



LANE TRANSIT DISTRICT BOARD OF DIRECTORS REGULAR MEETING

Wednesday, May 20, 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 names like Carl Yeh, Kate Reid, etc.); 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; 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.

Time			Page
5:55 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>	5
6:00 p.m.		1. CONSENT CALENDAR: Action Needed: Approval 2. Minutes of the March 30, 2020, Special Board Meeting 3. Minutes of the April 8, 2020, Special Board Meeting 4. Minutes of the April 15, 2020, Regular Board Meeting 5. Minutes of the April 22, 2020, Special Board Meeting 6. Minutes of the April 29, 2020, Special Board Meeting 7. Delegated Authority Report – APRIL 8. Contract No. 2020-129: TouchPoint Networks 9. Contract No. 2020-124: eLock Technologies, LLC	7
6:05 p.m.	A.	BOARD MEMBER EXPENSE REPORT – DON NORDIN: <i>Materials Included</i> [Director Yeh] Action Needed: Adoption	36
6:10 p.m.	B.	RIDERSHIP AND OPERATIONS UPDATE: <i>Materials Provided as a Handout</i> [Tom Schwetz] Action Needed: None. Information Only	
6:25 p.m.	XIII.	WRITTEN REPORTS – RESPOND IF QUESTIONS	
	A.	MONTHLY FINANCIAL REPORT - MARCH [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>	39
	B.	MONTHLY CASH DISBURSEMENTS - APRIL [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>	44
	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>	

Time		Page
	D. MONTHLY PERFORMANCE REPORTS (<i>Postponed for weekly ridership updates.</i>) [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>	
	E. MONTHLY DEPARTMENT REPORTS – MAY [Aurora Jackson] <i>Monthly department activity reports, and reports throughout the District, are provided for the Board's information.</i>	49
	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>	
6:30 p.m. XIV.	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: May 20, 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. For reference a list of the current and upcoming calendar months' LTD-related meetings of note are listed below.

- Special Board of Directors' meeting be held weekly on weeks when there is not a regular Board of Directors' meeting;
- Committee meetings be held only to conduct urgent matters; and
- All LTD public meetings must be held via audio or video technology.

ALTERNATIVES: N/A

NEXT STEPS: N/A

SUPPORTING DOCUMENTATION:

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

PROPOSED MOTION: N/A



AGENDA ITEM SUMMARY

DATE OF MEETING: May 20, 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 April 23 meeting, board members held a public hearing and adopted the FY20 revised budget; reviewed quarterly financials; and receive Executive Committee and Advisory Council reports.
2. **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 May 7 meeting, committee members reviewed and approved a Central Lane MPO Unified Planning Work Program addendum and funding; reviewed and approved a Central Lane MPO FY21-24 Metropolitan Transportation Improvement and Air Quality Conformity Determination; received an ODOT update; and reviewed an MTIP Administrative Amendment.
3. **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 May 11 meeting, committee members reviewed contracts to be presented to the Board for approval.
4. **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 May 13 meeting, committee members received ODOT and MPC updates; discussed support of the Eugene-Springfield BUILD grant application; discussed support of the Port of Coos Bay Port Infrastructure Development Program grant application; and reviewed ODOT Area Strategies Pilot.
5. **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. At the May 13 meeting, committee members reviewed and discussed investment and cash balance reports for the salaried and union pension trusts as well as other plan business.
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 May 18

meeting, committee members received a FY19-20 budget update; reviewed and discussed the proposed FY19-20 supplemental budget; and reviewed and discussed the proposed FY20-21 budget.

NO MEETINGS HELD:

1. **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 May 5 meeting was canceled. The next meeting is scheduled for June 2.
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. The next meeting is scheduled for July 29.
3. **Ad Hoc Sustainability Committee:** This is an ad hoc committee that 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.
4. **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.
5. **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.
6. **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.
7. **Ad Hoc Fare Policy Committee:** This is an ad hoc committee that 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. The next meeting has not been scheduled.
8. **Ad Hoc Communications Committee:** This is an ad hoc committee that 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.
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. **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. The next meeting has not been scheduled.
11. **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: May 20, 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 May 20, 2020, consists of:

- Approval of the Minutes of the March 30, 2020, Special Board Meeting
- Approval of the Minutes of the April 8, 2020, Special Board Meeting
- Approval of the Minutes of the April 15, 2020, Regular Board Meeting
- Approval of the Minutes of the April 22, 2020, Special Board Meeting
- Approval of the Minutes of the April 29, 2020, Special Board Meeting
- Approval of Delegated Authority Report – APRIL
- Approval of Contract No. 2020-129: TouchPoint Networks
- Approval of Contract No. 2020-124: eLock Technologies, LLC

ATTACHMENT:

- 1) Minutes of the March 30, 2020, Special Board Meeting
- 2) Minutes of the April 8, 2020, Special Board Meeting
- 3) Minutes of the April 15, 2020, Regular Board Meeting
- 4) Minutes of the April 22, 2020, Special Board Meeting
- 5) Minutes of the April 29, 2020, Special Board Meeting
- 6) Delegated Authority Report – APRIL
- 7) Contract No. 2020-129: TouchPoint Networks
- 8) Contract No. 2020-124: eLock Technologies, LLC

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-05-20-025; It is hereby resolved that the Consent Calendar for May 20, 2020, is approved as presented [amended].

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING

Wednesday, March 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, March 30, 2020, beginning at 5:30 p.m., via ZOOM online.

Present: Carl Yeh, President
Kate Reid, Vice President
Don Nordin, Treasurer
Emily Secord
Josh Skov, Secretary
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.

PRELIMINARY REMARKS BY BOARD PRESIDENT — None

COMMENTS FROM THE GENERAL MANAGER — None

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — None

ITEMS FOR INFORMATION/DISCUSSION

Possible Directives to General Manager for Operations During Covid-19 Situation — Ms. Jackson reviewed a series of charts showing total boardings by route and day and EmX boardings by day for the period March 2-28, 2020. She said the charts illustrated normal service and service during weeks 1 and 2 of the Covid-29 pandemic. Service during the pandemic was drastically below normal levels during the middle of the day, but less so during earlier morning and later evening hours, demonstrating that non-traditional riders still needed LTD to provide that essential service. Service had been adjusted to a Sunday service plus schedule to accommodate that need and she believed that was the appropriate level to maintain throughout the Covid-19 situation, although that could change depending on federal, state and local mandates. She said to sustain that level of service a core number of employees must be available to operate and disinfect buses, as well as other employees stationed at key locations to survey riders about their trips to insure they were only using transit for essential trips.

Assistant General Manager Service Delivery Mark Johnson provided an overview of paratransit operations since March 2. He noted a significant drop in requests for rides between that date and March 28, from about 500 calls per day to 64. Medical transport trips had also dropped significantly. The Call Center workforce had been reduced as a result of diminishing need.

Ms. Secord asked if ridership trends around the state were comparable to LTD's. Mr. Johnson said ridership had declined nationwide, with a drop of 50 percent or more being typical. He said LTD was ahead of most other agencies in the strategies it was deploying and sharing that information with other agencies.

Ms. Vargas commended LTD staff for the precautions they had implemented.

Mr. Skov also commended staff for their efforts. He asked for additional information about paratransit service as it addressed the needs of the most vulnerable and transit-dependent members of the community. Mr. Johnson said the drop in calls were a direct result of Covid-19 as many paratransit users stayed at home and did not take essential trips. He said LTD was able to provide the necessary level of service and the majority of trips currently were for life-sustaining reasons such as dialysis and other critical medical needs. Shopper service had been discontinued about two weeks ago.

Ms. Jackson asked for direction from the Board on whether the current level of service was appropriate during Covid-19 and should be continued. She also asked for direction related to the decision-making process on how to proceed in the event conditions changed in such a way as to endanger the health and safety of LTD employees or the community.

Mr. Yeh asked if it appeared the amount of transit service being provided was sufficient to meet the community's needs. He also asked if there had been any directive from a government entity that recommended or required LTD discontinue operations. Ms. Jackson said the current service level was adequate for ridership demand and to allow LTD to maintain a stable workforce. She said there had been no directives from any level of government regarding transit services.

MOTION Ms. Secord moved to maintain at least a minimal level of service to provide vital community transportation for essential trips during COVID-19 public health concerns, unless state or appropriate authority orders us to cease operations, and if further developments occur the Board of Directors will be reconvened to address the elevated issues. Mr. Skov provided the second.

Ms. Reid said she concurred with continuing to provide a minimal level of service based on the information currently available, knowing that LTD was working well with staff and the community to assure public health and safety came first. She thanked staff for their efforts to provide the community with the necessary transportation services during unprecedented times and being diligent with sanitation measures to keep people safe.

Mr. Skov said he concurred with Ms. Reid's remarks. He stressed the importance of the Board's continuing to be fully informed as conditions changed rapidly and new strategies might be required.

Mr. Yeh said LTD provided a valuable service to the community and some people needed transit for essential trips. He emphasized that LTD contributed to the local economy in many ways and he would support the motion.

VOTE The motion was approved as follows:
AYES: Nordin, Reid, Secord, Skov, Vargas, Yeh, Yett (7)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

Mr. Yeh indicated his intent to hold shorter and more frequent Board meetings in order to address specific situations as they arose. He said he wanted to eventually return to a regular meeting schedule in two or three months, but foresaw the need for more special meetings in the meantime.

Ms. Jackson said LTD's management team was meeting three times per week on Monday, Wednesday and Friday and would begin formulating how to maintain the current level of service throughout the duration of the COVID-19 situation in accordance with the Board's direction. She said staff would like to brief the Board on progress as soon as possible.

Mr. Skov emphasized the District's actions to keep the public and employees safe and provide essential service and urged that the logic behind those decisions be made clear to the public. He suggested posting more information on LTD's website and hoped that information would also be conveyed during virtual Board meetings. He said he hoped to see the Board meet at least weekly. He asked that the Board be provided at its next meeting a list of key decisions the management team had had to make and estimates of the fiscal impact of operational changes prior to the budget season that would begin in April.

Ms. Reid asked that information being shared with the Board and the public be clearer. She said the graphs showing total boardings by route was somewhat clear, but the other three graphs were more difficult to decipher.

ADJOURNMENT — Mr. Yeh adjourned the meeting at 6:00 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

SPECIAL BOARD MEETING

Wednesday, April 8, 2020

Pursuant to notice given to *The Register-Guard* for publication on April 7, 2020, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a virtual special board meeting on Wednesday, April 8, 2020, beginning at 5:30 p.m., via ZOOM online.

Present: Carl Yeh, President
Kate Reid, Vice President
Emily Secord
Josh Skov, Secretary
Caitlin Vargas
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.

PRELIMINARY REMARKS BY BOARD PRESIDENT — Mr. Yeh thanked those who were in attendance and noted that being on video was optional. In the event of technical difficulties further instructions would be emailed to participants. He said there would be no public comment at the meeting, but public comments would be taken at the next Board meeting on April 15. He said the Board was holding weekly special meetings in order to be updated on LTD ridership and operations during COVID-19 concerns.

COMMENTS FROM THE GENERAL MANAGER — None.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — None.

ITEMS FOR BOARD ACTION/INFORMATION/DISCUSSION

March 30, 2020, Board Meeting - Board Action — Ms. Jackson stated that the Board had taken action at the March 30 meeting, but a resolution had not been developed prior to the meeting. This was an opportunity for the Board to formally adopt a resolution setting forth that action.

MOTION Ms. Secord moved adoption of LTD Resolution No. 2020-04-08-018: It is hereby resolved that the LTD Board of Directors approves maintaining at least a minimal level of service to provide vital community transportation for essential trips during COVID-19 public health concerns, unless state or appropriate authority orders us to cease operations; and if further developments occur, the Board of Directors will be reconvened to address the elevated issues. Mr. Yeh provided the second.

VOTE The motion was approved as follows:
AYES: Reid, Secord, Skov, Vargas, Yeh, Yett (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Nordin (1)

Ridership Update — Director of Planning and Development Tom Schwetz said staff was monitoring different aspects of ridership data and reviewed graphs showing ridership trends for the period March 2 through April 3, 2020, in the areas of total boardings by route category, EmX portion of ridership, total boardings by day and boardings after 8:30 p.m. He said ridership had been declining and was now at a level that represented use of transit for essential mobility. He said results of a recent survey of riders would be presented to the Board in the future, but it appeared that the system was heavily used by lower income people with less access to a vehicle or no driver's license. Those riders also tended to use the system more days during the week than those with higher income. He said 45-50 percent of ridership continued to be on EmX. He also reviewed ridership by day of the week and time of day and said ridership had stabilized over the past two weeks. People were still using morning and evening service to commute to work, but midday ridership had dropped.

Mr. Schwetz reviewed RideSource Call Center activity and RideSource trips by date and program. He said use of RideSource had decreased significantly and continued to trend downwards, with current usage at about one-third of pre-COVID-19 levels. LTD was currently operating from a "public health first" approach to service deployment to provide for essential trip-making in the region.

