



LANE TRANSIT DISTRICT BOARD OF DIRECTORS REGULAR MEETING

Wednesday, June 17, 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 - (Postponed during District response to COVID-19); 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
	IX. PUBLIC HEARING: <i>NONE</i>	
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
6:05 p.m.	A. CONSENT CALENDAR: Action Needed: Approval <ol style="list-style-type: none"> 1. Minutes from the May 13, 2020, Special Board Meeting 2. Minutes from the May 20, 2020, Regular Board Meeting 3. Delegated Authority Report – MAY 4. Contract No. 2020-133: SiteCrafting 5. Contract No. 2020-119: Schetky Northwest Sales, Inc. 6. Annual District Boundary Reaffirmation 7. Updated Salaried Employees’ Retirement Funding Policy 8. Updated Fund Balance and Budgetary Reserve Policy 9. Updated LTD ATU Local 757 Pension Funding Policy 	7
6:10 p.m.	B. ELEMENTARY LANE DEDICATION: <i>Materials Included</i> [Randi Staudinger] Action Needed Adoption	84
6:20 p.m.	D. CLIMATE ACTION POLICY STATEMENT & FLEET PROCUREMENT GOALS: <i>Materials Included</i> [Kelly Hoell] Action Needed: Adoption	88
6:30 p.m.	E. PUBLIC MEETING SCHEDULE – LANE COUNTY PHASE 2 OF REOPENING: <i>Materials Included</i> [Aurora Jackson] Action Needed: Information and Discussion	93
6:45 p.m.	XI. WRITTEN REPORTS – RESPOND IF QUESTIONS	
	A. MONTHLY FINANCIAL REPORT - APRIL [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>	94
	B. MONTHLY CASH DISBURSEMENTS - MAY [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>	99
	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>	103

<u>Time</u>		<u>Page</u>
	D. MONTHLY PERFORMANCE REPORTS - APRIL [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>	123
	E. MONTHLY DEPARTMENT REPORTS – JUNE [Aurora Jackson] <i>Monthly department activity reports, and reports throughout the District, are provided for the Board's information.</i>	127
	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>	132

7:30 p.m. XII. ADJOURNMENT

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).



AGENDA ITEM SUMMARY

DATE OF MEETING: June 17, 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: June 17, 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. **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. The July 11 meeting was canceled. At the June 4 meeting, committee members discussed the CLMPO funding applications, the LCDC report; and received a safety update.
2. **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 June 8 meeting, committee members reviewed contracts to be presented to the Board for approval.
3. **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 June 10 meeting, committee members received updates from ODOT and MPC; held discussion regarding LaneACT letters of support; discussed providing a letter of support for the Veneta Safe Routes to School capital grant application; discussed the scope of work for the ODOT Area Strategies Pilot; reviewed information regarding the Port of Coos Bay grant application follow up.
4. **Ad Hoc Strategic Planning Committee (SPC) Topic Review Committee:** This ad hoc committee has been created for the purpose of reviewing and discussing when the SPC should reconvene and what topics would be appropriate in light of the ongoing COVID-19 pandemic. The committee is composed of Board members Kate Reid, Joshua Skov, and Emily Secord. At the May 28 and June 11 meetings, committee members discussed and developed recommended agenda items for the Board of Directors to delegate to the SPC and a timeline for reconvening the Committee.

NO MEETINGS HELD:

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. The next meeting is scheduled for June 25.
2. **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 July 2 meeting was canceled. The next meeting is scheduled for July 9.

3. **LTD Pension Trust Committee:** LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. The pension trustees generally meet three times a year, and Board Member Steven Yett serves as one of the trustees. The next meeting is scheduled for August 20.
4. **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. The next meeting is scheduled for October 7.
5. **Ad Hoc Sustainability Committee:** This ad hoc committee has been created for the purpose of reviewing the District's sustainability Policies. The committee is composed of Board members Kate Reid, Joshua Skov, and Don Nordin. The next meeting has not been scheduled.
6. **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 has not been scheduled.
7. **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.
8. **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.
9. **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.
10. **Ad Hoc Fare Policy Committee:** This ad hoc committee has been created for the purpose of reviewing the District's fare system. The committee is composed of Board members Kate Reid, Carl Yeh, and community representatives. The next meeting has not been scheduled.
11. **Ad Hoc Communications Committee:** This ad hoc committee has been created for the purpose of reviewing the District's communications. The committee is composed of Board members Kate Reid, Joshua Skov, and Caitlin Vargas. The next meeting has not been scheduled.
12. **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.
13. **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.
14. **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: June 17, 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 June 17, 2020, consists of:

