. Vargas asked if resumption of fare collection had been factored into the forecast. Ms. Shew replied that the assumption was fares would be collected after shields for bus operators were installed.

Mr. Yett asked how the estimate of \$2.6 million in fare revenue compared to a typical year for the District. Ms. Shew said the adopted budget had taken into account the expected drop in fare revenue. Assistant General Manager Service Delivery Mark Johnson added that the estimate reflected about a 50 percent reduction in fare revenue.

Mr. Skov said LTD had begun to use funds available for capital projects to support the operating budget and staff recommended reversing that trend as it reduced the District's flexibility. In addition to responding to the pandemic and economic upheaval, LTD was attempting to change its fiscal structure, which was important work. He said most of the discussion to date had centered on service hours, but Ms. Shew had illustrated the fluctuations in cost per service hour. Future budget discussions should consider both: the total offering of service hours and reduction in the cost per service hour.

Ms. Shew agreed it was important to reduce the cost per service hour, but that could not happen while LTD was operating in a public health first mode.

Mr. Yeh said it was likely the number of service hours would increase during the next calendar year. Mr. Johnson agreed as there would be some service redesign when the Santa Clara Transit Station began operations in February 2021; that would include an increase in service.

Mr. Yeh said it appeared that implementing an increase in service would be sustainable if the financial assumptions were correct. He asked if extending no or reduced fares during the pandemic would be fiscally viable. Ms. Shew said that would impact the sustainable level of service as it was based on an assumed level of revenue, including fares and group passes. The revenue projections included resumption of fares.

Mr. Skov said the Board needed to view the budget through the lens of a sustainable level of service. The cost per service hour was much higher because of present circumstances, but more discussion was necessary during the remainder of the fiscal year, including how the rest of the CARES Act funds should be used, whether capital funds should continue to be used for operations and the likelihood more federal stimulus funds would become available during this transitional phase.

FY2021 COVID-19 PLAN — Ms. Jackson said LTD's financial situation was key to the implementing a COVID-19 plan. She presented four recommendations for continuing a COVID-19 plan for operations:

1. Increase transit services to an operational and financial sustainable level for the remainder of FY2021. Details explaining a financial level of service will be provided in a separate agenda item by the Director of Finance. An operational level of service will include adding frequency to routes already scheduled to operate in order to reduce passengers from being passed up due to passenger load capacity (20 passengers on 40-foot buses, and 30 passengers on 60-foot buses).
2. Hire front-line and support personnel needed to sustain an operational and financial sustainable level of service.
3. Invest in capital projects that directly reduce LTD's operating costs and provide for long-term financial sustainability such all-electric vehicles, technology and support equipment.
4. Pursue discretionary competitive revenue through state and federal programs for either operating or capital costs.

Mr. Skov asked why it was necessary to formally adopt the recommendations as most seemed to be currently under way. He asked if additional guidance from the Board was being requested. He also expressed concern that it could take the Board's focus away from further discussion of the budget. Ms. Jackson said the agenda item was intended to address some of the questions posed during previous Board meetings, to be as transparent as possible and to assure the Board's support at the policy level of the direction and decisions that were being made at the operational level to sustain service during the pandemic. She said the Board could approve, amend or reject the recommendations or defer them to the operational level.

Mr. Skov pointed out he had previously expressed doubt that 254,000 annualized hours could be reached because of the pandemic, the Board moved ahead knowing that there would need to be further budget conversations. He felt the Board should interfere at the operational level or adopt resolutions related to operational matters. He was reluctant to adopt the first recommendation because the concept of a financially sustainable level of service was not the only thing to have in mind during the current year and there should be substantive discussions later in the fiscal year.

Mr. Yeh said in the context of the Board's discussions throughout the summer months the recommendations from Ms. Jackson were exactly what should come to the Board as it reacted and adapted to changing circumstances. He felt they reflected all of the issues raised by the Board, LTD employees and members of the public in previous Board meetings.

Mr. Skov said he agreed with Mr. Yeh's remarks and thanked Ms. Jackson for clearly explaining the issues and the rationales for her recommendations. He was uncertain that the action being requesting was a policy decision.

Mr. Yett appreciated the information and but was uncertain how the concerns of bus operators' concerns about safety were specifically addressed in the first two recommendations. Ms. Jackson said the first recommendation addressed concerns about having to pass up passengers on some routes due to lack of frequency and having to take on board more passengers than they felt were safe. The second recommendation addressed other safety concern by adding more personnel, including public safety officers to assist in dealing with passengers who became upset over the enforcement of public health measures. The third recommendation included retrofitting of buses with shields to protect operators.

Mr. Yett thanked Ms. Jackson and Mr. Johnson for working with ATU to address employees' legitimate concerns about safety.

Mr. Nordin indicated he was willing to adopt the resolution if it provided staff the Board's support and understanding of the situation.

MOTION: Mr. Nordin moved adoption of LTD Resolution No. 2020-09-16-056: It is hereby resolved that the LTD Board of Directors adopts the FY2021 COVID-19 Plan as follows:

1. Increases transit services to an operational and financial sustainable level for the remainder of FY2021.
2. Hires front-line and support personnel needed to sustain an operational and financial sustainable level of service.
3. Invests in capital projects that directly reduce LTD's operating costs and provide for long-term financial sustainability such all-electric vehicles, technology and support equipment.
4. Pursues discretionary competitive revenue through state and federal programs.

Ms. Vargas provided the second.

Mr. Skov expressed his appreciation and support for the rationale Ms. Jackson had provided but was concerned the Board was not having the right discussion about operations versus policy. He would in favor of the motion but urged the Board to continue to revisit the budget during the remainder of the fiscal year.

VOTE The motion was approved as follows:

AYES: Nordin, Skov, Vargas, Yeh, Yett (5)

NAYS: None

ABSTENTIONS: None

EXCUSED: Secord (1)

WRITTEN REPORTS

Monthly Financial Report - July — There were no questions.

Monthly Cash Disbursements - August — There were no questions.

Quarterly Grant Report (presented in March, June, September, December) — There were no questions.

Monthly Performance Reports - August— There were no questions.

Monthly Department Reports - August — There were no questions.

BOARD ANNUAL WORKING AGENDA — There were no questions.

EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO ORS 192.660(2)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions

Mr. Yeh announced that the Board would meet in executive session following adjournment of the regular meeting.

ADJOURNMENT — Mr. Yeh adjourned the meeting at 7:40 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Josh Skov
Board Secretary

Camille Gandolfi
Clerk of the Board

Date Approved: _____

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING

Wednesday, September 22, 2020

Pursuant to notice provided in accordance with Oregon Revised Statute 192.640, the Board of Directors of the Lane Transit District held a virtual Special Board Meeting on Wednesday, September 22, 2020, beginning at 4:30 p.m., via ZOOM online.

Present: Carl Yeh, President
Caitlin Vargas, Vice President
Josh Skov, Secretary
Emily Secord
Steven Yett
A.J. Jackson, General Manager
Kristin Denmark, General Counsel
Camille Gandolfi, Clerk of the Board

Absent: Don Nordin, Treasurer

CALL TO ORDER/ROLL CALL — Mr. Yeh convened the meeting and called the roll. He stated that virtual meetings were being conducted in compliance with Governor Kate Brown's stay-at-home orders.

COMMENTS FROM THE BOARD PRESIDENT — Mr. Yeh said wildfires were being contained and the air quality was improving; it was time to be grateful. LTD would return its focus to providing service during the COVID-19 pandemic.

COMMENTS FROM THE GENERAL MANAGER — None.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — None.

AUDIENCE PARTICIPATION — Mr. Yeh thanked community members for attending the meeting and explained the procedures for providing public testimony during the virtual meeting. He said those who did not want to speak could submit written comments to clerk@ltd.org.

John Gangl, Eugene, representing ATU Local 757, read a statement from Bill Bradley commending the labor agreement to be presented to the Board that showed a level of respect for frontline workers and would serve as a definitive beginning of a new partnership between LTD and ATU 757. He said early efforts by ATU had resulted in the establishment of LTD when the Emerald Transportation System had shut down. He said there was an opportunity to create a new partnership with ATU as LTD embarked on its 50th year that would lead Eugene out of the current pandemic and build a better transit system to serve the community. He described the collaboration between ATU and LTD that had established the basis for LTD's response to the pandemic and allowed service to the community to continue.

EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO ORS 192.660(2)(D) to conduct deliberations with persons designated by the governing body to carry on labor negotiations

MOTION: Mr. Skov moved that the Board meet in executive session pursuant to ORS 192.660(2)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations. Ms. Secord provided the second.

VOTE The motion was approved as follows:
AYES: Secord, Skov, Vargas, Yeh, Yett (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Nordin (1)

The Board entered executive session at 4:10 p.m.

The Board returned to its regular meeting at 4:20 p.m.

Mr. Yeh announced that Caitlin Vargas, Don Nordin, Emily Secord, Joshua Skov and Steven Yett were also present.

APPROVAL OF LANE TRANSIT DISTRICT/AMALGAMATED TRANSIT UNION (ATU) LABOR CONTRACT — Ms. Jackson said the Board had received a briefing on the LTD/ATU COVID-19 labor agreement. Both parties had reached a tentative agreement and the Board had been provided with a briefing on the negotiation process. She asked the Board to consider approving the agreement.

Mr. Yeh commended the work of both parties to reach an agreement.

Mr. Skov concurred with Mr. Yeh's comments about the collaborative process.

MOTION: Mr. Skov moved adoption of LTD Resolution No. 2020-09-22-058: It is hereby resolved that the LTD Board of Directors adopts the COVID-19 Contract between Lane Transit District and the Amalgamated Transit Union as discussed in executive session. Mr. Yett provided the second.

VOTE The motion was approved as follows:
AYES: Nordin, Secord, Skov, Vargas, Yeh, Yett (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

Mr. Skov noted that LTD would work with ATU and a public announcement with details of the agreement would be made soon.

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

LANE TRANSIT DISTRICT:

ATTEST:

Josh Skov
Board Secretary
Date Approved:_____

Camille Gandolfi
Clerk of the Board

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING

Wednesday, September 30, 2020

Pursuant to notice provided in accordance with Oregon Revised Statute 192.640, the Board of Directors of the Lane Transit District held a virtual Special Board Meeting on Wednesday, September 30, 2020, beginning at 4:30 p.m., via ZOOM online.

Present: Carl Yeh, President
Caitlin Vargas, Vice President
Josh Skov, Secretary
Don Nordin, Treasurer
Emily Secord
Steven Yett
A.J. Jackson, General Manager
Kristin Denmark, General Counsel
Camille Gandolfi, Clerk of the Board

CALL TO ORDER/ROLL CALL — Mr. Yeh convened the meeting and called the roll. He stated that virtual meetings were being conducted in compliance with Governor Kate Brown's stay-at-home orders.

COMMENTS FROM THE BOARD PRESIDENT — None.

COMMENTS FROM THE GENERAL MANAGER — None.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — None.

RIDERSHIP AND OPERATIONS UPDATE — Assistant General Manager Service Delivery Mark Johnson said there had been an increase in COVID-19 cases in Lane County and warnings had been issued by the county to continue to follow guidelines for protection against the virus. He said overloads had been reduced with the new service changes and LTD continued to follow the directions of health authorities and take all necessary measures to keep passengers and LTD employees safe.

Director of Planning and Development Tom Schwetz used graphs to illustrate Ridership, Passenger Loads, and RideSource Activity. He noted that a different color was used to depict activity levels after implementation of the fall bid and during periods of poor air quality during the wildfires. He noted that boardings after 8:30 p.m. had increased slightly after the system reset. He reviewed overloads on the system and said they appeared to be decreasing after the fall bid. Staff would continue to monitor overload patterns and compare the District's data to data from other agencies.

Mr. Schwetz said RideSource activity remained stable and ridership was relatively unaffected during the period of hazardous air quality produced by wildfires.

Ms. Vargas asked for additional information on pass bys and what solutions were in place to avoid leaving passengers at stops. Mr. Schwetz said pass bys were related to managing loads when demand for service exceeded capacity. Adding frequency in the fall bid to routes with higher ridership should reduce the number of pass by trips. Mr. Johnson said if an operator had to pass by passengers the solution depended on the situation and the route.

Mr. Skov said one graph showed the #24 as one of the most common pass by routes but another graph showed it had almost no overloads and asked for clarification of the discrepancy. He also asked

that data be aggregated. Mr. Schwetz said pass by data was gathered by operators while overload data reflected passengers who had not been passed by. He explained how the color-coding was used in the graphs.

Mr. Skov questioned what LTD's goal should be with respect to overloads and pass bys as data was gathered from the fall bid. Mr. Johnson said the operational goal was to minimize pass bys while still maintaining social distancing guidelines. He said it was a balancing act to determine how much more service was needed to accomplish that. For example, if most of the pass bys were on routes with 10-minute service, was that acceptable.

Mr. Yett also asked what the District's goal was and at what point the management team would feel the goal was achieved. He agreed that there was a difference in the impact on passengers of pass bys for 10-minute service and service with less frequency.

Mr. Nordin expressed concern with pass bys, particularly on routes like the #41. He asked what measures could be taken to assist passengers who might have to wait an hour for another bus. Mr. Schwetz said the #41 was a higher frequency core route and it was not an hour between trips. Mr. Johnson said service was added to the #42 in the fall bid and staff would monitor it closely to determine if overload problems were being addressed. He said if there were specific times and days when overloads tended to occur a bus could be added to alleviate the issue.

In response to a question from Mr. Nordin, Mr. Johnson said passengers who were passed by were informed of the reason and when they could expect the next bus.

In response to a comment from Mr. Yeh, Mr. Schwetz said the fall bid had only been implemented a few days ago and it would take more time for the new service levels to be taken advantage of. He said some of the University of Oregon service routes had also been reactivated and better information would be available once the new service had been in effect for a while.

Mr. Yeh asked if any new safety issues had arisen. Ms. Jackson said LTD was still dealing with the same criteria put in place during the pandemic and no new guidelines had been issued. Staff was monitoring any new regulations that were being proposed to determine how that could change current protocols. She said the recently approved COVID-19 operating plan would add public safety officers to support operators in the field.

Mr. Skov asked if other Board members had comments about establishing some target metrics.

Mr. Nordin asked when shields for operators would be installed. Ms. Jackson said prototypes for the different vehicles were being developed and the goal was to have all shields installed by the end of October. There had been some delays with the contractor and new target dates would need to be established if the contractor could not provide a guarantee of that timeline by October 12. She said this type of project typically took about 12 months to complete and LTD was trying to complete it in just a few months. Realistically, it was possible there were some aspects of manufacturing the vendor could not control despite its best efforts. She said the target was still the end of October and a briefing memorandum would be sent to the Board. Fare collection would not resume until the shields were installed and passengers could board through the front doors of buses.

Mr. Yett said it was likely many transit districts were seeking Plexiglas shields to protect drivers and they were in high demand. He appreciated staff making every effort to secure them quickly and realized that might not happen despite their best efforts.

Mr. Skov said information gleaned over the course of the pandemic indicated that airborne transmission was a greater concern than surface transmission. He said disinfecting surfaces on buses might not be as important as other measures and if Ms. Jackson was aware of other tradeoffs that could be done the Board could be asked to support those decisions. He returned to the question of

whether metrics should be established for issues such as pass bys and overloads because the pandemic would last for many more months.

Mr. Schwetz said TriMet was managing overloads within a range and LTD had adjusted its range to so the Board could see the range within which it was managing its overloads. TriMet's approach was to address overloads outside of the range.

Mr. Yeh said the data was very useful, but was not certain establishing targets was feasible because there were so many other factors involved in overloads and pass bys. He did not felt there was not sufficient data for the Board to make a broad policy decision.

Ms. Secord said the current goal was to minimize pass bys and it would be difficult to find the perfect solution given the unpredictable nature of the next few months. Continuing to look for opportunities to minimize pass bys was the right path and when the shields were in place it would help staff track and manage issues.

Ms. Vargas agreed metrics were important, but felt there was a long list of priorities that had to be set aside during this time of crisis. She did not want to ask staff for additional work at this time as there were still a number of matters that still needed to be addressed. She suggested a work session to discuss priorities and determine what could realistically be accomplished in the present.

Mr. Nordin asked about the status of cyber security for LTD's data. Information Technology and Strategic Innovation Director Robin Mayall said staff would be bringing matters before the Contract Committee and the Board that addressed that issue and she looked forward to those discussions. She said staff was aware of the concern and received information regularly from law enforcement and partners in multiple agencies. Initiatives had been developed toward that end.

Mr. Skov said the metrics he was interested in would not require the collection of new data. He asked if the District had a responsibility to use the data in a particular way. Metrics were an emerging best practice across organizations. If the data was being collected it should be used to identify areas where action was required.

Mr. Yeh said his concern was with establishing metrics that could have unintended consequences, such as diverting resources from one route to another to meet a Board policy related to overloads. He liked the approach of managing within a range and allowing staff to determine how best to minimize pass bys and overloads.

Ms. Secord asked if Mr. Skov was interested in a metric such as a percentage or trigger point. She said the data was very helpful but if the Board did not need to take some action based upon it, it became a repetitive exercise.

Mr. Skov said ultimately it was necessary to see positive results, like fewer overloads and pass bys, when making service adjustments. There was still question from the Board about the total level of service and whether it was necessary to spend more funds in the shorter term to increase service and reduce the incidents of overloads and pass bys. The Board should be prepared to make those types of decisions and the data should help to connect those issues.

Ms. Jackson said it was helpful to hear perspectives from the Board on the more detailed data being provided. She said implementation of the fall bid was the first attempt to use that data to address issues in the system and establish new trends to reduce pass bys and overloads. If data indicated adjustments were still needed staff could return with recommendations for additional service supported with the information to justify that larger investment. She said once the fall bid had been effect for a longer period of time the data would be more useful in determining its impact on problems. Mr. Schwetz also explained how the data was used by staff to manage the complex issues and uncertainties the system faced.

Mr. Skov said he was not asking for additional data or questioning operator discretion, but if the District did not have targets it would not meet them. He asked Board members and staff to consider establishing goals it was aiming for. Even if those targets were not met they could inform other aspects of operations. He suggested another special meeting before the next regular Board meeting, given the availability of new data, greater prevalence in the community of COVID-19 cases and recently implemented service changes.

Mr. Yeh said the ostensible reason for installation of shields to protect drivers was to accommodate passengers boarding in the front of vehicles in order to pay fares. He did not think it was a foregone conclusion that had to happen and there were ways to achieve a no fare situation. He felt current conditions would prevail for some time and people using the transit system had few, if any, other transportation options. He felt strongly about trying to keep the cost as low as possible. He did want to honor operator concerns about people boarding without paying a fare and suggested one possible solution might be mandating the use of TouchPass or a similar alternative. He stressed he supported the use of shields to protect operators.

Mr. Skov said Mr. Yeh's point was interested and could perhaps be discussed at a work session. He did feel that fares should be resumed.

Ms. Vargas commented that there would likely be more disturbances on buses as the weather changed if they remained fare-free. She favored reinstating fares for that reason.

Mr. Yeh said a work session would be scheduled to discuss issues raised during the meeting.

ADJOURNMENT — Mr. Yeh adjourned the meeting at 5:30 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Josh Skov
Board Secretary

Camille Gandolfi
Clerk of the Board

Date Approved: _____



AGENDA ITEM SUMMARY

DATE OF MEETING: October 21, 2020

ITEM TITLE: CONTRACT NO. 2020-154: DELL

PREPARED BY: Cory Graham, Senior System Administrator

DIRECTOR: Robin Mayall, Director of Information Technology and Strategic Innovation

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 a new contract with Dell to provide a comprehensive backup and data protection solution.

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: The purpose of this contract is to purchase hardware and software in order for LTD to maintain consistent backups, archive data, and protect against outside threats to LTD's digital data.

Lane Transit District staff sent out a Request for Information (RFI) to the Backup Solution industry and received a total of six (6) respondents. Of those six (6), a selection team performed independent research, received hours of demonstrations, followed up on all additional questions with each vendor, and evaluated them against a criteria matrix. The team concluded that Dell's solution best met all of LTD's criteria for the most cost-effective and best-performing solution to protect and restore our data. Through our research, we found it was more cost effective to utilize the NASPO Cooperative Agreement to complete this purchase.

FINANCIAL IMPACT/FUNDING SOURCE: Total contract value: \$299,100 for five (5) years of hardware, software, licensing, hardware/software support, and implementation. The funding source will be 5307 funds with General Fund match of 20%.

Ongoing licensing/maintenance/support after the five year period will be \$30,042 per year. For comparison, the support/maintenance for our old backup solution was \$27,067.96 in FY19, and the capabilities of that system are dramatically lower in both storage capabilities and features.

CONSIDERATIONS: Based on the assessment and rationale the Board is being advised to take the following action: Approve Contract 2020-154 with Dell based from thorough RFI evaluation, in order to provide LTD with a comprehensive and effective Backup Solution.

ALTERNATIVES:

- 1) Do not approve contract. This would result in retention of our current backup solution, which is inadequate to meet our current data retention and security needs.
- 2) Advise to issue a full Request for Proposal to identify a different backup solution. This would most likely result in largely the same pool of respondents, and would delay the implementation of our Disaster Recovery solutions putting the organization at risk.

SUPPORTING DOCUMENTATION:

- 1) Resolution No. 2020-10-21-059

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-10-21-059:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2020-154 as presented [amended].



RESOLUTION NO. 2020-10-21-059

**APPROVAL OF CONTRUACTUAL SERVICES BETWEEN LANE TRANSIT DISTRICT AND
Dell**

WHEREAS, Lane Transit District (LTD) is authorized to enter into contractual agreements pursuant to ORS 267.200 (3)-(4);

WHEREAS, the Oregon Public Contracting Code and the LTD Procurement Policy require that all contracts for goods, services, or public improvement projects be based upon competitive bids or proposals, unless an exception applies;

WHEREAS, pursuant to LTD resolution No. 2017-03-15-011, the LTD Board of Directors is the LTD Contract Review Board and is required to authorize all contracts exceeding \$149,999;

WHEREAS, the Contract Review Board has authorized the LTD Contract Committee to review and recommend action on contracts prior to those contracts being presented to the LTD Board for review and approval;

WHEREAS, the Contract Committee reviewed the proposed contract between LTD and Dell on October 12, 2020, and recommended adoption;

NOW, THEREFORE, BE IT RESOLVED that the LTD Board of Directors, acting as the LTD Contract Review Board, passes a Resolution as follows:

- 1) The contract shall be in compliance with all applicable laws and regulations.
- 2) Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into a contract with Dell for the purpose of providing a comprehensive Disaster Recovery backup and data protection solution and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10 percent of the initial contract price or \$150,000, whichever is less.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 21st DAY OF October, 2021.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: October 21, 2020

ITEM TITLE: CONTRACT NO. 2020-158: TRANSTRACK

PREPARED BY: Harry Sanger, Project Coordinator

DIRECTOR: Tom Schwetz, Director of Planning & Development

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 a new contract with TransTrack Systems, Inc. (TransTrack) for the provision of TransTrack Financial & Operational Reporting Software and Maintenance Services to maintain compliance with National Transit Database (NTD) data reporting requirements.

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 is required to collect and report transit performance data to local, state, and federal agencies. TransTrack software compiles performance data as required by the National Transit Database (NTD). These reports are currently based on commodity software and maintained by a remote Development Planner.

TransTrack is a hosted business intelligence system that takes data from various systems such as the TransitMaster CAD/AVL system, the Eden financial system, and the EAM fleet maintenance system. This data is aggregated to provide reports that are used to track the transit system's performance. The system data and reports can be used for monthly reporting of key performance indicators. TransTrack is unique in this area of the transit industry, specializing in reporting functions for mandatory NTD reporting. While there are other solutions tied into bigger packages, TransTrack remains the only standalone solution for this particular function, working with our legacy systems.

FINANCIAL IMPACT/FUNDING SOURCE: The value of the contract amount is \$405,420 over a five (5) year period and the upfront implementation cost of \$158,420 which has been included within the proposed FY 20-21 CIP budget. This amount includes implementation services at \$101,100 and five (5) years of annual fees beginning at \$57,320 and increasing by no more than 15% per year.

Should this functionality become redundant due to a future technology initiative, LTD's standard contract language includes the following clause that would allow us to terminate early for convenience:

ARTICLE 21 (1) Termination for Convenience. "LTD may terminate this Contract for its convenience at any time by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least 120 calendar days before the effective date of such termination. If this Contract is terminated, LTD shall be liable only for payment under the payment provisions of this Contract for Services rendered before the effective date of termination. Partially completed tasks will be compensated for based on a signed statement of completion to be submitted by the Contractor which shall itemize each task element and briefly state what Work has been completed and what Work remains to be done."

CONSIDERATIONS: Based on the assessment and rationale, the Board is being advised to take the following action: Adopt the sole source request for the TransTrack contract for a five year period from FY 20/21 through FY 24/25 in order to maintain continuity in required NTD reporting.

ALTERNATIVES:

1. Approve the contract for three (3) years, bridging the gap until the planned CAD/AVL replacement. This could incur additional costs if we choose to renew the contract at that point.

2. Decline approval of the contract with no replacement of the Development Planner position. This would put us at risk of failing to meet required NTD reporting.

SUPPORTING DOCUMENTATION:

- 1) Resolution No. 2020-10-21-060

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-10-21-060:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2020-158 as presented [amended].



PROPOSED FINDINGS OF FACT FOR AWARDING A CONTRACT FOR GOODS AND/OR SERVICES WITHOUT COMPETITION AND THROUGH A SOLE-SOURCE PROCUREMENT

The Oregon Revised Statutes require that all contracts for goods and/or services be based upon competitive bids or proposals. An exception to this requirement is permitted when the goods or services are only available from one source. Sole-source procurements must be justified by "Findings" pursuant to Oregon law. The following are those "findings."

WRITTEN FINDING: Pursuant to ORS 279B.075(2)(b), that the goods or services required to exchange software or data with other public or private agencies are available from only one source. The Federal Transit Administration ("FTA") mandates that LTD report annually on key metrics (financial, operating and asset condition) identified in the National Transportation Database ("NTD"). Information required for NTD reporting is spread across LTD's internal information systems and databases, external data requests, and Excel tracking sheets. TransTrack software is a hosted service that aggregates the data from different information systems to produce the mandatory NTD reports. TransTrack is the only vendor agnostic, dedicated software solution meeting LTD's needs for NTD reporting.

CONCLUSIONS OF LAW

The above "Findings" show that the sole-source procurement process to obtain the services of TransTrack Systems, Inc. relating to TransTrack Manager Software complies with the requirements of Oregon Law for award of a contract for goods or services without competition.



RESOLUTION NO. 2020-10-21-060

GRANTING AWARD OF A CONTRACT FOR GOODS AND/OR SERVICES WITHOUT COMPETITION AND THROUGH A SOLE-SOURCE PROCUREMENT

WHEREAS, Lane Transit District (LTD) is authorized to enter into contractual agreements pursuant to ORS 267.200 (3)-(4);

WHEREAS, the Oregon Public Contracting Code and the LTD Procurement Policy require that all contracts for goods, services, or public improvement projects be based upon competitive bids or proposals, unless an exception applies;

WHEREAS, the LTD Board of Directors, acting as the LTD Contract Review Board, has authority to award certain contracts without competition pursuant to ORS 279B;

WHEREAS, pursuant to LTD resolution No. 2017-03-15-011, the LTD Board of Directors is the LTD Contract Review Board and is required to authorize all contracts exceeding \$149,999;

WHEREAS, for those contracts authorized by the LTD Board of Directors, the LTD Board of Directors must approve individual or cumulative contract amendments or change orders that exceed the lesser of \$150,000 or ten-percent (10%) of the initial contract;

WHEREAS, the Contract Review Board has authorized the LTD Contract Committee to review and recommend action on contracts, contract amendments, and change orders prior to those contracts, contract amendments, or change orders being presented to the LTD Board for review and approval;

WHEREAS, the Contract Committee reviewed the proposed contract between LTD and TransTrack Systems, Inc. on October 12, 2020, and recommended adoption; provided, the Board adopt findings authorizing a sole-source procurement of the contract; and,

WHEREAS, the Board has determined that the purchase of TransTrack Manager Software should be procured through the sole-source procurement process.

THE BOARD finds as follows:

1. The Board adopts the specific "Findings of Fact" set forth above.
2. The "Findings" show that the award of the contract without competition and through a sole-source procurement complies with the requirements of Oregon law for sole-source procurements.

NOW, THEREFORE, BE IT RESOLVED that the Lane Transit District Board of Directors, acting as the LTD Contract Review Board, passes a Resolution as follows:

- 1) The contracts shall be in compliance with all applicable laws and regulations.
- 2) Provided that no protests to the sole-source procurement are received, or that any such protests are resolved, the General Manager, or her designee, is hereby authorized to: (a) execute a contract, through the sole-source procurement process, with TransTrack Systems, Inc. for the provision of TransTrack Manager Software for an amount not to exceed \$180,000 over a five year period; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10% of the initial contract price or \$150,000, whichever is less.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 21st DAY OF OCTOBER, 2020.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: October 21, 2020

ITEM TITLE: HUNSAKER PROPERTY DISPOSAL AND DELEGATION OF SALES AUTHORITY

PREPARED BY: Randi Staudinger, Project Manager

DIRECTOR: Joe McCormack, Director of Facilities

ACTION REQUESTED: Adoption

PURPOSE: To declare the Hunsaker Property as surplus property and to delegate authority to the General Manager to negotiate the sale of the Hunsaker Property at or above appraised value.

ROLE OF THE BOARD: The Board's role in this instance is to make a real property related adoption.

HISTORY: 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.

The Santa Clara Transit Station encompasses approximately 3 acres, thus leaving approximately 5 acres (the "Hunsaker Property") as surplus. The Santa Clara Transit Station is planned to open for revenue service on February 7, 2021. LTD has no planned use for the Hunsaker Property.

The Hunsaker Property must be declared surplus before LTD can market or sell the property.

CONSIDERATIONS: The Board is advised to take the following action:

1. Declare the Hunsaker Property as surplus
2. Delegate authority to the General Manager to negotiate the sale of the Hunsaker Property at or above appraised value

ALTERNATIVES:

- Deny declaring the Hunsaker Property as surplus and deny delegating authority to the General Manager to negotiate the sale of the Hunsaker Property at or above appraised value. LTD could keep this property but would then acquire additional financial impacts to maintain the safety and integrity of this property.
- Declare the Hunsaker Property as surplus but deny delegating authority to the General Manager to negotiate the sale of the Hunsaker Property at or above appraised value. The Board of Directors would then have to directly negotiate the sale of this property.

NEXT STEPS: Upon the Board declaring the Hunsaker Property as surplus and delegating authority to the General Manager to negotiate the sale of the Hunsaker Property at or above appraised value, LTD will hire a broker to market and sell the property.

SUPPORTING DOCUMENTATION:

- 1) Supporting documentation/Resolution No. 2020-10-21-061

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-10-21-061:

It is hereby resolved that the LTD Board of Directors adopts a resolution declaring the Hunsaker Property as surplus and delegating authority to the General Manager to negotiate the sale of the Hunsaker Property at or above appraised value



LTD RESOLUTION NO. 2020-10-21-061

A RESOLUTION DECLARING PROPERTY AS SURPLUS AND DELEGATING AUTHORITY TO THE GENERAL MANAGER

WHEREAS, LTD purchased an eight acre undeveloped parcel along River Road between Hunsaker Lane and Green Lane to pursue design and construction of the Santa Clara Transit Station;

WHEREAS, the Santa Clara Transit Station encompasses approximately three acres of the southern portion of the property, leaving approximately five acres (the "Hunsaker Property") unused;

WHEREAS, the public interest would be furthered by declaring the Hunsaker Property "surplus" and listing it for sale;

WHEREAS, pursuant to LTD resolution No. 2017-03-15-011, the LTD Board of Directors (the "Board") is the LTD Contract Review Board and is required to authorize Real Property Agreements; and,

WHEREAS, in order to expedite negotiations with any interested buyers, the Board wishes to delegate authority to the General Manager to negotiate a sale of the Hunsaker Property at or above appraised value.

NOW, THEREFORE, BE IT RESOLVED that the LTD Board of Directors:

1. Declares the Hunsaker Property as "surplus" property as it is no longer needed for public use; and
2. Delegate's authority to the General Manager, or her designee, to negotiate the sale of the Hunsaker Property at or above appraised value.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 21ST DAY OF OCTOBER, 2020.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: October 21, 2020

ITEM TITLE: LTD 2020-21 STIF PROGRAM DISCRETIONARY FUND PROJECT APPLICATIONS

PREPARED BY: Tom Schwetz, Director of Planning and Development

DIRECTOR: Aurora Jackson, General Manager

ACTION REQUESTED: Adoption

PURPOSE: LTD is developing applications for STIF Discretionary and Intercommunity Discretionary funds. This agenda item provides an overview of those programs, a description of the proposed applications, the SPC recommendation, and requests that the board approve submittal of those applications.