Mr. Yeh asked if RideSource rides were being limited to essential trips such as grocery shopping. Assistant General Manager Service Delivery Mark Johnson said RideSource was primarily providing medical trips, but other types of trips were provided if it was determined to be essential. He said RideSource users tended to be a very vulnerable population and a majority was choosing to stay home unless there was an urgent need for a trip.

Mr. Johnson said it was a constantly changing environment and staff was in daily contact with various agencies to determine the healthiest way to provide the level of service people needed. He said supervisors and security staff were talking to riders throughout the system to determine how and why they were using transit and monitoring passenger loads so the appropriate size and number of vehicles could be deployed to assure there was no crowding. He said passengers were loading through the back doors of buses and employees and riders were required to wear face coverings. He commended the efforts of LTD employees to maintain safe service for the community.

Mr. Skov thanked LTD staff for their work and appreciated Ms. Jackson's daily updates to the Board. He stressed the importance of communicating what LTD was doing to protect its employees and members of the community who were dependent on transit and how seriously it was taking the COVID-19 health concerns. He said LTD was doing everything the Centers for Disease Control (CDC) had recommended transit agencies do.

Public Meeting Schedule — Mr. Yeh said a modified meeting schedule had been discussed at the Board's last meeting and the resolution would formally establish that schedule for the next several weeks by setting weekly Board meetings, eliminating committee meetings unless there was urgent business to be conducted and requiring audio or video technology for all LTD public meetings.

MOTION Ms. Reid moved adoption of LTD Resolution No. 2020-04-08-019: It is hereby resolved that the LTD Board of Directors approves the following:

- Special Board of Directors meetings be held weekly on weeks when there is not a regular Board of Directors meeting;
- Committee meetings be held only to conduct urgent matters; and
- All LTD public meetings must be held via audio or video technology.

Mr. Skov provided the second.

VOTE The motion was approved as follows:
AYES: Reid, Secord, Skov, Vargas, Yeh, Yett (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Nordin (1)

Future Service Model Decision — Ms. Jackson said prior to the COVID-19 pandemic the Board was preparing to make a decision regarding the future service model for LTD, based on the options resulting from the Transit Tomorrow project. She said the project had been paused due to the current public health crisis and she asked for feedback on whether the Board wanted to continue to place a hold on that decision. She said the Transit Tomorrow project and the Board's decision on a service model was of great interest to the community, but any meetings on the topic would need to be held via technology rather than in person. She said staff was recommending that further Transit Tomorrow discussions be postponed until the first or second in person meeting of the Board and current restrictions on mobility had been lifted.

Mr. Skov said that he agreed that a Transit Tomorrow decision should be put on hold, but cautioned about using the phrase "future service model" as the Board would also be discussing service models over the next several months that related to COVID-19 conditions and not Transit Tomorrow results. He said that he did not want to confuse the public.

Mr. Yeh said that he agreed with Mr. Skov and said the decision could always be revisited as conditions changed in the future.

Ms. Vargas said that she felt that the ridership information presented by Mr. Schwetz could aid the Board in future decisions.

Ms. Reid said the Board would be challenged to re-imagine how LTD's service worked in the community. There were many unknowns ahead, including long-term impact on the District's funding streams, and putting public health first and pausing Transit Tomorrow was a prudent response. She said future conditions might require a totally different deployment of transit service as conditions might never return to "business as usual."

Mr. Yeh said that he agreed. He said LTD's dependence on payroll taxes meant the future was very uncertain. If students were not allowed to return to classrooms in the fall that would also have a significant impact on LTD as they were a large percentage of riders. Also, many in the community might be fearful of fully engaging in pre-COVID-19 life.

Mr. Skov said while many transit agencies had experienced a decline in ridership in the past several years, it was worth noting that transit ridership had experienced a major increase during the Great Recession based on need and that possibility existed for the post-COVID-19 period.

Ms. Secord suggested the pause of Transit Tomorrow could be used to gather more information to help inform future decisions about a service model.

MOTION Ms. Vargas moved adoption of LTD Resolution No. 2020-04-08-020: It is hereby resolved that the LTD Board of Directors approves pausing the Transit Tomorrow process until COVID-19 restrictions are lifted. Ms. Reid provided the second.

VOTE The motion was approved as follows:
AYES: Reid, Secord, Skov, Vargas, Yeh, Yett (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Nordin (1)

ADJOURNMENT — Mr. Yeh adjourned the meeting at 6:10 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, April 15, 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, April 15, 2020, beginning at 5:30 p.m., via ZOOM online.

Present: Carl Yeh, President
Kate Reid, Vice President
Emily Secord
Josh Skov, Secretary
Don Nordin, Treasurer
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.

PRELIMINARY REMARKS BY BOARD PRESIDENT — Mr. Yeh thanked LTD staff and operators for continuing to provide necessary service during difficult circumstances for as long as possible.

COMMENTS FROM THE GENERAL MANAGER — Ms. Jackson reminded community members participating in the meeting online that there would be an opportunity for public comments.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — None

BOARD CALENDAR — Ms. Jackson reviewed upcoming events on the Board's calendar and noted that the Board would continue to conduct weekly meetings during the COVID-19 pandemic. Other meetings had been canceled, with the exception of the Contract Committee, which had also been identified as conducting essential business.

AUDIENCE PARTICIPATION — Mr. Yeh thanked community members for attending the meeting and explained the procedures for providing public testimony during the virtual meeting.

Bill Bradley, Springfield, speaking on behalf of Amalgamated Transit Union (ATU) 757, said the past month had been a challenging time. LTD had taken many steps to protect the safety of the workforce and was recognized as a leader for several reasons. LTD had a strong labor relationship and that should continue to be supported. LTD's management team was not afraid to lead. Front line workers had answered the call by modifying their duties and schedules and serving the public with professionalism. He said LTD workers were a critical part of the community response and deserved to be recognized. He urged the Board to direct the

management team to continue to work with the union to maintain service to the community. He asked for a compassionate pandemic leave policy to allow more fragile members of the workforce to stay home and urged the Board and management team to support its frontline workers in order to preserve the positive attitude of employees.

Mr. Nordin joined the meeting at 5:40 p.m.

John Murray, Eugene, representing the Southeast Neighbors Transportation Committee, said he had submitted via email a statement from Linda Duggan and the committee. He said the committee applauded LTD continuing to provide essential services despite the personal risk.

PUBLIC HEARING — None.

BOARD MEMBER REPORTS — No comments were offered on the written reports.

ITEMS FOR ACTION/INFORMATION

MOTION **Consent Calendar** — Ms. Reid moved adoption of LTD Resolution No. 2020-04-15-021: It is hereby resolved that the Consent Calendar for April 15, 2020, is approved as presented. Mr. Yett provided the second. The Consent Calendar consisted of the Minutes of the February 19, 2020, Board Work Session; Minutes of the February 19, 2020, Regular Board Meeting; Delegated Authority Report-February; Delegated Authority Report-March; Budget Committee Member Appointment; Contract No. 2020-107: Willamalane Park and Recreation District; Contract No. 2020-108: City of Eugene River House; and Contract No. 2020-03: Delta Construction.

VOTE The motion was approved as follows:
AYES: Nordin, Reid, Secord, Skov, Vargas, Yeh, Yett (7)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

Ridership and Operations Update — Director of Planning and Development Tom Schwetz reviewed updated graphs showing ridership trends and operations, noting that ridership had stabilized in the past week, reflecting that passengers were using transit primarily for essential trips. He said it appeared LTD was providing a useful level of service within the concept of "Public Health First" to safely operate the minimum amount of transit required.

Assistant General Manager Service Delivery Mark Johnson said that he concurred with the comments from Bill Bradley during the audience participation portion of the meeting about the dedication and best efforts of LTD employees during the current health crisis. He listed several of the additional efforts the District was making to monitor the use of transit and safeguard both employees and riders.

Mr. Skov asked how a compassionate pandemic leave policy would impact LTD's ability to provide service at the current level. Mr. Johnson said the District currently had a very generous leave policy and employees were able to use their accrued leave without any questions asked or any consequences. He said other options, such as reimbursement of leave and recognition of employees who were coming to work each day, could be considered in the future.

Mr. Yett observed that as the health crisis continued ATU and other LTD employees would be using up leave and that was a burden for them, given that the duration of the crisis was unknown. He said that was a situation that needed to be monitored.

Mr. Yeh asked if there were any plans on how to address the situation Mr. Yett described. Mr. Johnson said management was looking at near- and long-term solutions to the problem. A bid based on current six-day service would be conducted and that would provide operators some certainty about days worked. That bid could be conducted for as long as necessary.

CARES Act Funding and District Financial Impacts — Director of Finance Christina Shew stated that the CARES Act provided \$25 billion in support of the transit industry. Of that amount, LTD was eligible for \$25 million. She said there were four key aspects of the CARES Act:

- No match requirement
- Funds must be applied for through the federal grants process and could be used for operational, capital and other expenses
- Grant funds could be applied to costs incurred as far back as January 20, 2020
- The funds did not expire

Ms. Shew said that the staff recommendation was to use the CARES dollars to offset budget shortfalls and ensure a balanced budget while still maintaining at least the minimum required reserve. She said adoption of the budget required certain assumptions about the local economy and revenues, but despite staff's best efforts it was not possible to accurately predict how the recession would play out because that was so dependent on how the COVID-19 virus was managed. She asked the Board to consider two things when deciding on the scenario to be used for the 2021 budget. She said the budget had to be adopted by June 30 and would be based on the best information currently available. Also, regardless of the scenario on which the budget was based, LTD would continue to monitor the economic situation and keep the Board informed as the economic situation became clearer. She said LTD's partnership with the University of Oregon's Sustainable Cities Year program was producing a forecasting model and tool and the COVID-19 pandemic created an opportunity to test the model, which produced three economic scenarios and associated impacts relative to LTD's payroll tax revenue. That information was included in the agenda packet.

Ms. Shew reviewed each of the scenarios, along with a scenario developed independently by LTD staff that included a broader set of revenue types. She said staff recommended a moderate scenario for payroll taxes, based on the assumption of eight percent unemployment in March 2020, peaking at 25 percent in June and July 2020 and recovering to 14 percent by June 2021. She described the revenue impacts of the scenarios, staff recommendation to use CARES Act funds to offset the shortfalls and that LTD's estimate was a reasonable basis for the budget given the information currently available.

Mr. Johnson said it was anticipated that in the fall LTD would return to the February 2020 service level. Because of the uncertainties ahead, he said staff had planned and prepared for several scenarios. He asked for feedback from the Board.

In response to a question from Ms. Reid, Mr. Johnson said LTD would need to apply for its \$25 million allocation of CARES Act funds and provide justification for its need, including anticipated revenue losses and additional operating expenses due to COVID-19.

Ms. Reid said she felt Scenario A was too optimistic and Scenario B, while somewhat optimistic, was more likely given current uncertainties.

Ms. Vargas asked how much of the CARES Act funds were restricted and would there be an audit process to determine how the funds had been used. Mr. Johnson said the funds would be

covered in the Federal Transit Administration's (FTA) standard audit process, but there were few restrictions on use of the dollars.

Ms. Vargas said she concurred with Ms. Reid's comments and recent public health agency projections placed the peak of infections would be early to mid-May. She was in favor of continuing with the reduced level of service into the summer, particularly since schools would not reopened during the rest of the current school year.

Mr. Skov said the Board ultimately needed to adopt a budget recommended by the Budget Committee, but had to be comfortable with the underlying assumptions. He said one question was the period of time over which the \$25 million in CARES funds would be spent. The projections did not indicate the District's economic situation would return to normal by July 2, 2021, and meant the Board would need to determine whether it would be spent during the remainder of the current fiscal and the next fiscal year, or should plans include expenditure beyond that point. He said there would more infection peaks in the future and LTD would not have a clear idea of future ridership and service levels until there was herd immunity. The service model would need to be reconsidered over the next 15-18 months.

Mr. Johnson noted that the CARES Act funds did not expire. He said he agreed that it would take some time to build ridership levels.

Mr. Yett left the meeting at 6:15 p.m.

In response to a question from Ms. Secord, Mr. Johnson said in addition to operational and capital needs, the CARES Act funds could also be used for other purposes related to COVID-19 expenses that would not normally have occurred, such as equipment and cleaning.

Ms. Secord said models were useful in making forecasts, but the problem was the forecasts were based on estimates. She asked if there was a possibility to discuss the cash reserve policy along with the scenarios to assure the CARES funds lasted an appropriate length of time in the face of future uncertainties. Mr. Johnson said that could be included in the budget discussions.

Ms. Secord asked whether the CARES funds could be used to give back time off for sick days by union and non-union workers. Mr. Johnson said that was being discussed.