- Approval of the Minutes of the May 13, 2020, Special Board Meeting
- Approval of the Minutes of the May 20, 2020, Regular Board Meeting
- Approval of Delegated Authority Report - MAY
- Approval of Contract No. 2020-133: SiteCrafting
- Approval of Contract No. 2020-119: Schetky Northwest Sales, Inc.
- Approval of Annual District Boundary Reaffirmation
- Approval of Updated Salaried Employees' Retirement Funding Policy
- Approval of Updated Fund Balance and Budgetary Reserve Policy
- Approval of Updated LTD ATU Local 757 Pension Funding Policy

ATTACHMENT:

- 1) Minutes of the May 13, 2020, Special Board Meeting
- 2) Minutes of the May 20, 2020, Regular Board Meeting
- 3) Delegated Authority Report - MAY
- 4) Contract No. 2020-133: SiteCrafting
- 5) Contract No. 2020-119: Schetky Northwest Sales, Inc.
- 6) Annual District Boundary Reaffirmation
- 7) Updated Salaried Employees' Retirement Funding Policy
- 8) Updated Fund Balance and Budgetary Reserve Policy
- 9) Updated LTD ATU Local 757 Pension Funding Policy

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-06-17-030; It is hereby resolved that the Consent Calendar for June 17, 2020, is approved as presented [amended].

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING

Wednesday, May 13, 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, May 13, 2020, beginning at 5:30 p.m., via ZOOM online.

Present: Carl Yeh, President
Kate Reid, Vice President
Josh Skov, Secretary
Emily Secord
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 members of the Board, LTD staff and the public for attending the meeting. He noted that public testimony would not be taken.

COMMENTS FROM THE GENERAL MANAGER — None.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — None.

ITEMS FOR BOARD ACTION/INFORMATION/DISCUSSION

Ridership and Operations Update — Director of Planning and Development Tom Schwetz used graphs to illustrate Ridership, Passenger Loads, and RideSource Activity Through 5-11-2020. He noted an uptick during the past two weeks reflected service that began on April 27. He also shared a graphic comparing ridership in 2019 and 2020. He reviewed load data for 40- and 60-foot buses and EmX routes and system boardings by time of day. He also reviewed RideSource data and said while there was a slight increase, more data was necessary to determine if there was a trend. He said anecdotally the increase was prompted by reopening of non-essential medical trips and two additional drivers and a call taker were being added to meet demand.

Mr. Schwetz shared an article from the New York Times regarding the decrease in bus ridership experienced by large transit districts over the past 10 years; only two systems had seen increases in ridership: San Francisco and Seattle. The Los Angeles system had lost 20 percent of its ridership over the same period. He said LTD's ridership had gone down by 11 percent over the past 10 years. He said other articles discussing societal factors that influenced the trends would also be made available to the Board. He noted that the articles primarily addressed the larger transit systems and the factors cited might not necessarily apply to LTD's market. He said local factors could include the use of technology to allow employees to work from home, decreasing commute patterns, and concerns with crowded buses.

Mr. Yeh asked if the current LTD service was getting riders to their desired destinations and if businesses felt their employees and customers were being served adequately. Mr. Schwetz said he did not have specific data at this time but staff was reaching out to the business community about that issue. Assistant General Manager Service Delivery Mark Johnson said there were not many people traveling to jobs currently, which was part of the issue. Core services still covered major employers and businesses,

although not as frequently. He had not heard feedback that people were clamoring for buses in order to get to work.

Mr. Yeh urged staff to actively check in with employers and businesses.