ROLE OF THE BOARD: The Board's role in this instance is to adopt a resolution approving submittal of LTD's STIF Discretionary Fund and Intercommunity Discretionary Fund applications.

HISTORY: Section 122 of HB 2017 Transportation Funding Package established a new dedicated source of funding for improving or expanding public transportation service in Oregon. This funding source is called the Statewide Transportation Improvement Fund, or STIF. LTD received funding in the first round of funding in 2018.

STIF revenues are allocated across four funds:

- **Formula Fund:** The Formula Fund receives 90 percent of STIF funds. ODOT disburses Formula funds to mass transit districts, transportation districts, or counties without either a mass transit or transportation district, and to federally-recognized tribes based on formula allocation.
- **Discretionary Fund and Intercommunity Discretionary Fund:**
 - The Discretionary Fund receives five (5) percent of STIF funds. ODOT awards Discretionary funds to public transportation service providers based on a competitive grant process.
 - The Intercommunity Discretionary Fund receives four (4) percent of STIF funds. ODOT awards Intercommunity funds to public transportation service providers to improve public transportation between two or more communities based on a competitive grant process.
- **Technical Resource Center:** ODOT uses one (1) percent of STIF funds to establish and administer a statewide public transportation technical resource center to assist public transportation providers in rural areas and also to administer STIF.

Lane County 2018-19 STIF Formula Fund Allocation Process

In 2018, the LTD Board of Directors appointed the Lane County STIF Advisory Committee to review submitted project proposals from eligible Public Transportation Service Providers for STIF Formula Funds and to develop a prioritized project list that makes up the Lane County Statewide Transportation Improvement Fund (STIF) Formula Fund Plan. The committee met five times between September 4, 2018, and February 5, 2019. Three Public Transportation Service Providers submitted project proposals for Lane County STIF Formula Funds.

The STIF Advisory Committee reviewed the submitted projects and created two prioritized project lists to be funded at 100 percent of ODOT estimates: projects within the LTD boundary and projects outside of the LTD boundary. The committee now submits these prioritized project lists to the LTD Board of Directors for approval.

At their February 5, 2019, meeting, the committee developed a recommendation for a STIF Formula Fund Plan including prioritization of In-District and Out-of-District projects within both a 100 percent project budget and a 130 percent project budget. [Attachment 1](#) provides the 2019-21 Lane County Statewide Transportation Improvement

Fund (STIF) Formula Fund project list. A copy of the 2019-21 applications can be found at <https://www.lcog.org/DocumentCenter/View/7210> . Through Resolution No. 2019-04-17-022, the Board of Directors adopted the Lane County STIF Plan at its April 17, 2019, meeting.

Lane County 2020-21 STIF Fund Allocation Process

The process for allocating STIF funds in Lane County for the next cycle is described below. There is a different schedule and process for both the Discretionary and Formula Fund allocations. The process and schedule are provided in Figure 1.

Generally, the Discretionary Fund allocation process is managed at the state level. ODOT is managing that process. LTD is preparing four applications for Discretionary and Intercommunity Discretionary Funds. Those applications are due November 2, 2020. The board is scheduled to take action approving those applications for submittal at their October 21, 2020, meeting. These Discretionary Fund projects are discussed under a separate agenda item.

The process for allocation of STIF Formula Funds is managed regionally across the state by Qualified Entities (QE). For Lane County, Lane Transit District is the QE. Lane Council of Governments (LCOG) is assisting LTD and the management of that process. Eligible Local Transportation Service Providers (LTSP's) can submit applications for STIF Formula Funds. While LTD is the QE for Lane County, it is also a Local Transportation Service Provider and will be submitting applications for funding through this process.

As can be seen in Figure 1, the timeline is very tight for developing applications and taking them through a decision-making process. The general overview and budget for Formula Fund applications made by LTSPs are due to LCOG on October 26, 2020. This is a developmental step and does not represent the final project application. SPC will be asked to make a recommendation to the board at its November 3, 2020, meeting.

State rules governing this application process, require the formation of a STIF Advisory Committee. At its August 2018 Board meeting, the Board adopted Resolution No. 2018-08-15-27, establishing a STIF Advisory Committee and appointing committee members pursuant to the Oregon Administrative Rule ("OAR") 732-040-0030 and 732-040-0035(3). The committee is composed of 14 members with eight (8) members representing in-district communities, two (2) members representing out-of-district communities, and three (3) ex-officio (non-voting) members. Both the LTD Board and SPC have members sitting on the advisory committee. At this point, it is envisioned that the advisory committee will meet five times prior to the February 1, 2021 deadline for submittal of STIF Formula Fund applications.

LTD 20-2021 Discretionary Fund Applications

LTD is preparing four (4) applications for Discretionary and Intercommunity Discretionary Funds. Those applications are due November 2, 2020.

At its October 6 meeting, SPC passed a motion to recommend to the board that it approve submittal of these four applications to ODOT.

A presentation will be provided to explain the process and the specifics of these projects in further detail.

CONSIDERATIONS: As noted above, ODOT oversees the process of awarding grants from the Discretionary and Intercommunity Discretionary Funds. Below is an overview of the eligibility requirements for STIF discretionary funds and a description of the projects for which applications are being developed.

Projects eligible for STIF Discretionary Funding

Projects eligible for funding under the STIF Discretionary Fund include, but are not limited to:

- Capital projects such as vehicles, facilities, equipment, and technology; and management, planning, and research.
- Transit-adjacent projects, such as infrastructure updates that improve safety of public transit users, may also be eligible where they have a reasonable connection to public transportation services.

- Pilot operations projects may be considered for funding if the application includes a feasible financial plan for ongoing operations beyond the initial pilot period, per OAR 732-044-0005. Incomplete pilot projects initiated with discretionary STIF funds in FY 2019-21 may be eligible, but these projects will not receive preference over other eligible projects.

The four projects being prepared by LTD include:

1. STIF Intercommunity Discretionary grant for Diamond Express – this project is an effort to move the Diamond Express service, currently being funded by federal 5311F (which requires a 50% match) to the STIF Intercommunity Discretionary fund as the STIF funds have a lower match requirement. The Intercommunity Discretionary funds only require a 20% match but may be more competitive. For that reason, LTD is likely going to apply for both the STIF and the federal funds (which happens through a separate process).
2. STIF Discretionary application for Interagency Software Project - a partnership with UO and the City of Eugene, this project will greatly assist people in planning, executing, and paying for trips in our community. Currently, they must consult several different resources to plan a multi-modal trip in our area (for instance, Google maps, LTD website, PeaceHealth Rides website or mobile app, TouchPass mobile app, our MOD applications, Uber or Lyft mobile app, etc.). This application will provide a "one stop shop" where users can plan and pay for their trip with one application, immediately seeing all of their alternatives compared for time, cost, and other factors.
3. STIF Discretionary match for Electric Bus Purchase - this application seeks \$3.387M in STIF Discretionary funding to provide a match for \$9.035M in federal formula funds being used to purchase 11 electric buses.
4. STIF Discretionary Alternative Fuel Vehicle and Related Infrastructure Purchase for RideSource. This application seeks \$1M for a total project cost of \$1.2M. We are also separately investing in our own fleet procurement plan which will research and identify the most viable alt-fuel option. This is responsive to the Board's request that we investigate alt-fuel options for upcoming vehicle purchases for RideSource. This project would include \$200K in STF funds as match.

These 4 projects are consistent with the following LTD plans and goals: 1) fleet procurement plan, 2) sustainability goal, and 3) Mobility Management Plan (under development).

NEXT STEPS: With a board action to approve submittal of the four projects described above, staff will submit those project applications to ODOT before the November 2, 2020, deadline.

SUPPORTING DOCUMENTATION:

- 1) Resolution No. 2020-10-21-062

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-10-21-062:

It is hereby resolved that the LTD Board of Directors adopts a resolution approving the submittal of the four project applications described above to ODOT on or before the November 2, 2020, deadline.



RESOLUTION NO. 2020-10-21-062

ADOPTION OF THE 2020-21 DISCRETIONARY STIF PROGRAM PROJECT APPLICATIONS

WHEREAS, Section 122 of HB 2017 Transportation Funding Package established a new dedicated source of funding for improving or expanding public transportation service in Oregon;

WHEREAS, this funding source is called the Statewide Transportation Improvement Fund, or STIF;

WHEREAS the SPC was involved in the first round of funding for 2018;

WHEREAS, STIF revenues are allocated across four funds as follows:

- Formula Fund: The Formula Fund receives 90 percent of STIF funds. ODOT disburses Formula funds to mass transit districts, transportation districts, or counties without either a mass transit or transportation district, and to federally-recognized tribes based on formula allocation.
- Discretionary Fund and Intercommunity Discretionary Fund:
 - The Discretionary Fund receives five (5) percent of STIF funds. ODOT awards Discretionary funds to public transportation service providers based on a competitive grant process.
 - The Intercommunity Discretionary Fund receives four (4) percent of STIF funds. ODOT awards Intercommunity funds to public transportation service providers to improve public transportation between two or more communities based on a competitive grant process.
- Technical Resource Center: ODOT uses one (1) percent of STIF funds to establish and administer a statewide public transportation technical resource center to assist public transportation providers in rural areas and also to administer STIF.

WHEREAS, Projects eligible for funding under the STIF Discretionary Fund include, but are not limited to:

- Capital projects such as vehicles, facilities, equipment, and technology; and management, planning, and research.
- Transit-adjacent projects, such as infrastructure updates that improve safety of public transit users, may also be eligible where they have a reasonable connection to public transportation services.
- Pilot operations projects may be considered for funding if the application includes a feasible financial plan for ongoing operations beyond the initial pilot period, per OAR 732-044-0005. Incomplete pilot projects initiated with discretionary STIF funds in FY 2019-21 may be eligible, but these projects will not receive preference over other eligible projects.

WHEREAS, LTD is preparing four (4) applications for Discretionary and Intercommunity Discretionary Funds summarized as follows:

1. STIF Intercommunity Discretionary grant for Diamond Express – this project is an effort to move the Diamond Express service, currently being funded by federal 5311F (which requires a 50% match) to the STIF Intercommunity Discretionary fund as the STIF funds have a lower match requirement. The Intercommunity Discretionary funds only require a 20% match but may be more competitive. For that reason, LTD is likely going to apply for both the STIF and the federal funds (which happens through a separate process).



2. STIF Discretionary application for Interagency Software Project - a partnership with UO and the City of Eugene, this project will greatly assist people in planning, executing, and paying for trips in our community. Currently, they must consult several different resources to plan a multi-modal trip in our area (for instance, Google maps, LTD website, PeaceHealth Rides website or mobile app, TouchPass mobile app, our MOD applications, Uber or Lyft mobile app, etc.). This application will provide a "one stop shop" where users can plan and pay for their trip with one application, immediately seeing all of their alternatives compared for time, cost, and other factors.
3. STIF Discretionary Match for Electric Bus Purchase - this application seeks \$3.387M in STIF Discretionary funding to provide a match for \$9.035M in federal formula funds being used to purchase 11 electric buses.
4. STIF Discretionary Alternative Fuel Vehicle and Related Infrastructure Purchase for RideSource. This application seeks \$1M for a total project cost of \$1.2M. We are also separately investing in our own fleet procurement plan which will research and identify the most viable alt-fuel option. This is responsive to the Board's request that we investigate alt-fuel options for upcoming vehicle purchases for RideSource. This project would include \$200K in STF funds as match.

WHEREAS, these 4 projects align with the following LTD plans and goals: 1) fleet procurement plan, 2) sustainability goal, and 3) Mobility Management Plan;

WHEREAS, those applications are due to ODOT before the November 2, 2020 deadline;

WHEREAS, SPC passed a motion to recommend to the board that it approve submittal of LTD's four applications to ODOT at their October 6, 2020, meeting;

NOW, THEREFORE, BE IT RESOLVED that the Lane Transit District Board of Directors, adopts a resolution approving the submittal of the four project applications described above to ODOT on or before the November 2, 2020, deadline.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 21ST DAY OF OCTOBER, 2020.

Board President, Carl Yeh

**Lane Transit District
Revenue and Expenditure by Fund**

DRAFT

Fiscal Year: P2 2021 August 31, 2020)

Year to date through: 8/31/2020

	Annual Budget	P2			
		YTD Budget	YTD Actuals	% of Budget	YTD B/(W) than Budget
					(pts)

GENERAL FUND

General Fund Resources	64,759,744	10,793,291	1,979,283	3%	-14 pts	(8,814,008)
General Fund Expenditures	64,759,744	10,793,291	8,093,471	12%	4 pts	2,699,820
General Fund Revenues higher/(lower) than	0	0	(6,114,188)			

Excluding beg WC, expenditures are higher than resources by \$8M primarily due to payroll-type taxes (\$4.8M) and grant assistance timing (\$3.3M). Payroll taxes collected in July & August are for Q4 2020. FY21 payroll taxes do not start to be received until September & October. Self-employment taxes are primarily received in April.

Expenditures are favorable by \$2.7M, inclusive of the operating reserve (not appropriated). Excluding this reserve, expenditures are favorable by \$1.3M due to the timing of service increases. Additional service will be added in teh fall and Winter, skewing higher costs to later in the fiscal year

MEDICAID FUND

Medicaid Fund Resources	14,656,737	2,442,790	1,386,158	9%	-7 pts	(1,056,631)
Medicaid Fund Expenditures	14,656,737	2,442,790	1,424,416	10%	7 pts	1,018,374
Accessible Services Fund Revenues higher/(lower) than expenditures	0	0	(38,257)			

Expenditure exceed resources by \$38K.

**Lane Transit District
Revenue and Expenditure by Fund**

DRAFT

Fiscal Year: P2 2021 August 31, 2020)

Year to date through: 8/31/2020

	Annual Budget	P2				
		YTD Budget	YTD Actuals	% of Budget	YTD B/(W) than Budget	
					(pts)	\$\$

SPECIALIZED SERVICES FUND

Accessible Services Fund Resources	10,366,137	1,727,690	597,158	6%	-11 pts	(1,130,532)
Accessible Services Fund Expenditures	10,366,137	1,727,690	481,800	5%	12 pts	1,245,890
Accessible Services Fund Revenues higher/(lower) than expenditures	0	0	115,358			
Resources exceed expenditures by \$115K . Excluding beginning working capital and the general fund transfer, resources (\$13K) are below expenditures (\$482K) due to reimbursement timing. Q1 Invoicing will occur in October						

P2P FUND

P2P Fund Resources	1,243,447	207,241	43,085	3%	-13 pts	(164,156)
P2P Fund Expenditures	1,243,447	207,241	17,811	1%	15 pts	189,431
P2P Fund Revenues higher/(lower) than expenditures	0	0	25,274			
Resources exceed expenditures for the P2P fund by \$25K. Majority of the resources are the transfer from the general fund. Expenditures are only \$18K due to project timing as several projects are on hold due to COVID 19						

CAPITAL PROJECTS FUND

Capital Projects Fund Resources	40,833,473	6,805,579	2,713,805	7%	-10 pts	(4,091,774)
Capital Projects Fund Expenditures	40,833,473	6,805,579	1,184,448	3%	14 pts	5,621,131
Capital Projects Fund Revenues higher/(lower) than expenditures	0	0	1,529,357			
Resources exceed expenditures due to beginning working capital \$1.4M and transfers from the general fund. August YTD expenditures total \$1.2M. The August and September drawdowns were for FY20 expenditures.						

FY21 Resources

	FY21 Adopted Budget	FY21 YTD Budget 31-Aug-20	FY21 Actuals as of: 31-Aug-20	Better/(Worse) than Budget	Description
RESOLUTION NO. 2020-06-24-040 June 24, 2020					
GENERAL FUND					
Beginning Working Capital	\$ 11,320,433	\$ 1,886,739	\$ 1,886,739	\$ -	- As budgeted. Updated when CAFR published
Operating Revenues					
Cash Fares & Passes	2,429,638	404,940	230	(404,709)	Diamond Express fares
Group Passes	1,677,077	279,513	0	(279,513)	We are not collecting any fares
Advertising	322,000	53,667	55,983	2,316	Roughly in line with budget
Special Services	0	0	20	20	
Total Operating Revenues	\$ 4,428,715	\$ 2,624,858	\$ 56,233	\$ (681,886)	
Nonoperating Revenues					
Payroll Taxes	27,117,649	4,519,608	(0)	(4,519,609)	Taxes collected in July and Augusts are for April - June. Q1 FY21 taxes will start to be reflected in September & October
Self-employment Taxes	1,388,463	231,411	0	(231,410)	Taxes collected in July and Augusts are for April - June. Self-employment taxes peak in April
State-in-Lieu	315,751	52,625	0	(52,625)	Taxes collected in July and Augusts are for April - June. Q1 FY21 taxes will start to be reflected in September & October
Grant Assistance	19,866,166	3,311,028	0	(3,311,028)	Timing of drawdowns
Miscellaneous	270,067	45,011	4,331	(40,680)	Misc income is for insurance claims, facility rental, scrap sales, SAIF dividends, etc. August YTD, misc income is primarily for facility rental
Interest	52,500	8,750	31,980	23,230	Current LGIP rate is 1.3%, but interest is higher than projected due to higher cash balance than budgeted due to favorable payroll taxes and grant drawdowns from prior year activity
Sale of Assets	-	0	0	-	
Total Non-operating	\$ 49,010,596	\$ 8,168,433	\$ 36,311	\$ (8,132,122)	
Total General Fund Resources	\$ 64,759,744	\$ 12,680,030	\$ 1,979,283	\$ (10,700,747)	
SPECIALIZED					
Beginning Working Capital	561,794	93,632	93,632	-	- Based on adopted budget estimate
Operating Revenues	6,862,260	1,143,710	13,178	(1,130,532)	Timing of the quarterly invoice (Oct). Mostly farebox cash in July
Transfer from the General Fund	2,942,083	490,347	490,347	-	- As budgeted.
Total Resources	\$ 10,366,137	\$ 1,727,690	\$ 597,158	\$ (1,130,532)	
MEDICAID FUND					
Beginning Working Capital	79,834	13,306	13,306	-	- As budgeted. Updated when CAFR published
Operating Revenues	14,179,770	2,363,295	1,306,664	(1,056,631)	Represents per member per month administrative revenue only
Transfer from the General Fund	397,133	66,189	66,189	-	- As budgeted
Total Resources	\$ 14,656,737	\$ 2,442,790	\$ 1,386,158	\$ (1,056,631)	
POINT2POINT FUND					
Beginning Working Capital	131	22	22	-	- As budgeted. Updated when CAFR published
Operating Revenues	984,937	164,156	-	(164,156)	Reimbursement timing. Expenditures through August total \$18K
Transfer from the General Fund	258,379	43,063	43,063	-	- As budgeted
Total Resources	\$ 1,243,447	\$ 207,241	\$ 43,085	\$ (164,156)	
CAPITAL PROJECTS FUND					
Beginning Working Capital	10,827,898	1,804,650	1,804,650	-	- As budgeted. Updated when CAFR published
Grants	24,550,644	4,091,774	-	(4,091,774)	Only \$1.1M of expenditures through August. Drawdowns made in August and September are for expenditures incurred in FY19-20
Transfer from the General Fund	5,454,931	909,155	909,155	-	- As budgeted
Total Resources	\$ 40,833,473	\$ 6,805,579	\$ 2,713,805	\$ (4,091,774)	

FY21 Expenditures

	FY21 Adopted Budget RESOLUTION NO. 2020-06-24-040 June 24, 2020	FY21 YTD Budget 31-Aug-20	FY21 Actuals as of: 31-Aug-20	Better/(Worse) than Budget	Description
GENERAL FUND - OPERATING					
Transit Services	\$ 47,491,902	\$ 7,915,317	\$ 6,584,716	\$ 1,330,601	Personnel services are lower than budgeted due to service timing. Additional service will be added in the Fall and Winter, skewing the costs to later in the fiscal year
GENERAL FUND - NON-OPERATING					
Transfer to Specialized Services Fund	2,942,083	490,347	490,347		- As budgeted
Transfer to Medicaid Fund	397,133	66,189	66,189		- As budgeted
Transfer to Point2point Fund	258,379	43,063	43,063		- As budgeted
Transfer to Capital Projects Fund	5,454,931	909,155	909,155		- As budgeted
Operating Contingency	-	-	-		- Contingency for FY21
Total Non-operating	\$ 9,052,526	\$ 1,508,754	\$ 1,508,754	\$ -	
Operating Reserve	\$ 8,215,316	\$ 1,369,219		1,369,219	Not authorized to use in FY20
Total General Fund	\$ 64,759,744	\$ 10,793,291	\$ 8,093,471	\$ 2,699,820	
SPECIALIZED SERVICES FUND					
Transit Services	9,865,583	1,644,264	481,800	1,162,464	Lower activity due to COVID 19. Ridership is ~40% of pre-COVID-19 levels in August
Operating Contingency	-	-	-		-
Operating Reserve	500,554	-			- Not authorized to use in FY21
Total Accessible Services Fund	\$ 10,366,137	\$ 1,644,264	\$ 481,800	\$ 1,162,464	
MEDICAID FUND					
Transit Services	14,520,170	2,420,028	1,424,416	995,613	COVID 19 lower ridership. Ridership is ~40% of pre-COVID-19 levels in August
Operating Contingency	-	-	-		-
Operating Reserve	136,567	-	-		-
Total Medicaid Fund	\$ 14,656,737	\$ 2,420,028	\$ 1,424,416	\$ 995,613	
POINT2POINT FUND					
Transit Services	1,209,819	201,637	17,811	183,826	Payment & project timing.
Operating Contingency	-	-	-		-
Operating Reserve	33,628	-			
Total Point2point Fund	\$ 1,243,447	\$ 201,637	\$ 17,811	\$ 183,826	
CAPITAL PROJECTS FUND					
Capital Outlay	30,005,575	5,000,929	1,184,448	3,816,481	Payment & project timing. 81% of the spending August YTD is for the SCTS
Capital Reserve	10,827,898	-	-		- Not authorized to use in FY21
Total Capital Projects Fund	\$ 40,833,473	\$ 5,000,929	\$ 1,184,448	\$ 3,816,481	



Check History Listing

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
104406	09/03/2020	A-1 AUTO GLASS	125.00
104407	09/03/2020	BABB CONSTRUCTION CO. SCTS	307,053.00
104408	09/03/2020	BATTERIES PLUS	1,599.80
104409	09/03/2020	CINTAS CORPORATION	3,611.79
104410	09/03/2020	CITY OF EUGENE	1,277.00
104411	09/03/2020	COMCAST	164.95
104412	09/03/2020	DISH NETWORK	123.04
104413	09/03/2020	DS SERVICES OF AMERICA, INC.	62.85
104414	09/03/2020	EUGENE WATER & ELECTRIC BOARD	551.60
104415	09/03/2020	FASTENAL COMPANY	252.30
104416	09/03/2020	HARVEY & PRICE COMPANY	224.00
104417	09/03/2020	NORTHWEST NATURAL GAS	1,078.50
104418	09/03/2020	PACIFICSOURCE ADMINISTRATORS,	643.00
104419	09/03/2020	PETERSON TRUCKS INC.	4,775.00
104420	09/03/2020	SHI INTERNATIONAL CORP HR Payroll software	37,579.54
104421	09/03/2020	SPECIAL DISTRICTS INSURANCE SV	35,000.00
104422	09/03/2020	SPRINGFIELD UTILITY BOARD	0.00
104423	09/03/2020	SPRINGFIELD UTILITY BOARD	1,611.82
104424	09/03/2020	VERIZON WIRELESS	7,809.26
104425	09/03/2020	WYATT'S TIRE COMPANY	157.60
104426	09/03/2020	THE AFTERMARKET PARTS COMPANY LLC	12,367.06
104427	09/03/2020	BEDFORD FALLS, LLC	10,000.00
104428	09/03/2020	BPA VEBA-HRA SERVICES	107.00
104429	09/03/2020	BUCK'S SANITARY SERVICE, INC.	931.05
104430	09/03/2020	C & K PETROLEUM EQUIPMENT CO,	425.91
104431	09/03/2020	THE ENVIRONMENT CENTER FOR TRANSPORTATION AND	5,910.90
104432	09/03/2020	CUMMINS NORTHWEST, INC.	4,000.37
104433	09/03/2020	GILLIG CORPORATION	15,693.84
104434	09/03/2020	GRAINGER INC	1,124.35
104435	09/03/2020	JERRY'S HOME IMPROVEMENT CTR	530.70
104436	09/03/2020	KUHN INVESTMENTS, INC.	15,631.27
104437	09/03/2020	LTD & ATU PENSION TRUST	160,584.00
104438	09/03/2020	LTD SALARIED EMP. PENSION PLAN	94,361.00
104439	09/03/2020	MOHAVE AUTO PARTS, INC.	920.14
104440	09/03/2020	MUNCIE TRANSIT SUPPLY	124.10
104441	09/03/2020	OGLETREE, DEAKINS, NASH, SMOAK	3,831.50
104442	09/03/2020	OIL PRICE INFORMATION SERVICE	284.00
104443	09/03/2020	PACIFIC POWER GROUP, LLC	132.60
104444	09/03/2020	REVOLUTION DESIGN GROUP CIP design work	19,445.25
104445	09/03/2020	ROMAINE ELECTRIC CORP	406.32
104446	09/03/2020	SEON DESIGN (USA) INC.	4,916.75
104447	09/03/2020	SIGN LANGUAGE	112.50
104448	09/03/2020	SILKE COMMUNICATIONS SOLUTIONS	60.75
104449	09/03/2020	SPRAGUE PEST SOLUTIONS	115.00
104450	09/03/2020	THORP, PURDY, JEWETT, URNESS,	1,220.80
104451	09/03/2020	UWORK.COM, INC.	12,600.00
104452	09/03/2020	WOODBURY ENERGY CO. INC.	58,628.04
104453	09/10/2020	AMERICAN FAMILY LIFE	1,842.98
104454	09/10/2020	CANNON LAW ASSOCIATES	580.93
104455	09/10/2020	CENTURY LINK	80.15
104456	09/10/2020	CHAPTER 13 TRUSTEE	346.16
104457	09/10/2020	STEFAN CZARNIONY	403.22
104458	09/10/2020	EUGENE WATER & ELECTRIC BOARD	691.99
104459	09/10/2020	LIFEMAP ASSURANCE COMPANY	1,455.59



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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
104460	09/10/2020	NORTHWEST NATURAL GAS	91.20
104461	09/10/2020	SANIPAC	3,170.76
104462	09/10/2020	SPRINGFIELD UTILITY BOARD	16,640.00
104463	09/10/2020	SYSTEMS WEST ENGINEERS, INC.	1,613.00
104464	09/10/2020	THYSSENKRUPP ELEVATOR	693.80
104465	09/10/2020	WYATT'S TIRE COMPANY	1,383.50
104466	09/10/2020	CAIC PRIMARY	1,350.08
104467	09/10/2020	CHAVES CONSULTING, INC.	370.20
104468	09/10/2020	EUROFINS ANA LABORATORIES, INC	212.40
104469	09/10/2020	LANE COUNCIL OF GOVERNMENTS	5,315.50
104470	09/10/2020	LEWIS AUDIO & VIDEO, INC. SCTS transit info displays	154,374.76
104471	09/10/2020	LTD & ATU PENSION TRUST	45,360.20
104472	09/10/2020	LTD EMPLOYEES FUND	142.00
104473	09/10/2020	LTD SALARIED EMP. PENSION PLAN	12,885.22
104474	09/10/2020	MEDICAL TRANSPORTATION MGT	947,888.03
104475	09/10/2020	ONE CALL CONCEPTS, INC.	56.40
104476	09/10/2020	OXLEY & ASSOCIATES, INC.	5,000.00
104477	09/10/2020	PACIFIC POWER GROUP, LLC	3,370.00
104478	09/10/2020	PARKEON, INC.	2,590.00
104479	09/10/2020	PRE-PAID LEGAL SERVICES INC.	191.45
104480	09/10/2020	SMITH DAWSON & ANDREWS, INC.	2,500.00
104481	09/10/2020	TOUCHPOINT NETWORKS LLC	780.00
104482	09/10/2020	UNITED WAY OF LANE COUNTY	684.00
104483	09/17/2020	A-1 AUTO GLASS	435.00
104484	09/17/2020	ALTERNATIVE WORK CONCEPTS	2,562.00
104485	09/17/2020	BARRETT BUSINESS SERVICES INC	4,480.00
104486	09/17/2020	CINTAS CORPORATION	1,208.08
104487	09/17/2020	DS SERVICES OF AMERICA, INC.	46.40
104488	09/17/2020	ENO TRANSPORTATION FOUNDATION	3,400.00
104489	09/17/2020	ERGOFLEX CONSULTING, INC.	201.25
104490	09/17/2020	EUGENE WATER & ELECTRIC BOARD	0.00
104491	09/17/2020	EUGENE WATER & ELECTRIC BOARD	7,975.46
104492	09/17/2020	FASTENAL COMPANY	513.71
104493	09/17/2020	HOHBACH-LEWIN, INC.	2,141.25
104494	09/17/2020	QUADIENT LEASING USA, INC	708.48
104495	09/17/2020	ROWELL BROKAW ARCHITECTS,PC	11,730.14
104496	09/17/2020	SHI INTERNATIONAL CORP	3,920.85
104497	09/17/2020	SPRINGFIELD UTILITY BOARD	615.85
104498	09/17/2020	WHITE BIRD CLINIC	13,360.87
104499	09/17/2020	WYATT'S TIRE COMPANY	778.00
104500	09/17/2020	THE AFTERMARKET PARTS COMPANY LLC	5,565.14
104501	09/17/2020	BPA VEBA-HRA SERVICES	108.00
104502	09/17/2020	CUMMINS NORTHWEST, INC.	671.55
104503	09/17/2020	GILLIG CORPORATION	7,509.05
104504	09/17/2020	GRAINGER INC	455.02
104505	09/17/2020	JERRY'S HOME IMPROVEMENT CTR	13.98
104506	09/17/2020	LANE COUNCIL OF GOVERNMENTS	4,249.41
104507	09/17/2020	MODA HEALTH	40,031.30
104508	09/17/2020	MOHAVE AUTO PARTS, INC.	841.69
104509	09/17/2020	MOSS ADAMS LLP	12,250.00
104510	09/17/2020	MOTION & FLOW CONTROL PRD, INC	116.91
104511	09/17/2020	MUNCIE TRANSIT SUPPLY	229.94
104512	09/17/2020	QUADIENT LEASING USA, INC	708.48
104513	09/17/2020	RICOH USA, INC.	787.88



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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
104514	09/17/2020	SITECRAFTING, INC.	2,432.00
104515	09/17/2020	AKA: SENIOR WHEELS, INC. SOUTH LANE WHEELS	1,975.61
104516	09/17/2020	SPX CORPORATION	4,759.34
104517	09/17/2020	STAPLES BUSINESS ADVANTAGE	551.84
104518	09/17/2020	UWORK.COM, INC.	12,000.00
104519	09/17/2020	WOODBURY ENERGY CO. INC.	233.86
104520	09/24/2020	AMAL TRANSIT UNION #757	11,757.72
104521	09/24/2020	BABB CONSTRUCTION CO. SCTS	448,618.00
104522	09/24/2020	BARRETT BUSINESS SERVICES INC	2,240.00
104523	09/24/2020	CANNON LAW ASSOCIATES	473.10
104524	09/24/2020	CASCADE CENTERS	452.20
104525	09/24/2020	CENTURY LINK	196.63
104526	09/24/2020	CHAPTER 13 TRUSTEE	346.16
104527	09/24/2020	CINTAS CORPORATION	2,614.54
104528	09/24/2020	CROCKETTS INTERSTATE TOWING	250.00
104529	09/24/2020	EUGENE WATER & ELECTRIC BOARD	1,344.73
104530	09/24/2020	KAISER BRAKE & ALIGNMENT INC.	143.92
104531	09/24/2020	MED-TECH RESOURCES, INC.	131.20
104532	09/24/2020	MOTOR VEHICLES DIVISION	12.00
104533	09/24/2020	OREGON STATE POLICE	165.00
104534	09/24/2020	PACIFICSOURCE ADMINISTRATORS,	321.50
104535	09/24/2020	RECORDXPRESS OF CALIFORNIA,LLC	343.54
104536	09/24/2020	SPECIAL DISTRICTS INSURANCE SV	63,614.76
104537	09/24/2020	THOMSON REUTERS - WEST	167.56
104538	09/24/2020	WYATT'S TIRE COMPANY	2,123.00
104539	09/24/2020	CENTRO LATINO AMERICANO	25.00
104540	09/24/2020	EAN HOLDINGS, LLC	5,700.00
104541	09/24/2020	FIELDPRINT, INC.	25.00
104542	09/24/2020	FOSSIL INDUSTRIES, INC.	471.00
104543	09/24/2020	JLA PUBLIC INVOLVEMENT	695.69
104544	09/24/2020	LTD & ATU PENSION TRUST	45,851.78
104545	09/24/2020	LTD SALARIED EMP. PENSION PLAN	12,857.81
104546	09/24/2020	MAGID GLOVE &SAFETY MFG CO LLC	39.49
104547	09/24/2020	MEDICAL TRANSPORTATION MGT	948,500.58
104548	09/24/2020	MODA HEALTH	10,815.37
104549	09/24/2020	NINFA'S ELITE CORPORATION	40,875.68
104550	09/24/2020	NORTH COAST ELECTRIC	782.25
104551	09/24/2020	PACIFICSOURCE HEALTH PLANS	482,723.66
104552	09/24/2020	QUADIENT LEASING USA, INC	708.48
104553	09/24/2020	THORP, PURDY, JEWETT, URNESS,	10,210.68
104554	09/24/2020	TYREE OIL, INC.	26,647.88
104555	09/24/2020	UNITED WAY OF LANE COUNTY	684.00
104556	09/24/2020	UPWARD, INC.	7,985.00
104557	09/24/2020	VISION SERVICE PLAN	3,797.72
104558	09/24/2020	WILLAMETTE COMM HEALTH SOLUTNS	1,485.00
803093760	09/11/2020	OREGON DEPARTMENT OF REVENUE	37,997.27
803764117	09/11/2020	VALIC %CHASE BANK OF TEXAS	68,687.64
803781055	09/25/2020	VALIC %CHASE BANK OF TEXAS	71,090.23
805428788	09/16/2020	INTERNAL REVENUE SERVICE-EFTPS	59.92
806837990	09/22/2020	BANK OF AMERICA	26,041.16
809295673	09/02/2020	BANK OF AMERICA	69.46
809295674	09/02/2020	BANK OF AMERICA	26.73
811183187	09/11/2020	MASS MUTUAL FINANCIAL GROUP	2,509.08
815503687	09/25/2020	MASS MUTUAL FINANCIAL GROUP	2,530.51