Mr. Yeh asked if other declines in other revenue sources besides payroll taxes were included in the projections. Ms. Shew said the \$10.4 million loss estimate related to payroll type taxes; additionally there would be other losses related to fares, marketing and other funding sources. Only payroll taxes were shown in order to make direct comparisons with the University students' modeling.

Mr. Yeh said his concern was that public agencies tried to maximize the service they provided, but sometimes did not sufficiently anticipate the shortfalls they might be facing, which forced even more difficult decisions in the future. He said he preferred to plan more conservatively as he felt conditions would get worse before they began to improve. He foresaw hesitancy to embrace transit quickly. He added that he was also concerned the economy would not recover as quickly as everyone was hoping and there would be a new paradigm in the future. Mr. Johnson said that he agreed that some very difficult choices would need to be made, particularly if ridership did not increase.

Mr. Nordin reflected that in the last economic downturn in 2008 there was a greater demand for service, but the future was uncertain and this could be an opportunity to adjust everything. Transit

Tomorrow decisions were being held in abeyance and the entire nation was going through changes in transportation demand. Communities would be adjusting in different ways and LTD would need to proceed on a monthly or quarterly basis as things changed.

Mr. Johnson said a budget would be developed based on the Board's input, with a service level that could be supported and present that to the Budget Committee in May.

Ms. Reid said it appeared from agenda materials that LTD's projected loss would be \$4.3 million for the current fiscal year and \$14.1 million in the next fiscal year, with a total of \$18.4 million in lost revenue over that 15 month period. She asked if LTD was looking at scenarios where there was a return to some level of normalcy, but still had to maintain many of the public health restrictions, such as social distancing, that would require more operators and trip monitors. She asked if those additional expenses were included in projections. Mr. Johnson said staff was trying to determine the pattern of transit use as well as follow health agency guidelines. He said that he doubted that significant numbers of people would return to transit use if social distancing remained a mandate.

Mr. Skov said he felt it would be difficult to determine which assumptions to use for the budget without knowing the reserve policy and encouraged a discussion of how to build more resiliencies into the budget. He stated that he also wanted to have a Board level discussion of the safety and continuity of the workforce and the inevitable decreased need for labor.

Mr. Skov urged that financial decisions be made with a timeframe beyond the next 15 months in mind.

District Projects Update — Ms. Jackson said staff had reviewed other projects that had been part of LTD's larger conversation with the community and recommended that at this point they should be paused to allow staff to focus on managing the COVID-19 crisis and conveying that information to the community. She said the projects were those that had been under discussion by the Board and she felt it was appropriate to seek Board direction on how to proceed. The intent was to resume those community conversations once LTD's communications were no longer focused on public health matters.

Ms. Jackson said staff resources were being directed toward essential services and while the Cottage Grove mobility on demand pilot project was not designated as essential, discussions were under way with the City to determine if it should be considered essential. The results of those discussions would be shared with the Board.

Ms. Reid said she agreed that at present LTD should not be acting on anything except what was best for the community from a public health first perspective. She said it was important that the public see that LTD was focused on providing essential service during the COVID-19 pandemic.

Mr. Nordin said he agreed it was not the time to dream of future projects. He said what came after the current crisis would not be the same transportation system that existed before and it was uncertain what that would look like. He stated that he did not want to lose sight of the efforts involved in designing a new transportation system.

Mr. Skov said he would share an article about the pandemic being an opportunity to remake cities and rethinking transportation systems.

Ms. Secord said she concurred that the Board would need to think differently about service. She said there could be some slack in the system in terms of capacity and asked that a balance be considered to keep people employed, working and productive in a way that was safe.

Mr. Yeh said that he saw the situation as using probably scarcity as the engine for creativity and matching the community's need. He said he did not want to give the impression that the current system was being torn apart because of COVID-19. He said pausing other projects would demonstrate to the community LTD's priorities. The Board always had the option to restart a project if necessary.

MOTION Mr. Skov moved adoption of LTD Resolution No. 2020-04-15-022: It is hereby resolved that the LTD Board of Directors approves pausing LTD projects during the COVID-19 pandemic and not resuming activities related to these projects until the District has resumed regular operation. Ms. Vargas provided the second.

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

WRITTEN REPORTS

Monthly Financial Report - February — There were no questions.

Monthly Cash Disbursements - March — There were no questions.

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

Monthly Performance Reports - March — There were no questions.

Monthly Department Reports - April — There were no questions.

Ms. Secord asked for clarification of a contract with DBS Consulting. Ms Gandolfi said the contract was for grants management services.

ADJOURNMENT — Mr. Yeh adjourned the meeting at 6:52 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, April 22, 2020

Pursuant to notice given to *The Register-Guard* for publication on April 15, 2020, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a virtual special board meeting on Wednesday, April 22, 2020, beginning at 5:30 p.m., via ZOOM online.

Present: Carl Yeh, President
Kate Reid, Vice President
Emily Secord
Josh Skov, Secretary
Don Nordin, Treasurer
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.

PRELIMINARY REMARKS BY BOARD PRESIDENT — Mr. Yeh expressed his gratitude to all LTD employees who were out every day performing a service for the community.

COMMENTS FROM THE GENERAL MANAGER — Ms. Jackson echoed Mr. Yeh's comments about employees performing many duties to keep riders safe. She thanked them for their dedication to the community as there were still many people who depended on LTD's service daily.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — None.

ITEMS FOR BOARD ACTION/INFORMATION/DISCUSSION

LTD Services Related to COVID-19 — Director of Planning and Development Tom Schwetz reviewed a chart of boardings by day, noting the numbers had been very consistent for the past three weeks, which demonstrated ridership had stabilized. He said staff efforts to manage loads and sustain social distancing had been effective and the results were good on both 60- and 40-foot buses. He also reviewed RideSource Call Center data that indicated a trend similar to boardings by day for regular service, with the call volume decreasing and stabilizing as use was restricted to essential trips.

Assistant General Manager Service Delivery Mark Johnson reported on operations. He said there had been a bid due to the special circumstances of operating an enhanced Sunday service six days per week. LTD worked with the union to provide some certainty to operators during these uncertain times. He said beginning April 23 employees' temperatures would be checked as they reported to work; the Glenwood facility was closed and there was only one entry at the downtown station. Transit workers had been identified as priority for COVID-19 testing and LTD was working with local hospitals to develop a referral system for anyone showing symptoms. He said circumstances and strategies were being reviewed daily and the District was working with the union on the purchase of barriers to protect bus operators. It may take some time to obtain the barriers and get them installed, but it was a good strategy to shield operators, including during flu season.

Mr. Nordin joined the meeting at 5:40 p.m.

Ms. Vargas asked who determined whether a RideSource call was classified as a life-sustaining trip. Mr. Johnson said those were defined in advance and were trips, such as for dialysis, which could result in loss of life if not taken.

Ms. Vargas asked if LTD staff was being required to take enforcement action in order to assure the loads of 15 and 20 passengers for 40- and 60-foot buses respectively were not exceeded and riders were using transit for essential trips only. Mr. Johnson said staff had identified sites along routes that were problematic and had contracted for additional security. Public safety officers were also surveying riders in those locations regarding trip purposes. He said if the maximum passenger load was met on one bus another was deployed to pick up the additional passengers. He said typically loads were at their peak in the downtown area and there might be a few additional passengers for three or four blocks.

Ms. Vargas and Mr. Skov commended staff for their compilation of data and frequent updates to the Board.

Mr. Skov said the information being collected on riders and trips would be helpful as LTD looked to future models for service delivery. He asked if there was an explanation for the 20 percent drop in RideSource calls over the past three weeks, after statewide mitigation measures were in place. Mr. Schwetz replied that the Call Center had seen calls for service steadily trend downward. He said the scale of the chart for calls could be adjusted to clarify that. Mr. Johnson noted that RideSource users were a vulnerable population and least likely to want to leave their homes.

Ms. Reid asked if passengers were complying with the requirement to wear face masks. Mr. Johnson said it was going fairly well and most passengers appreciated LTD's request that facial masks be worn. He said employees had encountered few problems during implementation.

Mr. Johnson said typically LTD had operated a Sunday/holiday schedule on Memorial Day, but had decided to eliminate service on that day because service was not being offered on Sundays and few businesses or employers would be open.

Mr. Yeh thanked staff for efforts to keep operators and passengers safe.

Mr. Skov stated he would share with the Board articles about how reopening of the economy might occur. He said it was clear that would not happen quickly and encouraged the Board to think about different models of service in the future.

Mr. Nordin asked about the status of the union's request that operators receive hazardous duty pay. Mr. Johnson said that had been the subject of an executive session prior to the special meeting and LTD would continue to bargain with the union on the issue.

ADJOURNMENT — Mr. Yeh adjourned the meeting at 5:52 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, April 29, 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, April 29, 2020, beginning at 5:30 p.m., via ZOOM online.

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

Absent: Emily Secord

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

PRELIMINARY REMARKS BY BOARD PRESIDENT — None.

COMMENTS FROM THE GENERAL MANAGER — None.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — None.

ITEMS FOR BOARD ACTION/INFORMATION/DISCUSSION

Franklin Boulevard Opportunity Zone Corridor Project - BUILD Grant — Senior Development Planner Jennifer Zankowski said there were two roadway projects being developed for Franklin Boulevard: a Springfield project in Glenwood that began in 2013 and a Eugene project for which planning began in 2019 that would address improvements between Interstate 5 (I-5) and Alder Street. She said both projects had similar goals of improving safety and supporting economic development along the corridor. She said transit enhancement was part of the projects and LTD had been participating with both communities and in 2017 was awarded \$5 million for investment in the EmX system. She said the Franklin corridor was the spine of LTD's system and a critical component for regional connectivity. Improvements in the Eugene section of the corridor could provide a dedicated guideway from Walnut Station to Dads' Gate Station.

Ms. Zankowski said both communities had expressed interest in leveraging resources together to build out both projects. Eugene and Springfield, with support from LTD, were joint applicants for a federal BUILD grant. The application was due on May 11, 2020, and Eugene and Springfield were requesting that LTD agree in principle to contributing the \$5 million lottery bond to support the grant application as part of the local match. The cities would also be contributing local match dollars.

Mr. Skov said the projects were exciting and represented a deliberate densification of the build environment and economic activity and multi-modal coordination of which transit was a part. He emphasized the opportunity to help both communities and the University of Oregon with 7.5 minute service along a very heavily used EmX route. He said he was pleased to see the extent of public, private and University investments throughout the corridor.

Noting complications with construction of one of the roundabouts in Glenwood, Mr. Skov asked how LTD would assure that would not happen with other roundabouts planned along the corridor or other

roadway changes that could impact transit. Ms. Jackson said lessons were learned with the Glenwood roundabout and it was clear that early coordination had to be done in a very different way on future roundabouts, with LTD's needs addressed up front. She had met with both cities and expressed that safety was LTD's first priority and funds should be used in the most efficient manner. She said the request now before the Board would only ask for LTD's support of both projects in concept, the contribution of funds and the District's willingness to be a partner. The Board would also be presented with an agreement that addressed those concerns in greater detail. She said LTD's contribution of a significant amount of local match meant it expected to have a strong voice in the projects and that its design requirements for safety and efficiency be a priority before any funds were released.

Director of Planning and Development Tom Schwetz said LTD had received a *Connect Oregon* grant to reclaim as much McVey Station infrastructure as possible to be reused. Some of that occurred during mitigation of problems with the Glenwood roundabout, but as both cities moved through their projects' phases LTD would seek to recycle as much of federal assets as possible in the new designs.

Ms. Reid said the joint jurisdictions' BUILD grant application was a major topic of discussion during the recent United Front trip to Washington D.C. Meetings with the Federal Transit Administration and U.S. Department of Transportation officials emphasized the connections to transit in the BUILD grant process. The need for LTD to have an equitable voice in discussions, particularly with regard to roundabouts, was also stressed.

Mr. Skov said he was pleased with assurance that LTD was involved at the earliest stages of project planning in order to see that best use was made of federal assets and dollars.

Mr. Yeh stated he fully supported the very important project and was pleased that LTD could contribute local match and establish a strong voice in the planning process.

Ms. Jackson said Rob Zako with Better Eugene-Springfield Transportation (BEST) offered his support for LTD's approval of the request from Eugene and Springfield and noted that BEST had communicated with legislators its support for award of the \$5 million to LTD. He said BEST would provide letters of support for the grant application as well.

Mr. Skov asked for clarification of LTD's promise of lottery bond funds for Franklin Boulevard and how those funds might otherwise be used if not dedicated to the Franklin corridor projects. Ms. Jackson said the funds could not be placed in the General Fund; they were restricted dollars awarded to LTD for the purpose of EmX improvements. If not used for Franklin corridor they would have to be used for another project in which EmX improvements were required. The Franklin corridor was the greatest need because it had been built in 2007 and EmX service had outgrown it. She said she recommended it as a very worthy project for LTD.