Mr. Yeh asked if there was any information about the impact of COVID-19 on ridership trends. Ms. Jackson said that nationwide people were moving differently and the COVID-19 crisis had accelerated that pattern. A redesign of LTD's system would need to include other mobility options in the region as transit alone could not meet community needs.

Mr. Skov asked to what degree there had been adoption of the TouchPass system by group pass members. Mr. Johnson said fare had not been collected since early March so no data was available. Once barriers for operators were installed he hoped that fare collection could be resumed, but that would be late June or early July.

Mr. Skov suggested that ridership data be presented without the numbers from March as the March numbers were much higher and tended to obscure the more current trends, particularly as parts of the economy began to reopen. He asked if evening ridership data reflected people commuting home from jobs on the fixed route system as that was unclear when combined with EmX data. Mr. Schwetz said while people used EmX to make connections, trips home in the evening were typically done using non-EmX routes. Staff would verify that information.

Mr. Skov said he was impressed with the speed of the TouchPass roll out on buses and asked if they could be moved to the rear doors in order to resume use of the system and still protect operators. Mr. Johnson said possibly they could be moved temporarily to the rear doors, but there would be no operator to manage the system. It would also require collection of fares from some riders but not others. Until barriers for operators were installed it was not practical to collect fares or use passes.

Ms. Vargas asked if LTD was part of a county-wide plan to reopen the economy. Mr. Johnson said LTD had provided some input into the process, but separate transit guidelines were provided by the state. LTD was waiting for further information from the Governor's Office, but was already implementing many requirements.

Mr. Yeh pointed out that LTD was in contact with the University of Oregon and Lane Community College to make sure it was prepared for the fall term and potential increase in student ridership.

Mr. Skov said he participated in a webinar on transit strategies during COVID-19 and LTD had already implemented them. He congratulated LTD's leadership and staff for being proactive. He said he had several articles that he would share with Board members and staff and hoped to have a service model discussion at the upcoming regular Board meeting.

Mr. Johnson said staff was looking to the future from a public health perspective with many of the strategies being implemented, such as barriers for operators and electronic air filters to clean the air, to create a safe environment on buses.

Mr. Yeh thanked LTD staff for providing the Board with a weekly update and providing an essential service to the community.

ADJOURNMENT — Mr. Yeh adjourned the meeting at 5:57 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, May 20, 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, May 20, 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
Camille Gandolfi, Clerk of the Board
Kristen Denmark, Legal Council

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

PRELIMINARY REMARKS BY BOARD PRESIDENT — Mr. Yeh addressed how items could be placed on a Board meeting agenda. He encouraged members to avoid adding items at the beginning of a meeting unless they were truly urgent as meetings were carefully planned to allow sufficient time to complete the items on the agenda. He said adding an item during the meeting did not give the public sufficient notice of what the Board would be discussing. He reminded the Board that the District was still operating during a public health crisis and there was a shared understanding from a previous meeting to postpone projects and other non-time sensitive items to a later date. Options for adding items to the agenda were to forward the proposed item to the board president, who would determine how and when it would appear on a future agenda or an in-meeting request to add the item to the agenda that would be voted on by the Board to determine if it would be added to the meeting's agenda or scheduled for a later date.

COMMENTS FROM THE GENERAL MANAGER — Ms. Jackson said it was still Phase 1 of the pandemic and little had changed for LTD in terms of public health operating practices. She heard a presentation from the Governor's Office that while Phase 1 was still in place people were beginning to relax their behaviors. LTD would continue to have administrative staff work remotely and would work with employees and the management team to determine how to operate in the event the state moved to Phase 2.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — Mr. Skov suggested the addition of a 10-minute discussion of shared micro-mobility, its relationship to transit and LTD's potential role in new local options. He felt the matter was time sensitive. Mr. Yeh said the matter would be taken up at the end of the agenda.

Ms. Secord asked that there be future discussions of reconvening LTD committee meetings and the status of the working agenda. Mr. Yeh said those would also be addressed at the end of the agenda.

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.

Mr. Nordin joined the meeting at 5:37 p.m.

EMPLOYEE OF THE MONTH — Postponed during District response to COVID-19.