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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
836890880	09/16/2020	OREGON DEPARTMENT OF REVENUE	12.85
851739925	09/11/2020	OREGON DEPARTMENT OF JUSTICE	1,152.00
851794661	09/25/2020	OREGON DEPARTMENT OF JUSTICE	1,152.00
855117042	09/25/2020	INTERNAL REVENUE SERVICE-EFTPS	160,420.99
865046054	09/11/2020	INTERNAL REVENUE SERVICE-EFTPS	148,128.14
870013440	09/25/2020	OREGON DEPARTMENT OF REVENUE	40,869.84
883687611	09/12/2020	INTERNAL REVENUE SERVICE-EFTPS	22.36
899329280	09/12/2020	OREGON DEPARTMENT OF REVENUE	10.79
170 Checks			\$4,886,775.71

LANE TRANSIT DISTRICT
August 2020 Performance Report

Performance Measure	Current Month	Prior Year's Month	% Change	Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change
Fixed Route Service									
Passenger Boardings	345,009	738,342	- 53.3%	675,889	1,492,755	- 54.7%	7,231,052	9,906,702	- 27.0%
Mobility Assisted Riders	6,730	14,131	- 52.4%	12,702	28,058	- 54.7%	120,039	154,716	- 22.4%
<u>Average Passenger Boardings:</u>									
Weekday	12,370	27,783	- 55.5%	12,191	28,288	- 56.9%	23,802	33,124	- 28.1%
Saturday	9,993	16,716	- 40.2%	9,870	16,424	- 39.9%	13,926	17,806	- 21.8%
Sunday	7,099	10,883	- 34.8%	6,719	11,084	- 39.4%	8,536	11,741	- 27.3%
Monthly Revenue Hours	13,566	23,997	- 43.5%	26,775	47,847	- 44.0%	227,118	280,922	- 19.2%
Boardings Per Revenue Hour	25.4	30.8	- 17.3%	25.24	31.20	- 19.1%	31.84	35.26	- 9.7%
Weekly Revenue Hours	3,063	5,419	- 43.5%	3,023	5,492	- 45.0%	4,477	5,444	- 17.8%
Weekdays	21	22		44	43		254	248	
Saturdays	5	5		9	9		56	54	
Sundays	5	4		9	9		42	59	

Passenger Revenues & Sales

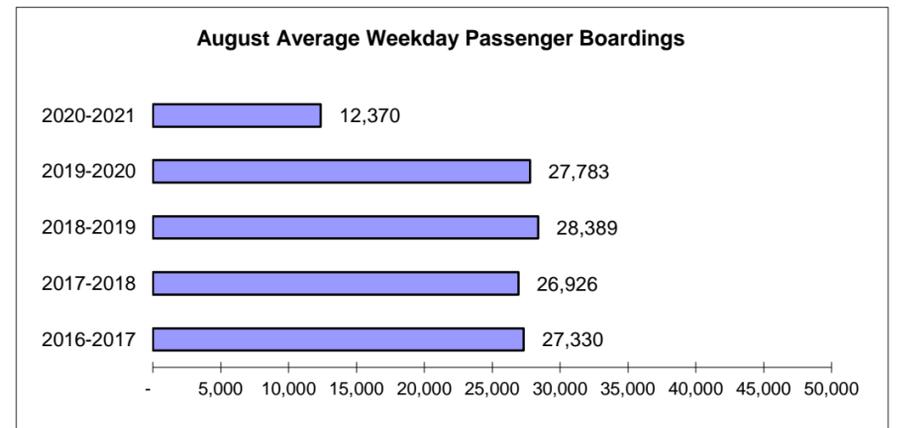
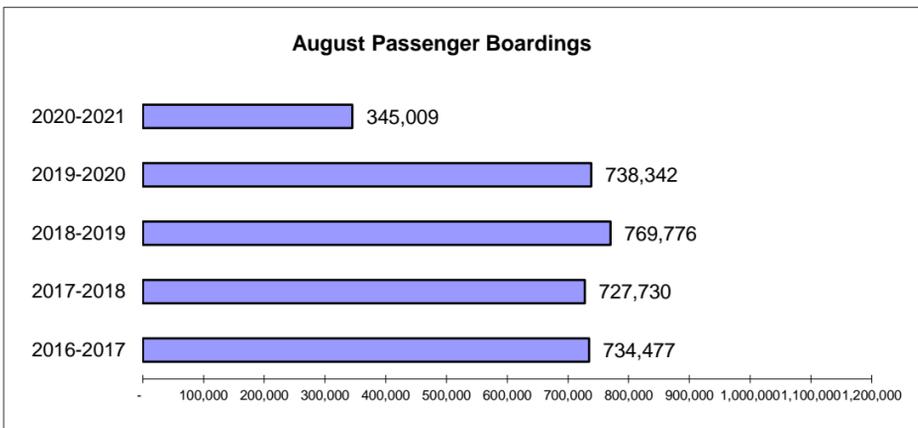
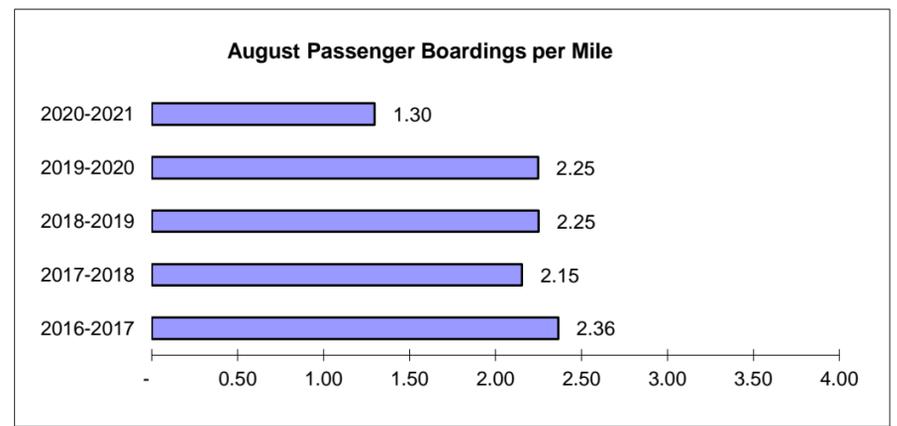
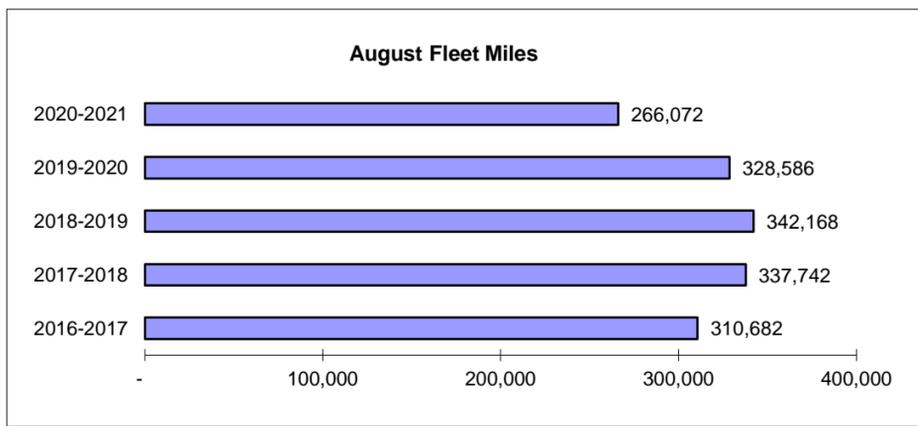
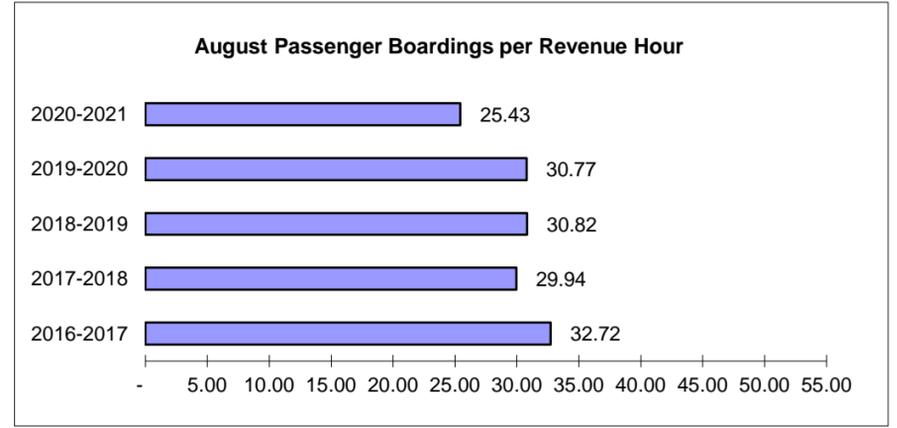
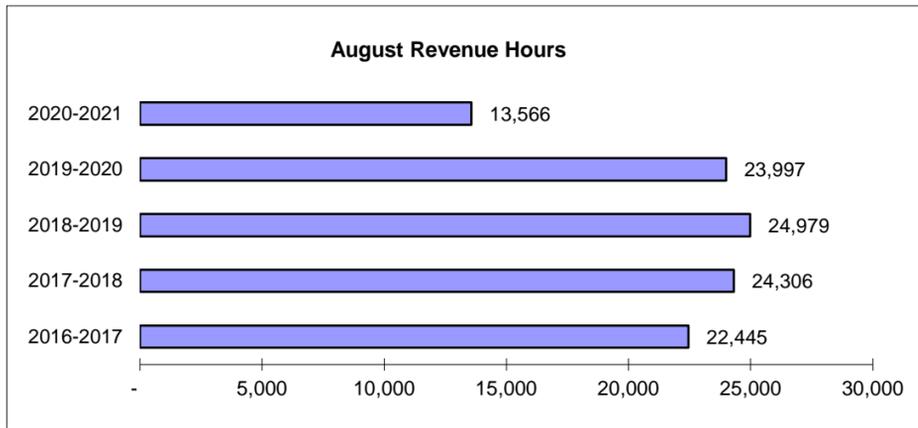
Passenger revenues will be presented in the finance report.

Fleet Services

Fleet Miles	266,072	328,586	- 19.0%	458,204	662,505	- 30.8%	3,216,068	3,877,639	- 17.1%
Average Passenger Boardings/Mile	1.30	2.25	- 42.3%	1.48	2.25	- 34.5%	2.25	2.55	- 12.0%
Fuel Cost	\$61,584	\$180,326	- 65.8%	\$117,265	\$370,962	- 68.4%	\$1,426,324	\$2,191,399	- 34.9%
Fuel Cost Per Mile	\$0.231	\$0.549	- 57.8%	\$0.256	\$0.560	- 54.3%	\$0.443	\$0.565	- 21.5%
Repair Costs	\$261,957	\$289,585	- 9.5%	\$611,886	\$488,765	+ 25.2%	\$3,976,680	\$3,518,478	+ 13.0%
Total Repair Cost Per Mile	\$0.985	\$0.881	+ 11.7%	\$1.335	\$0.738	+ 81.0%	\$1.237	\$0.907	+ 36.3%
Preventive Maintenance Costs	\$21,230	\$43,162	- 50.8%	\$45,572	\$82,650	- 44.9%	\$352,136	\$445,901	- 21.0%
Total PM Cost Per Mile	\$0.080	\$0.131	- 39.3%	\$0.099	\$0.125	- 20.3%	\$0.109	\$0.115	- 4.8%
Mechanical Road Calls	13	31	- 58.1%	18	68	- 73.5%	227	410	- 44.6%
Miles/Mech. Road Call	20,467	10,600	+ 93.1%	25,456	9,743	+ 161.3%	14,168	9,458	+ 49.8%

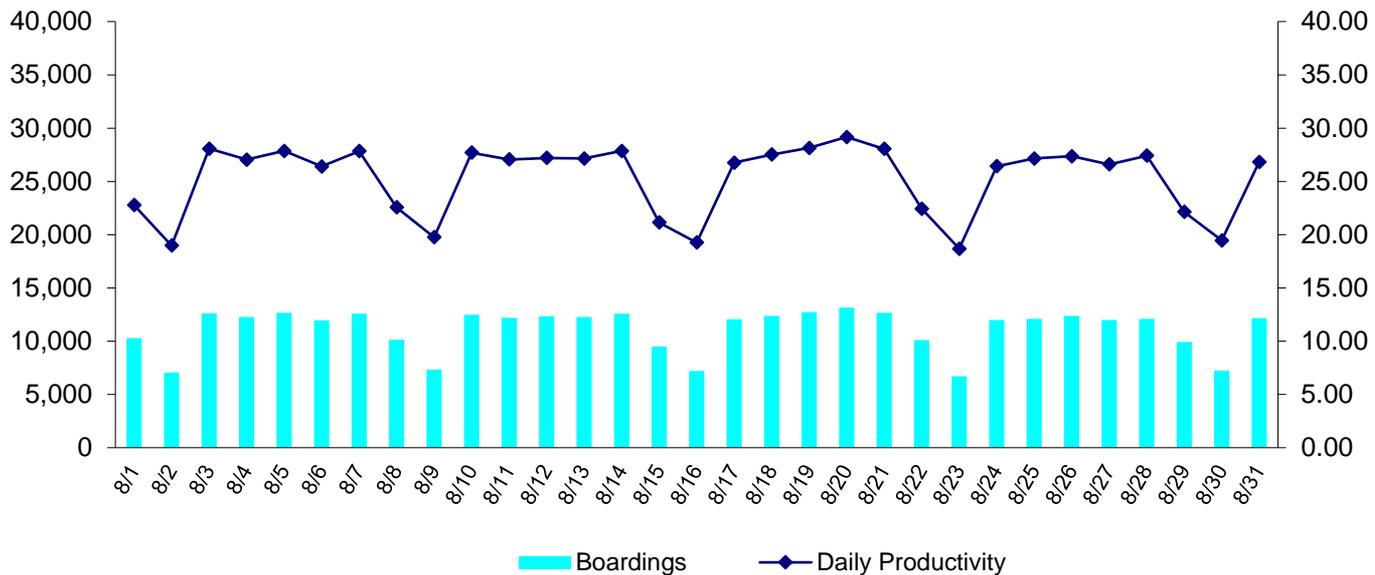
Medical Transportation Management

MTM Rides	5,311	13,347	- 60.2%	10,294	27,513	- 62.6%	102,148	161,825	- 36.9%
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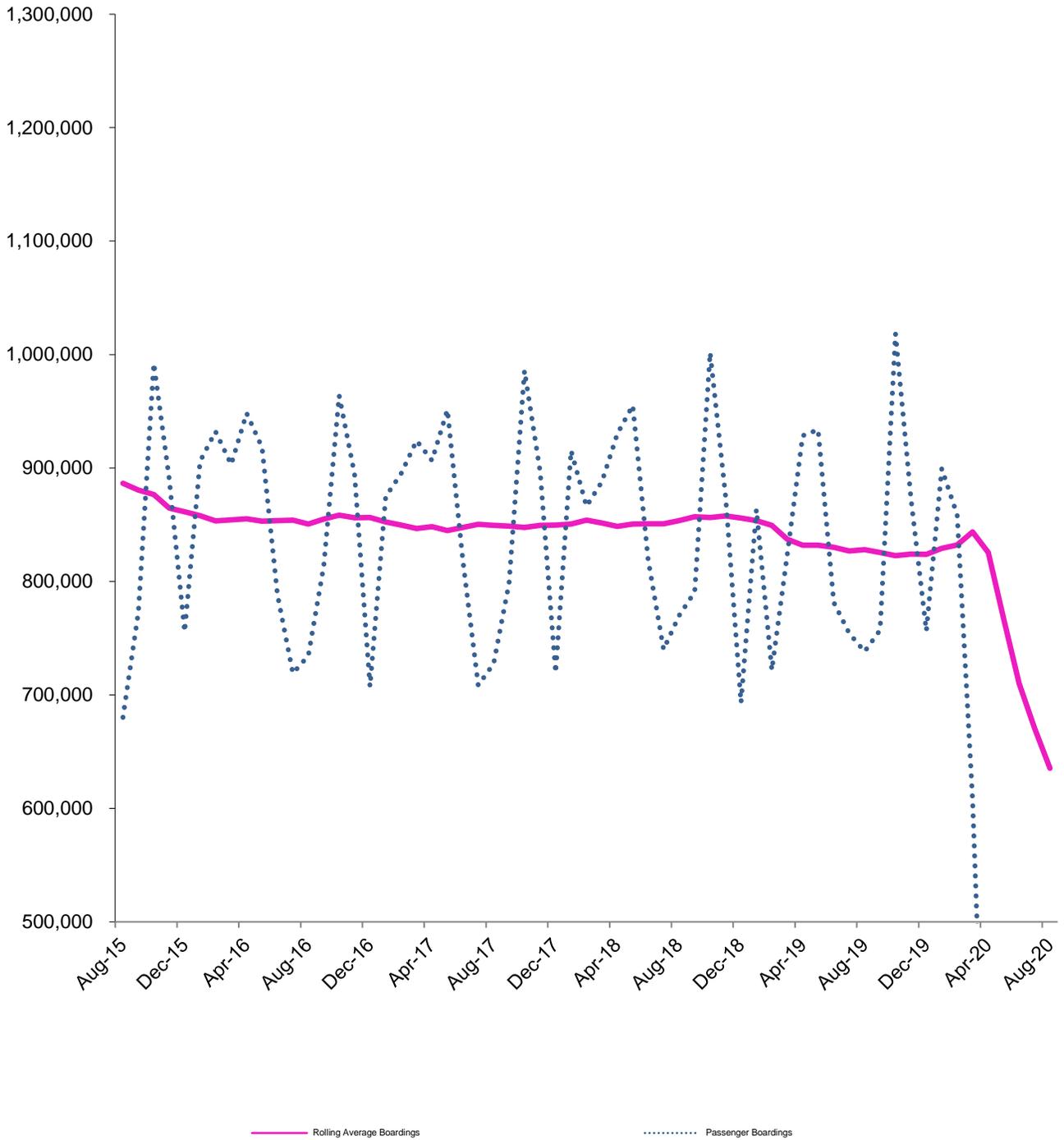
Daily Ridership Recap August 2020

Date	Day	Service	Boardings	Mobility Assisted Boardings	Revenue Hours	Daily Productivity
8/1/2020	Saturday	Sunday	10,267	175	451	22.76
8/2/2020	Sunday	Sunday	7,058	118	372	18.97
8/3/2020	Monday	Sunday	12,627	298	450	28.06
8/4/2020	Tuesday	Sunday	12,280	256	454	27.05
8/5/2020	Wednesday	Sunday	12,671	270	455	27.85
8/6/2020	Thursday	Sunday	11,931	212	452	26.40
8/7/2020	Friday	Sunday	12,584	262	452	27.84
8/8/2020	Saturday	Sunday	10,148	225	450	22.55
8/9/2020	Sunday	Sunday	7,329	156	371	19.75
8/10/2020	Monday	Sunday	12,464	271	450	27.70
8/11/2020	Tuesday	Sunday	12,204	243	451	27.06
8/12/2020	Wednesday	Sunday	12,324	254	453	27.21
8/13/2020	Thursday	Sunday	12,270	208	452	27.15
8/14/2020	Friday	Sunday	12,587	219	452	27.85
8/15/2020	Saturday	Sunday	9,514	155	450	21.14
8/16/2020	Sunday	Sunday	7,182	107	373	19.25
8/17/2020	Monday	Sunday	12,062	256	451	26.75
8/18/2020	Tuesday	Sunday	12,382	239	450	27.52
8/19/2020	Wednesday	Sunday	12,723	262	452	28.15
8/20/2020	Thursday	Sunday	13,154	201	451	29.17
8/21/2020	Friday	Sunday	12,648	247	451	28.04
8/22/2020	Saturday	Sunday	10,099	221	450	22.44
8/23/2020	Sunday	Sunday	6,688	103	358	18.68
8/24/2020	Monday	Sunday	11,970	261	453	26.42
8/25/2020	Tuesday	Sunday	12,084	240	445	27.16
8/26/2020	Wednesday	Sunday	12,370	228	452	27.37
8/27/2020	Thursday	Sunday	11,969	246	450	26.60
8/28/2020	Friday	Sunday	12,090	266	441	27.41
8/29/2020	Saturday	Sunday	9,938	160	449	22.13
8/30/2020	Sunday	Sunday	7,238	129	372	19.46
8/31/2020	Monday	Sunday	12,154	242	453	26.83
Totals			345,009	6,730	13,566	25.43



LANE TRANSIT DISTRICT

Five Year History of Passenger Boardings



OFFICE OF THE GENERAL MANAGER

Aurora Jackson, General Manager

EXECUTIVE OFFICE

There is no report this month.

PLANNING AND DEVELOPMENT

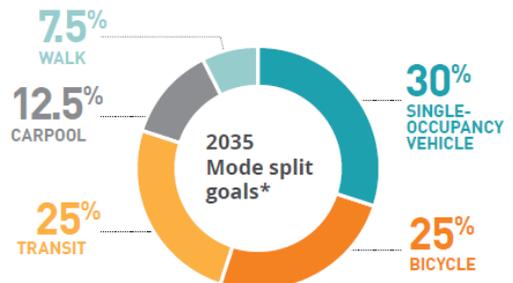
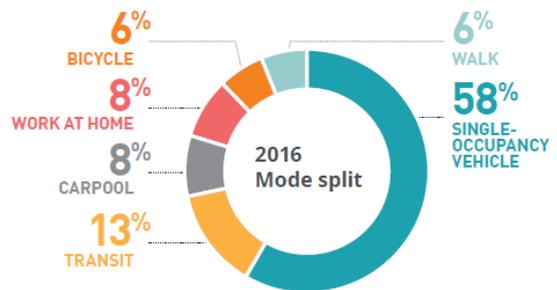
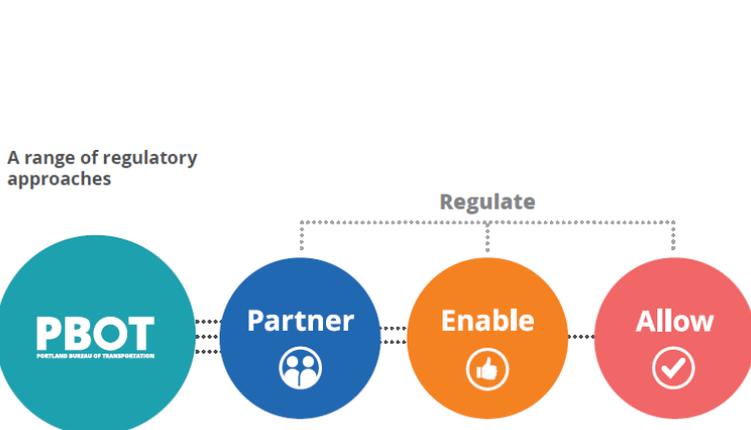
Tom Schwetz, Director of Planning and Development

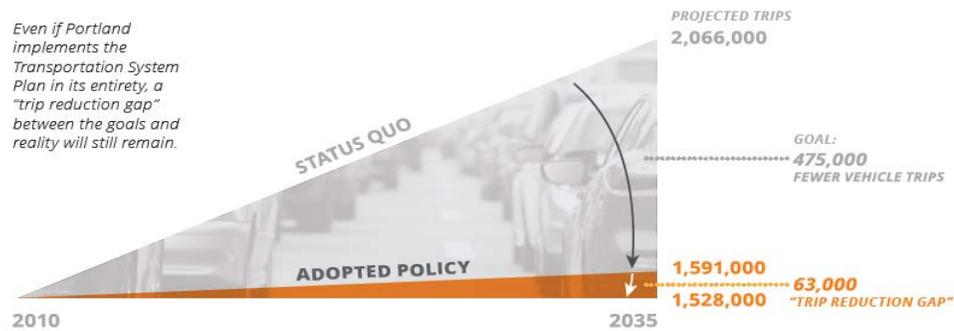
Portland Bureau of Transportation 2019 New Mobility Snapshot

Staff have been reviewing Portland Bureau of Transportation's (PBOT) 2019 New Mobility Snapshot. PBOT's approach to new and emerging modes of transportation can help LTD staff as they are beginning work on the Mobility Management Plan. PBOT considers working with mobility providers in several ways - allowing them, enabling them, or partnering with them – based on how the providers can help PBOT achieve mobility, climate, and equity goals.

PBOT's report captures the growth and diversity of options in the Portland area, including the number of TNC trips, scooter and bike share trips, and car sharing options. Also reported are statistics about how people are using each mode to travel (average distance, average time, time of trip, etc.). PBOT then uses the data to assess where they are with their climate and mode-split goals (see figures below). Finally, equity is assessed in several ways.

PBOT's work will help staff to think about how LTD can embrace mobility management, including the need to continually monitor and assess programs. Key differences exist between LTD and PBOT, particularly PBOT's regulatory authority over all modes of transportation in Portland, however, their framework of assessing new and emerging options within the context of mobility, climate, and equity goals and then choosing different levels of partnership with those companies is very similar to the approach being developed in the Mobility Management Plan. Staff have begun the first stages of the Mobility Management Plan and will be starting a procurement process in the next several months to obtain a consultant to help with the work.





Presentations from October 1, 2020 Metropolitan Policy Committee (MPC) Meeting

Two Presentations (Attachments 1 and 2 to this AIS) were given at the October 1, 2020 MPC meeting that are of interest to the board. The first was a presentation by Professor Rebecca Lewis from the University of Oregon. Her presentation covered the results of a travel survey conducted by the UO. The survey was conducted in July of this year and was focused on how people were moving before COVID and how the Stay at Home Orders might have changed behaviors (for both recreational and functional trips). In addition, the survey explored the respondents’ perceptions and beliefs around how accessibility and transportation/environmental policy might change as a result of Covid.

Key themes from the respondents included:

- Recreational trips have shifted, fewer far away trips, more trips and time spent directly in the neighborhood.
- More trip-chaining, as well as increased recreational + functional trip chaining
- Modal Shifts: more walking, decreased driving replaced by staying at home, decreased use of transit.
- Concerns about LTD/EmX (using it and schedule changes)
- Variance in comfort with using various forms of transportation to travel
- Feeling closer to neighbors and meeting neighbors they didn’t know before
- Employers shift support for working from home

Key takeaways included:

- Shift in commuting behavior, grocery shopping, recreational trips
- Decreased interest in sharing (transit, ridehail, bikeshare) but increased interest in biking and walking
- Mixed perceptions on working from home post-COVID
- Opportunity to encourage employers to allow telework (for jobs where feasible)
- Neighborhood accessibility and safety by biking and walking – highly rated, but important to improving biking and walking
- Respondents illustrate tolerance and acceptance for environmental policy to reduce driving and improve air quality

The second presentation was provided by Amanda Pietz, ODOT’s Climate Office. Her presentation provided information about ODOT’s recently formed Climate Office and the charges given to the office including:

- make the transportation system more resilient
- Reduce transportation-related emissions

Amanda also discussed the partnership between Oregon Department of Transportation, Department of Land Conservation and Development, Department of Environmental Quality, and Department of Energy called Every Mile Counts. The four agencies worked together to develop a Statewide Transportation Strategy (STS) Multi-Agency Implementation Work Plan for June 2020-June 2022 to make progress toward the Strategy’s vision. The plan focuses on objectives and priority actions that can benefit from collaborative relationships and programs already established among the agencies. This Work Plan is the start of an ongoing initiative called “Every Mile Counts,” that focuses on reducing transportation GHG emissions and implementing the STS through reducing vehicle miles traveled, increasing use of cleaner vehicles and fuels, and integrating consideration of greenhouse gas (GHG) emissions into decision making.

More on ODOT’s Climate Office and the Every Mile Counts Initiative can be found at:

- ODOT Climate Office Website: <https://www.oregon.gov/odot/Programs/Pages/Climate-Office.aspx>
- Every Mile Counts Website: <https://www.oregon.gov/odot/Programs/Pages/Every-Mile-Counts.aspx>

SERVICE DELIVERY & ADMINISTRATION

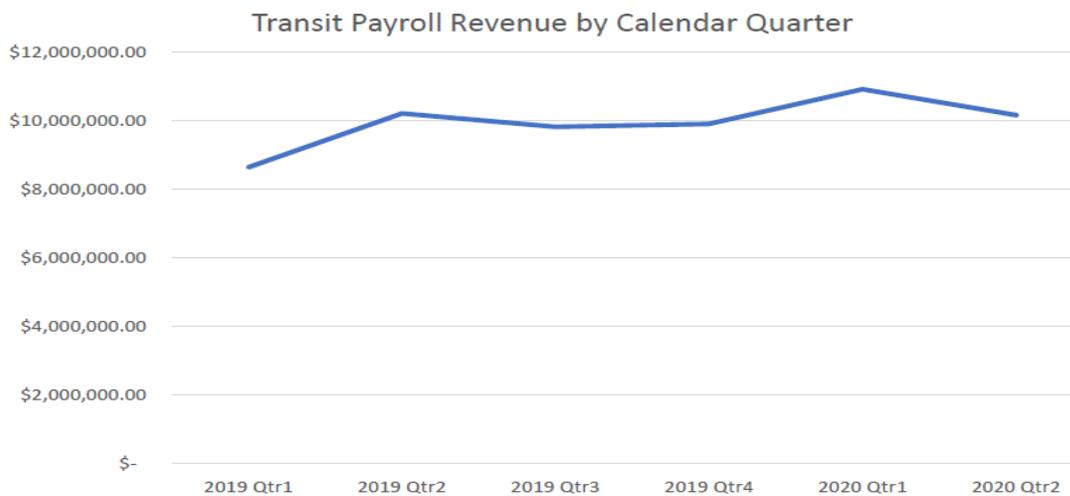
Mark Johnson, Assistant General Manager

FINANCE

Christina Shew, Director of Finance

Meeting with the Department of Revenue on October 8, 2020

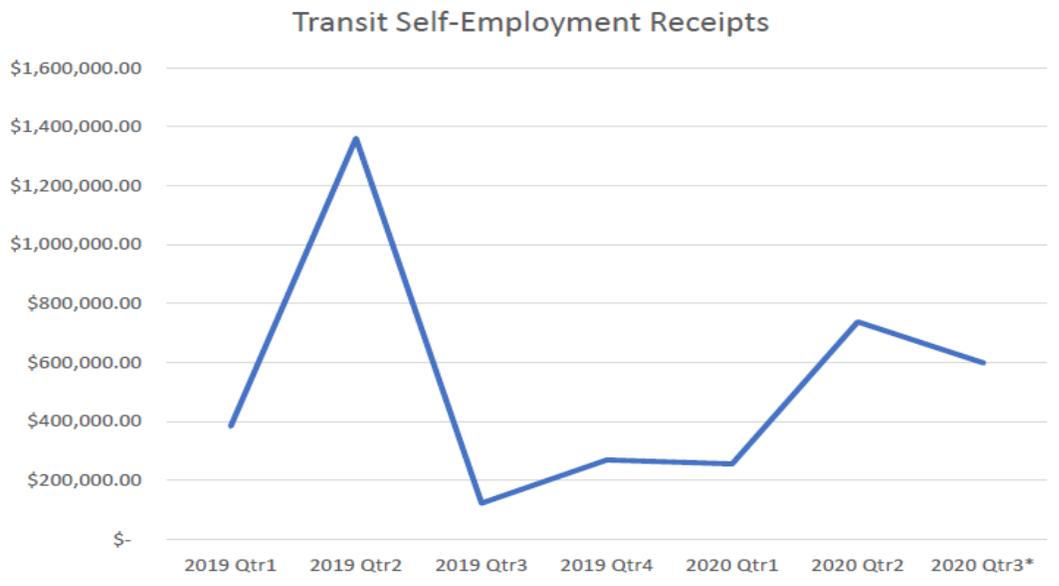
Net Payroll Tax Receipts: Staff met with the department of revenue (DOR) on October 8, 2020 to review the FY2019-2020 annual payroll tax results. The DOR reported an 8.47% net payroll tax receipt increase from FY19 to FY20. Net payroll tax receipts includes current & delinquent tax receipts, interest, penalties and refunds. Their chart of calendar year net payroll tax receipts show a reduction in revenues during calendar year Q2 2020 which they attribute to the economic impact of the COVID 19 pandemic. The below chart of net payroll tax receipts was provided by the DOR:



Net Self Employment Taxes: As a result of the unprecedented public health emergency, the DOR issued Director Order 2020-02 which provided extensions for personal income, transit self-employment, estate, partnership, S-Corporation and corporate excise/income taxpayers. This extension was as follows:

- The Oregon return filing due date was automatically extended until July 15, 2020, for any returns due on or after April 1, 2020, and before July 15, 2020.
- The Oregon return filing due date was automatically extended until July 15, 2020 for any returns with a valid six-month extension period ending on or after April 1, 2020 and before July 15, 2020.
- The Oregon tax payment deadline for payments due with the tax year 2019 tax return was automatically extended to July 15, 2020.