MOTION Mr. Skov moved adoption of LTD Resolution No. 2020-04-29-023: It is hereby resolved that the LTD Board of Directors adopts a resolution establishing the following:

- 1) LTD supports the Franklin Boulevard Opportunity Zone Corridor project;
- 2) LTD will participate in the BUILD grant application as a contributing agency;
- 3) LTD commits, in principle, to provide its \$5 million Lottery Bond resources as local match for the grant application; and,
- 4) If the grant is awarded to the project, LTD will formalize this partnership in a memorandum of agreement.

Mr. Nordin provided the second.

VOTE

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

Delegated Authority - Labor Negotiations — Ms. Jackson said LTD was operating in a very unusual environment during COVID-19 and there would be many conversations with union partners about the workplace. It was necessary to restate that she had the authority, if approved by the Board, to continue to engage the union in discussions that could be deemed negotiations. Any formal agreement would come to the Board for approval. She said it was important that the union had a lead point of contact as communications were critical during the constantly changing work environment in order to reach agreement on issues of importance to LTD employees.

Mr. Yeh said he agreed that Ms. Jackson, as the Board's sole employee, be designated as the person to work with Amalgamated Transit Union (ATU) leadership.

MOTION Mr. Nordin moved adoption of LTD Resolution No. 2020-04-024: It is hereby resolved that the LTD Board of Directors adopts a resolution restating the delegation of authority to the general manager for all matters related to labor matters. Ms. Vargas provided the second.

VOTE The motion was approved as follows:
AYES: Nordin, Reid, Skov, Vargas, Yeh, Yett (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Secord (1)

Ridership and Operations Update — Mr. Schwetz reviewed charts displaying data about total boardings by route category, the EmX portion of ridership, and total boardings by day and after 8:30 p.m. He said new service configuration that began April 27 was shown in green and reflected 29 hours of additional service per day. He said it was the same level of service Monday through Saturday and most of the additional service hours were related to additional EmX frequency. He also reviewed charts displaying vehicle load data as related to managing the number of passengers on 40- and 60-foot buses. He said RideSource trips showed a decline similar to that of regular service. A slight increase in Call Center requests would be monitored. He said RideSource staffing had gone from 104 during regular operations to 28 currently managing the low level of demand. Ms. Jackson noted that LTD had a contract with Medical Transportation Management (MTM) to provide some of the specialized RideSource services and staffing decisions were made by MTM related to their operations.

Mr. Schwetz reviewed tables comparing current boardings at the top ten sites in the system with boardings a year ago. He said the data showed a significant decline, particularly for those sites associated with the University of Oregon. Other sites associated with grocery shopping or access to the downtown area and medical services showed less of a decline and indicated the system was being used for essential trips. He also reviewed EmX volume statistics, which had remained fairly high.

Mr. Skov commented that 4,000 boardings per day for essential trips illustrated LTD's importance to the community. He said he was concerned that the maximum load was still being exceeded on some trips and asked what enforcement actions were being taken. He also asked if additional data was available on previous RideSource passengers who were no longer using the service and whether LTD should consider other strategies to assist them over the long run. He said the University had announced it would resume some type of in-person teaching during the fall quarter and wondered if strategies for that increase in ridership were being considered.

Mr. Johnson said staff had been monitoring vehicle loads and determined that in certain areas, such as between 5th Avenue and Monroe Street and the Eugene Station where there could be loads over the capacity limits for a very short portion of the trip it was acceptable to pick up passengers rather than leaving them behind. He said staff would continue to monitor the situation.

Mr. Schwetz said he would obtain additional information on RideSource usage to present to the Board. He said the decline in RideSource use was a result of people choosing to stay home and LTD's requirement that the service only be used for urgent and essential needs. Ms. Jackson said users of

RideSource were a much more vulnerable population and more reluctant to leave their homes for any reason other than the most essential trips; additionally, many of the locations they visited were no longer accessible.

Mr. Yeh asked if staff anticipated that RideSource might be hit with a very large number of requests once people were more willing to leave their homes and some of the travel restrictions were lifted. Mr. Johnson said service levels would likely return to normal as medical offices and facilities began to increase their capacities.

Mr. Schwetz said staff was aware of the University's plans and exploring scenarios for how to prepare for that increased demand for service.

Mr. Skov clarified that his interest was in assuring that RideSource users were not being deterred from making trips that were essential as that population was more transit-dependent and vulnerable. Nationally, trends showed that many people were deferring medical care due to the increased risk of leaving their homes during the COVID-19 pandemic. Mr. Schwetz said RideSource users were allowed to self-select which trips were essential.

Mr. Yeh asked if operators had reported any problems with riders, non-essential trips or other safety concerns. Mr. Johnson said the number of public safety officers had been increased to help monitor stations where there had been problems. No significant problems had been reported.

ADJOURNMENT — Mr. Yeh adjourned the meeting at 6:15 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Josh Skov
Board Secretary

Camille Gandolfi
Clerk of the Board

Date Approved: _____

**LANE TRANSIT DISTRICT
DELEGATED AUTHORITY REPORT
April 2020**

Contracts								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	SIGNER	NOTES
3/23/2020	Chambers Construction	Executive Office Remodel	Task Order	Mar. 20, 2020 - Jun. 15, 2020		\$ 7,861.00	J.McCormack	
3/24/2020	City of Eugene River House	Bike Safety Education	IGA	Mar. 19, 2020 - Mar. 18, 2023		\$ 114,133.72	A.Jackson	
3/27/2020	LCOG	Origin and Destination Survey	Amendment	Sept. 5, 2019 - Nov. 1, 2020			A.Jackson	date extension
3/31/2020	Chambers Construction	EmX Station Repairs	Task Order	Apr. 1, 2020 - Jun. 30, 2020		\$ 8,032.00	J.McCormack	
3/31/2020	Chambers Construction	Bus Wash Roof Replacement	Task Order	Apr. 1, 2020 - Jun. 30, 2020		\$ 52,023.00	J.McCormack	
4/1/2020	Personnel Data Systems, Inc.	Cloud Subscription Agreement	State Agreement	Mar. 31, 2020 - Mar. 30, 2023		\$ 189,643.00	A.Jackson	
4/1/2020	Personnel Data Systems, Inc.	Vista Implementation Scope of Work	State Agreement	Mar. 31, 2020 - Mar. 30, 2023			A.Jackson	Scope of work that was missing from original agreement
4/6/2020	City of Cottage Grove	Cottage Grove STIF	IGA	Apr. 1, 2020 - Jun. 30, 2020		\$ 100,000.00	A.Jackson	
4/7/2020	City of Eugene	Fiber Work Contract	IGA	Apr. 7, 2020 - ongoing			A.Jackson	
4/9/2020	Jarrett Walker & Associates, LLC	Service Policy Update	Amendment	Dec. 16, 2019 - Jun. 30, 2020			A.Jackson	date extension
4/10/2020	Enterprise Rent-A-Car	Vanpool Service	Amendment	Jul. 1, 2017 - Jun. 30, 2021			A.Jackson	option 1 to extend
4/16/2020	PBS Engineering and Environmental, Inc.	310 Garfield - Environmental Site Assessment	Personal Services	Apr. 16, 2020 - until completed		\$ 4,000.00	A.Jackson	
4/14/2020	University of Oregon	UO SCYP - Task Order No. S1 - Advance Geographic Information System	Master Agreement	Oct. 1, 2019 - June 30, 2020	NA		A.Jackson	Total Contract Value for SCYP is NTE \$125,000
4/14/2020	University of Oregon	UO SCYP - Task Order No. S2 - Bike Share Neighborhood Assessment	Master Agreement	Oct. 1, 2019 - June 30, 2020	NA		A.Jackson	Total Contract Value for SCYP is NTE \$125,001
4/14/2020	University of Oregon	UO SCYP - Task Order No. S3 - Coburg Bicycle Transportation	Master Agreement	Oct. 1, 2019 - June 30, 2020	NA		A.Jackson	Total Contract Value for SCYP is NTE \$125,002
4/14/2020	University of Oregon	UO SCYP - Task Order No. S4 - Small City Mobility	Master Agreement	Oct. 1, 2019 - June 30, 2020	NA		A.Jackson	Total Contract Value for SCYP is NTE \$125,003
4/14/2020	University of Oregon	UO SCYP - Task Order No. S5 - Scenario Planning Payroll Tax and Finance	Master Agreement	Oct. 1, 2019 - June 30, 2020	NA		A.Jackson	Total Contract Value for SCYP is NTE \$125,004
4/20/2020	Rowell Brokaw	SCTC Design	Amendment	Sept 1, 2018 - Dec. 31, 2020	NA	\$ 1,056,723.00	A.Jackson	Increased Contract Value by \$24,245.00
4/25/2020	Chambers Construction	On-Call Services	Amendment	May 18, 2017 through May 17, 2021	NA		A.Jackson	One-year extension
4/24/2020	Vehicle Technical Consultants	In-Plant Bus Inspections Services	Amendment	May 22, 2017 through May 21, 2021	NA	\$ 100,000.00	A.Jackson	One-year extension
Group Pass/Non-Profit Program								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	SIGNER	NOTES
3/24/2020	Emerald Cuty Legal Support Service, Inc.	Group Pass	Group Pass	Mar. 1, 2020 - ongoing	ongoing		A.Jackson	
3/24/2020	Concentric Sky	Group Pass	Group Pass	Jan. 1, 2020 - ongoing	ongoing		A.Jackson	
3/24/2020	Direction Service	Non-Profit Pass	Non-Profit Pass	Jan. 1, 2020 - ongoing	ongoing		A.Jackson	
3/27/2020	Mainstream Housing, Inc.	Non-Profit Pass	Non-Profit Pass	Mar. 1, 2020 - ongoing	ongoing		A.Jackson	



AGENDA ITEM SUMMARY

DATE OF MEETING: May 20, 2020

ITEM TITLE: CONTRACT NO. 2020-129: TOUCHPOINT NETWORKS

PREPARED BY: Robin Mayall, Director of Information Technology and Strategic Innovation

DIRECTOR: Mark Johnson, Assistant General Manager

ACTION REQUESTED: Adoption

Please disclose any actual or potential conflict of interest.

PURPOSE: To authorize the general manager to execute a sole source contract with TouchPoint Networks for the purpose of continuing licenses and support for our existing Tadiran VoIP (Voice over IP) phone system.

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: TouchPoint Networks is the sole vendor who supports our existing VoIP phone system. This contract will allow LTD to continue with the same VoIP service by utilizing TouchPoint Networks to provide the support and licensing of our phone system, including our Call Centers (RideSource & CSC), phone trees, phone recording service (call logger), and all VoIP phone lines for Admin, Operations, and Fleet. The current Tadiran phone system was purchased in 2015. This contract is a sole source because the cost to start a new Procurement process and replace the existing equipment would be more costly than staying with the same vendor at this time.

FINANCIAL IMPACT/FUNDING SOURCE: Total contract value: up to \$50,000 to include \$17,000 for licenses, \$15,000 for upgrades to current phone servers, and up to \$18,000 for services and upgrades including changes to phone trees related to RideSource compliance. Funding source will be general fund, approved under operating budget for Information Technology.

CONSIDERATIONS: Staff recommend approval of the sole source contract with TouchPoint for licensing and support of the Tadiran Phone System.

ALTERNATIVES:

- 1) Deny contract renewal. This would result in an unsupported phone system until such time as LTD is able to procure and migrate to an alternative system.
- 2) Renew the contract for a shorter period of time. This would still enable continuity of the phone system, but would require LTD staff to immediately procure and migrate to an alternative system. It is possible that the system vendor would not accept a less than 1-year contract as licenses are typically renewed on a yearly basis.
- 3) Renew contract for lower dollar value. This would keep the basic phone system running, but would put LTD out of compliance with Microsoft server security recommendations and with the revised requirements in the OAR regarding NEMT Call Centers.

SUPPORTING DOCUMENTATION: N/A

- 1) Resolution No. 2020-05-20-026

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-05-20-026:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2020-129 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."

The Services Required Are Available From Only One Source:

1. **Finding:** The Tadiran Aeonix VoIP Phone System is proprietary hardware and software and cannot be used with other systems.
2. **Finding:** The Tadiran Aeonix VoIP Phone System is only supported by one vendor in Oregon with the capabilities to service our entire system (software and hardware) and give on-premise hands-on support. This vendor is TouchPoint
3. **Finding:** The programming and configuration of the current Tadiran Aeonix VoIP Phone System was created by TouchPoint, and they have the abilities and knowledge to service the system in the most economical way
4. **Finding:** By continuing to utilize this system, which has now been in place for five years, LTD will be getting the most cost-effective VoIP system possible at this point in time.

CONCLUSIONS OF LAW

The above "Findings" show that the sole-source procurement process to retain the legal services of TouchPoint Networks relating to the support of the Tadiran Aeonix VoIP phone system complies with the requirements of Oregon law for award of a contract for goods or services without competition.