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

Josh Kashinsky, Eugene, University of Oregon Active Transportation Coordinator and member of the Eugene Active Transportation Committee, said he was speaking on his own behalf. He expressed thanks to the Board and LTD staff for their work during the COVID-19 crisis. He recognized there was a difficult road ahead with few easy decisions. He said he had become aware LTD was closing the Point2point program and while that decision was not made lightly, there was a huge need in the community for the services it provided. He said there were programs elsewhere in the community that could cover some of those services; however, the need for transportation options did not end at the city limits. LTD occupied a unique place in the community and no other organization could reach people in the same way. He hoped LTD would keep in mind as it responded to the crisis that the District could not succeed only with fixed route transit.

PUBLIC HEARING — None.

BOARD MEMBER REPORTS — Ms. Reid reported that she would be attending a June 1 virtual meeting of the Oregon MPO Consortium (OMPOC).

Mr. Skov asked when the Ad Hoc Sustainability Committee would meet again to discuss goal-setting. Ms. Reid said another meeting was not scheduled as staff was moving forward with the statement the committee approved and no changes were necessary because of the COVID-19 crisis.

Mr. Nordin reported that the LaneACT had agreed to support the Eugene-Springfield BUILD grant application and the Port of Coos Bay Infrastructure Development grant application.

ITEMS FOR ACTION/INFORMATION

Consent Calendar — Mr. Skov pointed out that the Contract Committee had met and reviewed in depth the contracts that were included on the Consent Calendar.

MOTION Ms. Reid moved adoption of LTD Resolution No. 2020-05-20-025: It is hereby resolved that the Consent Calendar for May 20, 2020, 2020, is approved as presented. Mr. Skov provided the second. The Consent Calendar consisted of the Minutes of the March 30, 2020, Special Board Meeting; Minutes of the April 8, 2020, Special Board Meeting; Minutes of the April 15, 2020, Regular Board Meeting; Minutes of the April 22, 2020, Special Board Meeting; Minutes of the April 29, 2020, Special Board Meeting; Delegated Authority Report – APRIL; Contract No. 2020-129: TouchPoint Networks; Contract No. 2020-124: eLock Technologies, LLC; and Contract No. 2020-128: Systems West Engineers

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

MOTION **Board Member Expense Report - Don Nordin** — Ms. Secord moved adoption of LTD Resolution No. 2020-05-20-029: It is hereby resolved that the LTD Board of Directors approves the travel expense reimbursement for Board member Don Nordin. Mr. Skov provided the second.

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

Ridership and Operations Update — Director of Planning and Development Tom Schwetz reviewed updated graphs showing ridership trends and operations, noting that reports would now be presented in a rolling four-week format. He said the reopening happened on May 15 and while demand had increased somewhat, it was less than the amount of service frequency added in mid-April. Staff would continue to

monitor ridership and manage loads. He reviewed data for 40- and 60-foot vehicle loads and said with the new guidance 40-foot bus loads were increased from 15 to 20 passengers and 60-foot bus load increased from 20 to 30.

Mr. Skov was reassured that when loads were exceeded it was by a small number; however, on some routes those numbers were higher. He asked how the District would respond in the event of a new COVID-19 surge and whether riders would be turned away. Assistant General Manager Service Delivery Mark Johnson said riders were currently begin turned away when loads were exceeded and operators reverted to drop off only service at those time, although those situations were infrequent. He said it was a fluid situation and the District would respond to any health authority guidance that was issued if COVID-19 cases began to increase. LTD would continue to require face coverings as studies had shown they were helpful.

Mr. Schwetz reviewed data for RideSource and noted that call volumes and ridership had increased as the reopening allowed for non-essential trips.

Mr. Johnson said Sunday service at regular levels would be added back on June 7, and another operator bid was being conducted.

WRITTEN REPORTS

Monthly Financial Report - March — There were no questions.

Monthly Cash Disbursements - April — There were no questions.

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

Monthly Performance Reports — Postponed for weekly ridership updates.

Monthly Department Reports - May — There were no questions.

Additions to the Agenda

MOTION **Shared Micro-mobility** — Mr. Skov moved to add a 10-minutes agenda item to discuss shared micro-mobility, its relationship to transit and LTD's possible role in new local options.