These extensions shifted the revenue normally realized in April (on or around April 15th) to July. Additionally, taxpayers filing on extension will also shift that revenue from October to January 2021. The below chart of net self-employment tax receipts was provided by the DOR:



*3rd Quarter 2020 revenue shown through the month of July 2020.

Administrative Expenses: The DOR withheld \$675,927 in expenses for FY20 for the administration of the Payroll Tax and \$107,980 in administrative expenses for the administration of the Self-Employment tax, reflecting 1.86% of total revenues which is roughly a 2% increase of the 1.82% administrative expenses which were incurred during FY19. This increase is the allocation of the DOR’s agency overhead and direct administration costs which is allocated to all entities that the DOR is providing collection services for.

Taxpayers: Currently there are approximately 16,600 taxpayers registered for Payroll accounts, and the DOR processed 76,926 LTD payroll tax returns for taxpayers during FY20. This is up from approximately 15,307 taxpayers who were registered for Payroll accounts at the same time in FY19 and the DOR processed 60,162 returns

Collections: During FY20, \$923K in delinquent tax, penalties and interest was collected. This number is somewhat inflated from FY19 due to one large account payment spread over the course of FY20. Excluding that single large payment, the collections division collected \$190K which is in line with FY19 collections of \$183K. In recession times, there is an increase in tax payment delinquencies. In these uncertain times, we have asked that the DOR provide us with trend charts of the accounts receivable so we can identify any delinquency trends. The DOR cautioned that much of the AR may not be collectable, however it will provide us with additional information on potential payroll tax and economic trends.

Refunds: Unlike accounts in collections, where a taxpayer has a liability for which they have not paid in full, there are also times when a taxpayer has overpaid or received a penalty waiver or adjustment resulting in a credit on their account. Taxpayers can view their accounts online through the DOR’s Revenue Online portal. They can also request a refund directly through this portal. Additionally, the DOR has a process that notifies taxpayers through a letter called a “Notice of Credit Allocation” when there is a credit on their account. The letter gives the taxpayers two weeks to request a refund before one is automatically applied to a future filing period rather than with a check out the door. During FY20 the DOR issued 855 refunds totaling \$470K. This is an increase in the number of refunds from FY19 when the DOR issued 668 refunds totaling \$615K

Program Updates: The DOR is working on an updated intergovernmental agreement. The timing of this agreement is unclear; however the DOR will continue to work with LTD using the existing intergovernmental agreement until an updated agreement is signed.

The DOR is also working on drafting an administrative rule to require additional form 1099 types to be filed through their iWire portal which reflects the changes to that form on the Federal level. Although these forms are not directly tied to Lane Transit District tax, the additional information available through the iWire portal will allow the DOR additional leads to identify non-filing self-employed taxpayers. iWire is currently in its public comment period and the rule is expected to go into effect Jan 1, 2021.

Payroll Tax waiver due to wildfires: The Department of Revenue is following the IRS's lead and offering relief to taxpayers affected by the wildfires. This relief includes LTD's payroll tax program. All taxpayers affected by the wildfires will receive penalty waivers for late payments/returns. Because areas of Lane Transit District are included in the designated areas, late payment waivers apply if the taxpayer files and pays by January 15, 2021. As a result, there may be an impact on the timing of payroll tax revenues which otherwise would have been received at the end of October. The impact of these waivers is not expected to be significant as most taxpayers will continue to file and pay as normal rather than go through the effort of requesting a penalty waiver

The next meeting with the DOR is on February 11, 2021.

BUSINESS SERVICES

Collina Beard, Director of Business Services

There is no report this month.

INFORMATION TECHNOLOGY

Robin Mayall, Director of Information Technology & Strategic Innovation

There is no report this month.

HUMAN RESOURCES

David Collier, Director of Human Resources & Risk Management

There is no report this month.

ACCESSIBLE AND CUSTOMER SERVICE

Cosette Rees, Director of Customer & Specialized Services

There is no report this month.

MARKETING AND COMMUNICATIONS

Theresa Brand, Marketing and Communications Manager

Digital Media Efforts: Staff continue to communicate service related alerts on Twitter and schedule frequent posts through the LTD Facebook page.

Facebook Analytics for August 26, 2020 – September 21

- Daily Reach = 21,500
- Engaged users (unique) = 1,219
- Impressions = 24,565
- Total Page Followers = 5,153
- Total Likes = 5,298
- 10 posts, 9 COVID/service related.

Student Transit Pass: Staff has been working with the schools to have passes issued. At this time, it has been communicated to staff by many schools, that this is not a priority for them at this time as they are working hard to get remote learning set up for the schools. In addition a few are hesitant to encourage youth to be out in the community for health reasons. Once school is going, they are willing to look at communicating it more to the families and students.

Vanpool: Commute with Enterprise terminated 19 additional Valley Vanpool vans that were suspended due to COVID-19, and added one vanpool to the subsidy program. Currently, 5 of the 20 remaining vans provide service in the Lane Transit District service area. In the month of August*, 3 LTD vanpools were in operation, representing 8 riders (a 15% utilization rate) completing 238 passenger boardings and traveling 14,922 passenger miles. The 2 suspended LTD vans are expected to resume operations soon. Vans currently operating with limited ridership will be switched into more appropriately sized vans as necessary. LTD continues to provide financial subsidies to those vans with plans to resume

operations, and to those who have lost riders due to shelter in place requirements and teleworking. LTD is also providing CARES funding to Commute with Enterprise to help cover losses due to COVID-19 for the months of April-July.

*Vanpool reporting experiences a 30 day delay.

Get There Challenge: In collaboration with our statewide transportation options partners, LTD staff promoted the 2020 Get There Challenge to the local community via the LTD website, social media, Employer Transportation Coordinator network, and at the Lane County Human Resources Association's September meeting. The Get There Challenge runs October 5-18, and is a statewide challenge and offers residents the opportunity to win prizes for logging any non-drive-alone trips and completing online achievements like watching videos, taking quizzes, and sharing stories. LTD has been able to provide local prize offerings thanks to some generous donations to the Business Commute Challenge, which was cancelled earlier this year due to COVID-19. More information about the Challenge is available at LTD.org/Get-There-Challenge.

COVID Communications: Staff have been creating messaging as things rapidly change throughout the COVID pandemic. Following is a list of the efforts made during these times with examples of two new items coming in October.

Messaging priorities:

- Information to keep community informed about changing service
- Health-first – What LTD is doing to reduce the spread; inclusion of public health guidance

March

- Complete service change signage: 140 station graphics, Bus Stop Information signs and website
- Temporary bus stop signs for routes not served
- Customer Service Windows on West 11th – Stay safe stay in place
- No entry signs, front bus doors
- Wind Masters at Eugene and Springfield Stations - Necessary trips only and CDC guidelines
- A-Board Eugene and Springfield Stations – CDC guidelines
- Bus Talk
- Social Media posts: 15
- Press Releases: 6

April:

- Complete service change signage: 140 station graphics, bus stop information and website
- Mask required signs rear doors – exterior of bus
- Wind Master Eugene and Springfield Station – CDC Guidelines
- Revised no entry signs
- Bus Talk
- Press Releases: 2
- Social Media: 10 COVID plus 4 LTD essential employees

May:

- Do not sit here: design and in-house production, Qty 2,000
- Revised Masks required A Boards at Eugene and Springfield Stations
- Bus Talk
- Press Releases: 2
- Social Media: 13 (partnered with Centro Latino to share our posts)

June:

- Existing signage still current
- Updating website
- Bus Talk
- Press Releases: 2
- Social Media: 7

July:

- Employer Survey
- Glenwood Signage – Employee temperatures
- Bus Talk
- Press Releases: 2
- Social Media: 7

August:

- Customer Service Windows: Stay Safe Stay in place and Masks required
- CSC Re-opening signage and updating of all website information for CSC
- Revised Do not sit here stickers for inside of bus
- Bus Talk
- Press Releases: 1
- Social Media: 8

September:

- Complete service change signage: 140 station graphics, bus stop information and website
- Refreshed COVID Image on website HERO image to emphasize Facemasks
- Updated COVID messaging for Wind Masters signs at Eugene and Springfield Stations
- New COVID Messaging in CSC Windows on West 11
- New signage for rear doors created (will be installed 1st part of October)
- New signage for social distancing finalized (will be installed 1st part of October)
- Press Releases: 1
- Social Media: 7

Examples of new items:

Rear Exterior bus door sign, then by the front door when fare collection resumes:



Thank you for helping us all stay healthy!



FACILITIES

Joe McCormack, Director of Facilities

There is no report this month.

MAINTENANCE

Matt Imlach, Director of Maintenance

On September 17 and 18, LTD received its first two shipments of 20,000 gallons each of R99 renewable diesel (RD) fuel instead of the previous B5 Ultra-low Sulfur Diesel (ULSD) fuel. We have conducted extensive research with fuel

suppliers and other transit /public entities that have been using the fuel and tracking fleet performance. We believe it is better for our fleet, better for our employees and the broader community, better for our environment, and it has recently dropped in price to make it financially sustainable as well.

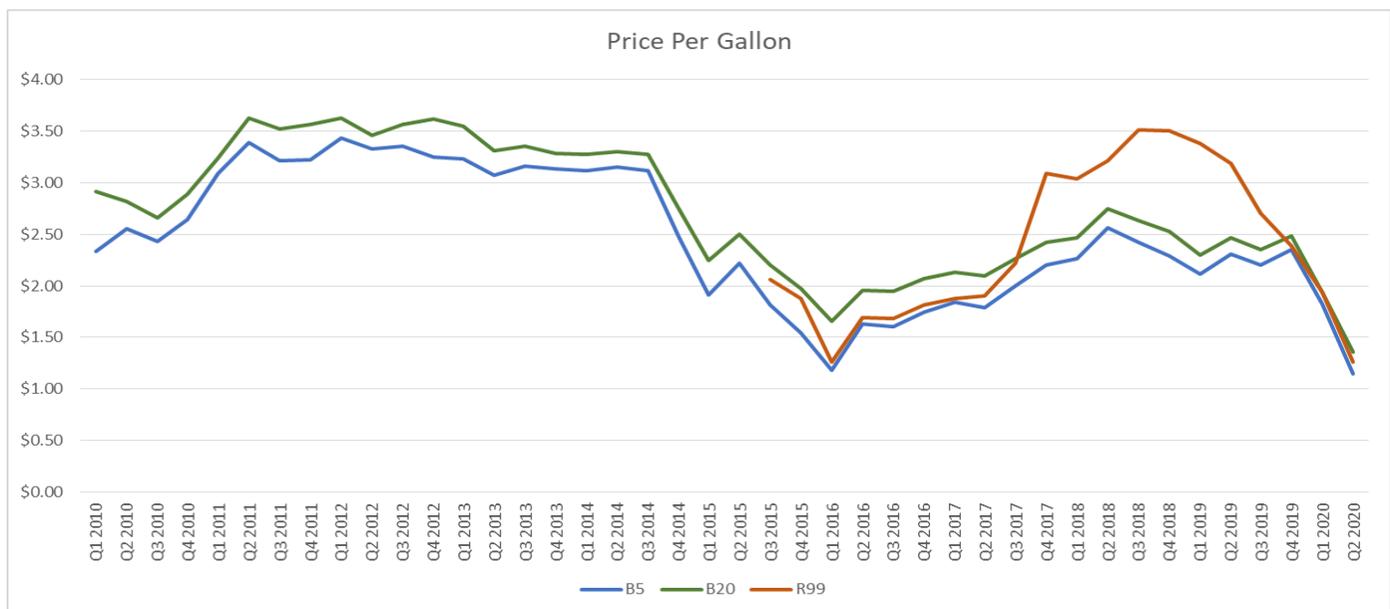
Terms: Biofuel is a generic term for any fuel made from renewable plant or waste material. Examples of common biofuels include biodiesel, renewable diesel, and ethanol. This is in contrast to fossil fuels that are made from oils mined from the Earth’s crust. Renewable diesel is not the same as Biodiesel. Unlike biodiesel, renewable diesel is chemically identical to fossil diesel and meets the same ASTM D975 spec as fossil diesel. Renewable diesel comes in various blends typically R99 (99% renewable diesel/1% fossil diesel), R50 (50% renewable/50% fossil) or R20 (20% renewable/80%fossil). You may also hear of renewable diesel blending with biodiesel in an R80/B20 blend (80% renewable/20% biodiesel).

Engine Performance: RD is considered a “drop-in” fuel as it can be put into our existing tanks and equipment with no modifications, cleaning, or treatment needed. It can blend well with the existing B5 in our tanks, it needs no additives, and it will not void any OEM or vendor part warranties. TriMet and EWEB (among other transit and heavy-duty equipment operators) have noted many maintenance improvements from using RD.

Social Sustainability: RD has low toxicity and no odor. By reducing the chemical diesel smell of fuel on our buses we will be able to provide a cleaner, more comfortable experience for our riders and our employees. The PM emissions noted below are also better for human health.

Environmental Sustainability: Because it is made from waste and plant materials, burning RD does not release *new* carbon dioxide (CO2) into the atmosphere. As plants and trees grow, they bind carbon dioxide onto themselves through photosynthesis. When RD burns in a vehicle engine, the carbon dioxide simply returns to the atmosphere. Using RD will help LTD to meet both the goals passed by the Board of Directors this past June to reduce fossil fuels and to reduce greenhouse gas emissions from our fleet. Additionally, RD can reduce local air pollution. During TriMet’s RD trial, their use of R99 resulted in a 61% reduction in opacity (Particulate Matter) emissions.

Financial Sustainability: The primary reason LTD has not invested in RD since supply returned to OR has been due to price. As you can see in the chart below, there was a significant price premium over B5 in 2018 and 2019. Recently, the price has come down and is currently very similar to B5. If the price were to go up again, LTD could easily drop to a lower RD blend (R50 or R20) to still gain some of the benefits of RD while continuing to stay within our fuel budget.



Source: Gary Lentsch, Fleet Services Director, EWEB

History at LTD: In 2016, LTD began a pilot using R99 that was brought in via a separate above-ground tank and used in a portion of our buses. Performance was successful and we only stopped using R99 when supply dried up as most

of the fuel was being sent to California where it could be generate credits in their Low Carbon Fuels Program. Once Oregon's Clean Fuels Program was established, supply came back to Oregon and RD has been available since.

TRANSIT OPERATIONS

Jake McCallum, Director of Operations

There is no report this month.

Public Safety & System Security

Frank Wilson, Public Safety & System Security Manager

There is no report this month.



Preliminary Results : Please do not share, distribute or cite without permission.

1

Transportation in Eugene/Springfield – COVID-19

Preliminary Results

Funder: UO Resilience Initiative

Partners: Cities of Eugene and Springfield

Rebecca Lewis, PhD

Associate Professor in Community and
Regional Planning

University of Oregon

Co-Director, Institute for Policy Research and
Engagement

Yizhao Yang, PhD – Planning

Sara Hodges, PhD – Psychology

Linda Price, PhD – Marketing

Joshua Skov, Sustainable Business

Shane Rhodes, City of Eugene

Kivalina Grove – PhD student in Marketing;

Clare Haley – MCRP; Murat Kezer, PhD

student in Psychology



Preliminary Results : Please do not share, distribute or cite without permission.

2

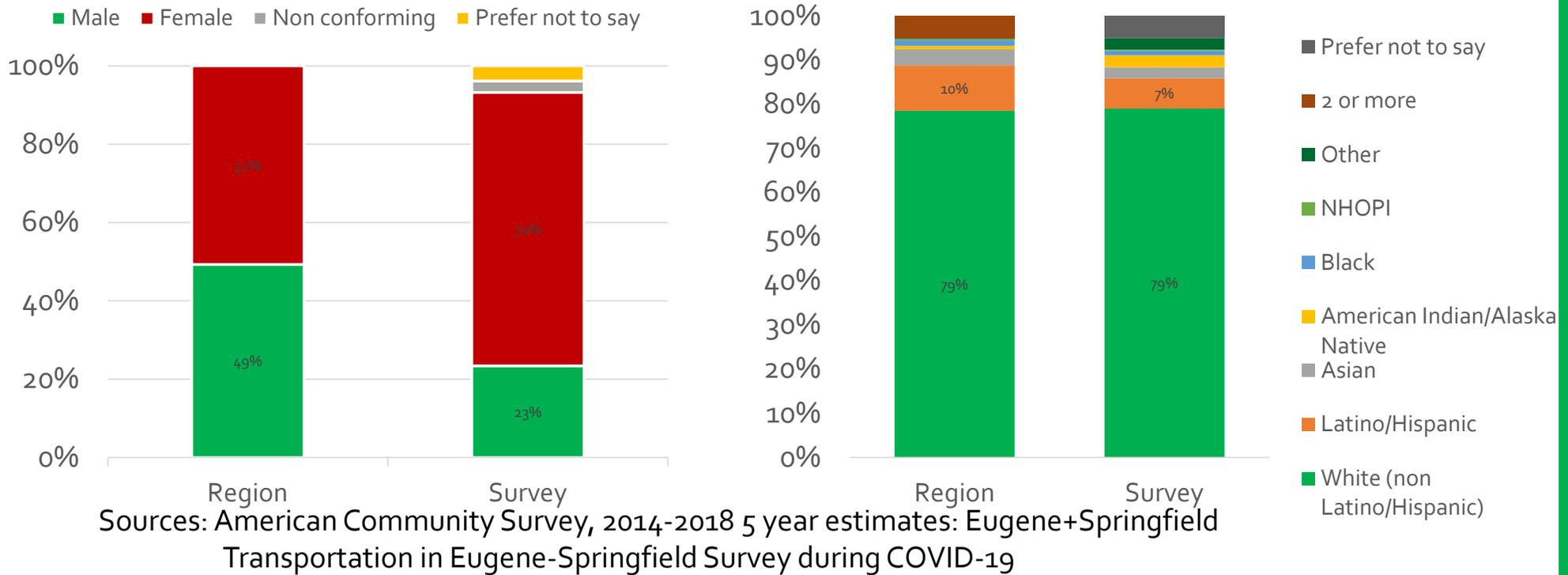
Purpose of Study

- How were people moving before COVID?
 - Recreational and functional trips
- How did stay at home orders change behaviors?
 - Recreational and functional trips
- Perceptions and Beliefs
 - Accessibility
 - Transportation/environmental policy
- Demographics
- **Survey Administered on Qualtrics, 6/3-7/31, n=684**
 - Recruitment: email lists, social media pages, social media advertising
 - Geographic reach: within 20 miles of Eugene/Springfield
- **Follow up Interviews and Focus Groups (8/1-9/15)**



Preliminary Results : Please do not share, distribute or cite without permission.

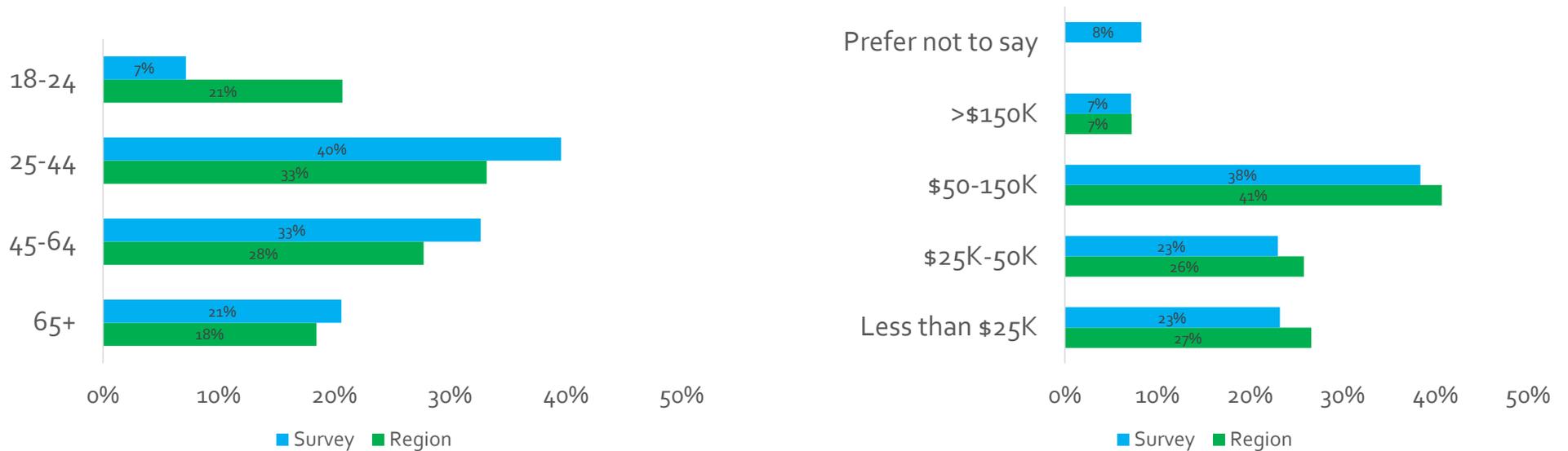
Demographics: Gender and Ethnicity





Preliminary Results : Please do not share, distribute or cite without permission.

Demographics: Age and Income

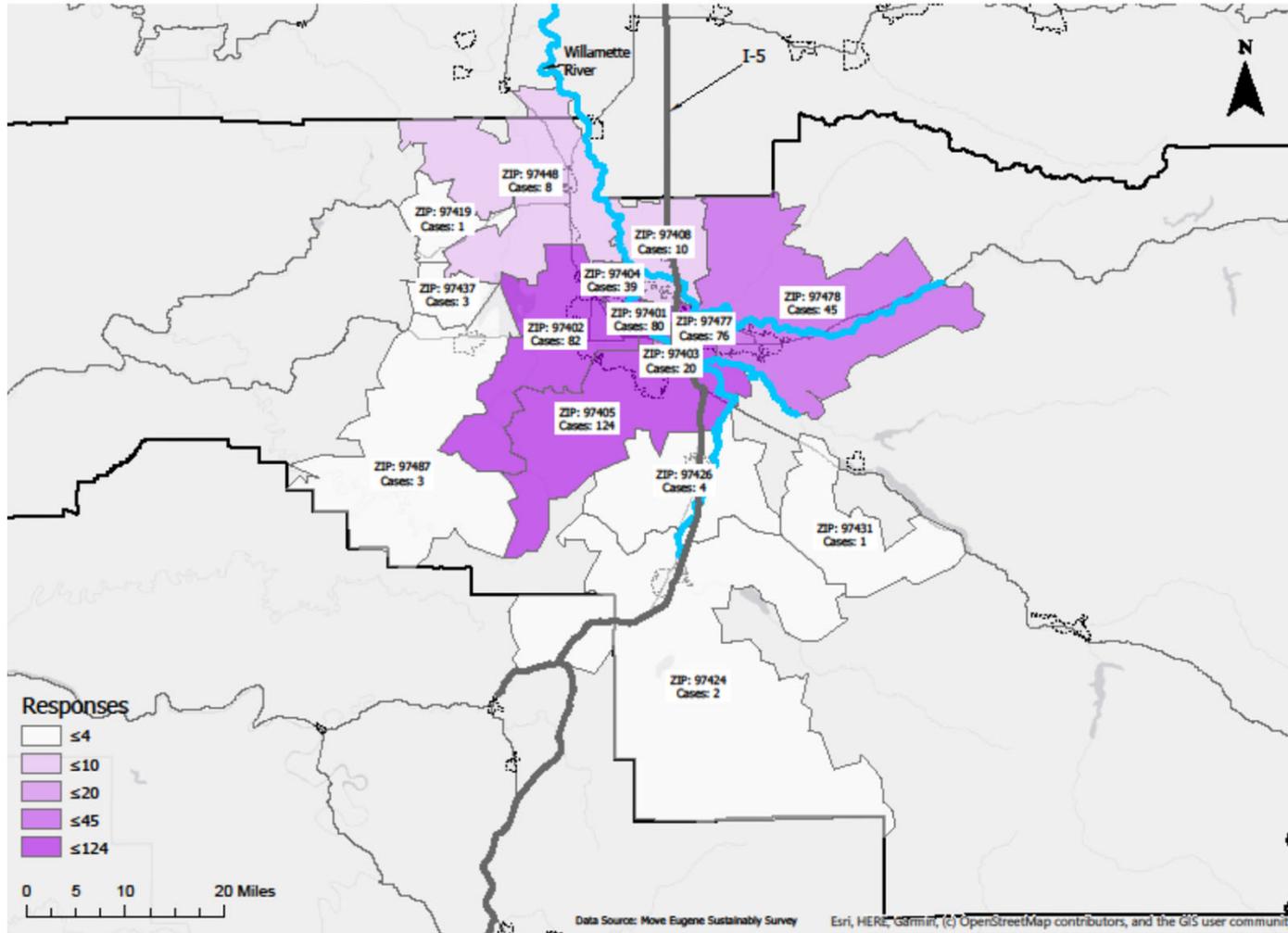


Sources: American Community Survey, 2014-2018 5 year estimates: Eugene+Springfield
 Transportation in Eugene-Springfield Survey during COVID-19



Preliminary Results : Please do not share, distribute or cite without permission.

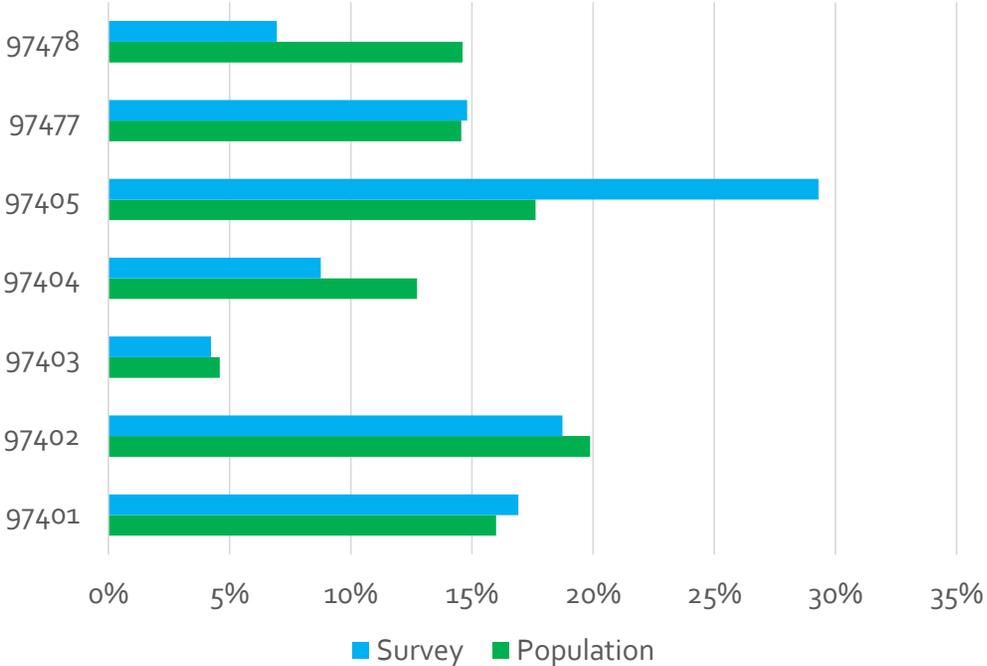
Number of Survey Responses by ZIP





Preliminary Results : Please do not share, distribute or cite without permission.

Zip Code



Sources: Transportation in Eugene-Springfield Survey during COVID-19; zip-codes.com (population data)



Preliminary Results : Please do not share, distribute or cite without permission.

Regional population: mode of travel to work

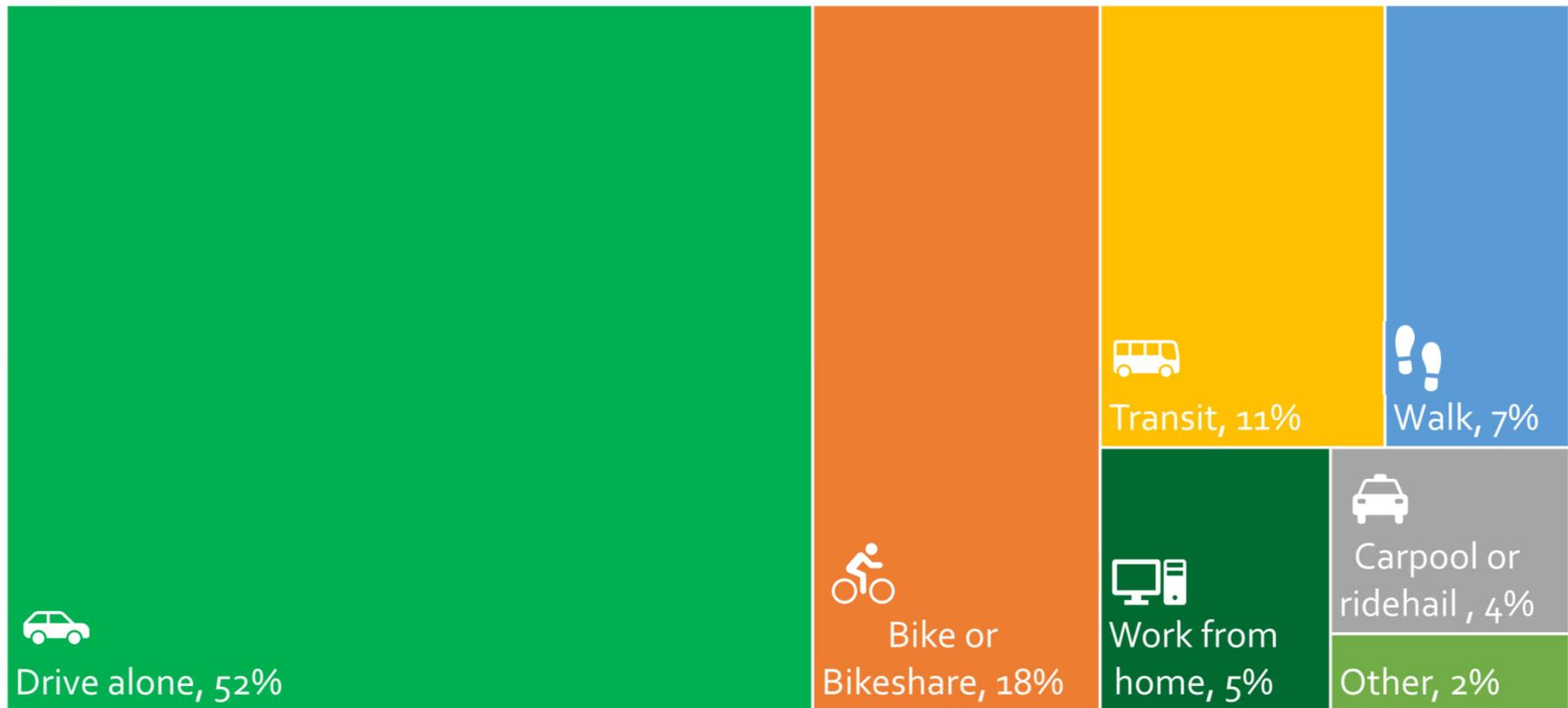


Source: American Community Survey, 2014-2018 5 year estimates: Eugene+Springfield, SE:A09005



Preliminary Results : Please do not share, distribute or cite without permission.