RESOLUTION NO. 2020-05-20-026

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 TouchPoint Networks on May 11, 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 retaining the legal services of TouchPoint Networks relating to support of the Tadiran Aeonix VoIP phone system 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 TouchPoint Networks for the provision of legal services related to support of the Tadiran Aeonix VoIP phone system for an amount not to exceed \$50,000 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 11TH DAY OF MAY, 2020.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: May 20, 2020

ITEM TITLE: CONTRACT NO. 2020-124: ELOCK TECHNOLOGIES, LLC

PREPARED BY: Theresa Brand, Transportation Outreach and Marketing Manager

DIRECTOR: Cosette Rees, Director of Customer and Specialized Services

ACTION REQUESTED: Adoption

Please disclose any actual or potential conflict of interest.

PURPOSE: To authorize the general manager to execute a sole source contract with eLock Technologies, LLC for the purpose of the purchase of, installation of and the establishment of a maintenance and service contract for electronic bicycle lockers for Santa Clara Transit Station.

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

DESCRIPTION/JUSTIFICATION: Staff desires to order and subsequently install the eLockers developed by eLock Technologies, LLC in coordination with the construction of the Santa Clara Transit Station. These are the same lockers the City of Eugene purchased as part of a regional electronic bike locker system that has been established in the region at four (4) locations. LTD's purchase of the system is the second purchase of this type in our region and more are expected in the future as demand dictates. To increase usage and for customer convenience, all of these lockers should be on the same system so the customer can buy one fare instrument and use it on any of the regional lockers. This is the same system used by TriMet, City of Seattle, and BART.

FINANCIAL IMPACT/FUNDING SOURCE: The value of this contract is \$58,454 and will be paid as a part of the Santa Clara Transit Station project (which has been approved out of the CIP – Community Investment Plan) and ConnectOregon grant funds. The match for the overall project (Santa Clara Transit Center Project) will come from LTD general funds. This contract value includes the purchase of the lockers, installation and a 5-year maintenance agreement.

CONSIDERATIONS: Adoption of this sole source contract request will:

1. Meet the obligations of the Connect Oregon Grant which outlines an agreement to install 15 secure bicycle lockers as part of the project.
2. Provide electronic bicycle lockers that match the regional bicycle locker system which are currently located on the LTD Downtown Station and on other City of Eugene owned locations.
3. Meet regional goals around customers using one electronic payment system to access secure bicycle lockers. Currently, cards for the electronic lockers are sold at the Downtown Customer Service Center and online through ELock.

ALTERNATIVES:

1. Approve this sole source contract to provide electronic bicycle lockers at the Santa Clara Transit adding to the existing regional bicycle locker system without using different technologies.
2. Do not approve this request and not move forward the electronic lockers at this location which is turn will not meet LTD's obligation as part of the CONNECT Oregon grant received for Santa Clara Transit Station.

Contract No. 2020-124: eLock Technologies, LLC

3. Do not approve this request as a sole source contract, which will result in different technologies being used to pay for and access the lockers. This would be more difficult for the customers and require multiple payment systems for lockers in the region.

SUPPORTING DOCUMENTATION: N/A

- 1) Resolution No. 2020-05-20-027

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-05-20-027:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2020-124 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."

The Services Required Are Available From Only One Source:

1. **Finding:** The eLock system is proprietary and card-based and does not allow for reverse engineering or integration into other systems.
2. **Finding:** Regional involvement with this system is a consideration. Many of these lockers are in place in major population centers along the West Coast, with some additional lockers in other parts of the country. The interface allows a customer with a rental card from any of these cities to utilize the eLock system in our community.
3. **Finding:** The City of Eugene, with LTD's involvement, has previously evaluated and purchased these lockers for use in our area. City of Eugene Staff have stated that future procurements of these types of lockers would be treated as a sole source. Users in the area will be familiar with the system and, most importantly, could utilize the same card for both LTD and City of Eugene-owned lockers. This keeps us consistent with systems already in place in our area and does not result in confusion or additional cost to our customers. This speaks to LTD's commitment of being a good partner in the community.

CONCLUSIONS OF LAW

The above "Findings" show that the sole-source procurement process to retain the legal services of ELock Technologies relating to the purchase of proprietary electronic bicycle lockers complies with the requirements of Oregon law for award of a contract for goods or services without competition.



RESOLUTION NO. 2020-05-20-027

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 eLOCK Technologies on May 18, 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 retaining the legal services of ELOCK Technologies relating to purchasing, installation and maintenance of electronic bicycle lockers for Santa Clara Transit Station 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 eLOCK Technologies for the provision of legal services related to electronic bicycle lockers 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 11TH DAY OF May, 2020.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: May 20, 2020

ITEM TITLE: BOARD MEMBER TRAVEL AND EXPENSE REIMBURSEMENT REQUEST:
DON NORDIN

PREPARED BY: Camille Gandolfi, Clerk of the Board

DIRECTOR: Aurora Jackson, General Manager

ACTION REQUESTED: Board Approval

PURPOSE: To obtain approval for reimbursement of Board member travel expenses.

ROLE OF THE BOARD: The Board's role in this instance is to review and approve Board member travel and expense reports in accordance with the Board Travel, Meetings, and Miscellaneous Expense Reimbursement Policy.

HISTORY: At its March 20, 2019, regular Board meeting, the Board adopted a Travel, Meetings, and Miscellaneous Expense Reimbursement Policy allowing for out-of-District expenses to be reimbursed. The requirements for approval of expenses are:

TRAVEL AUTHORIZATION AND APPROVAL

Out-of-District Travel. All out-of-District travel for Directors to attend a meeting at the District's expense, shall be approved by action of the Board, prior to incurring such expense. In unusual or emergency circumstances, if prior Board approval is not possible, the Board President may approve out-of-District travel for Directors. In such unusual or emergency situations, the travel authorization shall be presented to the Board of Directors for ratification at its next scheduled Board meeting. If a Director is assigned to a committee, then attendance at those committee meetings shall not require prior approval of the Board. For periodic out-of-District meetings, which occur several times per year, the Board may approve attendance at such meetings annually.

In-District Travel. Each Director is authorized to travel at the District's expense, within the District, when, in his/her judgment, such travel is required for District business. Expenses for personal business, meals, and lodging are not reimbursable for in-District travel. Directors are entitled to receive reimbursement for actual, reasonable, and necessary expenses incurred in the performance of District business (e.g., personal vehicle mileage reimbursement, parking fees, etc.).

BOOKING TRAVEL

The Board is encouraged to use the Clerk of the Board to arrange for the booking of all out-of-District travel and lodging. The District shall advance the cost of such travel and lodging. However, Directors are allowed to book their own travel, but will be reimbursed at the standard or economy rate, similar to what other Directors or employees going to the same meeting paid for similar arrangements. After travel, the Director shall submit to the Clerk of the Board travel documentation of the actual expenses. If the actual expenses exceed the advancement, then the District shall reimburse the difference. If the actual expenses are less than the advancement, then the District shall invoice the Director for the difference. All such invoices shall be paid promptly, but in no event later than the end of the fiscal year. Incidental expenses are reimbursable if reasonable and documented.

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

NEXT STEPS: N/A

SUPPORTING DOCUMENTATION:

- 1) Expense Report Sheet

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-05-20-028:

It is hereby resolved that the LTD Board of Directors approves the travel expense reimbursement for Board member Don Nordin.

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

DRAFT

Fiscal Year: P9 2020 March 31, 2020

Year to date through: 3/31/2020

	Annual Budget	P9			
		YTD Budget	YTD Actuals	% of Budget	YTD B/(W) than Budget
					(pts)

GENERAL FUND

General Fund Resources	63,971,785	50,614,506	50,683,919	79%	4 pts	69,412
General Fund Expenditures	63,971,785	41,306,517	36,892,743	58%	17 pts	4,413,774
General Fund Revenues higher/(lower) than expenditures	0	9,307,989	13,791,175			

Resources are higher than expenditures by \$13.8M primarily due to: 1) higher than budgeted beginning working capital (\$3.7M), 2) Payroll taxes (\$3.2M) and lower operating expenditures (\$4M). This positive resource impact is partially offset by lower grant assistance March YTD due to grant assistance timing of \$5.7M. The preventative maintenance grant is in the application process and STIF expenditures for increased service has not yet been incurred. Payroll taxes peak in August, Nov, Feb & May. The budgeted source of resources have changed as a result of COVID 19. LTD's services were reduced and fares were eliminated for the safety of our operators. Payroll related taxes are expected to decline March through the end of the fiscal year as a result of unprecedented record unemployment claims. In the 2008 recession, payroll taxes declined 8% and self employment taxes declined 11%. At these levels, payroll related taxes will be lower than budget by more than \$3M.

Expenditures are favorable to budget by \$4.4M, inclusive of the operating reserve (not appropriated). Excluding this reserve, expenditures are \$4M lower than budget. This is primarily due to the timing of STIF funded service increases. Fuel prices and service miles have declined as a result of COVID 19.

MEDICAID FUND

Medicaid Fund Resources	12,101,233	9,075,925	6,957,256	57%	-18 pts	(2,118,669)
Medicaid Fund Expenditures	12,101,233	9,075,925	8,750,669	72%	3 pts	325,255
Accessible Services Fund Revenues higher/(lower) than expenditures	0	0	(1,793,413)			

Expenditures exceed resources \$1.8M due primarily to claims reimbursement delays due to Novus/Pacificsource system incompatibilities.

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

DRAFT

Fiscal Year: P9 2020 March 31, 2020

Year to date through: 3/31/2020

	Annual Budget	P9			
		YTD Budget	YTD Actuals	% of Budget	YTD B/(W) than Budget
					(pts)

SPECIALIZED SERVICES FUND

Accessible Services Fund Resources	9,649,438	7,237,079	5,744,305	60%	-15 pts	(1,492,773)
Accessible Services Fund Expenditures	9,649,438	7,237,079	4,744,462	49%	26 pts	2,492,617
Accessible Services Fund Revenues higher/(lower) than expenditures	0	0	999,844			

Resources exceed expenditures by \$1M. Excluding beginning working capital and the general fund transfer, resources (\$2.9M) are below expenditures (\$4.7M) due to reimbursement timing. Budget for specialized services is 23% higher than FY19 budget in anticipation of the new Mentor Oregon (MO) and Full Access brokerage (FAB) clients as well as a full year of Mobility on Demand services in Cottage Grove and Eugene and STIF funded projects (e.g. SLW transit demand plan, STIF program administration). To date, no new clients from MA or FAB have used the service due to set up delays by the Oregon Department of Disability Services further delayed due to COVID 19. Specialized service expenditures will be below budget for FY20 as current Ridesource activity due to COVID 19 has dropped to ~1/3 of normal volume March + and the mobility on demand services have been suspended.

P2P FUND

P2P Fund Resources	1,631,320	1,223,490	379,163	23%	-52 pts	(844,327)
P2P Fund Expenditures	1,631,320	1,223,490	566,484	35%	40 pts	657,006
P2P Fund Revenues higher/(lower) than expenditures	0	0	(187,321)			

Expenditures exceed resources by \$187K. Excluding beginning working capital, expenditures exceed resources by \$419K due to grant reimbursement timing. A portion of this reimbursement is related to grant drawdowns that have not yet been executed/transfer has not been completed (Bike Parking, Outreach [Assistants], and SRTS Regional). Drawdown will occur when grant is executed. These grants have been impacted by the FTA staff turnover (3 different representatives YTD)

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

DRAFT

Fiscal Year: P9 2020 March 31, 2020

Year to date through: 3/31/2020

	Annual Budget	P9			
		YTD Budget	YTD Actuals	% of Budget	YTD B/(W) than Budget
					(pts)

CAPITAL PROJECTS FUND

Capital Projects Fund Resources	26,946,146	20,209,610	23,020,993	85%	10 pts	(513,969)
Capital Projects Fund Expenditures	26,946,146	20,209,610	8,901,486	33%	42 pts	11,308,124
Capital Projects Fund Revenues higher/(lower) than expenditures	0	0	14,119,507			
<p>Resources exceed expenditures by \$14.1M due to beginning working capital which represents match required for grant funded projects. Expenditures exceeded resources excluding beginning working capital by \$4.6M. Major projects comprising the FY20 expenditures are: 1) Vehicles & associated parts (\$5.8M), 2) Frankline EmX transit stations (\$0.6M), 3) Fare Management system (\$0.6M), and 4) Santa Clara Transit Station (\$0.5M). Expenditures not drawn down are awaiting grant finalization which have been delayed due to FTA staff turnover (3 different representatives YTD). Once finalized, these will be drawdown. The remaining revenue lower than spend is for general funded projects (~\$1.5M - Fare Mgmt system, Planning projects, SCYP and Green Lane property costs)</p>						