Mr. Skov explained that he wanted to assure LTD was beginning to explore the issue of shared micro-mobility because of the inherent distancing advantages compared to transit, the affordability advantages, the potential equity strategies that could be implemented and communications with the City of Eugene on a forthcoming request for proposals (RFP). He said issuance of an RFP made the matter time sensitive.

Mr. Yett provided the second.

Ms. Vargas asked if the discussion was intended to be among Board members or was LTD staff being asked to present information on their efforts with regard to micro-mobility. Mr. Skov said his intent was to have a brief discussion by the Board to determining if there were questions for concerns, hear from staff if they had any information to offer. He also had a specific motion to offer directing the general manager to communicate with the City, but did not want to make a motion before the Board's discussion.

VOTE The motion was approved as follows:

AYES: Nordin, Reid, Secord, Skov, Vargas, Yeh, Yett (7)

NAYS: None

ABSTENTIONS: None

EXCUSED: None

Mr. Skov said there were a number of examples in other communities of how transit and micro-mobility were working together that he could share, but wanted to hear from other Board members if there were concerns about coordinating with the City.

Ms. Reid asked when the Board would know what the potential budgetary impact would be as the proposed Fiscal Year 2020-2021 was out for public comment, followed by a public hearing next week. She also asked about the ramifications of using shared devices during the COVID-19 health crisis, how equipment would be sanitized and by whom, and what potential liability LTD might have if it was part of a shared micro-mobility system. She said there had been discussion of a City partnership with Arcimoto and wondered if that was a part of micro-mobility and what entity was responsible for assuring vehicles were disinfected and safe for use.

Mr. Skov said he shared Ms. Reid's concerns. He said that because the City would be releasing an RFP as soon as mid-June he wanted to make sure there was a transit perspective represented so in the event the project went forward it was a complement to transit. He was not suggesting that LTD contribute any funds out of the proposed budget; he was primarily interested in coordination and a seat at the planning table.

Mr. Johnson said staff was in discussions with the City on multiple projects and micro-mobility was one of them. The City was in the lead on the RFP because it had to establish the necessary ordinances, rules and operating procedures. LTD would continue to discuss with the City how transit could play a role, but was respectful of the City's authority for rule-making with respect to scooters.

Ms. Vargas asked if JUMP was seeking a sponsor or would the RFP would be open to any vendor. Mr. Skov said he had not seen a draft version, but felt it would be open to all interested vendors and the contract with JUMP was separate.

Ms. Vargas said scooters were used in metropolitan areas that had concentrated downtowns with destinations and asked if it made sense to have scooters in Eugene from a transit perspective, given the City's landscape. Ms. Jackson said whether it was bike share or scooters, LTD did not have jurisdictional authority. Those services were local governing issues and each community established its own rules because it had jurisdiction over sidewalks and right-of-ways. She said Eugene was interested in a pilot project in order to determine what rules were necessary for those transportation modes. She said it was up to private sector vendors to decide if it was financially viable for operate in Eugene and LTD would not be in a situation to buy and manage scooters or bikes. Mr. Johnson added that up to this point scooters had not been profitable and would need to be subsidized if part of a transportation infrastructure.

Mr. Nordin said he concerned about the issue because MovingAhead was stalled and he felt that there was a gap because no interface existed with micro-mobility at bus stops. He said there appeared to be an opportunity to coordinate with the City of Eugene and a private entity that would manage other types of transportation. He said there were no discussions of this particular element, no land use planning for spaces to be held for micro-mobility opportunities. He said MovingAhead would be very important once the COVID-19 pandemic subsided in one or two years, but the planning effort and cooperation with the City should continue. LTD had significant investments in MovingAhead and Transit Tomorrow and those planning processes and collaboration should continue.

Ms. Reid said it appeared the City was in charge, LTD would not be financially investing at this point and LTD staff was in discussions with the City about the pilot project. She asked what action Mr. Skov was proposing.

Mr. Skov said the City would be issuing an ordinance and changing others at the same time it issued the RFP, which would be contingent upon the City Council approving those ordinances related to the use of scooters. He said his interest was having the structure of the RFP being informed by transit perspectives.