Survey - Primary mode of travel to work (pre-COVID)

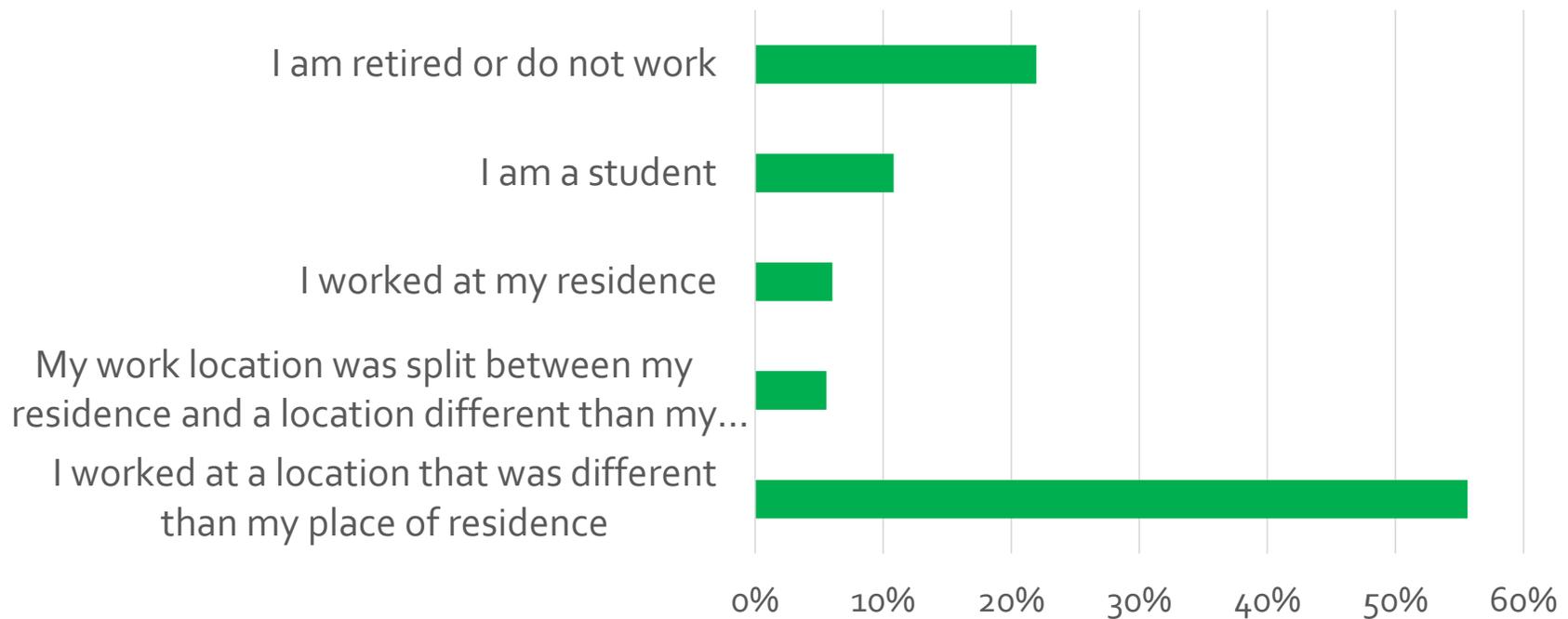


Source: Transportation in Eugene-Springfield Survey during COVID-19, Q3, n=473



Preliminary Results : Please do not share, distribute or cite without permission.

Work status - Before

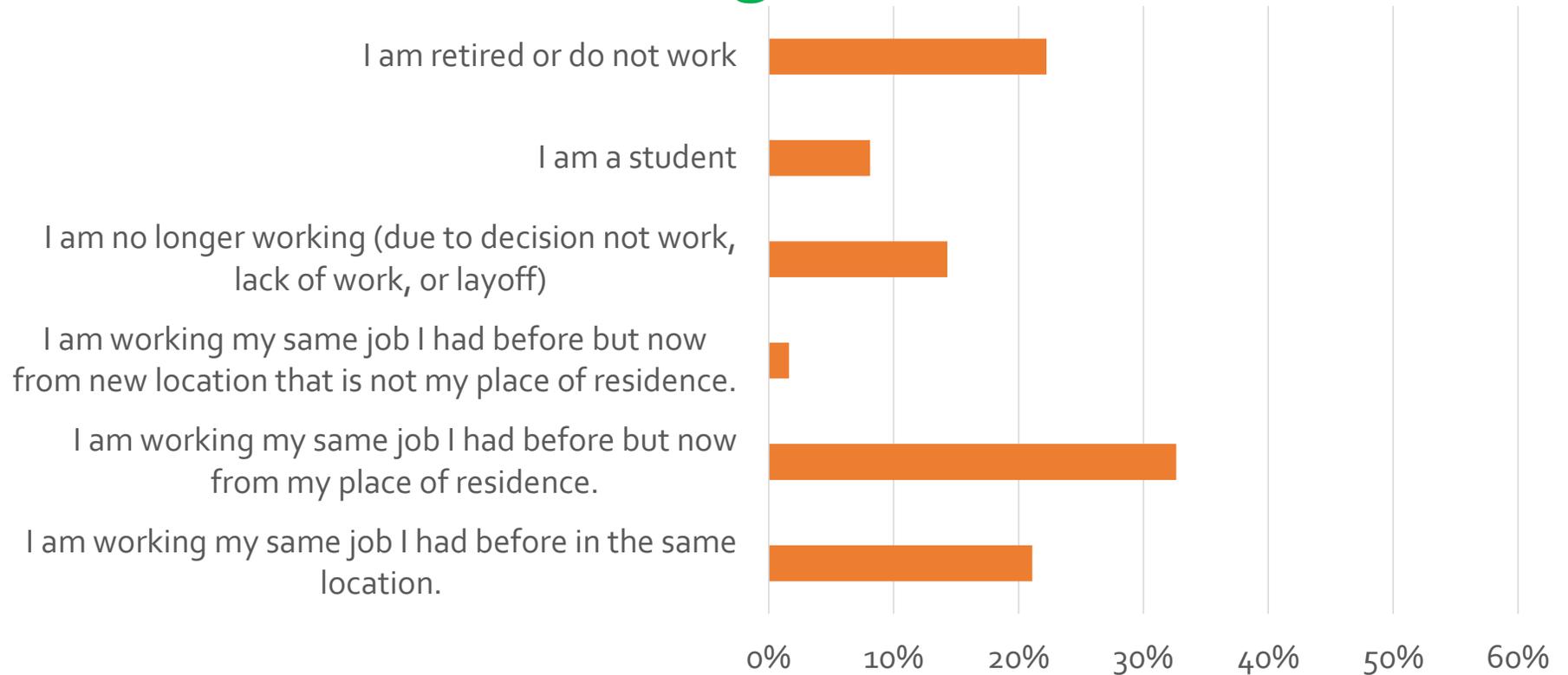


Source: Transportation in Eugene-Springfield Survey during COVID-19, Q19, n=647 (categories are not mutually exclusive)



Preliminary Results : Please do not share, distribute or cite without permission.

Work status - During

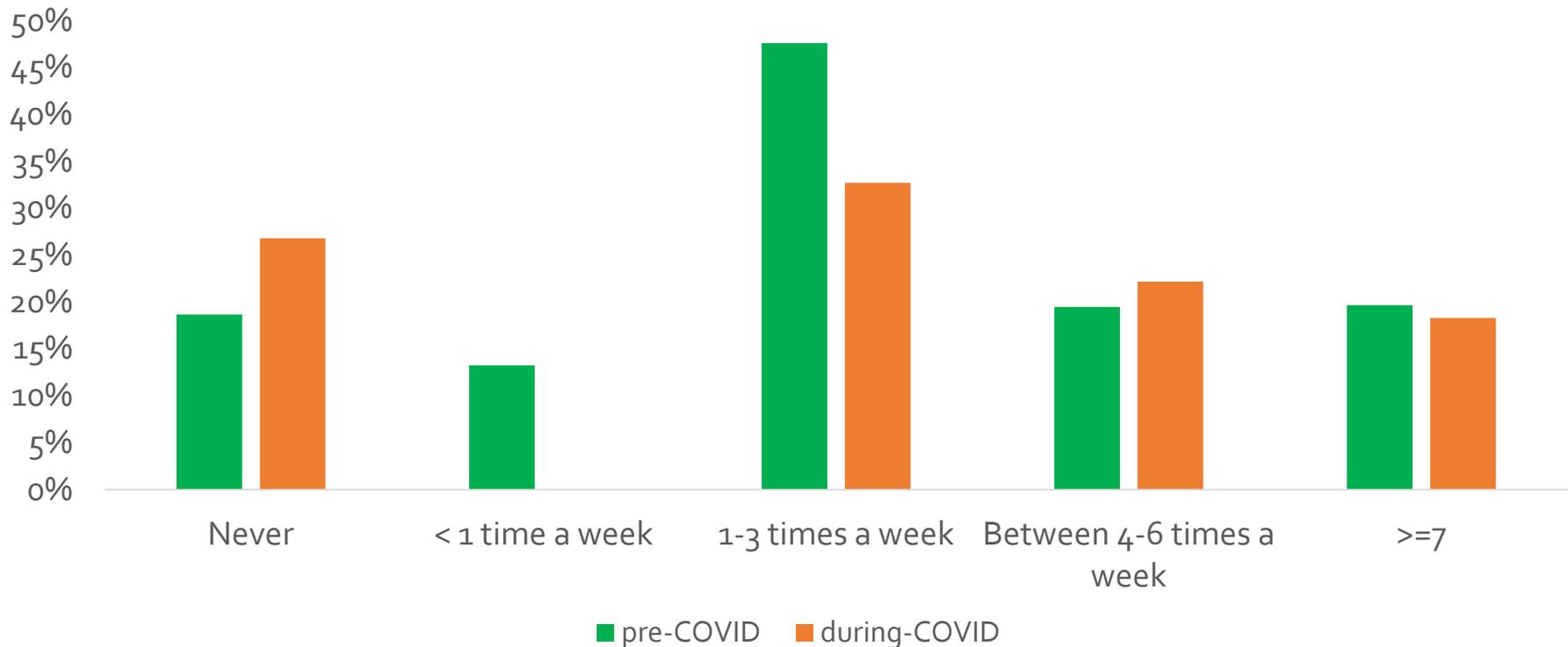


Source: Transportation in Eugene-Springfield Survey during COVID-19, Q19, n=616 (categories are not mutually exclusive)



Preliminary Results : Please do not share, distribute or cite without permission.

Walking or running for recreation

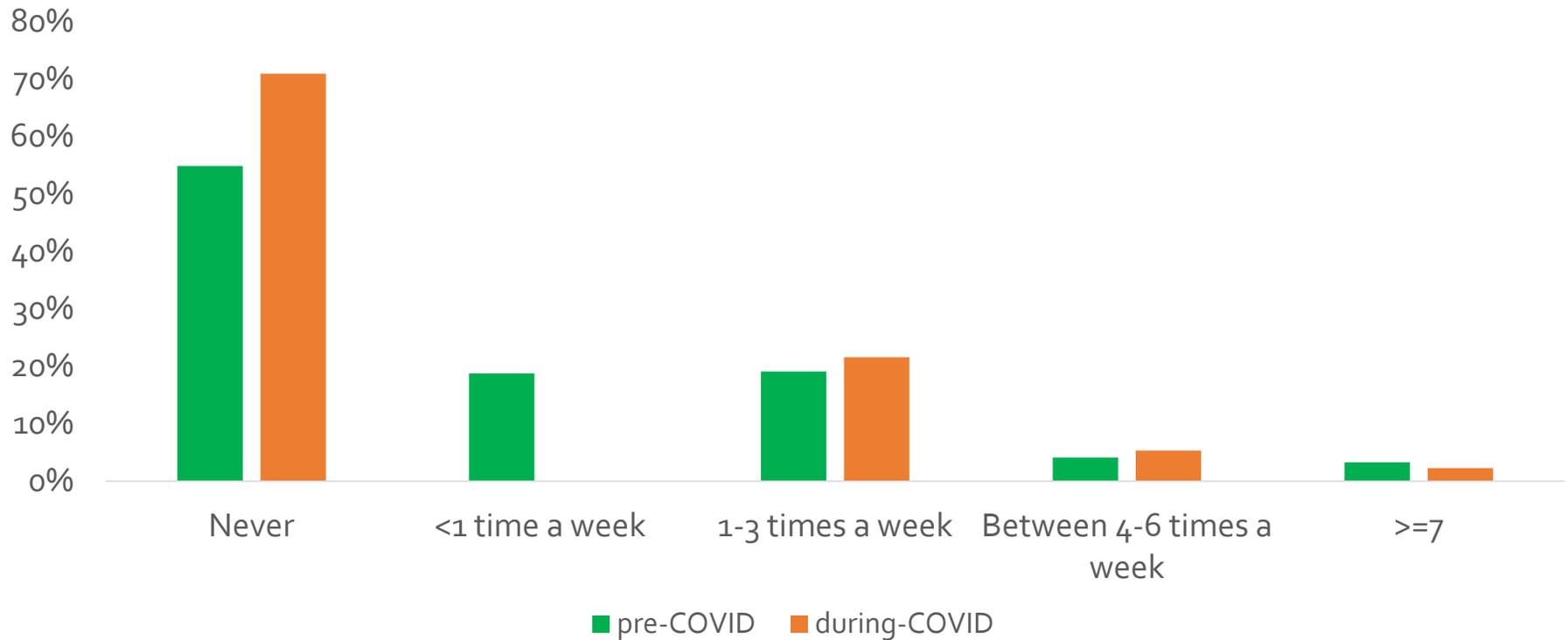


Source: Transportation in Eugene-Springfield Survey during COVID-19, Q14 and Q32, n=591



Preliminary Results : Please do not share, distribute or cite without permission.

Cycling for recreation

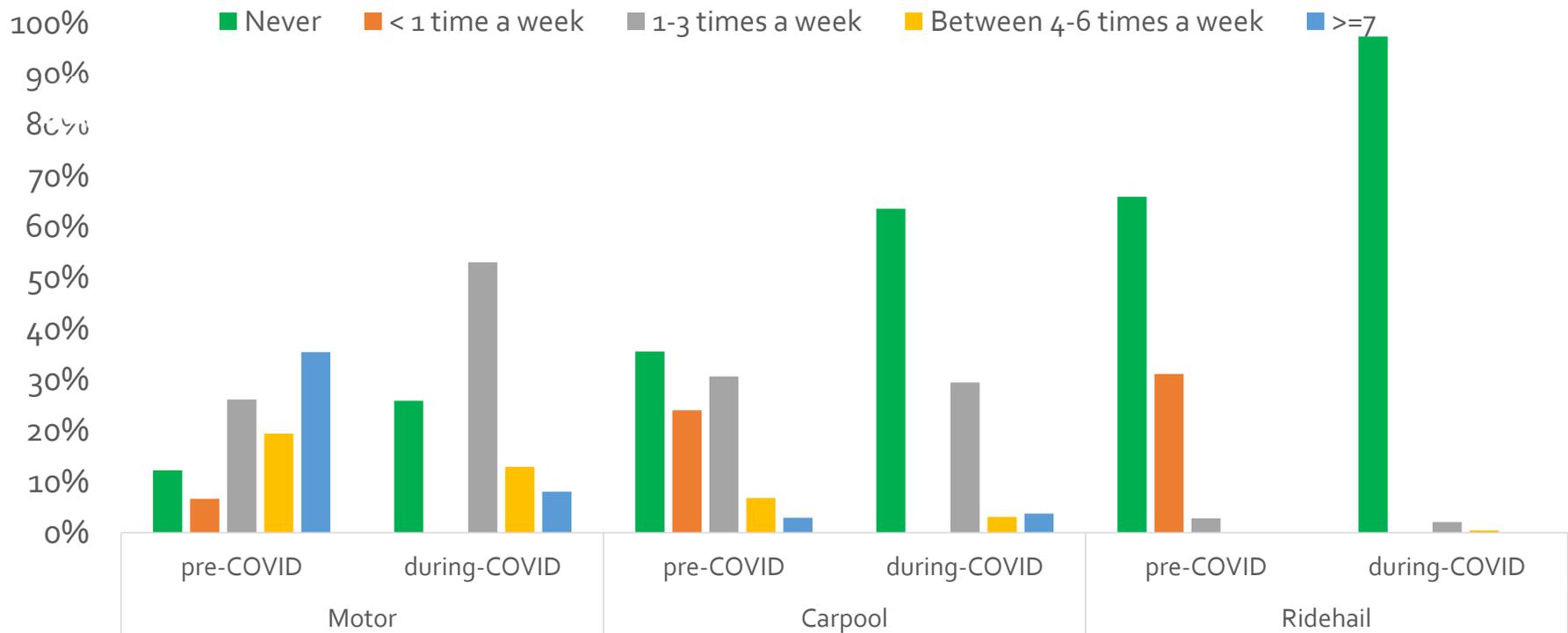


Source: Transportation in Eugene-Springfield Survey during COVID-19, Q14 and Q32, n=582



Preliminary Results : Please do not share, distribute or cite without permission.

Functional Trips (Auto-Based)

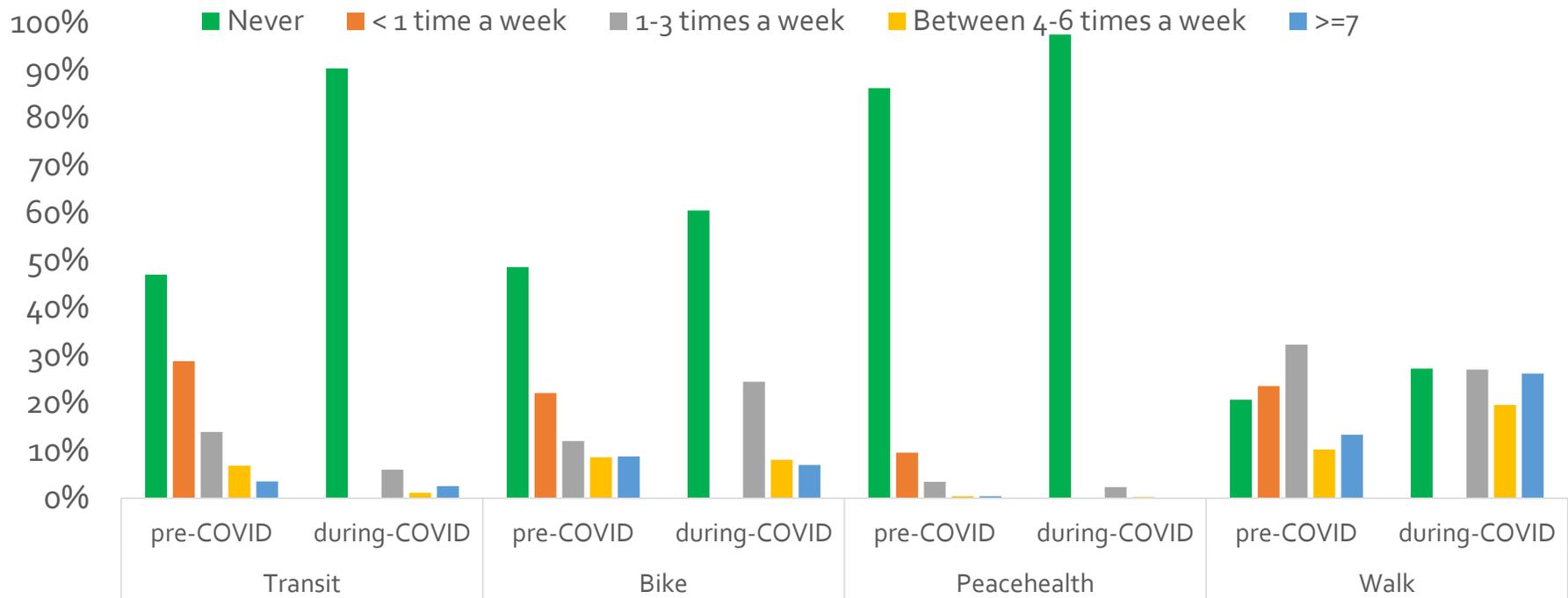


Source: Transportation in Eugene-Springfield Survey during COVID-19, Q18 and 26, n=590



Preliminary Results : Please do not share, distribute or cite without permission.

Functional Trips (non-Auto based)

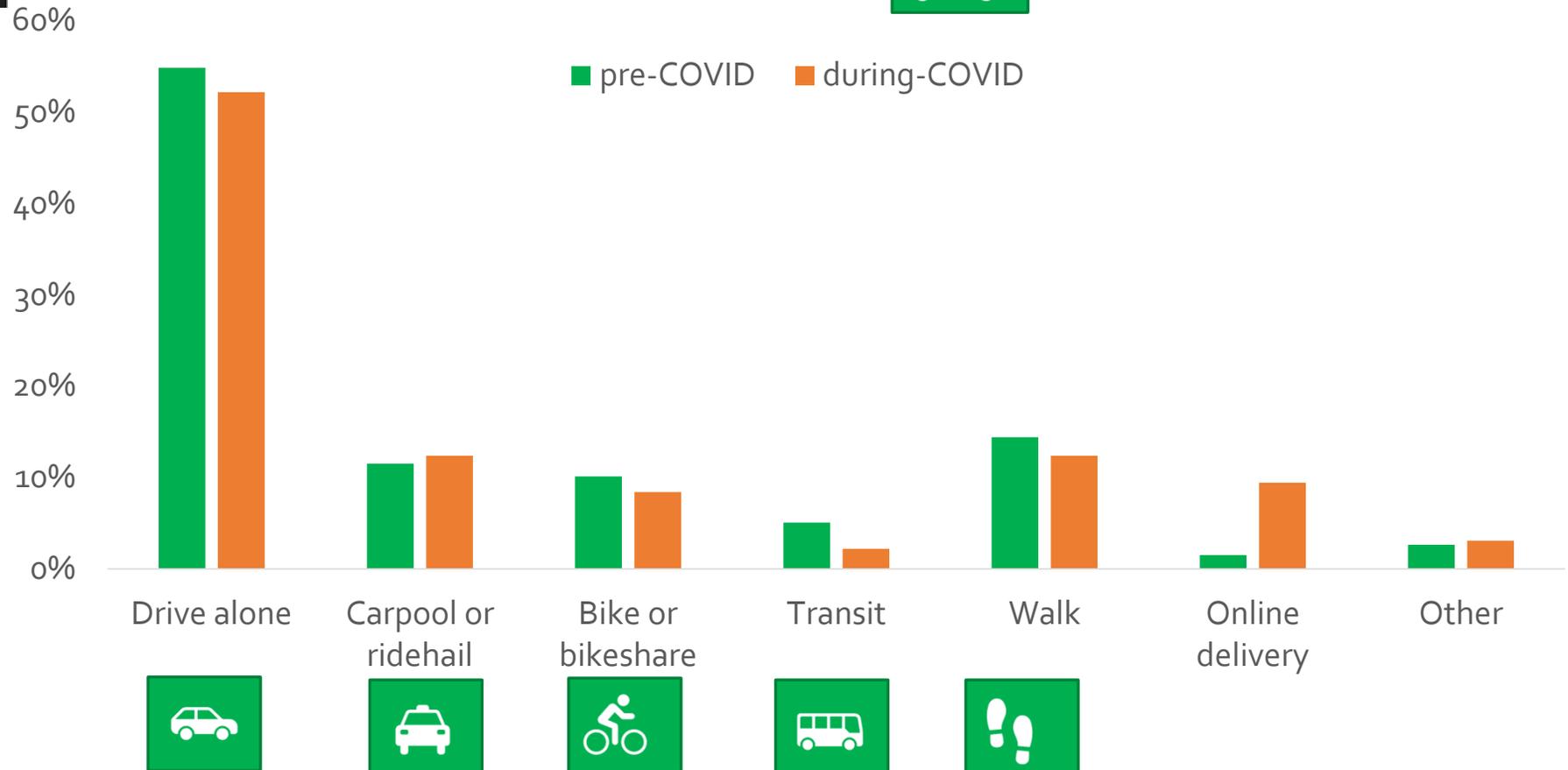


Source: Transportation in Eugene-Springfield Survey during COVID-19, Q18 and 26, n=590



Preliminary Results : Please do not share, distribute or cite without permission.

Travel Mode to Grocery

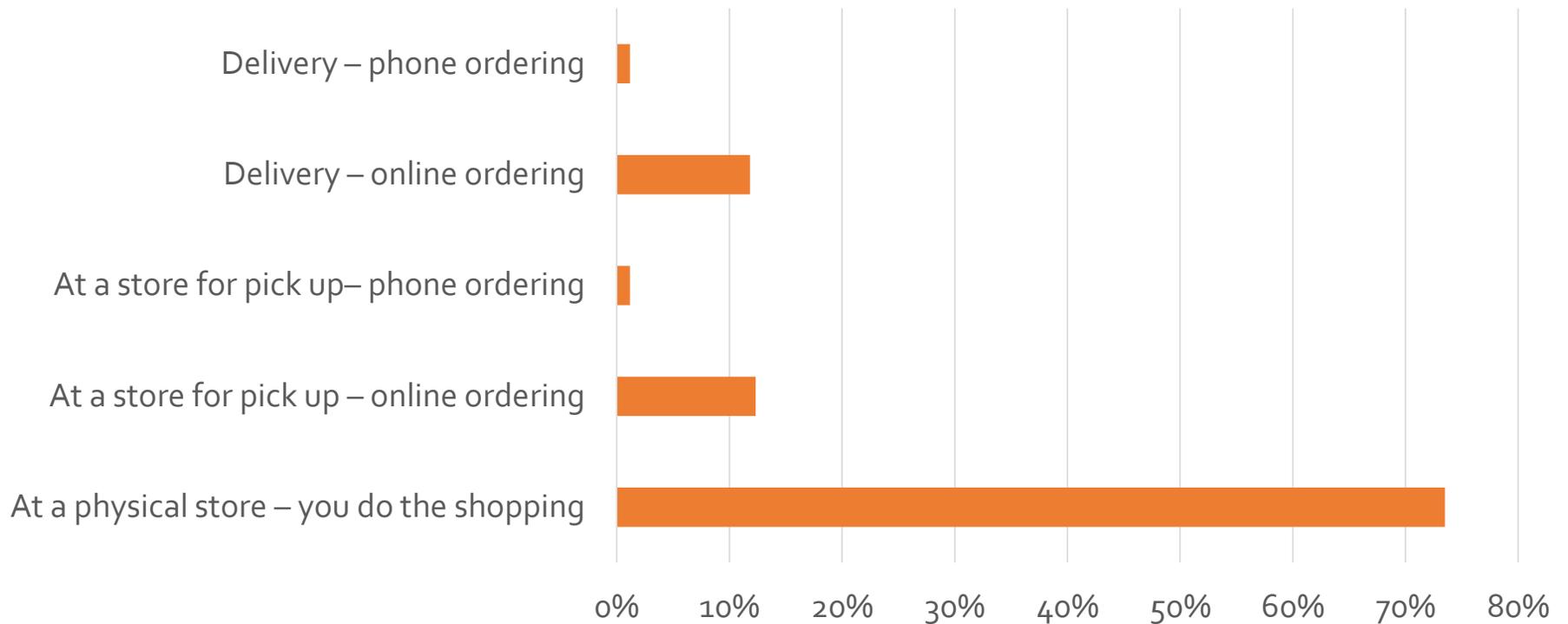


Source: Transportation in Eugene-Springfield Survey during COVID-19, Q8, Q10, Q27 n=610(categories not mutually exclusive)



Preliminary Results : Please do not share, distribute or cite without permission.

Method of Obtaining Groceries

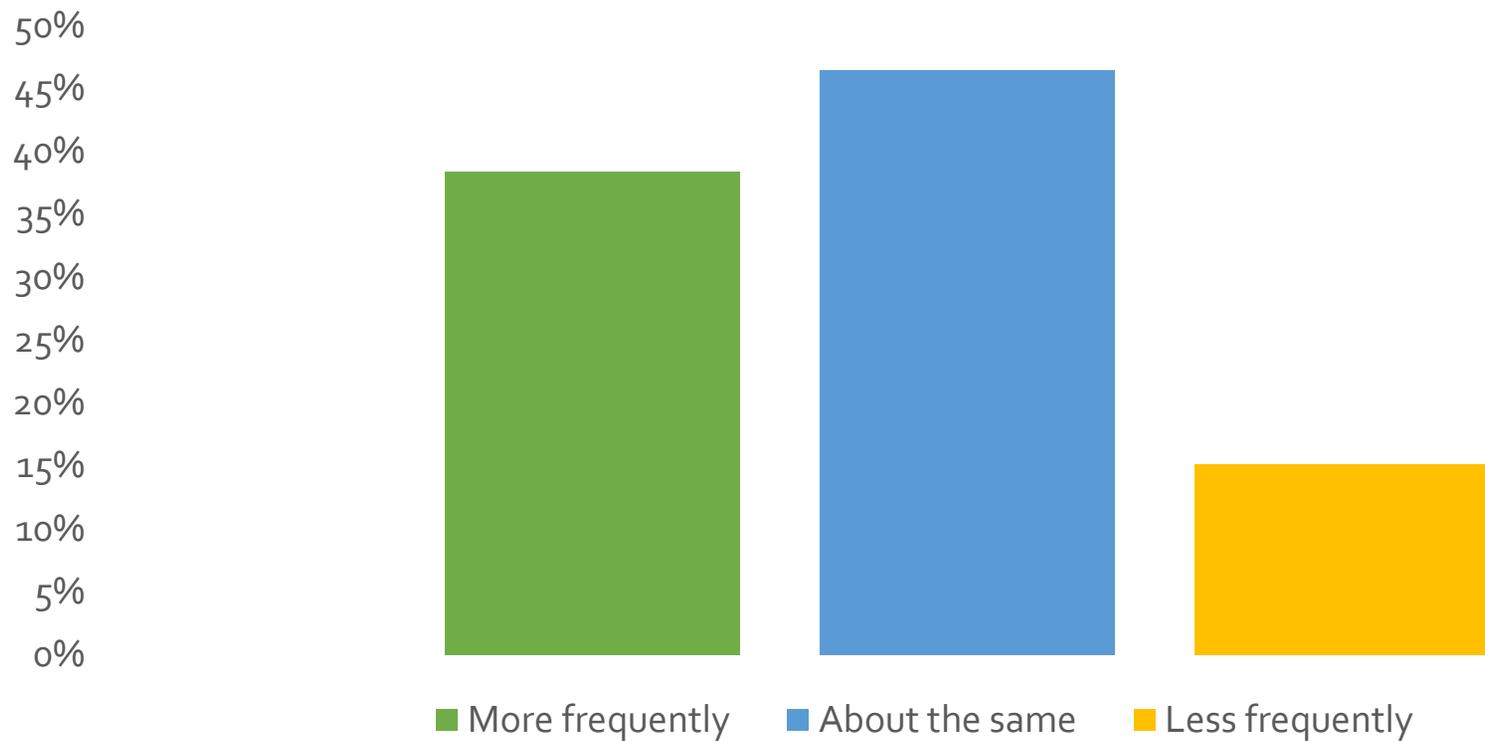


Source: Transportation in Eugene-Springfield Survey during COVID-19, Q28 n=600(categories are not mutually exclusive)



Preliminary Results : Please do not share, distribute or cite without permission.