FY20 Resources

	FY20 Adopted Budget RESOLUTION NO. 2019-05-15-029 May 15, 2019	FY20 YTD Budget 31-Mar-20	FY20 Actuals as of: 31-Mar-20	Better/(Worse) than Budget	Description
GENERAL FUND					
Beginning Working Capital	\$ 10,560,451	\$ 10,560,451	\$ 14,295,597	\$ 3,735,146	Based on FY19 CAFR
Operating Revenues					
Cash Fares & Passes	3,770,379	2,827,784	2,357,165	(470,620)	
Group Passes	2,191,422	1,643,567	1,526,638	(116,928)	Was on target to budget until we stopped collecting fares to ensure the safety of our operators as a result of the COVID 19 pandemic
Advertising	300,000	225,000	366,667	141,667	\$367K is the minimum annual guarantee for FY20.
Special Services	378,563	283,922	300,693	16,770	Roughly in line with budget given seasonal programs (UO Football and Country Fair) are on target to budget for the year, which is seasonally complete
Total Operating Revenues	\$ 17,200,815	\$ 15,540,724	\$ 18,846,759	\$ 3,306,035	
Nonoperating Revenues					
Payroll Taxes	36,179,910	27,134,933	30,270,980	3,136,048	Payroll taxes were on track to exceed budget as of FMarch 2020; however, with unprecedented record unemployment claims in March & April, payroll taxes are expected to land below budget for the fiscal year. In the 2008 recession, payroll taxes declined 8%. An 8% decline through June would result in a shortage to budget of ~\$3M. SCYP students estimated a \$3.8M decline for the current fiscal year in all payroll-type taxes
Self-employment Taxes	1,920,985	1,440,739	542,219	(898,520)	Self employment taxes usually peak in April, but the deadline to file and pay has been extended to July 15, 2020. In the 2008 recession, self-employment taxes dropped 11%. COVID 19 is expected to have a deeper impact. An 11% drop would be \$211K. During the depression, unemployment was 25%. A 25% drop would be \$480K
State-in-Lieu	405,038	303,779	388,048	84,269	~\$74K higher than same time in the prior year. Slightly higher than YTD budget. During the 2008 recession, state-in-lieu taxes grew; however COVID -19 is different with the state forecasting cuts of ~17% next fiscal year
Grant Assistance	7,700,000	5,775,000	21,411	(5,753,589)	Grant assistance through the Federal CARES act is expected to cover shortfalls in resources and increases to expenses as a result of COVID 19. STIF dollars used is expected to be below original budget as STIF funded projects were put on hold in light of COVID 19
Miscellaneous	272,414	204,311	283,428	79,117	Roughly in line with budget. SAIF Year-end dividend is the minor increase
Interest	286,696	215,022	331,074	116,052	Feb YTD was better than budget due to higher cash balances in FY20 YTD than in FY19 coupled with a higher interest rate 2.57% (FY20) vs. 2.25% (FY19). Post Feb, cash balances have declined due to COVID 19 & interest rates have lowered to 1.75%
Sale of Assets	5,927	0	0	-	
Total Non-operating	\$ 46,770,970	\$ 35,073,782	\$ 31,837,160	\$ (3,236,623)	
Total General Fund Resources	\$ 63,971,785	\$ 50,614,506	\$ 50,683,919	\$ 69,412	
SPECIALIZED SERVICES FUND					
Beginning Working Capital	498,262	498,262	597,637	99,375	Based on FY19 CAFR
Operating Revenues	6,139,964	4,604,973	2,888,259	(1,716,714)	Reimbursement timing. Expenditures to date are \$4.7M. P8 FY19 YTD, STIF reimbursements are quarterly. Feb reporting and reimbursement is through December. Next reporting and reimbursement will be May for the Jan - March period.
Transfer from the General Fund	3,011,212	2,258,409	2,258,409	-	- As budgeted. Updated when CAFR published
Total Resources	\$ 9,649,438	\$ 7,361,644	\$ 5,744,305	\$ (1,617,339)	
MEDICAID FUND					
Beginning Working Capital	132,000	132,000	5,831	(126,169)	Based on FY19 CAFR
Operating Revenues	11,744,230	8,808,173	6,782,673	(2,025,500)	Medicaid claims reimbursements have been delayed primarily due to Novus/Pacificsource system incompatibilities.
Transfer from the General Fund	225,003	168,752	168,752	-	- As budgeted
Total Resources	\$ 12,101,233	\$ 9,108,925	\$ 6,957,256	\$ (2,151,669)	
POINT2POINT FUND					
Beginning Working Capital	541,981	406,486	231,774	(174,712)	Based on FY19 CAFR
Operating Revenues	1,089,339	817,004	147,389	(669,615)	Reimbursement timing. Expenditures through March total \$566K a portion of which is for grants not yet executed/transferred (Bike Parking, Outreach [Assistants], and SRTS Regional). Once executed, these projects will be drawn down against
Transfer from the General Fund	-	-	-	-	- As budgeted
Total Resources	\$ 1,631,320	\$ 1,223,490	\$ 379,163	\$ (844,327)	
CAPITAL PROJECTS FUND					
Beginning Working Capital	15,078,817	15,078,817	18,726,518	3,647,701	Based on FY19 CAFR
Grants	11,867,329	8,900,497	4,294,475	(4,606,022)	\$8.9M of expenditures through March. FTA staff turnover (3 different representatives YTD) has resulted in delays in grants being executed. Once executed, these will be drawn down. The remaining revenue lower than spend is for general funded projects ~1.5M (e.g. Fare Mgmt system, Planning projects, SCYP and Green Lane property costs)
Transfer from the General Fund	-	-	-	-	- As budgeted
Total Resources	\$ 26,946,146	\$ 23,979,314	\$ 23,020,993	\$ (958,321)	

FY20 Expenditures

	FY20 Adopted Budget RESOLUTION NO. 2019-05-15-029 May 15, 2019	FY20 YTD Budget 31-Mar-20	FY20 Actuals as of: 31-Mar-20	Better/(Worse) than Budget	Description
GENERAL FUND - OPERATING					
Transit Services	\$ 51,339,141	\$ 38,504,356	\$ 34,465,582	\$ 4,038,774	Personnel services are lower than budgeted due to timing of STIF funded service increases
GENERAL FUND - NON-OPERATING					
Transfer to Specialized Services Fund	3,011,212	2,258,409	2,258,409		- As budgeted
Transfer to Medicaid Fund	225,003	168,752	168,752		- As budgeted
Transfer to Point2point Fund	-				- As budgeted
Transfer to Capital Projects Fund	-				- As budgeted
Operating Contingency	500,000	375,000		375,000	Contingency for FY20
Total Non-operating	<u>\$ 3,736,215</u>	<u>\$ 2,802,161</u>	<u>\$ 2,427,161</u>	<u>\$ 375,000</u>	
Operating Reserve	\$ 8,896,429				- Not authorized to use in FY20
Total General Fund	<u>\$ 63,971,785</u>	<u>\$ 41,306,517</u>	<u>\$ 36,892,743</u>	<u>\$ 4,413,774</u>	
SPECIALIZED SERVICES FUND					
Transit Services	9,187,018	6,890,264	4,744,462	2,145,802	P9 FY19 expenditures were 71% (\$4.2M) of actuals. P9 FY20 expenditures are 51.6% of budget. P9 FY20 expenditures are higher than last year, but lower than the FY20 budget. Budget for FY20 was higher in anticipation of new Mentor Oregon and Full Access Brokerage clients using this service, however the Oregon Department of Developmental Services has been delayed in their implementation. These delays will continue as a result of COVID 19. As a result, to date, no new clients have used the service. Expectation is a considerable drop off March + for existing clients due to COVID 19
Operating Contingency	-				-
Operating Reserve	462,420				- Not authorized to use in FY20
Total Accessible Services Fund	<u>\$ 9,649,438</u>	<u>\$ 6,890,264</u>	<u>\$ 4,744,462</u>	<u>\$ 2,145,802</u>	
MEDICAID FUND					
Transit Services	12,031,375	9,023,531	8,750,669	272,862	Roughly flat to YTD P9 FY19 spend. P9 FY19 YTD spend was at \$9 M vs. \$8.9 M in FY20. FY19 ended the year at \$11.9M in spend.
Operating Contingency	-				- Contingency for FY20
Operating Reserve	69,858				-
Total Medicaid Fund	<u>\$ 12,101,233</u>	<u>\$ 9,023,531</u>	<u>\$ 8,750,669</u>	<u>\$ 272,862</u>	
POINT2POINT FUND					
Transit Services	1,354,716	1,016,037	566,484	449,553	Payment & project timing. Below budgeted spend. Projects will be behind for FY20 due to COVID 19, which will increase the budget need in FY20-21
Operating Contingency	244,604	183,453		183,453	Contingency for FY20
Operating Reserve	32,000				
Total Point2point Fund	<u>\$ 1,631,320</u>	<u>\$ 1,199,490</u>	<u>\$ 566,484</u>	<u>\$ 633,006</u>	
CAPITAL PROJECTS FUND					
Capital Outlay	17,009,803	12,757,352	8,901,486	3,855,866	Payment & project timing. Significant expenditures to date are for:1) Bus & related parts (\$5.8M) 2) Franklin EmX transit station (\$.6M), 3) Fare management system (\$.6M) and 4) Santa Clara Transit Station (\$.5M)
Capital Reserve	9,936,343				- Not authorized to use in FY20
Total Capital Projects Fund	<u>\$ 26,946,146</u>	<u>\$ 12,757,352</u>	<u>\$ 8,901,486</u>	<u>\$ 3,855,866</u>	



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103452	04/02/2020	CINTAS CORPORATION	1,636.44
103453	04/02/2020	COMCAST	167.54
103454	04/02/2020	EUGENE WATER & ELECTRIC BOARD	1,095.40
103455	04/02/2020	HARVEY & PRICE COMPANY	2,180.00
103456	04/02/2020	KIWANIS-SPRINGFIELD	145.00
103457	04/02/2020	BROOKE D. LOEHR	300.00
103458	04/02/2020	VIRGINIA MAYBERRY	900.00
103459	04/02/2020	OFFICE DEPOT	52.81
103460	04/02/2020	RG MEDIA COMPANY	22.50
103461	04/02/2020	ROWELL BROKAW ARCHITECTS,PC SCTS architecture design	27,056.10
103462	04/02/2020	SAFETY-KLEEN SYSTEMS, INC.	902.33
103463	04/02/2020	SALON ADORN, LLC	5,450.00
103464	04/02/2020	SPRINGFIELD UTILITY BOARD	0.00
103465	04/02/2020	SPRINGFIELD UTILITY BOARD	1,275.10
103466	04/02/2020	WILLIAMS JEWELRY & MFG CO	947.90
103467	04/02/2020	WYATT'S TIRE COMPANY	861.50
103468	04/02/2020	THE AFTERMARKET PARTS COMPANY LLC	1,823.81
103469	04/02/2020	BELL+FUNK	1,250.00
103470	04/02/2020	BUCK'S SANITARY SERVICE, INC.	91.50
103471	04/02/2020	CALLIDUS SOFTWARE, INC.	8,640.00
103472	04/02/2020	CITY OF COTTAGE GROVE South Lane County services	23,343.75
103473	04/02/2020	CUMMINS NORTHWEST, INC. Parts	10,738.17
103474	04/02/2020	EMCON IT LLC	3,888.00
103475	04/02/2020	GILLIG CORPORATION	2,325.81
103476	04/02/2020	KUHN INVESTMENTS, INC. Rhody Express Florence	13,459.92
103477	04/02/2020	MUNCIE TRANSIT SUPPLY	240.81
103478	04/02/2020	ROADRUNNER DELIVERY	455.40
103479	04/02/2020	SITECRAFTING, INC.	400.00
103480	04/02/2020	SMITH DAWSON & ANDREWS, INC.	2,500.00
103481	04/02/2020	TYREE OIL, INC. Diesel	56,002.20
103482	04/09/2020	ACTION FINANCIAL SERVICES	286.22
103483	04/09/2020	ALTERNATIVE WORK CONCEPTS TRAVEL TRNG/TRANSIT HOST/ASSESSMENTS	11,497.00
103484	04/09/2020	AMERICAN FAMILY LIFE	2,179.55
103485	04/09/2020	BARRETT BUSINESS SERVICES INC	1,200.00
103486	04/09/2020	BUREAU OF LABOR & INDUSTRIES	4,494.00
103487	04/09/2020	CANNON LAW ASSOCIATES	496.11
103488	04/09/2020	CENTURY LINK	329.98
103489	04/09/2020	CHAPTER 13 TRUSTEE	346.16
103490	04/09/2020	RICHARD LEE DIFFIN	400.00
103491	04/09/2020	DISH NETWORK	218.04
103492	04/09/2020	ERGOMETRICS & APPLIED	175.00
103493	04/09/2020	EUGENE WATER & ELECTRIC BOARD	608.04
103494	04/09/2020	FASTENAL COMPANY	386.24
103495	04/09/2020	LLC FUSSY'S @ VALLEY RIVER PLAZA	200.75
103496	04/09/2020	HEYMAN'S ENTERPRISES, LTD	56.17
103497	04/09/2020	PAIGE ELIZABETH HUSTON	300.00
103498	04/09/2020	INDUSTRIAL FINISHES	117.06
103499	04/09/2020	KOKE NEW CENTURY, INC.	605.00
103500	04/09/2020	LIFEMAP ASSURANCE COMPANY	1,431.59
103501	04/09/2020	BROOKE D. LOEHR GREEN LANE.BUSINESS RELOCATION €COND HALF	6,000.00
103502	04/09/2020	MCKENZIE SEW-ON	1,877.50
103503	04/09/2020	MIDWEST BUS	271.22
103504	04/09/2020	NORTHWEST NATURAL GAS	6,219.26
103505	04/09/2020	OFFICE DEPOT	65.31