Mr. Yeh said he was not certain he saw the same urgency and said he felt the public expected LTD to focus on current issues. He agreed micro-mobility could be a future solution and LTD should be a part of that, but staff should be involved as appropriate while continuing to focus on present matters.

Ms. Secord agreed LTD had many current priorities, but also agreed with Mr. Nordin's concern that LTD not lose sight of the bigger picture. She said operating large buses with minimum passengers was a budget issue and if there were other ways people could connect and engage in the community with first mile/last mile adjustments like scooters and bikes that was a conversation that should happen.

Ms. Jackson asked for clear direction if the Board wanted her to reach out to the City. At this point there had been no definite coordination on the RFP. She said it would be helpful to understand the Board's collective

thoughts on what a transit perspective for the RFP would look like so that message could be conveyed to LTD staff and the City.

Mr. Yett said he agreed that the Board needed to provide the general manager with clear guidelines. He appreciated Mr. Skov raising the issue and concurred with the general topic and comments from Ms. Secord and Mr. Nordin. He said it might be helpful to have brief comments from staff on what types of discussions were currently happening.

Ms. Jackson said she and Mr. Johnson had reached out to the City's project team, asked for a briefing and informed them that the LTD Board had expressed an interest. She said Mr. Schwetz and LTD planning staff had been in meetings with the City where the project was mentioned. She said the discussions had not been specifically about the RFP, but rather about different options. LTD had indicated to the City it was interested in participating in the process when scooter companies had expressed an interest in coming to Eugene; similar contact was made with Springfield but that city was not interested in scooters at this time and would let Eugene take the lead. Eugene had not yet informed LTD about whether it would be included in the process or be able to review the RFP.

Mr. Nordin said the City of Eugene would need to make some land use decisions and he was concerned that MovingAhead and Transit Tomorrow were on hold. This was an opportunity to redesign everything.

Mr. Schwetz explained the various Eugene planning processes in which LTD staff was involved. He said with respect to designing for micro-mobility around bus stop, much of the bike and pedestrian and by extension some of the micro-mobility infrastructure had been developed by the City outside of the MovingAhead process. He said the City's current bike infrastructure projects were neither part of nor contingent on MovingAhead. He said the City was very proactive and suggested city staff could make a presentation to the Strategic Planning Committee about designing for different forms of micro-mobility. He urged the Board not to overlap the MovingAhead process with the City's micro-mobility planning process. He said LTD was in sync with the City in looking progressively at a multi-modal system and Transit Tomorrow was bringing clarity to that. He said there was considerable coordination in the region as well.

Mr. Johnson said there was a University of Oregon/City of Eugene/LTD working group discussing mobile wallets and how to create an integrated system of fare/fee payment, including transit and micro-mobility modes. LTD was working with other jurisdictions and entities on multiple fronts to integrate all of its services.

Ms. Reid commented that it might be helpful to staff for the Board to list those things that were important, such as first mile/last mile compatibility with transit, equity and land use.

Mr. Yeh said he was comfortable with the current efforts of staff during the nascent stage of the micro-mobility scooter project. He said he thought staff should be focused on operations during COVID-19 in the months ahead.

Mr. Skov stressed that he was not promoting scooters; he was promoting explicit collaboration requested and supported by the LTD Board. The request to collaborate would have more weight if it came from the Board. He was comfortable with staff efforts, but not certain it would be sufficient given the tight timeframe. He reminded the Board that many people were no longer using fixed-route service and there was a real urgency to assuring LTD had a seat at the table and providing a transit perspective as transit service were not likely to return to normal any time soon.

MOTION Mr. Skov moved that the LTD Board direct the general manager to send a letter to the City of Eugene requesting that LTD have a role in crafting a request for proposals related to electric scooters in order to contribute transit perspective to the RFP, specifically to ensure that first/last mile opportunities are explored and to ensure that complementary with transit service around the University of Oregon is addressed. Mr. Nordin provided the second.

Ms. Reid asked if the intent was to ask the City to make sure LTD's perspective was considered or if the request was to directly work on developing the RFP. Mr. Skov replied that the request was to have a role in crafting the RFP.