Trip chaining

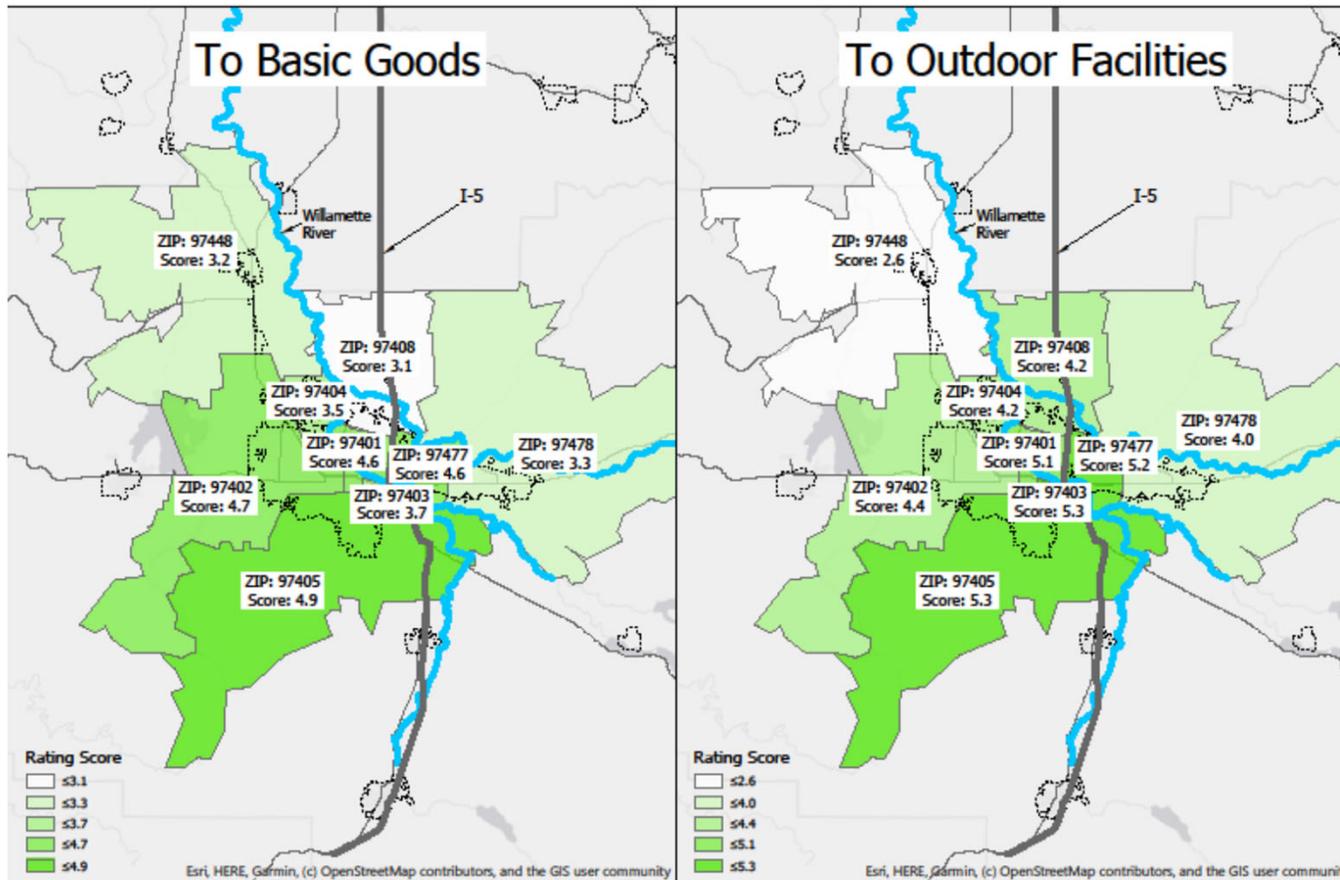


Source: Transportation in Eugene-Springfield Survey during COVID-19, Q31 n=547



Preliminary Results : Please do not share, distribute or cite without permission.

Average Rating Scores for Walking Accessibility From Residences For ZIPs with 8 or more responses



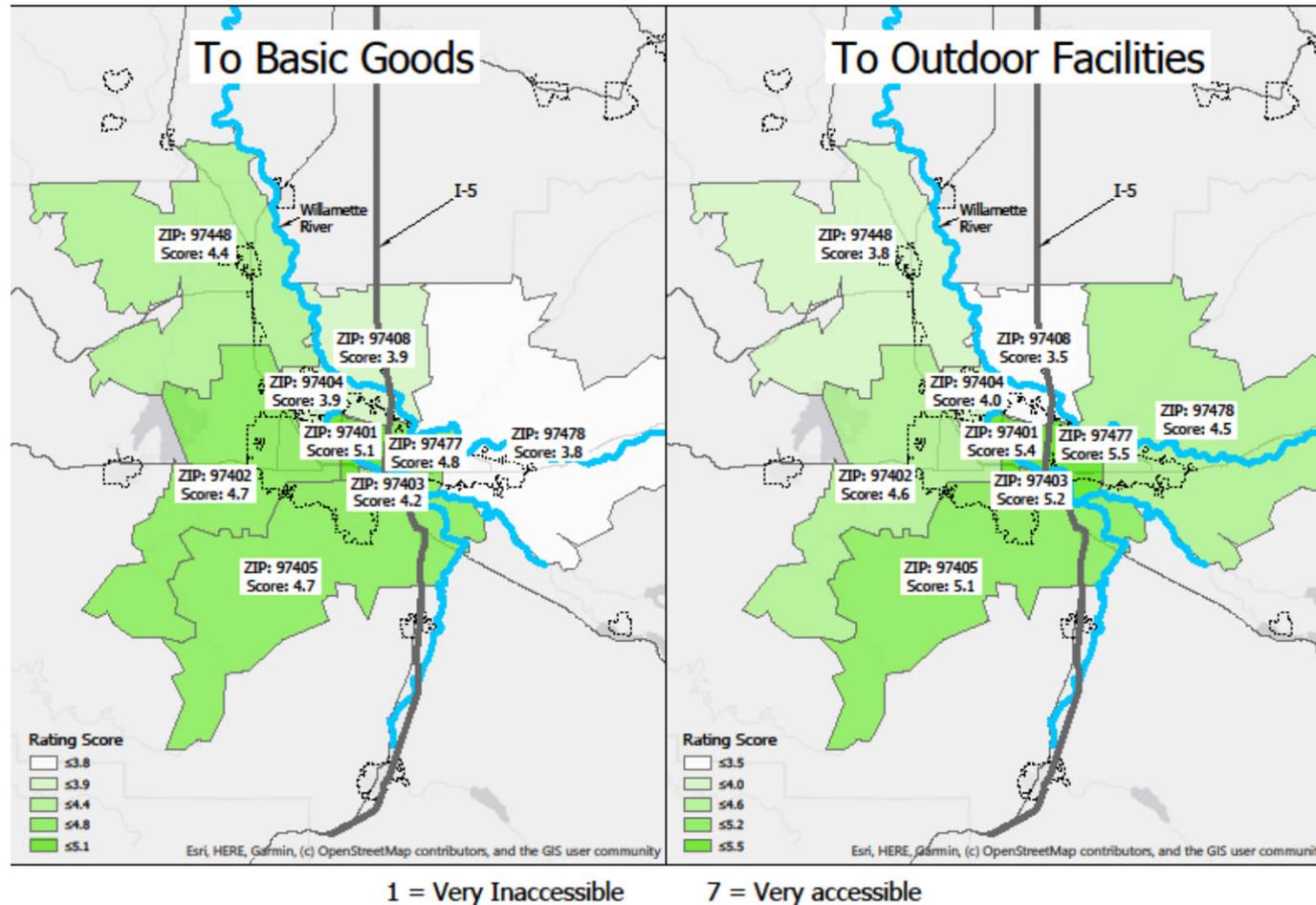
1 = Very Inaccessible 7 = Very accessible



Preliminary Results : Please do not share, distribute or cite without permission.

Average Rating Scores for Biking Accessibility From Residences

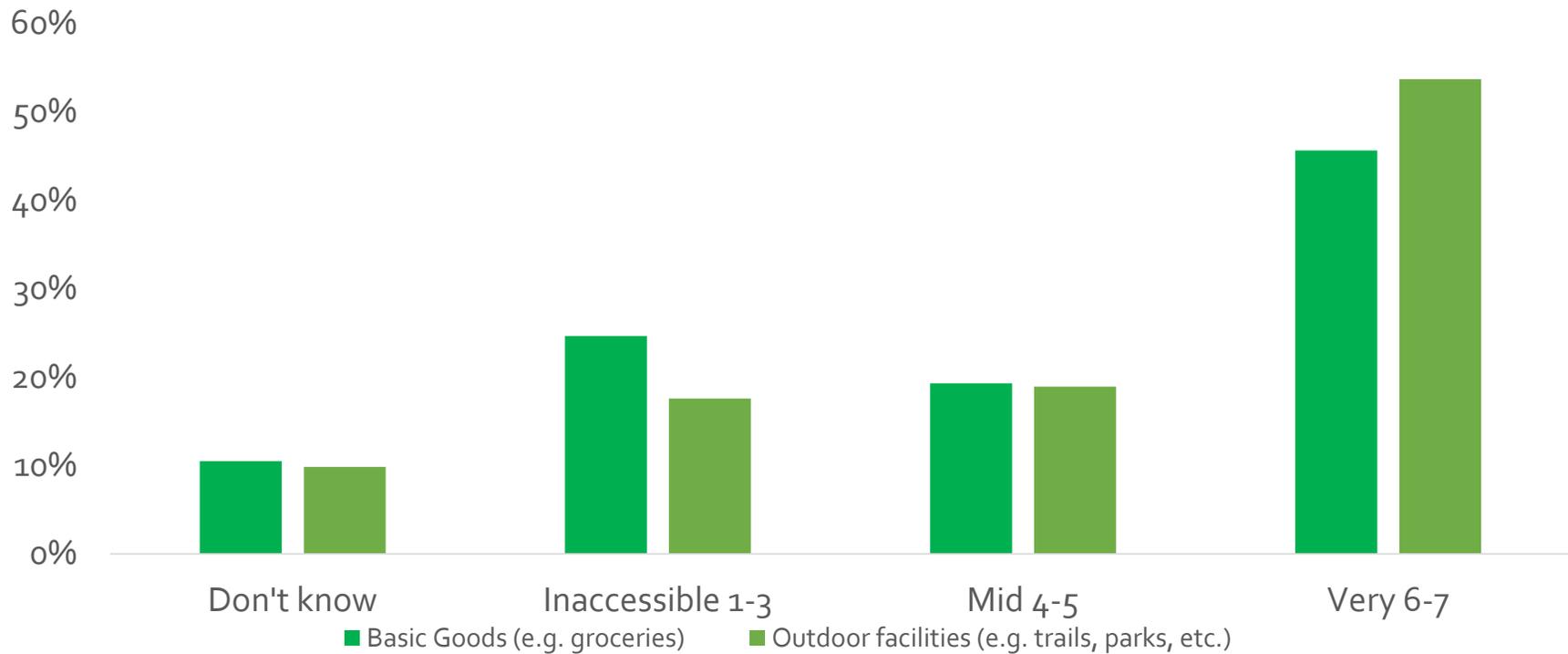
For ZIPs with 8 or more responses





Preliminary Results : Please do not share, distribute or cite without permission.

Perceptions: Accessibility by bike

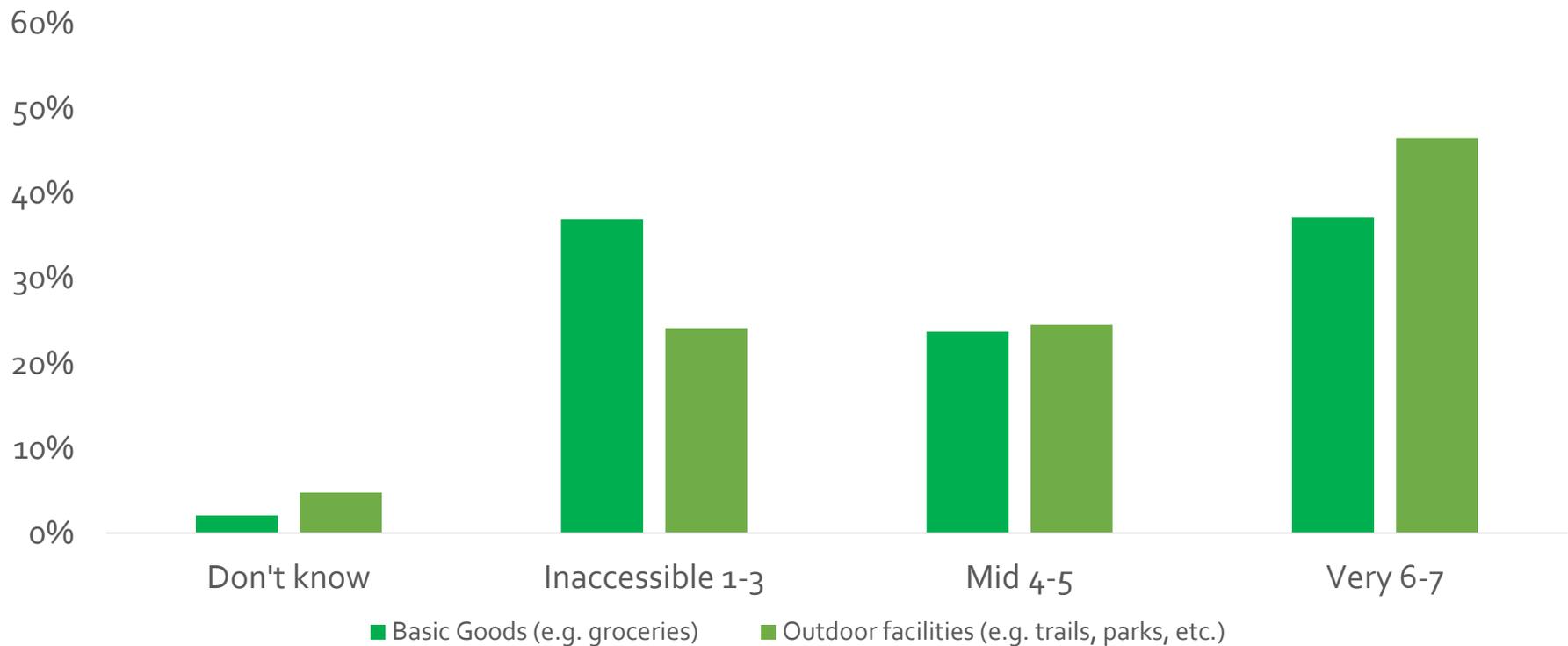


Source: Transportation in Eugene-Springfield Survey during COVID-19, Q40 n=524



Preliminary Results : Please do not share, distribute or cite without permission.

Perceptions: Accessibility by walking



Source: Transportation in Eugene-Springfield Survey during COVID-19, Q68 n=524

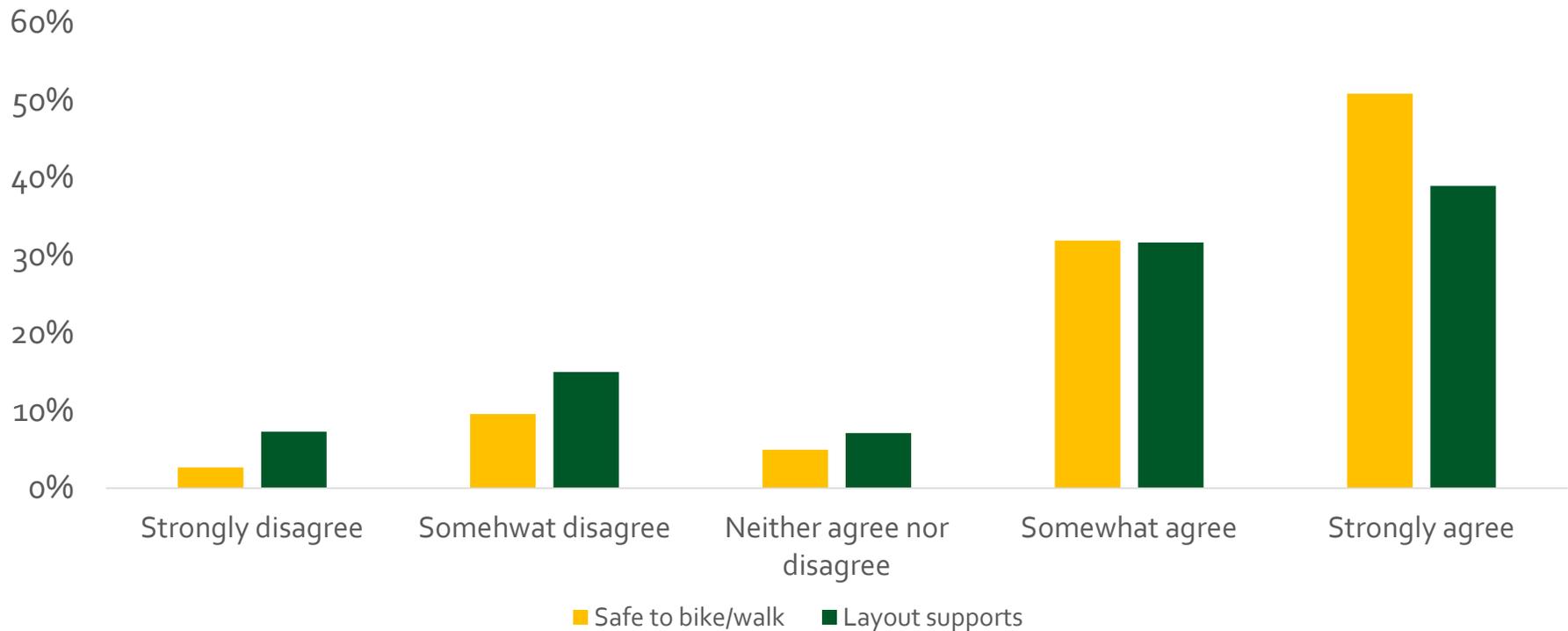
Slide 21

RL1 Rebecca Lewis, 9/30/2020



Preliminary Results : Please do not share, distribute or cite without permission.

Safety and Urban Design

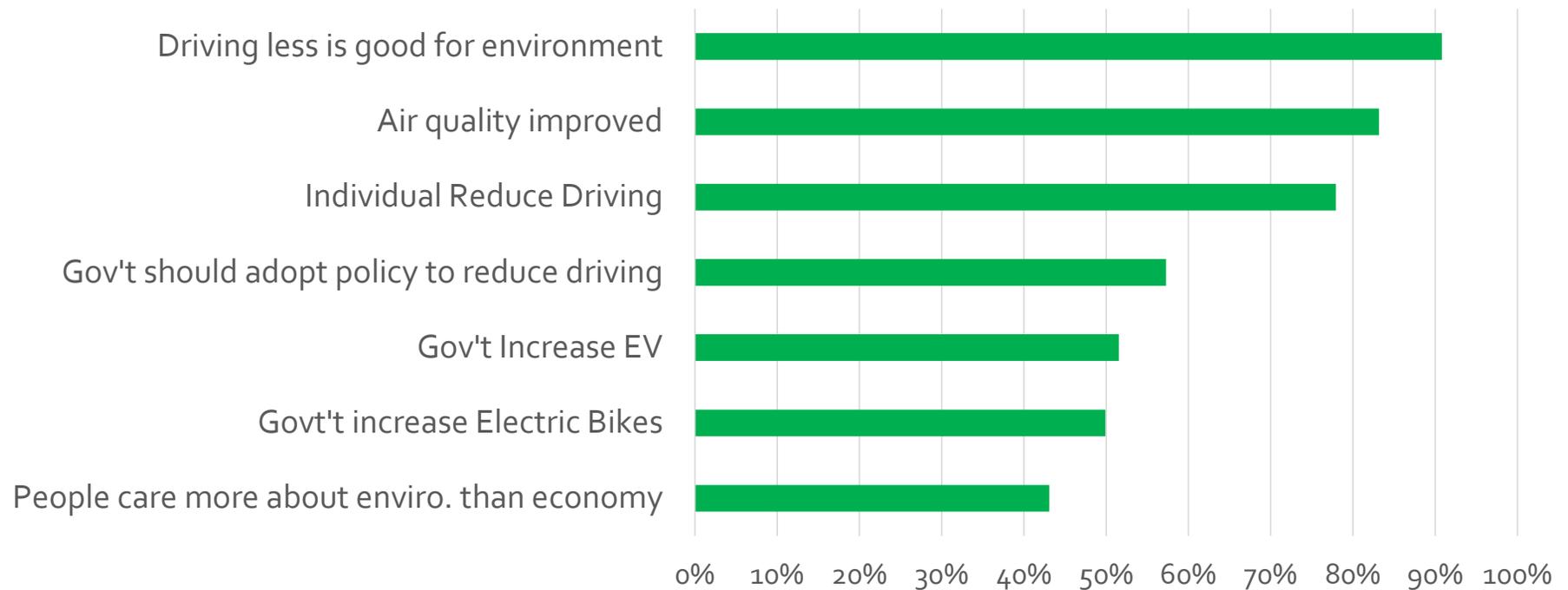


Source: Transportation in Eugene-Springfield Survey during COVID-19, Q4.1 n=524



Preliminary Results : Please do not share, distribute or cite without permission.

I believe that....

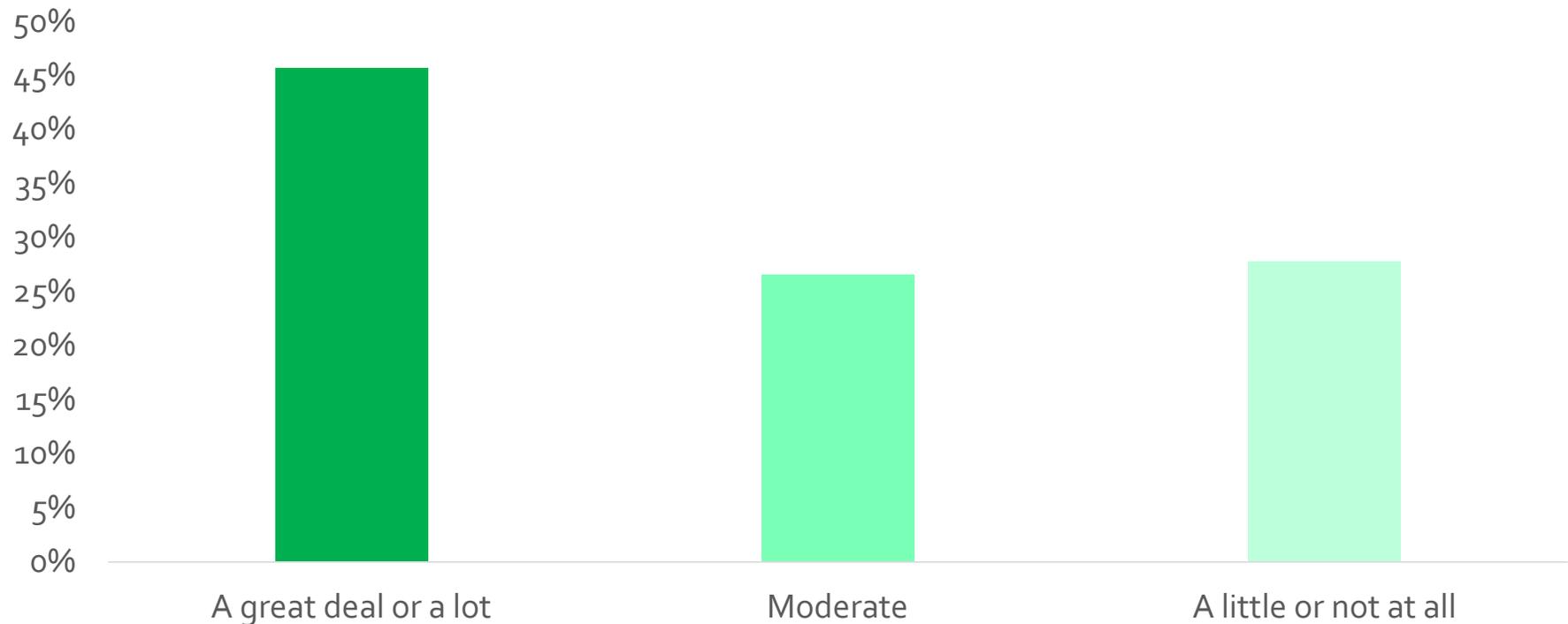


Source: Transportation in Eugene-Springfield Survey during COVID-19, Q42 n=519, Strongly agree + somewhat agree



Preliminary Results : Please do not share, distribute or cite without permission.

Perceptions: Support for policy to reduce driving given change in air quality during stay-at-home

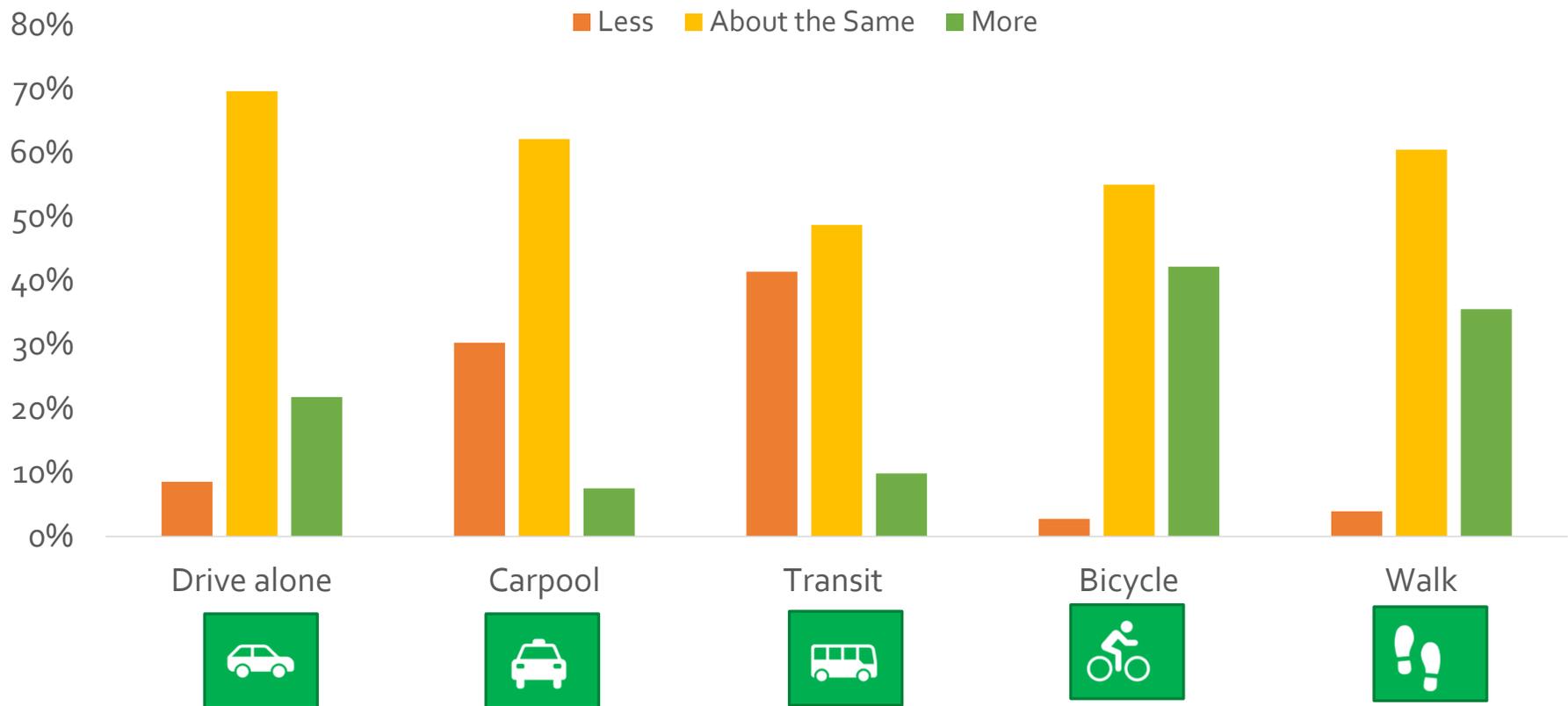


Source: Transportation in Eugene-Springfield Survey during COVID-19, Q42 n=519



Preliminary Results : Please do not share, distribute or cite without permission.

Perceptions: Mode choice in future

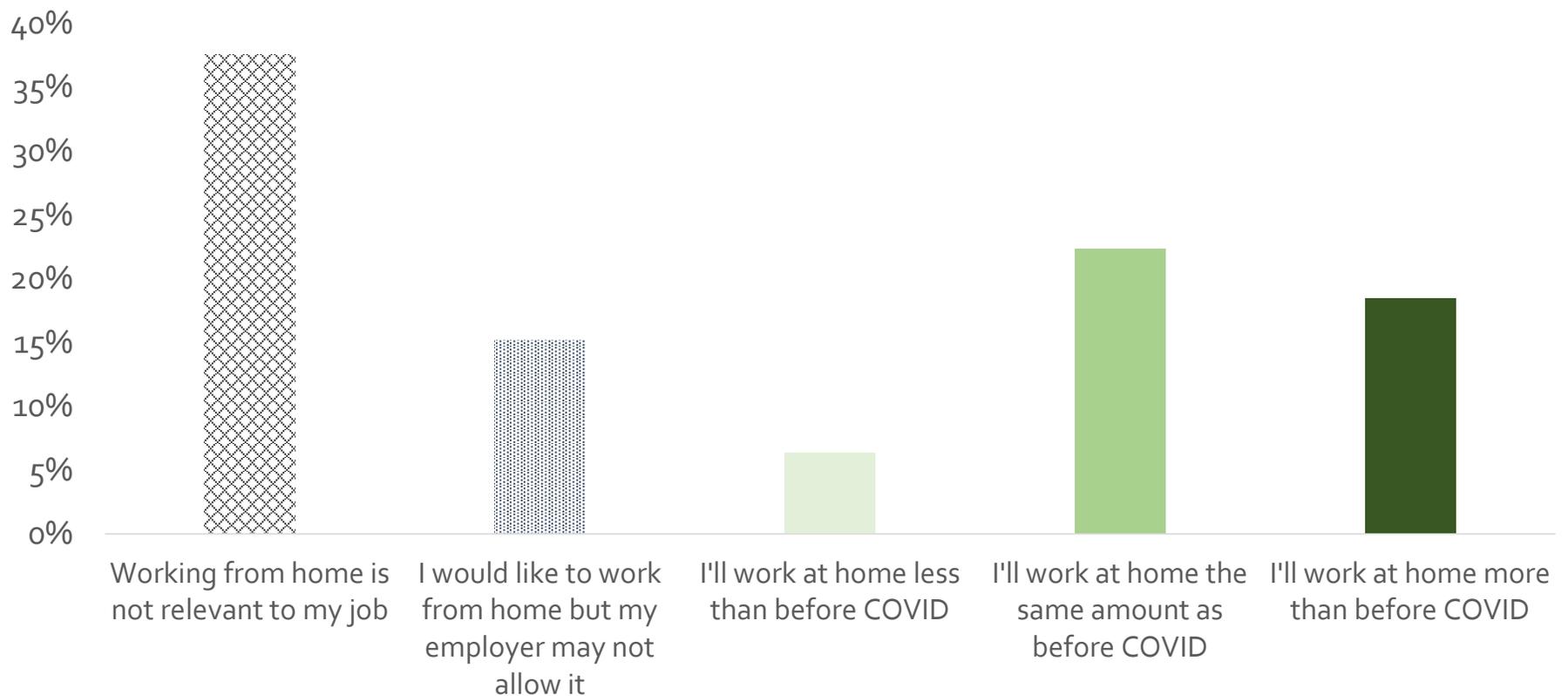


Source: Transportation in Eugene-Springfield Survey during COVID-19, Q44, n=514



Preliminary Results : Please do not share, distribute or cite without permission.

Perceptions: Telecommuting



Source: Transportation in Eugene-Springfield Survey during COVID-19, Q82, n=487

Preliminary Results : Please do not share, distribute or cite without permission.

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Key Themes – Interviews and Focus Groups

- Recreational trips have shifted, fewer far away trips, more trips and time spent directly in the neighborhood.
- More trip-chaining, as well as increased recreational + functional trip chaining
- Modal Shifts: more walking, decreased driving replaced by staying at home, decreased use of transit.
- Concerns about LTD/EmX (using it and schedule changes)
- Variance in comfort with using various forms of transportation to travel
- Feeling closer to neighbors and meeting neighbors they didn't know before
- Employers shift support for working from home



Illustrative Quotes

*"I think one of the things that I've noticed especially now is that we're more centered around this part of our community than we've ever been before. Like, right, so we're in South Eugene, and **there's all the things, it turns out, there's all the things that we need right here, right?** We're close to school, we're close to the grocery store. We're close to a bunch of parks. We're close to like, hiking trails and walking paths. And now... friends from school are nearby..."*

*I don't use transit so much, because the frequency isn't that great. ...and of course currently [with COVID] **it's just not an option.** But I find that I am able to get places much more faster and more conveniently on my bicycle than by riding public transit."*



Preliminary Results : Please do not share, distribute or cite without permission.

29

Key Takeaways

- Shift in commuting behavior, grocery shopping, recreational trips
- Decreased interest in sharing (transit, ridehail, bikeshare) but increased interest in biking and walking
- Mixed perceptions on working from home post-COVID
- Opportunity to encourage employers to allow telework (for jobs where feasible)
- Neighborhood accessibility and safety by biking and walking – highly rated, but important to improving biking and walking
- Respondents illustrate tolerance and acceptance for environmental policy to reduce driving and improve air quality



ODOT Climate Office Update

October 2020

Amanda Pietz

Director, ODOT Climate Office

Why a Climate Office?



Flooding, landslides, and wildfires are only a few signs that Oregon's climate is changing. These events are becoming more frequent and have resulted in road closures, infrastructure damage, and hundreds of staff hours in clean-up. Impacts to the transportation system cost the state hundreds of millions each year and are far reaching to the traveling public and state economy. ODOT recognizes that concerted efforts must be placed on understanding and addressing the impacts of climate change and extreme weather to the transportation system.

Why a Climate Office?



Transportation accounts for the largest share of greenhouse gas (GHG) emissions in the state (around 40%). Increased GHG emissions will only exacerbate the impacts of climate change and efforts are needed to reduce the amount of carbon that comes from the transportation sector. ODOT is committed to implementing the Statewide Transportation Strategy for GHG reduction.