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103506	04/09/2020	OREGON TAXI, LLC	70.63
103507	04/09/2020	TABITHA ROJAS	300.00
103508	04/09/2020	SANIPAC	3,664.30
103509	04/09/2020	SELECTEMP CORPORATION	1,053.15
103510	04/09/2020	SPRINGFIELD UTILITY BOARD Utilities	15,685.37
103511	04/09/2020	STANS AUTO UPHOLSTERY, INC.	810.00
103512	04/09/2020	THERMO KING NORTHWEST, INC.	490.00
103513	04/09/2020	VERIZON WIRELESS	360.78
103514	04/09/2020	WILLAMALANE PARK & RECREATION	516.67
103515	04/09/2020	THE AFTERMARKET PARTS COMPANY LLC Bus PArts	0.00
103516	04/09/2020	THE AFTERMARKET PARTS COMPANY LLC	11,993.71
103517	04/09/2020	CAIC PRIMARY	1,433.62
103518	04/09/2020	THE ENVIRONMENT CENTER FOR TRANSPORTATION AND	3,203.43
103519	04/09/2020	CHAVES CONSULTING, INC.	370.20
103520	04/09/2020	CITY OF SPRINGFIELD McVay conceptual design options	21,175.00
103521	04/09/2020	CUMMINS NORTHWEST, INC.	2,764.64
103522	04/09/2020	DELERROK INC	5,288.16
103523	04/09/2020	GILLIG CORPORATION Bus parts	20,735.63
103524	04/09/2020	JERRY'S HOME IMPROVEMENT CTR	21.76
103525	04/09/2020	JLA PUBLIC INVOLVEMENT	2,346.45
103526	04/09/2020	LTD & ATU PENSION TRUST	104,798.19
103527	04/09/2020	LTD EMPLOYEES FUND	158.00
103528	04/09/2020	LTD SALARIED EMP. PENSION PLAN	18,610.75
103529	04/09/2020	MOHAVE AUTO PARTS, INC.	1,490.85
103530	04/09/2020	MOTION & FLOW CONTROL PRD, INC	304.76
103531	04/09/2020	MUNCIE TRANSIT SUPPLY	442.52
103532	04/09/2020	NEOPART TRANSIT LLC	168.35
103533	04/09/2020	OIL PRICE INFORMATION SERVICE	284.00
103534	04/09/2020	OXLEY & ASSOCIATES, INC.	5,000.00
103535	04/09/2020	PACIFIC POWER GROUP, LLC DPIM for bus	45,056.65
103536	04/09/2020	PRE-PAID LEGAL SERVICES INC.	191.45
103537	04/09/2020	RICOH USA, INC.	1,410.46
103538	04/09/2020	SCOFIELD ELECTRIC CO.	1,820.71
103539	04/09/2020	SEON DESIGN (USA) INC.	8,440.75
103540	04/09/2020	SILKE COMMUNICATIONS SOLUTIONS	150.80
103541	04/09/2020	AKA: SENIOR WHEELS, INC. SOUTH LANE WHEELS	1,829.38
103542	04/09/2020	STAPLES BUSINESS ADVANTAGE	159.96
103543	04/09/2020	TAC TRANSPORTATION, INC. Diamond express oakridge	20,653.89
103544	04/09/2020	THORP, PURDY, JEWETT, URNESS,	4,909.20
103545	04/09/2020	UNITED WAY OF LANE COUNTY	704.00
103546	04/09/2020	WOODBURY ENERGY CO. INC. Diesel	30,233.63
103547	04/16/2020	JERAMY D CARD	4,628.00
103548	04/16/2020	CASCADE CENTERS	564.40
103549	04/16/2020	CINTAS CORPORATION	4,294.30
103550	04/16/2020	TAYLOR COLLINS	7,210.00
103551	04/16/2020	CONSOLIDATED SUPPLY CO.	10.29
103552	04/16/2020	CROCKETTS INTERSTATE TOWING	250.00
103553	04/16/2020	RICHARD LEE DIFFIN	440.00
103554	04/16/2020	EUGENE WATER & ELECTRIC BOARD	0.00
103555	04/16/2020	EUGENE WATER & ELECTRIC BOARD	7,271.32
103556	04/16/2020	FASTENAL COMPANY	4,267.06
103557	04/16/2020	GILLASPIE TREE SERVICE	9,600.00
103558	04/16/2020	HARVEY & PRICE COMPANY REMOVE & REPLACE DUCT FURNACE . FLEET	18,201.00
103559	04/16/2020	HEYMAN'S ENTERPRISES, LTD	15.50



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103560	04/16/2020	KELLY E HOELL	153.00
103561	04/16/2020	KAISER BRAKE & ALIGNMENT INC.	143.10
103562	04/16/2020	LIFEMAP ASSURANCE COMPANY	13,855.80
103563	04/16/2020	BROOKE D. LOEHR	67.16
103564	04/16/2020	MCKENZIE SEW-ON	725.00
103565	04/16/2020	MID-STATE INDUSTRIAL SERVICE	102.00
103566	04/16/2020	MOTOR VEHICLES DIVISION	6.00
103567	04/16/2020	PETERSON MACHINERY CO.	12,153.22
103568	04/16/2020	RFI ELECTRONICS, INC.-OREGON	1,076.40
103569	04/16/2020	RG MEDIA COMPANY	471.00
103570	04/16/2020	TABITHA ROJAS GREEN LANE - BUSINESS RELOCATION	10,848.79
103571	04/16/2020	ROWELL BROKAW ARCHITECTS,PC Santa Clara Station	16,112.08
103572	04/16/2020	SALON ADORN, LLC	1,937.65
103573	04/16/2020	SHI INTERNATIONAL CORP	2,640.00
103574	04/16/2020	SPRINGFIELD UTILITY BOARD	638.27
103575	04/16/2020	THOMSON REUTERS - WEST	167.56
103576	04/16/2020	THYSSENKRUPP ELEVATOR	693.80
103577	04/16/2020	WYATT'S TIRE COMPANY	2,146.34
103578	04/16/2020	THE AFTERMARKET PARTS COMPANY LLC Parts	6,535.09
103579	04/16/2020	CUMMINS NORTHWEST, INC. Parts	14,004.67
103580	04/16/2020	EAN HOLDINGS, LLC	5,950.00
103581	04/16/2020	EUROFINS ANA LABORATORIES, INC	566.40
103582	04/16/2020	GILLIG CORPORATION	8,512.25
103583	04/16/2020	JERRY'S HOME IMPROVEMENT CTR	26.54
103584	04/16/2020	LTD SALARIED EMP. PENSION PLAN	88,052.00
103585	04/16/2020	MAGID GLOVE & SAFETY MFG CO LLC	51.33
103586	04/16/2020	MUNCIE TRANSIT SUPPLY	1,678.26
103587	04/16/2020	NEOPART TRANSIT LLC	695.65
103588	04/16/2020	NEW FLYER OF AMERICA, INC,	731,380.76
103589	04/16/2020	NINFAS ELITE CORPORATION Cleaning	71,299.99
103590	04/16/2020	OGLETREE, DEAKINS, NASH, SMOAK	8,906.30
103591	04/16/2020	PACIFIC POWER GROUP, LLC Bus parts and drive rebuild	12,719.22
103592	04/16/2020	PARKEON, INC.	2,590.00
103593	04/16/2020	TOUCHPOINT NETWORKS LLC	180.00
103594	04/16/2020	TYREE OIL, INC.	747.60
103595	04/16/2020	WANNAMAHER CONSULTING, INC.	2,480.00
103596	04/16/2020	ZONES, INC.	10,110.68
103597	04/21/2020	VIRGINIA CHURCH	5,983.00
103598	04/23/2020	ACTION FINANCIAL SERVICES	286.22
103599	04/23/2020	AMAL TRANSIT UNION #757	15,891.18
103600	04/23/2020	BETHEL SCHOOL DISTRICT #52	7,515.91
103601	04/23/2020	CANNON LAW ASSOCIATES	423.76
103602	04/23/2020	CHAPTER 13 TRUSTEE	346.16
103603	04/23/2020	CONSOLIDATED SUPPLY CO.	179.26
103604	04/23/2020	EUGENE WATER & ELECTRIC BOARD	1,147.41
103605	04/23/2020	PAIGE ELIZABETH HUSTON	7,212.80
103606	04/23/2020	LANE COUNTY SCHOOL DISTRICT4J	1,840.00
103607	04/23/2020	LITHIA TOYOTA-SPRINGFIELD #65	90.00
103608	04/23/2020	MARKETING & TECHNICAL MATERIAL	1,159.57
103609	04/23/2020	VIRGINIA MAYBERRY	1,200.00
103610	04/23/2020	PROTECTIVE SERVICE LLC	568.00
103611	04/23/2020	RUCKER ENTERPRISES	879.07
103612	04/23/2020	SELECTEMP CORPORATION	851.48
103613	04/23/2020	TUMWATER PRINTING	4,600.00



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103614	04/23/2020	WHITE BIRD CLINIC	6,648.83
103615	04/23/2020	BEDFORD FALLS, LLC	10,000.00
103616	04/23/2020	CITY OF COTTAGE GROVE	19,240.69
103617	04/23/2020	CITY OF SPRINGFIELD	16,212.00
103618	04/23/2020	GOOD COMPANY LLC	3,116.25
103619	04/23/2020	GRACE TOWING, LLC	80.00
103620	04/23/2020	LANE COUNCIL OF GOVERNMENTS	14,867.70
103621	04/23/2020	LTD & ATU PENSION TRUST	102,709.78
103622	04/23/2020	LTD SALARIED EMP. PENSION PLAN	14,744.52
103623	04/23/2020	MEDICAL TRANSPORTATION MGT	1,112,907.79
103624	04/23/2020	ONE CALL CONCEPTS, INC.	31.20
103625	04/23/2020	PACIFIC ARMORED INC.	456.00
103626	04/23/2020	PACIFICSOURCE HEALTH PLANS	594,801.08
103627	04/23/2020	THORP, PURDY, JEWETT, URNESS,	8,245.20
103628	04/23/2020	TRC ENGINEERING SERVICES, LLC	900.00
103629	04/23/2020	UNITED WAY OF LANE COUNTY	704.00
103630	04/23/2020	UNIVERSAL FIELD SERVICES, INC.	6,796.95
103631	04/23/2020	UPWARD, INC.	7,847.00
103632	04/23/2020	VEHICLE TECHNICAL CONSULTANTS,	9,800.00
103633	04/23/2020	VISION SERVICE PLAN	4,553.62
103634	04/23/2020	PHYLLIS L WALKER	10,000.00
103635	04/23/2020	WOODBURY ENERGY CO. INC.	545.30
103636	04/30/2020	A-1 AUTO GLASS	172.80
103637	04/30/2020	A-1 FIRE PROTECTION	168.00
103638	04/30/2020	BARRETT BUSINESS SERVICES INC	3,280.00
103639	04/30/2020	BUILDER'S ELECTRIC, INC.	1,654.00
103640	04/30/2020	CINTAS CORPORATION	3,486.90
103641	04/30/2020	EUGENE WATER & ELECTRIC BOARD	452.86
103642	04/30/2020	FASTENAL COMPANY	745.44
103643	04/30/2020	THE HARTFORD	340.00
103644	04/30/2020	HERSHNER HUNTER	84.00
103645	04/30/2020	MARKETING & TECHNICAL MATERIAL	338.97
103646	04/30/2020	MCKENZIE SEW-ON	734.50
103647	04/30/2020	MIDWEST BUS	1,319.59
103648	04/30/2020	PAPER SOLUTIONS, INC.	3,921.24
103649	04/30/2020	PETERSON TRUCKS INC.	890.50
103650	04/30/2020	PNW SECURITY, LLC Firewall replacement & system security	110,082.10
103651	04/30/2020	RG MEDIA COMPANY	165.00
103652	04/30/2020	SPRINGFIELD UTILITY BOARD	77.06
103653	04/30/2020	STATE OF OREGON-EMP DEPT	11,279.27
103654	04/30/2020	SUNSHINE PLANT CARE	300.00
103655	04/30/2020	THERMO KING NORTHWEST, INC.	1,560.00
103656	04/30/2020	UNIVERSITY OF OREGON SCYP project	39,000.00
103657	04/30/2020	WHA INSURANCE AGENCY, INC.	10,962.00
103658	04/30/2020	WYATT'S TIRE COMPANY	807.50
103659	04/30/2020	THE AFTERMARKET PARTS COMPANY LLC	5,637.11
103660	04/30/2020	AIVIA CORPORATION	1,050.00
103661	04/30/2020	BPA VEBA-HRA SERVICES	119.00
103662	04/30/2020	THE ENVIRONMENT CENTER FOR TRANSPORTATION AND	8,311.46
103663	04/30/2020	GILLIG CORPORATION	11,013.97
103664	04/30/2020	GRAINGER INC	0.00
103665	04/30/2020	GRAINGER INC	0.00
103666	04/30/2020	GRAINGER INC	2,435.97
103667	04/30/2020	JARRETT WALKER & ASSOCIATES	6,975.00