Ms. Secord asked if the reference should be to electric scooters specifically or more broadly to micro-mobility and should the request be limited to the RFP process. Mr. Skov said he preferred to keep the focus at this time on the most urgent short-term issue, which was the RFP.

Mr. Nordin did not feel the issue should be narrowed to electric scooters because there were many types of micro-mobility processes. Mr. Skov clarified that he did not want to keep the focus on electric scooters; in the short-term there was this specific RFP that should be addresses. He said there would be many future discussions of micro-mobility.

VOTE

The motion was approved as follows:
AYES: Nordin, Reid, Secord, Skov, Yett (5)
NAYS: Vargas, Yeh (2)
ABSTENTIONS: None
EXCUSED: None

Reconvening LTD Committees and Board Working Agenda — Mr. Yeh stated that the Board had made a decision at a previous Board meeting that committee work and similar projects would be put on hold for the time being because so much was unknown about the impacts of the COVID-19 pandemic. He said a discussion of reconvening committees could be scheduled at the next regular Board meeting.

Ms. Secord said as long as the Board was moving in that direction she was comfortable as she felt there would be opportunities that would be missed by not reconvening some of the committees. She encouraged the Board to keep its eye on the bigger picture as it coped with current events.

Ms. Reid said she was in favor of sending a poll to Strategic Planning Committee (SPC) members to determine if they were willing to meet later in the month of June.

Ms. Jackson said she supported having an SPC meeting. It would be helpful to that committee if the Board would provide some guidance about issues they would like the committee to discuss to assure the best use of members time and efforts.

Ms. Reid suggested a survey could determine the committee's interest in a ZOOM meeting and the topics it wanted to learn about or discuss.

Mr. Skov said there were many issues on which the SPC's input could be helpful and suggested using time at one of the Board's special meetings to develop a list of topics.

Mr. Yeh summarized that the Board was in agreement that LTD committees with less urgent roles should not meet until a later time, but there were special interests in having the SPC meet earlier. He said he did not want to convene the SPC without clear direction and proposed conducting a survey of SPC members and establishing a subcommittee to develop items for the SPC to address. Mr. Skov, Ms. Reid and Ms. Secord agreed to be on the subcommittee.

Mr. Yeh determined there were no objections to his proposal.

Mr. Skov said the subject of micro-mobility would be a good starting point for the subcommittee's discussion.

ADJOURNMENT — Mr. Yeh adjourned the meeting at 6:50 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Josh Skov
Board Secretary

Camille Gandolfi
Clerk of the Board

Date Approved:_____



AGENDA ITEM SUMMARY

DATE OF MEETING: June 17, 2020

ITEM TITLE: CONTRACT NO. 2020-133: SITECRAFTING

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 new sole source contract with SiteCrafting for the purpose of securing website hosting, maintenance and upgrades as needed for the LTD Website.

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.

In accordance with ORS 279B.075A, a contracting agency may award a contract for goods or services without competition if the local contract review board, or a person designated in writing by the board, determines in writing, in accordance with rules adopted under ORS 279A.065, that the goods or services, or class of goods or services, are available from only one source.

DESCRIPTION/JUSTIFICATION: The sole Source contract request is coming today to the Board in order to secure website services which include web upgrades and technology fixes and emergency repairs to the LTD website. This work will be done based on an hourly rate for each requested item. The website was developed using the Gear Box platform which is a proprietary software developed by Site Crafting.

FINANCIAL IMPACT/FUNDING SOURCE: The value of the contract is \$40,000 over a two year period and has been included within the proposed FY 20-21 Marketing materials and services budget.

CONSIDERATIONS: Based on the assessment and rationale, the Board is being advised to take the following action: Adopt the sole source request for the SiteCrafting contract for a two year period from FY 20/21 through FY 21/22 in order to have continuity in the use and maintenance of the LTD website.

ALTERNATIVES:

- (1) Approve the contract, but for only one year. This would allow staff time to solicit competitive proposals for a new service provider. Staff has estimated that procuring a new vendor to provide these services could result a significant expense in the range of \$200,000.
- (2) Decline approval of the contract. This would result in an inability of staff to update pages, correct technological issues and make any improvements to the website.