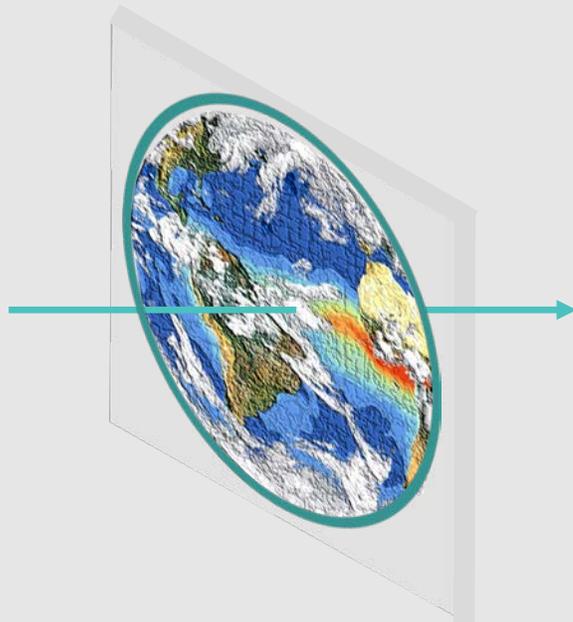


ODOT Climate Office

Charge

Make the transportation system more resilient

Add a
climate lens
to...



...how we

- Plan
- Invest
- Build
- Maintain
- Manage

the transportation system

Environment
Accessibility
Health

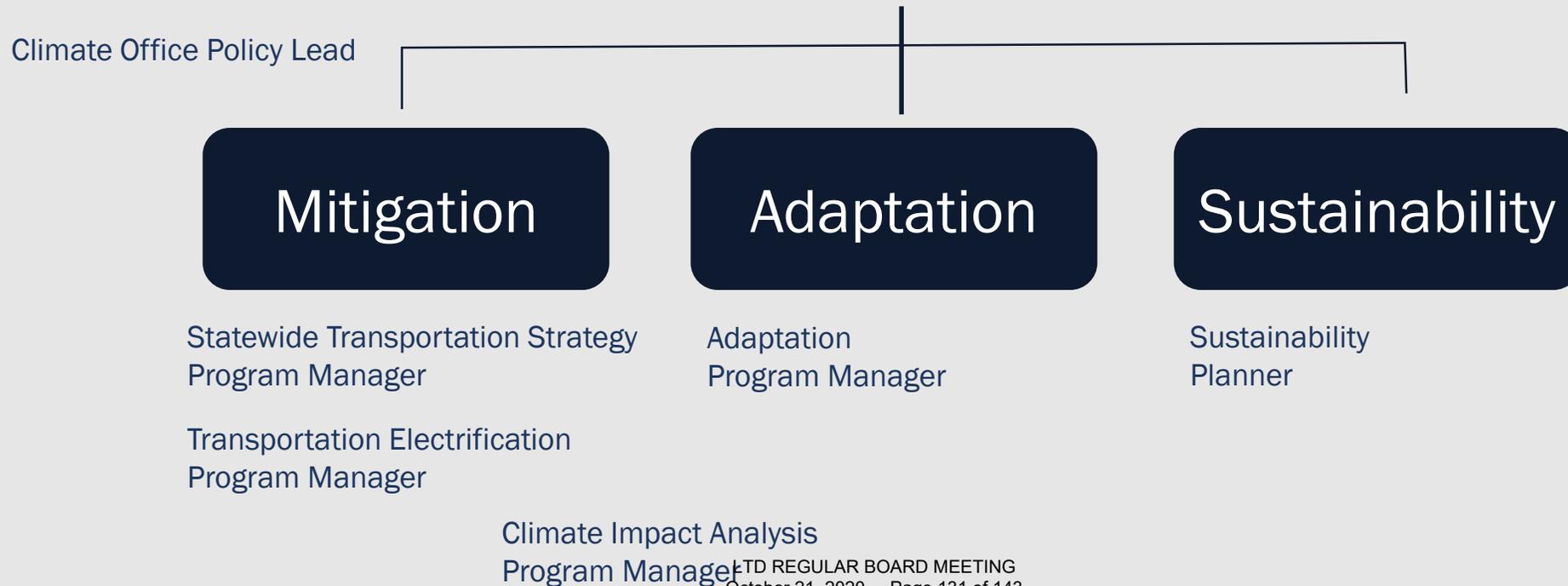


Equity
Safety
Economy

Balance

Reduce transportation-related emissions

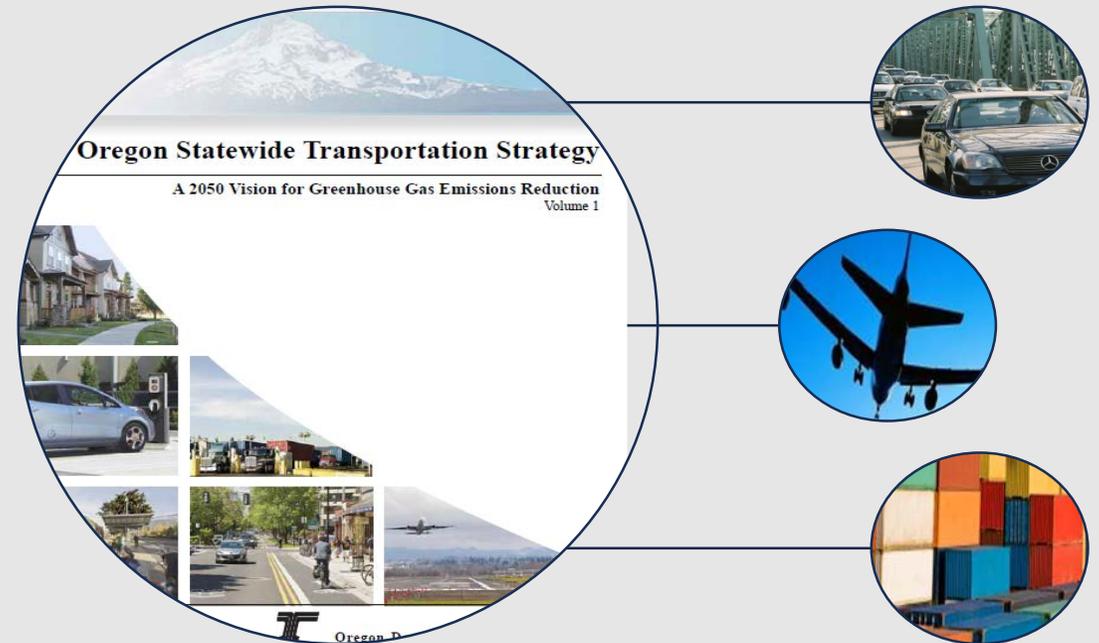
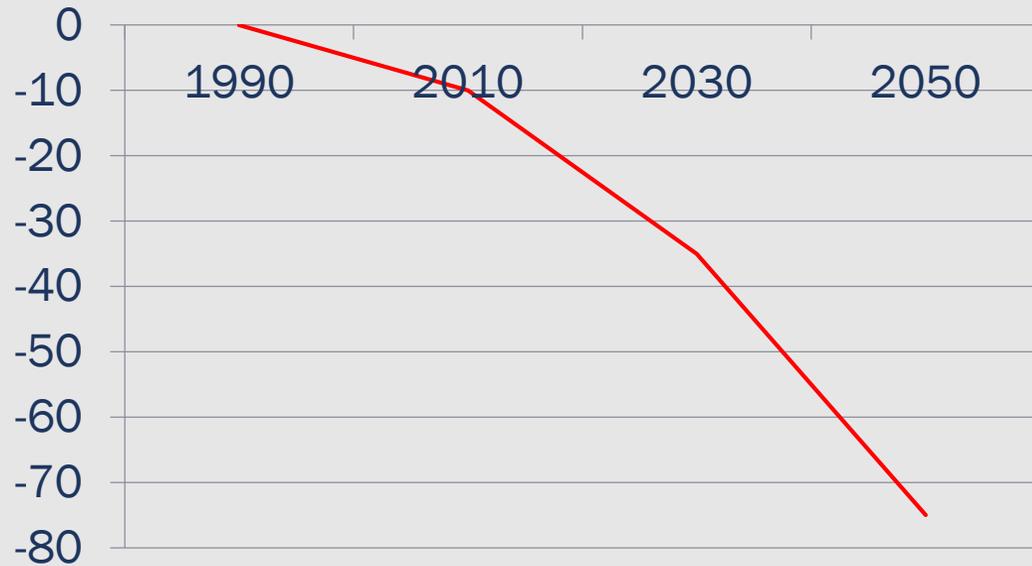
ODOT CLIMATE OFFICE



Mitigation

Statewide Transportation Strategy: A 2050 Vision for GHG Reduction

Oregon GHG Reduction Goals



Mitigation

Getting Back on Track with the STS Vision



Mitigation

Closing the Gap

**Office of the Governor
State of Oregon**

EXECUTIVE ORDER NO. 20-04

DIRECTING STATE AGENCIES TO TAKE ACTIONS TO REDUCE AND REGULATE GREENHOUSE GAS EMISSIONS

WHEREAS, climate change and ocean acidification caused by greenhouse gas (GHG) emissions are having significant detrimental effects on public health and on Oregon's economic vitality, natural resources, and environment; and

WHEREAS, climate change has a disproportionate effect on the physical, mental, financial, and cultural wellbeing of impacted communities, such as Native American tribes, communities of color, rural communities, coastal communities, lower-income households, and other communities traditionally underrepresented in public processes, who typically have fewer resources for adapting to climate change and are therefore the most vulnerable to displacement, adverse health effects, job loss, property damage, and other effects of climate change; and

WHEREAS, climate change is contributing to an increase in the frequency and severity of wildfires in Oregon, endangering public health and safety and damaging rural economies; and

WHEREAS, the world's leading climate scientists, including those in the Oregon Climate Change Research Institute, predict that these serious impacts of climate change will worsen if prompt action is not taken to curb emissions; and

WHEREAS, the Intergovernmental Panel on Climate Change has identified limiting global warming to 2 degrees Celsius or less as necessary to avoid potentially catastrophic climate change impacts, and remaining below this threshold requires accelerated reductions in GHG emissions to levels at least 80 percent below 1990 levels by 2050; and

WHEREAS, Oregon, as a member of the U.S. Climate Alliance, has committed to implementing policies to advance the emissions reduction goals of the international Paris Agreement; and

WHEREAS, GHG emissions present a significant threat to Oregon's public health, economy, safety, and environment; and

Implement the STS

Identify cross-agency actions

ODOT
DLCD
DOE
DEQ

EVERY MILE COUNTS

Reducing Greenhouse Gas Emissions from Transportation in Oregon

One of the best ways to reduce the carbon emissions that cause climate change is to **modify the way we travel**. Oregon is developing strategies and designs to encourage cleaner ways of getting from Point A to Point B, including increasing public transit options, promoting land use that encourages walking and biking, and supporting cleaner fuel options for driving.

KEY OBJECTIVES
Reduce Vehicle Miles Traveled Per Capita
Support Use of Cleaner Vehicles and Fuels
Consider Greenhouse Gas Emissions in Decision-Making

PRIORITY ACTIONS
Transportation electrification. Expand electric vehicle rebate program, identify needed charging infrastructure.
Cleaner fuels. Expand market-based Clean Fuels Program, providing data and information on the use of cleaner alternative fuels for freight trucks, and developing a roadmap and strategy to support alternative fuel adoption.
Transportation options. Explore employer options to reduce driving, such as telecommuting, parking regulations, and employee incentives.
Local greenhouse gas reduction planning. Plan and build cities where Oregonians can walk, bike, and take transit to get where they need to go.

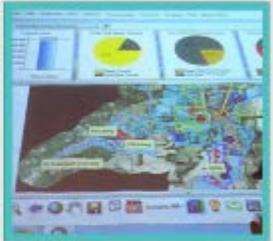
Reduce GHG Emissions



Reduce VMT Per Capita

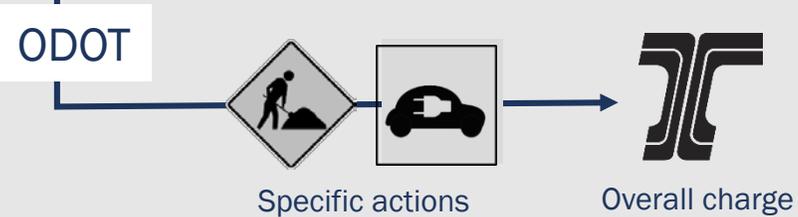


Clean Vehicles and Fuels



GHG Emissions in Decision-Making

Integrate Climate Justice and Equity Considerations



Mitigation

EO 20-04 Specific Actions



Transportation Electrification Infrastructure Needs Analysis

- Hire a consultant
- Use an advisory committee
 - Take public comments
- Focus on light vehicles with consideration of all modes
- Give special attention to equity considerations and rural areas
- Finish by June 30, 2021



Mitigation

EO 20-04 Specific Actions

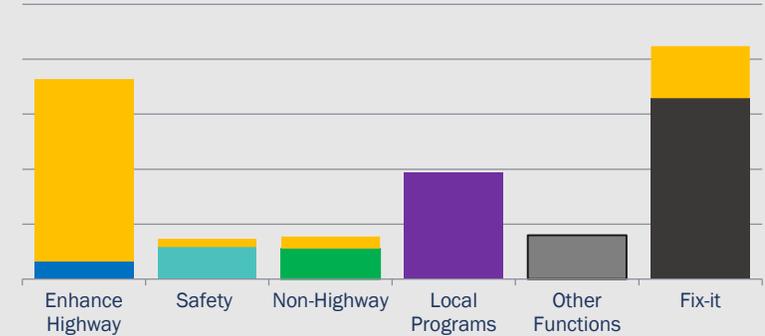


Add GHG Lens to Project Selection

- Phase 1: Inform funding allocation
 - Apply to 2024-2027 STIP
- Phase 2: Support project selection
 - Test and iterate
 - Engage stakeholders on methods
- Phase 3: Report on outcome of STIP projects



Department Report - Attachment 2
 Examine how different levels of investment impact GHG emissions and other outcomes



Desired Outcome	Baseline	Scenario 1	Scenario 2
➤ Congestion Relief	○	○	○
➤ Multi-Modal	○	○	○
➤ Equity	○	○	○
➤ Safety	○	○	○
➤ Climate Mitigation	○	○	○
➤ Climate Adaptation	○	○	○
➤ Preservation	○	○	●



Mitigation

Overall Charge and Every Mile Counts

Statewide Transportation Strategy



Cleaner Vehicles and Fuels



ODOT Led

Transportation
Electrification
Infrastructure Needs
Analysis

*Clean Fuels
Truck Fuel Study
Truck Regulations*

DEQ Led

Pricing



OReGO, road user fee, tolling

System Operations



DEQ Led

Statewide Trip
Reduction Policy

telecommuting

Transportation Options



Increase investment in bike, walk, transit

Land Use



DLCD Led

Local GHG Reduction
Planning

Mitigation

Overall Charge

Low-carbon construction



Performance Measures



Implementation Plan



Adaptation – Wildfires, extreme precipitation, and sea level rise



- Vulnerability Assessment
- Adaptation Roadmap
- Policy Support

Sustainability



- Energy Efficiency and High Performance Buildings
- Alternative Vehicles and Fleet Fuels
- Water Conservation
- Materials Management/ Recycling
- Oregon Solar Highway Program

Questions?

ODOT Climate Office Website: <https://www.oregon.gov/odot/Programs/Pages/Climate-Office.aspx>



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Kat Silva
Adaptation Program Manager
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Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
September 30 - Special Board Meeting Materials Deadline: September 25			Time (minutes)				
Ridership and Operations Update		Tom Schwetz	20				
			TOTAL TIME (30 minute max)				
			20				
October 14 - Special Board Meeting Materials Deadline: October 5			Time (minutes)				
Ridership and Operations Update		Tom Schwetz	30				
Executive (non-public) Session Pursuant to "ORS 192.660(2)(f) To consider information and records that are exempted by law from public inspection"			60				
			TOTAL TIME (30 minute max)				
			90				
October 21 - Regular Board Meeting Materials Deadline: September 30			Time (minutes)	Canceled: October 21 Board Work Session Materials Deadline: September 30			Time (minutes)
Introductory Items			15	Mobility as a Service	Requested at December Board Retreat	Mark Johnson	30
Employee of the Month		Board President	5	Public Meeting Law Training	Requested at December Board Retreat	Kristin Denmark	60
Public Hearing: Community Investment Plan		Christina Shew	20				
Board Member Reports		Camille Gandolfi	10				
Items for Action:				TOTAL TIME (60 - 120 minute max)			90
Consent Calendar:			5				
1	Minutes of the August 19, 2020, Board Work Session	Camille Gandolfi					
2	Minutes of the August 19, 2020, Regular Board Meeting	Camille Gandolfi					
3	Minutes of the September 2, 2020, Special Board Meeting	Camille Gandolfi					
4	Minutes of the September 16, 2020, Regular Board Meeting	Camille Gandolfi					
5	Minutes of the September 22, 2020, Special Board Meeting	Camille Gandolfi					
6	Minutes of the September 30, 2020, Special Board Meeting	Camille Gandolfi					
7	Delegated Authority Report – September	Collina Beard					
8	Contract No. 2020-154: Dell	Cory Graham					
9	Contract No. 2020-158: TransTrack	Harry Singer					
Adoption: LTD 2020-21 Discretionary STIF Program Projects authorize sale of surplus real property (Hunsaker)							
			10				
Items for Information/Discussion:							
UO Alert Level Framework Presentation							
Written Reports:							
Monthly Financial Report							
Monthly Cash Disbursements							
Monthly Performance Reports							
Monthly Department Reports							
American Bus Benchmarking (ABBG)							
Executive Session:							
			TOTAL TIME (120 minute max)				
			65				
October 28 - Special Board Meeting Materials Deadline: October 5			Time (minutes)				
GM Annual Review		Director Yeh	90				
			TOTAL TIME (30 minute max)				
			90				
November 4 - Special Board Meeting Materials Deadline: October 26			Time (minutes)				
Ridership and Operations Update		Tom Schwetz	20				
			TOTAL TIME (30 minute max)				
			20				
November 18 - Regular Board Meeting Materials Deadline: October 28			Time (minutes)	TENTATIVE: November 18 Work Session Materials Deadline: October 28			Time (minutes)
Introductory Items			15	evaluating weekly metrics and possibly setting guidance/policy for goals/ranges			60
Employee of the Month		Board President	5				
Public Hearing:							
Board Member Reports		Camille Gandolfi	10				
Items for Action:							
Consent Calendar:			5	TOTAL TIME (60 - 120 minute max)			60
1	Minutes from the October 16, 2020, Regular Board Meeting	Camille Gandolfi					
2	Delegated Authority Report – October	Collina Beard					



AGENDA ITEM SUMMARY

DATE OF MEETING: October 21, 2020

ITEM TITLE: COMMITTEE MEMBER APPOINTMENT–STATEWIDE TRANSPORTATION IMPROVEMENT FUND (STIF) ADVISORY COMMITTEE

PREPARED BY: Aurora Jackson, General Manager

DIRECTOR: N/A

ACTION REQUESTED: Adoption

PURPOSE: To request that the Board approve the appointment of the below noted applicants to the STIF Advisory Committee.

ROLE OF THE BOARD: The Board's role in this instance is to adopt a committee member seat appointment.

HISTORY: The STIF Committee currently has two (2) vacancies that need filled and one additional member to be appointed. The applications for the proposed members are attached for reference.

CONSIDERATIONS: It is the goal of the District to maintain diverse representation on all advisory committees. Staff believe that the proposed applicants support enhancing the diversity of voices on the STIF Advisory Committee.

ALTERNATIVES:

- Maintain the seats as vacant and request that alternate membership be considered.
- Delay appointment of committee membership to a future meeting.

NEXT STEPS: Following the Board's decision staff will take the appropriate action.

SUPPORTING DOCUMENTATION:

- 1) Member Applications
- 2) Resolution No. 2020-10-21-063

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-10-21-063:

It is hereby resolved that the LTD Board of Directors approves the appointment of the proposed applicants to the STIF Advisory Committee.



LTD RESOLUTION NO. 2020-10-21-063

MEMBER APPOINTMENT TO THE STATE TRANSPORTATION IMPROVEMENT FUND (STIF) ADVISORY COMMITTEE

WHEREAS, OAR 732-040-0030 requires LTD ('District') to appoint a State Transportation Improvement Fund (STIF) Advisory Committee;

WHEREAS, the purpose of the Advisory Committee is to advise and assist the District in carrying out the purposes of the State Transportation Improvement Fund and prioritizing Projects to be funded by STIF moneys received by the District;

WHEREAS, The rules in chapter 732, divisions 40, 42, and 44 establish the procedures and requirements of the Public Transit Division for the administration of the State Transportation Improvement Funds;

WHEREAS, the Advisory Committee members are required to meet one of the following criteria:

- a. local governments, including land use planners;
- b. public transportation service providers;
- c. non-profit entities which provide public transportation services;
- d. neighboring public transportation service providers;
- e. employers;
- f. public health, social and human service providers;
- g. transit users;
- h. transit users who depend on transit for accomplishing daily activities;
- i. individuals age 65 or older;
- j. people with disabilities;
- k. low-income individuals;
- l. social equity advocates;
- m. environmental advocates;
- n. bicycle and pedestrian advocates;
- o. people with limited English proficiency;
- p. educational institutions; or,
- q. major destinations for users of public transit;

WHEREAS, the Committee must also include at least one member who is a member of or represents each of the following three groups:

- a. low-income individuals;
- b. individuals age 65 or older or people with disabilities; and
- c. Public Transportation Service Providers or non-profit entities which provide public transportation services; and,

WHEREAS, the Committee must also include members from both within and outside LTD's boundaries.

NOW, THEREFORE, BE IT RESOLVED that the LTD Board of Directors passes a Resolution appointing the following individuals to the State Transportation Improvement Fund (STIF) Advisory Committee:

- David Reesor
- Josh Kashinsky
- Phillip Shim-Hue

Date

Carl Yeh, President
LTD Board of Directors



AGENDA ITEM SUMMARY

DATE OF MEETING: October 21, 2020

ITEM TITLE: COMMITTEE MEMBER APPOINTMENT–STATEWIDE TRANSPORTATION IMPROVEMENT FUND (STIF) ADVISORY COMMITTEE

PREPARED BY: Aurora Jackson, General Manager

DIRECTOR: N/A

ACTION REQUESTED: Adoption

PURPOSE: To request that the Board approve the appointment of the below noted applicants to the STIF Advisory Committee.

ROLE OF THE BOARD: The Board's role in this instance is to adopt a committee member seat appointment.

HISTORY: The STIF Committee currently has two (2) vacancies that need filled and one additional member to be appointed. The applications for the proposed members are attached for reference.

CONSIDERATIONS: It is the goal of the District to maintain diverse representation on all advisory committees. Staff believe that the proposed applicants support enhancing the diversity of voices on the STIF Advisory Committee.

ALTERNATIVES:

- Maintain the seats as vacant and request that alternate membership be considered.
- Delay appointment of committee membership to a future meeting.

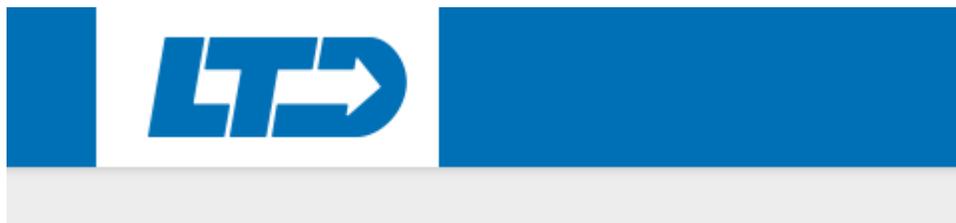
NEXT STEPS: Following the Board's decision staff will take the appropriate action.

SUPPORTING DOCUMENTATION:

- 1) Member Applications
- 2) Resolution No. 2020-10-21-063

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-10-21-063:

It is hereby resolved that the LTD Board of Directors approves the appointment of the proposed applicants to the STIF Advisory Committee.



Employment Application | Submitted: 02-Oct-2020

AAA

David Reesor

Volunteer Committee Opportunity: State
Transportation Improvement Fund (STIF)
Committee

Eugene, OR 97405
United States

Job Location - Eugene, OR
Department - Community Advisory Committees

Record of Employment

Please list your previous employers starting with your current, or most recent employer. Three previous employers are required. If you do not have three then create an entry to fulfill that requirement and add n/a in the fields as needed.

University of Oregon - Current Employer

Job Title: Director, Transportation Services

Address: Eugene, OR

Dates Employed From: Jul/2018

Dates Employed To: Currently Employed

Employment Length: 2 years, 3 months

Lane County

Job Title: Transportation Planning Supervisor

Address: Eugene, OR

Dates Employed From: Feb/2016

Dates Employed To: Jul/2018

Employment Length: 2 years, 5 months

Oregon Dept. of Transportation

Job Title: Senior Region Planner

Address: Springfield, OR

Dates Employed From: Jan/2015

Dates Employed To: Feb/2016

Employment Length: 1 year, 1 month

Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a

text version in the space provided.

Click on the link to open the resume file if you wish to print the formatted resume.

File Name

Link

David Reesor Resume Sept 2020.pdf

 Preview

Download

Text Only Resume

No Text Only Resume on File

Admin Uploaded Files

There are no admin uploaded files for this applicant.

STIF Committee Questions

Tell Us More About You | Score Total - 0

Question	Answer	Score	Disqualifier?
Preferred Name:	David Reesor		
Preferred Pronoun:	He	0	
Please describe any relevant volunteer experience: *	See resume		
Do you reside within the LTD service area?	Yes	0	

Board / Committee Info | Score Total - 0

Please list names and dates of any boards and/or committees that you have participated in. If you have not participated on a board or committee feel free to fill in fields with N/A.

Question	Answer	Score	Disqualifier?
Committee / Board Name: *	Franklin Blvd Redesign TAC / PMT		
Dates of Participation: *	2019-2020		
Committee / Board Name: *	Transportation Planning Committee (TPC - part of Central Lane MPO)		
Dates of Participation: *	2009-2018		
Committee / Board Name: *	Eugene's Vision Zero Task Force		
Dates of Participation: *	2017-2018		
Please provide any additional committee/ board experience here:	This question was not answered.		

Committee Questions | Score Total - 0

Question	Answer	Score	Disqualifier?
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<p>Why do you want to become a member?</p>	<p>I have worked on transportation planning, funding, and capital projects in this region for almost 12 years and have a good understanding of the transit needs and desires in this region. In my role and UO's Transportation Services director the past 2 years, I have a strong understanding of what transit needs UO students, staff, and faculty have, and would love to offer this to the discussion. UO is currently LTD's largest Group Pass participant, and I want to make sure we have good representation at the table. Lastly, I care a lot about the future of transit service in our region and want to continue to strengthen UO and LTD's working relationship in the years to come.</p>
<p>What community topics concern you that relate to this committee?</p>	<p>The COVID pandemic has had significant effects on our region, including its ability to provide adequate transit service. I would like to work with LTD's team and other stakeholders to help prioritize funding needs to make the best transit system possible given the circumstances. I would also like to bring UO's perspective to the table about coverage needs and help address transit safety concerns.</p>
<p>What specific contribution do you hope to make?</p>	<p>I believe I can offer a unique perspective from my current work at UO as well as years of transportation planning work in our region, including my past work at the city, county, and state level of government.</p>

Availability | Score Total - 0

Question	Answer	Score	Disqualifier?
<p>The State Transportation Improvement Fund Committee meetings are held in the evening on the first Tuesday of the month a minimum of twice per year. (Meeting notices will be sent out well in advance of the meeting.) Does your availability meet this schedule? *</p>	<p>Yes</p>	<p>0</p>	
<p>Please let us know if there are additional details about your availability that would be helpful:</p>	<p>N/A</p>		

If you are interested in the State Transportation Improvement Fund (STIF) Committee: | Score Total - 0

Question	Answer	Score	Disqualifier?

To be eligible to serve, members must be knowledgeable about the public transportation needs of residents or employees located within or traveling to and or from LTD's service area or Lane County; and be a person who is a member of or represents one or more of the following:

People with disabilities, Transit Users who depend on transit for accomplishing daily activities, Transit Users

0

For the categories above, please provide a brief description of how you represent each category selected:

1 - people with disabilities - In my role as the director of UO's Transportation Service Dept, I oversee UO's Access Shuttle program and work very closely with our Human Resources office and Student Accessible Education Center to make sure we are making proper accessibility accommodations. 2 - My family and I have always been frequent transit users in the Eugene-Springfield area. Additionally, at work, I lead a department who is actively working with UO students, staff, and faculty who rely heavily on transit for their daily activities. 3 - As previously mentioned, UO is the largest Group Pass participant in our region. My department works very closely with students, staff, and faculty who rely daily on public transit. My work involves frequent communication and coordination of transit use in and around the UO.

If you are interested in the State Transportation Improvement Fund (STIF) Committee: | Score Total - 0

Question	Answer	Score	Disqualifier?
To be eligible to serve, members must be knowledgeable about the public transportation needs of residents or employees located within or traveling to and or from LTD's service area or Lane County; and be a person who is a member of or represents one or more of the following categories. PLEASE NOTE:To represent any of these categories candidates must hold/have held a position of responsibility.	Local governments, including land use planners, Employers, Public Transportation Service Providers, Major destinations for users of public transportation, Bicycle & Pedestrian Advocates, Educational Institutions	0	
For the categories above, please provide a brief description of how you represent each category selected:	1 - local governments - I have held transportation and land use planning positions in our region, including at City of Springfield, ODOT, Lane County, and currently at UO. 2 - While working at City of Springfield, I restarted and managed its Bicycle and		

Pedestrian Advisory Committee. I also have continued to collaborate with bike/ped advocates in all my professional roles over the years. I currently work very closely with UO's Bicycle Program leadership. 3 - UO, where I currently work, is a major destination for public transportation users. 4 - Public Transportation Service Providers - My department at UO operates its own Access Shuttle Program, which provides supplemental transit for those with accessibility needs. 5 - Employers - I currently lead a dept at UO, which is the largest employer in our region. 6 - Educational Institutions - I currently work at UO, which is the largest higher educational institution in our region, and one of the largest in the state.



Employment Application | Submitted: 16-Aug-2020

AAA

Josh Kashinsky

Volunteer Committee Opportunity:
Strategic Planning Committee

Job Location - Eugene, OR

Department - Community Advisory Committees

Eugene, OR 97402
United States

Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

Click on the link to open the resume file if you wish to print the formatted resume.

File Name

Link

Josh Resume.docx

[Preview](#)

[Download](#)

Text Only Resume

No Text Only Resume on File

Committee Questions

Tell Us More About You | Score Total - 0

Question	Answer	Score	Disqualifier?
Preferred Name:	Josh		
Preferred Pronoun:	He	0	
What is your current occupation? *	Active Transportation Coordinator		
Who is your current employer?	University of Oregon		

Availability | Score Total - 0

Question	Answer	Score	Disqualifier?
The Strategic Planning Committee (SPC) meets on the first Tuesday evening of each month at least six	Yes	0	

times per year. Meeting generally last 2 hours. Does this schedule meet your availability? (It is highly recommended you attend a meeting before submitting the application.) *

Please let us know if there are additional details about your availability that would be helpful:

This question was not answered.

0

If you are interested in Strategic Planning Committee: | Score Total - 0

The Strategic Planning Committee provides the LTD Board of Directors with independent advice on the strategic planning issues related to advancing the goals of the Long-Range Plan, including but not limited to, developing the Frequent Transit Network, making better connections, reducing trip and waiting times, bridging the first and last mile, creating safer ways to access service, and optimizing solutions for urban and rural areas.

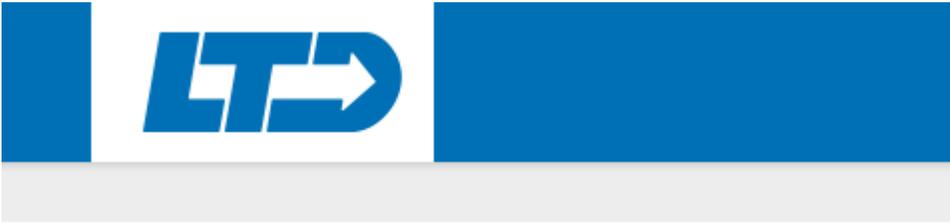
Question	Answer	Score Disqualifier?
<p>What experiences / training / qualifications do you have for this particular committee? *</p>	<p>For the past five years I have been employed by the University of Oregon in the Transportation Services department. TO work has been a piece of that since the beginning, but has been my full time role for the past two years. I have had the pleasure of serving on the PeaceHealth Rides partner's committee and the Transit Tomorrow Core Design group.</p>	
<p>What specific contribution do you hope to make? *</p>	<p>LTD will be facing a difficult time ahead, as it seeks to rebuild confidence in transit as a mode and deals with the loss of revenue caused by the economic situation. As a data minded person, I hope to help advise LTD in making the right strategic decisions for the region.</p>	
<p>What community topics concern you that relate to this committee? Why do you want to become a member? *</p>	<p>With slowly declining ridership over the past few years, LTD has been considering the future of transit in the region. That work becomes even more vital as community health concerns drive ridership down further while economic factors both increase demand for transit and reduce LTD's resources to address these challenges. Also looming is the regional implementation of HB 2001. While increasing density incrementally in existing single family neighborhoods is a positive goal, it presents unique challenges for transit to address. Although I have a lot of opportunity to provide feedback to LTD in my role at the university, I would like to take a more active role in helping LTD chart a path (plan a route?) into the future.</p>	
<p>The Strategic Planning Committee (SPC) seeks to have a diverse</p>	<p>Transit Advocate, Transportation Options / Bike / Ped / Carpool / Vanpool, Business /</p>	<p>0</p>

membership. Please check all categories you are interested in:

Chambers / Industry / Large Employers, LTD
Customers / Frequent Riders

For the categories above, please provide a brief description of how you represent each category selected:

Transit Advocate - As a member of the community who frequently rides the bus, as a university transportation services employee, and as a Eugene Active Transportation Committee member, I often have opportunities to provide feedback on planning and design projects. Transportation Options - I am a TO professional, and I am thinking about how to work on these issues and improve them daily. Large Employers - The University of Oregon is the largest employer in Eugene, and both as an individual employee and as one whose job is transportation, LTD's service decisions factor into my thinking. LTD Frequent Rider - EmX is my primary commute mode to work and as a member of a one-car household whose partner works in Cottage Grove, LTD is important for many non-work trips as well.