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103668	04/30/2020	JERRY'S HOME IMPROVEMENT CTR	82.94
103669	04/30/2020	MODA HEALTH	2,658.20
103670	04/30/2020	MOHAVE AUTO PARTS, INC.	1,060.80
103671	04/30/2020	MOTION & FLOW CONTROL PRD, INC	200.10
103672	04/30/2020	MUNCIE TRANSIT SUPPLY	919.29
103673	04/30/2020	NEOPART TRANSIT LLC	1,724.34
103674	04/30/2020	NORTH COAST ELECTRIC	136.20
103675	04/30/2020	OGLETREE, DEAKINS, NASH, SMOAK	3,352.50
103676	04/30/2020	OIL PRICE INFORMATION SERVICE	284.00
103677	04/30/2020	PACIFIC POWER GROUP, LLC	181.48
103678	04/30/2020	ROADRUNNER DELIVERY	189.20
103679	04/30/2020	ROMAINE ELECTRIC CORP	288.00
103680	04/30/2020	SPRAGUE PEST SOLUTIONS	115.00
103681	04/30/2020	STAPLES BUSINESS ADVANTAGE	292.97
103682	04/30/2020	JESSAMYN D STOCKLYNN	100.00
103683	04/30/2020	TAC TRANSPORTATION, INC.	16,892.86
103684	04/30/2020	WOODBURY ENERGY CO. INC.	186.00
91050120	04/30/2020	BENEFIT PLANS ADMIN SVCS, LLC	35,089.00
92050120	04/30/2020	BENEFIT PLANS ADMIN SVCS, LLC	7,586.00
93032820	04/01/2020	BENEFIT PLANS ADMIN SVCS, LLC	3,442.87
93033120	04/04/2020	BENEFIT PLANS ADMIN SVCS, LLC	3,439.85
93042520	04/29/2020	BENEFIT PLANS ADMIN SVCS, LLC	10,988.51
800033120	04/03/2020	OREGON DEPARTMENT OF REVENUE	5,160.74
803117033	04/02/2020	BANK OF AMERICA	850.62
803117034	04/02/2020	BANK OF AMERICA	629.72
803557471	04/10/2020	VALIC %CHASE BANK OF TEXAS	106,987.64
803575075	04/24/2020	VALIC %CHASE BANK OF TEXAS	80,274.99
806699137	04/22/2020	BANK OF AMERICA	40,824.70
809727488	04/10/2020	OREGON DEPARTMENT OF REVENUE	46,094.61
814244903	04/10/2020	MASS MUTUAL FINANCIAL GROUP	3,472.18
816454883	04/24/2020	MASS MUTUAL FINANCIAL GROUP	3,382.82
820068864	04/11/2020	OREGON DEPARTMENT OF REVENUE	266.83
820198208	04/11/2020	INTERNAL REVENUE SERVICE-EFTPS	1,022.61
820392524	04/10/2020	INTERNAL REVENUE SERVICE-EFTPS	180,304.64
854534417	04/10/2020	OREGON DEPARTMENT OF JUSTICE	2,148.50
854538151	04/24/2020	OREGON DEPARTMENT OF JUSTICE	2,148.50
863179520	04/24/2020	OREGON DEPARTMENT OF REVENUE	46,772.10
863252247	04/25/2020	INTERNAL REVENUE SERVICE-EFTPS	3,250.51
864415232	04/25/2020	OREGON DEPARTMENT OF REVENUE	780.13
868782848	04/26/2020	OREGON DEPARTMENT OF REVENUE	21.66
872498176	04/02/2020	OREGON DEPARTMENT OF REVENUE	3,643.50
883236253	04/26/2020	INTERNAL REVENUE SERVICE-EFTPS	148.06
894518062	04/24/2020	INTERNAL REVENUE SERVICE-EFTPS	183,036.06
259 Checks			\$4,657,366.97



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

There is no report this month.

SERVICE DELIVERY & ADMINISTRATION

Mark Johnson, Assistant General Manager

FINANCE

Christina Shew, Director of Finance

There is no report this month.

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

Marketing and Communications

Theresa Brand, Transportation Outreach and Marketing Manager

The Marketing Team has developed a number of communications with the public over the last few months that have focused on customer information, changes in service and health related reminders. This remains challenging in such a changing and dynamic environment.

This work will continue in earnest of the next number of months in close collaboration with the Public Information Officer (Pat Walsh), and LTD's Executive Leadership Team, through all available channels including station and bus stop information, special posted signage on buses and at the Eugene and Springfield Stations, digital and social media and through media releases and live television events.

TouchPass Fare Program:

Planning is underway in preparation of the re-engagement of the use of the TouchPass system in the near future. In addition, preparation continues for the full implementation of the Student Transit Pass Program some of which was stalled due to COVID epidemic.

LTD Website Analytics for March 24 – April 23, 2020

- Users = 18,497
- Mobile Users = 72% access by mobile phone or tablets
- Desktop/Laptop User = 28%
- Page Views = 123,855

Facebook Analytics for March 24 – April 28, 2020

- Daily Reach = 62,472
- Engaged users (unique) = 6,726
- Impressions = 87,951
- Total Page Followers = 5,441
- Total Likes = 5,173

Events, Sponsorships, Outreach, Public Engagement

- Given that we are in a state of emergency as a result of COVID-19, LTD's current focus is the health and safety of the community and its employees. Therefore all events, sponsorships, and outreach have been postponed. Marketing's focus has been on coronavirus communications for our riders, employees, and the general public. <https://www.LTD.org/covid-19/>
- March 18 was *Bus Operator Appreciation Day*. Marketing promoted the event by asking riders to fill out postcards thanking LTD operators with a handwritten message. We received a record number of postcards (more than 150), and they are pinned up in the Operations Lounge for all bus operators to view.
- Staff is coordinating a "*Thank you Essential Workers*" campaign to be launched first part of May that will send messaging both internal and external to thank essential workers in our community.
- With the temporary suspension of fare collection, staff is working on a communication plan and materials for when fare implementation resumes.
- Staff launched a *#LTDEmployees* Facebook campaign to promote LTD's front-line employees who are still working hard to keep essential bus service available to for those who need to use the bus. The pictures are of LTD employees wearing their facemasks while they work including bus operators, maintenance, facilities, public safety, and operations supervisor staff.

Point2point (P2p)

Theresa Brand, Transportation Options Manager

General Updates:

- Staff continue to respond these challenging times with adapting or delaying program approaches and some cases cancelations of planned events.

- Staff continue to reach out to fellow transportation options professionals locally, statewide and nationally to seek out ideas and develop some best practices for the different areas and are activity working on planning for future outreach and program services in the future and how they may differ than current activities. Specific examples of this are in ridesharing, community outreach and Safe Routes to Schools areas.
- In addition, staff have and will continue to develop and deploy based and social media content to support our customers in all program areas including some encouragement posts, contests and a video or two. These efforts will continue in earnest until the new normal is in place.

Congestion Mitigation:

- Staff are working in coordination with ODOT to conduct transportation options outreach for congestion mitigation before, during, and after the early 2020 I-105 Delta Ramp Closure. This outreach is primarily targeting the residents, employers, and schools in the neighborhoods most directly impacted by the closure: Northeast Neighbors, Cal Young Neighborhood Association, and Goodpasture Island Neighbors. These efforts scaled back significantly in April as traffic naturally receded following the governor’s “Stay Home, Save Lives” order.
- Outreach to residents and employers in April included: 7 social media posts sharing construction reminders to those taking essential trips and encouraging the use of transportation options when appropriate; preparation and delivery of customizable resource packets for 4 residents and employees in affected areas; and the announcement of the winner of the March Valley River Inn Commute Contest. 63 individuals participated in the contest, logging over 1,100 trips equaling 13,000 miles and over 3.5 million grams of CO2 savings.

West Eugene EmX Corridor Outreach:

- Staff continued efforts to promote the use of transportation options along the West Eugene EmX Corridor. These efforts have included a targeted campaign in the Jefferson Westside Neighborhood (JWN), Whitaker Community (WC), Far West Neighborhood (FWN) and West Eugene Community (WEC) encouraging residents and employees to enroll in the new *Get There* platform and explore their transportation options.
- In April, staff wrapped up delivery of the last customized transportation options resource packets to the JWN.
- Staff are currently exploring the possibilities for further outreach to employers along the West Eugene EmX Corridor given the “Stay Home, Save Lives” order and the new challenges and stresses businesses currently face.

Gateway Outreach:

Point2point staff had been planning to lead an outreach effort to multifamily housing units in the Gateway area, April through the end of June of 2020, to encourage the use of transportation options and to highlight LTD's recently reconnected "one seat ride" service that positively affects Springfield EmX.

The original planned outreach - offering customizable transportation resource packets to eligible residents and holding outreach events to promote transportation options – has been delayed for the time being. However, staff are currently exploring options for virtual offerings and/or low- to- no-contact bike tune-ups for area residents.

Get There:

April

Measure	Current Month	Prior Year's Month	Current YTD	Previous YTD
New Users	4	11	765	500
Total Users	1,148	5,582	1,148	5,582
Non SOV Miles Reported	3,615	12,361	241,752	381,140

Non SOV Trips Reported	417	546	21,765	31,871
CO2 Savings (pounds)	2,684	9,540	139,749	282,532

Vanpool:

Due to the COVID-19 pandemic, Valley Vanpool worked together with *Commute with Enterprise* on solutions for vanpools. Vanpoolers that are no longer operating due to shelter in place requirements and teleworking, are provided the opportunity to “park” their vans with no financial liability to the vanpool. Vanpool groups that are still operating, but have lost riders can be provided with an ad hoc seat subsidy to get them through the period.

Valley Vanpool has had 15 more vans park during April, bringing the total number of vanpools suspending operations to 24, with 11 of those vanpools providing service in the Lane Transit District service area.

Statistics for March 2020 (vanpool reporting experiences a 30 day lag)

Measure	Current Month	Prior Year's Month	Current YTD	Previous YTD
# of Vanpools	15	15	15	15
# of Riders	124	137	153	138
Utilization Rate	45%		54%	
Passenger Boardings	1,907	3,566	30,013	29,926
Total Passenger Miles	103,627	202,462	1,617,868	1,699,902
VMR (Vehicle Miles Reduced)	78,757	153,871	1,229,580	1,291,926
CO2 Reduced	63,005	123,097	983,664	1,033,540

Business Commute Challenge (BCC):

- The 2020 BCC has been canceled to do the COVID-19 pandemic.
- Staff are spending this time working on the ODOT Innovation Grant with our consultants, Alta Planning and Design. We are exploring ways to integrate the Transtheoretical Model known as the Stages of Change into the 2021 BCC outreach and communication. We hope through these efforts we will be able to increase participation as well as create long-term change in individuals’ travel behavior.

School Programs – Safe Routes To Schools (SRTS) Outreach Programs:

- The Regional SRTS team followed local school district protocol and formally cancelled all May Walk+Roll events. The Regional SRTS team is developing an online resource to allow families to participate in CDC guideline compliant active transportation challenges and providing free scooters and helmets to Title 1 students in the region.
- The spring 2020 Bike Safety Education Program has cancelled classes due to the Covid-19 public health situation. Online materials are posted on the Eugene-Springfield SRTS website for use by families as well as PE teachers.
- The Regional Schools Coordinator is developing two grant applications for the 2021-2023 MPO funding cycle. The applications will ask for increased FTE for the Schools Program Assistant positions (x2) and additional funding for an SRTS Equity project aimed at developing diverse community engagement within the SRTS program.
- The Regional SRTS team has begun a social media and website overhaul in order to update materials and generate a formal outreach plan during and after the Covid-19 public health situation.

FACILITIES

Joe McCormack, Director of Facilities

There is no report this month.

MAINTENANCE

Matt Imlach, Director of Maintenance

There is no report this month.

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.