Employment Application | Submitted: 06-Jul-2020

AAA

Phillip Shimhue

**Volunteer Committee Opportunity:
Strategic Planning Committee**

Job Location - Eugene, OR

Department - Community Advisory Committees

Eugene, OR 97401
United States

Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

Click on the link to open the resume file if you wish to print the formatted resume.

File Name

Link

Phillip_Shim_Hue.pdf

[Preview](#)

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Text Only Resume

To whom it may concern,
After a few years of working directly with people in diverse professional settings, I am seeking to leverage my experience for this position. Ideally, this position will allow me the opportunity to use my experience gained as Manager. Much of my experience is transferable.

I look forward to learning everything that I possibly can from your company as well as the individuals I may be working with. Given the opportunity, I am confident that my experience and personable disposition would be an asset to your organization. For your convenience, I have attached my resume for your review.

Sincerely,
Phillip Shim-Hue

phillip.shimhue91@outlook.com
Phillip Shim-Hue
On-Site Property Manager

914-563-4170
Eugene, OR 97401

On-Site Property Manager St Vincent de Paul Society Eugene, OR

June 2019 to Present

- Routinely inspect the grounds, facilities, and equipment
- Meet with current tenants to handle requests for repairs and/or to resolve complaints
- Meet with prospective tenants to show vacant apartments
- Enforce the terms of rental or lease contracts along with current governing rules
- Submit regular expense reports
- Keep accurate, up-to-date records of income and expenditures from property operations

Customer Service Representative RMS Eugene, OR

July 2018 to February 2019

Provided customers with product and service information

Identified, researched, and resolved customer issues using the computer system

Completed reports

Researched billing issues

Researched misapplied payments

Manager Gyu-Kaku White Plains, NY

June 2013 to January 2018

Provide quality meals

Maintain workspace

Prep all necessary food

Deal with server tips at the end of the night

Recruiting, training and supervising staff

Order food according to current and past inventory

Maintain accurate reports of inventory, tips, labor, food cost

Accurately count cash register

Handling customer inquiries and complaints

Problem solving

Associate in Applied Science Computer Network Administration The College of Westchester

White Plains, NY

April 2013

Microsoft Office, (7 years), Customer Service (8 years), Call Center (Less than 1 year), CSR (Less than 1 year), Customer Care (8 years), Customer Support (8 years), Site Safety (6 years), Management Experience (5 years), Clinical Research, Mac OS (6 years), Onsite

References

Cassandra Domask : (503) 689-3018

Robin Heine : +1 (458) 210-1972

Alexandria Becherer: +1 (760) 814-5702

Committee Questions

Tell Us More About You | Score Total - 0

Question	Answer	Score	Disqualifier?
Preferred Name:	Phillip Shim-Hue		
Preferred Pronoun:	He	0	
What is your current occupation? *	Property Manager		

Who is your current employer?

St. Vincent de Paul

Availability | Score Total - 0

Question	Answer	Score	Disqualifier?
The Strategic Planning Committee (SPC) meets on the first Tuesday evening of each month at least six times per year. Meeting generally last 2 hours. Does this schedule meet your availability? (It is highly recommended you attend a meeting before submitting the application.) *	Yes	0	
Please let us know if there are additional details about your availability that would be helpful:	This question was not answered.	0	

If you are interested in Strategic Planning Committee: | Score Total - 0

The Strategic Planning Committee provides the LTD Board of Directors with independent advice on the strategic planning issues related to advancing the goals of the Long-Range Plan, including but not limited to, developing the Frequent Transit Network, making better connections, reducing trip and waiting times, bridging the first and last mile, creating safer ways to access service, and optimizing solutions for urban and rural areas.

Question	Answer	Score	Disqualifier?
What experiences / training / qualifications do you have for this particular committee? *	I don't have any training/qualifications for this job. My experience is that I've been a lifelong rider of public transportation since living in New York and also living in Oregon.		
What specific contribution do you hope to make? *	I hope to provide a minority's point of view as well as a transients point of view.		
What community topics concern you that relate to this committee? Why do you want to become a member? *	I want to become a member because I feel that the transportation system could be better.		
The Strategic Planning Committee (SPC) seeks to have a diverse membership. Please check all categories you are interested in:	LTD Customers / Frequent Riders, Housing / Development / Affordable Housing , Neighborhood / Neighborhood Leaders Council/ LTD Service Districts, Sustainability/ Equity/ Environmental Justice	0	
For the categories above, please provide a brief description of how you represent each category selected:	I am a frequent rider. Also, as a minority I experience many offering situations and I'd like to prevent them for others, if possible.		



LTD RESOLUTION NO. 2020-10-21-063

MEMBER APPOINTMENT TO THE STATE TRANSPORTATION IMPROVEMENT FUND (STIF) ADVISORY COMMITTEE

WHEREAS, OAR 732-040-0030 requires LTD ('District') to appoint a State Transportation Improvement Fund (STIF) Advisory Committee;

WHEREAS, the purpose of the Advisory Committee is to advise and assist the District in carrying out the purposes of the State Transportation Improvement Fund and prioritizing Projects to be funded by STIF moneys received by the District;

WHEREAS, The rules in chapter 732, divisions 40, 42, and 44 establish the procedures and requirements of the Public Transit Division for the administration of the State Transportation Improvement Funds;

WHEREAS, the Advisory Committee members are required to meet one of the following criteria:

- a. local governments, including land use planners;
- b. public transportation service providers;
- c. non-profit entities which provide public transportation services;
- d. neighboring public transportation service providers;
- e. employers;
- f. public health, social and human service providers;
- g. transit users;
- h. transit users who depend on transit for accomplishing daily activities;
- i. individuals age 65 or older;
- j. people with disabilities;
- k. low-income individuals;
- l. social equity advocates;
- m. environmental advocates;
- n. bicycle and pedestrian advocates;
- o. people with limited English proficiency;
- p. educational institutions; or,
- q. major destinations for users of public transit;

WHEREAS, the Committee must also include at least one member who is a member of or represents each of the following three groups:

- a. low-income individuals;
- b. individuals age 65 or older or people with disabilities; and
- c. Public Transportation Service Providers or non-profit entities which provide public transportation services; and,

WHEREAS, the Committee must also include members from both within and outside LTD's boundaries.

NOW, THEREFORE, BE IT RESOLVED that the LTD Board of Directors passes a Resolution appointing the following individuals to the State Transportation Improvement Fund (STIF) Advisory Committee:

- David Reesor
- Josh Kashinsky
- Phillip Shim-Hue

Date

Carl Yeh, President
LTD Board of Directors

OVERVIEW OF 2020-21 STIF PROCESS

August 21, 2020



STATEWIDE TRANSPORTATION IMPROVEMENT FUND (STIF) is Oregon's ongoing fund to improve or expand public transportation service with a focus on low-income households, low-emission vehicles, intercommunity connectivity, and students



Qualified Entity (QE): Decision-making & approval body for Lane County STIF public transportation improvement projects

Strategic Planning Committee (SPC): recommends LTD projects to the LTD Board for approval

STIF Advisory Committee (SAC): Prioritizes & recommends STIF formula Fund in-district & out-of-district projects for the QE's approval

ID	Task Name	Start	Finish	September 2020							October 2020							Nov						
				3	6	9	12	15	18	21	24	27	30	3	6	9	12		15	18	21	24	27	30
1	2020-21 STIF Application and Approval	Fri 9/4/20	Mon 2/1/21																					
2	STIF Discretionary grant applications posted	Fri 9/4/20	Fri 9/4/20																					
3	LCOG solicitation for STIF formula & discretionary projects	Fri 9/4/20	Fri 9/4/20																					
4	LTD Board meeting: STIF process & overview	Wed 9/16/20	Wed 9/16/20																					
5	STIF Advisory Committee Meeting #1	Tue 10/6/20	Tue 10/6/20																					
6	SPC Committee Meeting - 2020-21 STIF Process Overview and Develop Discretionary Fund Recommendation to Board	Tue 10/6/20	Tue 10/6/20																					
7	ODOT STIF Formula Fund grant applications posted	Wed 10/7/20	Wed 10/7/20																					
8	LCOG Formal call for Formula Fund projects	Thu 10/8/20	Mon 10/26/20																					
9	LTD Board Meeting approving discretionary applications & STIF Advisory Members. Appoint Board representative	Wed 10/21/20	Wed 10/21/20																					
10	STIF Formula Fund general project overview and estimated budget due to LCOG	Mon 10/26/20	Mon 10/26/20																					
11	STIF Discretionary applications due to ODOT	Mon 11/2/20	Mon 11/2/20																					
12	STIF Advisory Committee Meeting #2: projects, funding nee	Tue 11/3/20	Tue 11/3/20																					
13	SPC Committee Meeting - Develop 2020-21 STIF Formula Fund Project Recommendation to Board	Tue 11/3/20	Tue 11/3/20																					
14	STIF Formula applications due to LCOG	Mon 11/9/20	Mon 11/9/20																					
15	STIF Advisory Committee meeting #3: Review Formula Fund applications	Tue 11/17/20	Tue 11/17/20																					
16	LTD Board Meeting: Formula Fund Project Review	Wed 11/18/20	Wed 11/18/20																					
17	SPC Committee Meeting - STIF Process Update	Tue 12/1/20	Tue 12/1/20																					
18	STIF Advisory Committee Meeting: #4 Approve Formula Fund projects/ recommendations	Tue 12/8/20	Tue 12/8/20																					
19	LTD Board Meeting: Approve LTD Formula Fund Projects as L	Wed 12/16/20	Wed 12/16/20																					
20	LTD Board Meeting: Review Draft list of County-wide Formula Fund projects as QE	Wed 12/16/20	Wed 12/16/20																					
21	STIF Advisory Committee Meeting #5: Provide Final Formula Fund recommendations to Board	Tue 1/5/21	Tue 1/5/21																					
22	LTD Board Meeting: approving Final Formula Fund projects	Wed 1/20/21	Wed 1/20/21																					
23	STIF Final Formula Fund applications due	Mon 2/1/21	Mon 2/1/21																					

SPC Recommendation on LTD 2020-21 Discretionary STIF Program Projects

August 21, 2020



Funding Program Areas

Statewide Transit Network Program

STIF Discretionary Fund

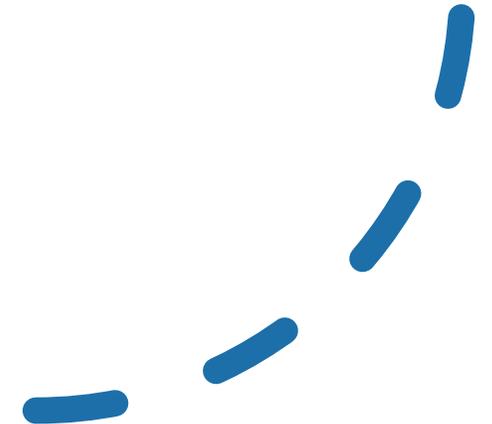
- Five percent (5%) of the STIF will be awarded to eligible public transportation service providers based on a competitive grant process.
- \$9.5 million anticipated state-wide

STIF Intercommunity Fund

- Four percent (4%) of the STIF will be used to improve public transportation between two or more communities based on a competitive grant process
- \$7.6 million anticipated state-wide

FTA Section 5311 (f) Intercity

- Federal dollars funding routes over 20+ miles with infrequent stops, making meaningful connections to the larger intercity network.
- \$1.9 million anticipated state-wide



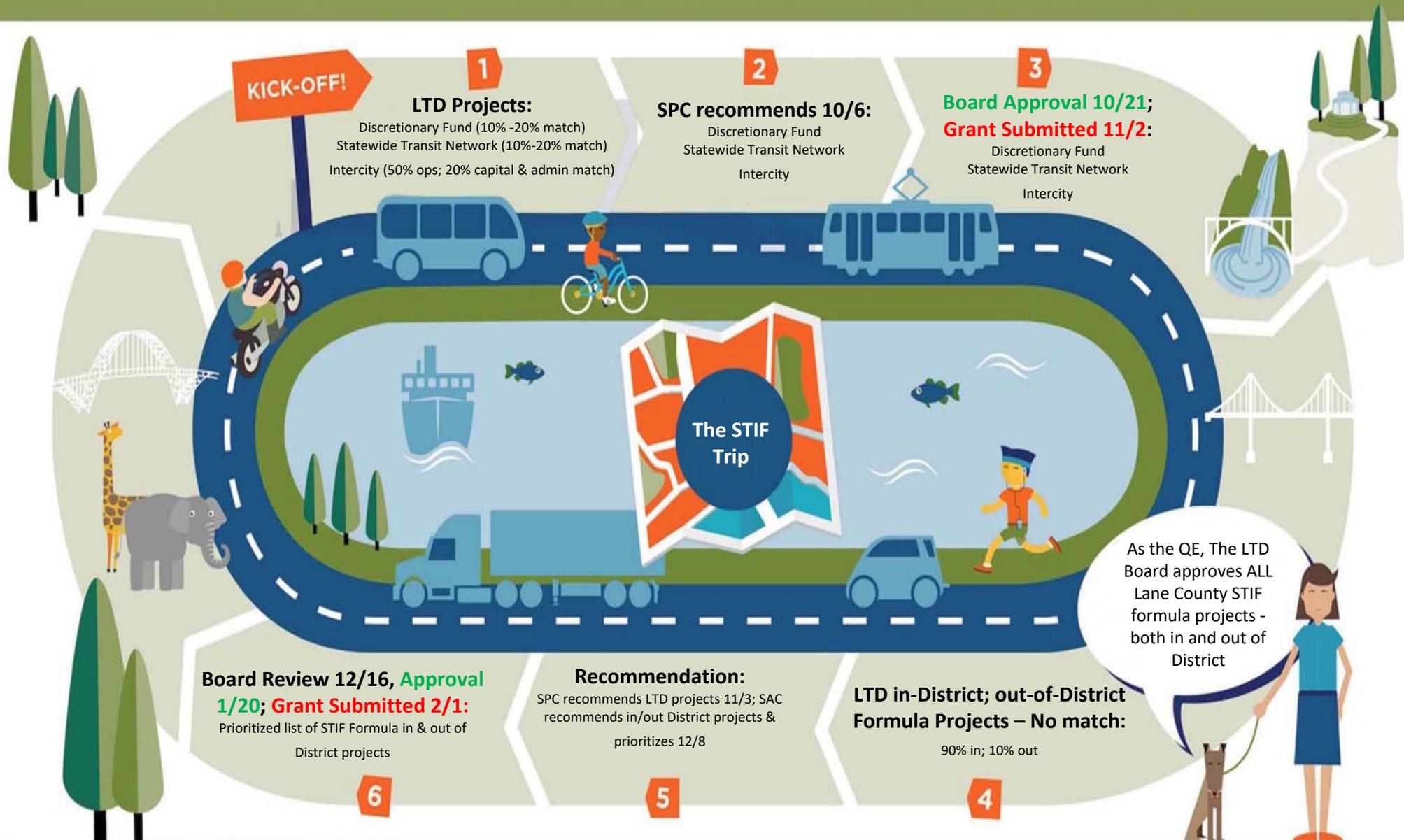
LTD FY20-21 STIF Discretionary Projects

Four project Applications are being prepared by LTD:

1. STIF Intercommunity Discretionary grant for Diamond Express – Move the Diamond Express service, currently being funded by federal 5311F (which requires a 50% match) to the STIF Intercommunity Discretionary fund (lower match requirement). Because both sources are competitive, LTD is planning to apply for both the STIF and the federal funds through the state's combined process.
2. STIF Discretionary application for Interagency Software Project - a partnership with UO and the City of Eugene, this project will greatly assist people in planning, executing, and paying for trips in our community. This application will provide a "one stop shop" where users can plan and pay for their trip with one application, immediately seeing all of their alternatives compared for time, cost, and other factors.
3. Match for Electric Bus Purchase - this application seeks \$3.387M in STIF Discretionary funding to provide a match for \$9.035M in federal formula funds being used to purchase 11 electric buses.
4. Alternative Fuel Vehicle and Related Infrastructure Purchase for RideSource. This application seeks \$1M for a total project cost of \$1.2M. LTD is also separately investing in its own fleet procurement plan which will research and identify the most viable alt-fuel option. This is responsive to the Board's request that we investigate alt-fuel options for upcoming vehicle purchases for RideSource. This project would include \$200K in STF funds as match.

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**PROPOSED FINDINGS OF FACT FOR AWARDING A CONTRACT FOR GOODS AND/OR SERVICES WITHOUT
COMPETITION AND THROUGH A SOLE-SOURCE PROCUREMENT**

The Oregon Revised Statutes require that all contracts for goods and/or services be based upon competitive bids or proposals. An exception to this requirement is permitted when the goods or services are only available from one source. Sole-source procurements must be justified by "Findings" pursuant to Oregon law. The following are those "findings."

WRITTEN FINDING: Pursuant to ORS 279B.075(2)(b), that the goods or services required to exchange software or data with other public or private agencies are available from only one source. The Federal Transit Administration ("FTA") mandates that LTD report annually on key metrics (financial, operating and asset condition) identified in the National Transportation Database ("NTD"). Information required for NTD reporting is spread across LTD's internal information systems and databases, external data requests, and Excel tracking sheets. TransTrack software is a hosted service that aggregates the data from different information systems to produce the mandatory NTD reports. TransTrack is the only vendor agnostic, dedicated software solution meeting LTD's needs for NTD reporting.

CONCLUSIONS OF LAW

The above "Findings" show that the sole-source procurement process to obtain the services of TransTrack Systems, Inc. relating to TransTrack Manager Software complies with the requirements of Oregon Law for award of a contract for goods or services without competition.



RESOLUTION NO. 2020-10-21-060

GRANTING AWARD OF A CONTRACT FOR GOODS AND/OR SERVICES WITHOUT COMPETITION AND THROUGH A SOLE-SOURCE PROCUREMENT

WHEREAS, Lane Transit District (LTD) is authorized to enter into contractual agreements pursuant to ORS 267.200 (3)-(4);

WHEREAS, the Oregon Public Contracting Code and the LTD Procurement Policy require that all contracts for goods, services, or public improvement projects be based upon competitive bids or proposals, unless an exception applies;

WHEREAS, the LTD Board of Directors, acting as the LTD Contract Review Board, has authority to award certain contracts without competition pursuant to ORS 279B;

WHEREAS, pursuant to LTD resolution No. 2017-03-15-011, the LTD Board of Directors is the LTD Contract Review Board and is required to authorize all contracts exceeding \$149,999;

WHEREAS, for those contracts authorized by the LTD Board of Directors, the LTD Board of Directors must approve individual or cumulative contract amendments or change orders that exceed the lesser of \$150,000 or ten-percent (10%) of the initial contract;

WHEREAS, the Contract Review Board has authorized the LTD Contract Committee to review and recommend action on contracts, contract amendments, and change orders prior to those contracts, contract amendments, or change orders being presented to the LTD Board for review and approval;

WHEREAS, the Contract Committee reviewed the proposed contract between LTD and TransTrack Systems, Inc. on October 12, 2020, and recommended adoption; provided, the Board adopt findings authorizing a sole-source procurement of the contract; and,

WHEREAS, the Board has determined that the purchase of TransTrack Manager Software should be procured through the sole-source procurement process.

THE BOARD finds as follows:

1. The Board adopts the specific "Findings of Fact" set forth above.
2. The "Findings" show that the award of the contract without competition and through a sole-source procurement complies with the requirements of Oregon law for sole-source procurements.

NOW, THEREFORE, BE IT RESOLVED that the Lane Transit District Board of Directors, acting as the LTD Contract Review Board, passes a Resolution as follows:

- 1) The contracts shall be in compliance with all applicable laws and regulations.
- 2) Provided that no protests to the sole-source procurement are received, or that any such protests are resolved, the General Manager, or her designee, is hereby authorized to: (a) execute a contract, through the sole-source procurement process, with TransTrack Systems, Inc. for the provision of TransTrack Manager Software for an amount not to exceed \$405,420 over a five year period; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10% of the initial contract price or \$150,000, whichever is less.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 21st DAY OF OCTOBER, 2020.

Board President, Carl Yeh



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The UO's COVID-19 alert framework – and how local business can use it

Presentation to LTD Board
October 21, 2020



UNIVERSITY OF
OREGON

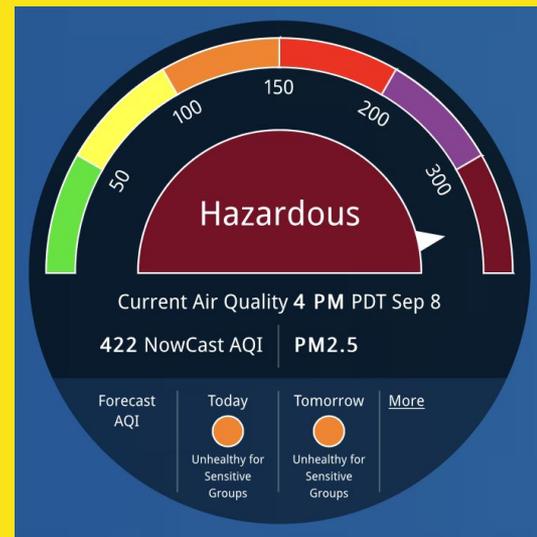


Overview

- Introductions (Matt Roberts, Joshua Skov)
 - not here today: Andre Le Duc, UO's Chief Resilience Officer
- Basic rationale and examples
- The UO COVID-19 alert framework
- Adapting UO's framework for local business use

Alert levels: rationale and examples

- Rationale:
 - Simplify complexity
 - Inform decisions
 - Stop arguing, start acting
- Examples you know
 - AQI (AirNow.gov, PurpleAir)
 - Homeland Security
 - DEFCON





The UO alert level framework

- Essential components
 - Alert level (with recommended actions)
 - Indicators matrix (that informs the alert level)
 - Underlying data and code
- Key rationale
 - We need simplicity for the alert level...
 - ...and clear organization of the underlying info...
 - ...so organizations can deliberate and take action.

COVID-19 Alert Level Indicators Matrix

The COVID-19 Alert Level Indicators Matrix was developed in partnership with Lane County Public Health. Local public health indicators are specific to the Eugene Campus only based on data from Lane County. University indicators can be applied to satellite locations to make operational decisions.

To Return to the COVID-19 Alert Level Dashboard [Click Here](#)

Category	Primary	Indicator	Triggers To Lower Level	Triggers To Raise To A Higher Level	Date of Assessment	LOW ALERT LEVEL	Moderate
COMMUNITY DISEASE CONTROL	Key Question	Indicator	Triggers To Lower Level	Triggers To Raise To A Higher Level	Date of Assessment	LOW	Moderate
Monitored by: Lane County Public Health	What is the prevalence of new cases?	Weekly average new case count per 100,000	Decreasing over a 14-day period.	Increasing more than 5% over a 14-day period.	09/23/20	< 10 per 100,000	
Monitored by: Lane County Public Health	What is the overall rate of positive?	Percent of test results that are positive	Decreasing over a 7-day period.	Increasing over a 7-day period.	09/23/20	< 5% or less	
Monitored by: Lane County Public Health	Do we know if the new cases are connected?	Percentage of new cases linked epidemiologically to other known cases	Meet specified threshold over a 14-day period	Meet specified threshold over a 7-day period	09/23/20	95% or more linked to other known case	
Monitored by: Lane County Public Health	Do we have robust contact tracing?	Are we reaching new cases for follow-up within 24 hours?	Decreasing percentage reached within 24 hours	Increasing percentage reached within 24 hours	09/17/20	95% or more cases reached within 24 hours	
Monitored by: Lane County Public Health	Are we testing enough to detect cases?	County-wide daily average (by week) test collection	Meeting daily threshold over a 14-day period	Not meeting daily threshold over a 7-day average	09/23/20	> over 500 per day on a 7-day average	

COVID-19 Alert Level DASHBOARD

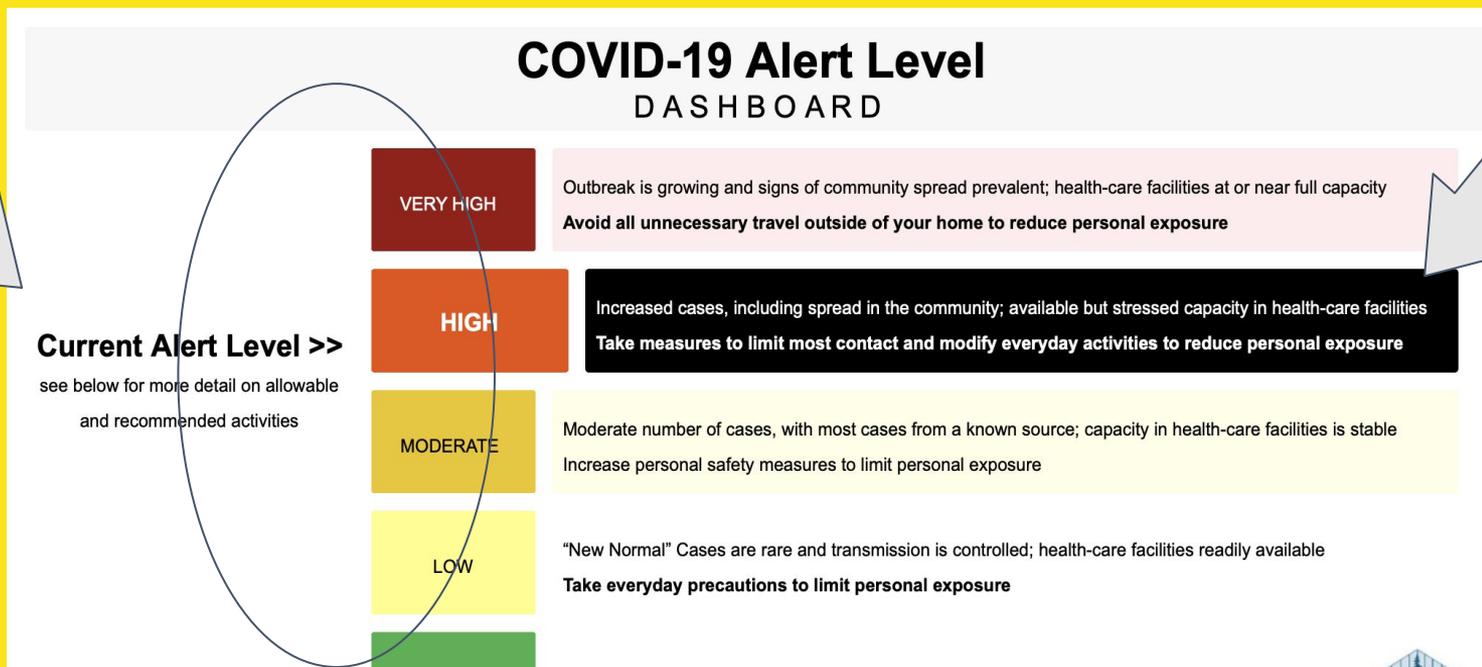
Current Alert Level >> see below for more detail on allowable and recommended activities

VERY HIGH	Outbreak is growing and signs of community spread prevalent; health-care facilities at or near full capacity Avoid all unnecessary travel outside of your home to reduce personal exposure
HIGH	Increased cases, including spread in the community; available but stressed capacity in health-care facilities Take measures to limit most contact and modify everyday activities to reduce personal exposure
MODERATE	Moderate number of cases, with most cases from a known source; capacity in health-care facilities is stable Increase personal safety measures to limit personal exposure



Current Alert Level

- What you need to know: the current alert level
- What you need to do: recommended actions
- Context: snapshot of all five levels





Underlying data

- Community Disease Control
 - Five indicators
 - County-wide public health data from Lane County Public Health
 - **Valuable for all Lane County businesses**
- University of Oregon: monitoring and capacities
 - Seven indicators
 - UO-specific information on testing, isolation and quarantine capacity, room-cleaning capacity, etc.
 - **Potentially valuable for certain Lane County businesses**

COVID-19 Alert Level Indicators Matrix

The COVID-19 Alert Level Indicators Matrix was developed in partnership with Lane County Public Health. Local public health indicators are specific to the Eugene Campus only based on data from Lane County. University indicators can be applied to satellite locations to make operational decisions.

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Current levels for each indicator can be seen in the greyed areas with **bold** font

Category	Primary	Indicator	Triggers To Lower Level	Triggers To Raise To A Higher Level	Date of Assessment	LOW ALERT LEVEL	MODERATE ALERT LEVEL	HIGH ALERT LEVEL	VERY HIGH ALERT LEVEL
COMMUNITY DISEASE CONTROL	Key Question	Indicator	Triggers To Lower Level	Triggers To Raise To A Higher Level	Date of Assessment	LOW	MODERATE	HIGH	VERY HIGH
Monitored by: Lane County Public Health	What is the prevalence of new cases?	Weekly average new case count per 100,000	Decreasing over a 14-day period.	Increasing more than 5% over a 14-day period	09/23/20	< 10 per 100,000	11 - 20 per 100,000	21 - 50 per 100,000	> 51 per 100,000
Monitored by: Lane County Public Health	What is the overall rate of positive?	Percent of test results that are positive	Decreasing over a 14-day period.	Increasing over a 7-day period	09/23/20	< 5% or less	6 - 10 %	11 - 15%	15% or High
Monitored by: Lane County Public Health	Do we know if the new cases are connected?	Percentage of new cases linked epidemiologically to other known cases	Meet specified threshold over a 14-day period	Meet specified threshold over a 7-day period	09/23/20	95% or more linked to other known case	80 - 94%	30 - 79%	< 30% cas linked to oth known cas
Monitored by: Lane County Public Health	Do we have robust contact tracing?	Are we reaching new cases for follow-up within 24 hours?	Decreasing percentage reached within 24 hours	Increasing percentage reached within 24 hours	09/17/20	95% or more cases reached within 24 hours	80-94%	50-79%	<50% cas reached wit 24 hours
Monitored by: Lane County Public Health	Are we testing enough to detect cases?	County-wide daily average (by week) test collection volume	Meeting daily threshold over a 14-day period	Not meeting daily threshold (500 per day)	09/23/20	> over 500 per day on a 7-day average	500 - 400 per day over 7-day average	<less than 400 per day over 7-day average	+ Prioritize testing for h risk group
UNIVERSITY OF OREGON : Monitoring and Capacities	Key Question	Indicator	Triggers To Lower Level	Triggers To Raise To A Higher Level	Date of Assessment	LOW	MODERATE	HIGH	VERY HIGH
Monitored by: UO Incident Management Team-Case Management	How fast are we getting test results for student's tested at University Health Services?	Turnaround time on students tested at University Health Services	< 24 hrs.	>48-72 hrs.	09/22/20	< 24 hours	< 48 hours	< 72 hours	> 72 hour
Monitored by: UO Incident Management Team-	Is the campus community complying with face	% of student and employees complying with	Stable or increasing compliance	Decrease in compliance	09/23/20	90% or higher compliance	75 - 80%	60 - 74%	< 59% compliance

<https://coronavirus.uoregon.edu/alert-level>

Category	Primary	Indicator	Triggers To Lower Level	Triggers To Raise To A Higher Level	Date of Assessment	LOW ALERT LEVEL	MODERATE ALERT LEVEL	HIGH ALERT LEVEL	VERY HIGH ALERT LEVEL
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“Wait, what do I do with this?!?”

- Option A: develop your own alert level framework and underlying indicators matrix
- Option B: use the community indicators, and then make your own organization-specific indicators
- Option C: just use what UO has developed

O

Questions?

Sources

COVID-19 Resources – <https://coronavirus.uoregon.edu>

Alert Level – <https://coronavirus.uoregon.edu/alert-level>

Indicators Matrix – <https://app.smartsheet.com/b/publish?EQBCT=416b5685ee78494283d1e171f2b4523c>

Symptom Check – <https://symptomcheck.uoregon.edu>