SUPPORTING DOCUMENTATION:

- Resolution No. 2020-06-17-031

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-06-17-031:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2020-133 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 efficient utilization of existing goods requires acquiring compatible goods or services;
- 2. FINDING:** The goods or services required to exchange software or data with other public or private agencies are available from only one source. The software platform used by Site Crafting for the LTD website is proprietary and not available from another source.

CONCLUSIONS OF LAW

The above “Findings” show that the sole-source procurement process to retain the services of SiteCrafting relating to website software maintenance, emergency fixes and support complies with the requirements of Oregon law for award of a contract for goods or services without competition.



RESOLUTION NO. 2020-06-17-031

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 Site Crafting on June 8, 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 services of Site Crafting relating to website software maintenance, emergency fixes and support 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 Site Crafting for the provision of services related to website software maintenance support for an amount not to exceed \$40,000 over a two (2) 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 17TH DAY OF JUNE, 2020.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: June 17, 2020

ITEM TITLE: CONTRACT NO. 2020-119: SCHETKY NORTHWEST SALES,

PREPARED BY: INC. Matthew Imlach, Director of Fleet Management

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 new contract with Schetky Northwest Sales, Inc. for the purpose of purchasing up to eleven (11) new and replacement Medium-Size, Light-Duty Bus and Van Chassis Cutaway Buses to be used in the Lane Transit District’s (“LTD”) coordinated services provided by its Accessible and Customer Services division.

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

DESCRIPTION/JUSTIFICATION: LTD utilizes vehicles in its Accessible Services fleet to provide transportation opportunities for older adults and individuals with disabilities, as well as providing service in rural areas. The typical estimated useful service life of these types of vehicle is seven (7) years. Some of the well cared for vehicles in the Accessible Services fleet are nearing twice that age. These aging vehicles typically result in higher preventive maintenance costs and more time out of service and in the shop.

These vehicles will be purchased utilizing the State of Washington’s cooperative agreement (04115) for Medium-Size, Light-Duty Bus and Van Chassis Cutaway Buses.

Staff has selected the Eldorado Aerotech cutaway. These vehicles match the current vehicles in the Accessible Services fleet and generally have been reliable vehicles. The vehicles will include all necessary technology and accessibility features.

FINANCIAL IMPACT/FUNDING SOURCE: The contract amount will not exceed \$1,200,000. This project is consistent with the adopted FY2020-2029 Community Investment Plan and includes the following funding sources:

FUNDING SOURCE	AMOUNT
Federal 5310	\$875,000
STIF Project C Task 5 – Rolling Stock	\$225,000
STIF Project G Task 1 – Rhody Express Rolling Stock	\$100,000

CONSIDERATIONS: See Description/Justification section above.

ALTERNATIVES:

- Postpone purchase of these vehicles and update Federal, State, and Local partners of the delay.
- Reduce overall quantity of vehicles and update Federal, State, and Local partners of the reduction in vehicles being purchased.

SUPPORTING DOCUMENTATION:

- Resolution No. 2020-06-17-032

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-06-17-032:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2020-119 as presented [amended].



RESOLUTION NO. 2020-06-17-032

APPROVAL OF CONTRUACTUAL SERVICES BETWEEN LANE TRANSIT DISTRICT AND SCHETKY NORTHWEST SALES, INC.

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

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

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

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

WHEREAS, the Contract Committee reviewed the proposed contract between LTD and Schetky Northwest Sales, Inc. on June 8, 2020, and recommended adoption.

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

- 1) The contract shall be in compliance with all applicable laws and regulations.
- 2) Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into a contract with Schetky Northwest Sales, Inc. for the purpose of purchasing up to eleven (11) Medium-Size, Light-Duty Bus and Van Chassis Cutaway Buses; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10 percent of the initial contract price or \$150,000, whichever is less.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 17TH DAY OF JUNE, 2020.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: June 17, 2020

ITEM TITLE: DISTRICT BOUNDARY REAFFIRMATION

PRESENTER: Camille Gandolfi, Clerk of the Board

DIRECTOR: Aurora Jackson, General Manager

ACTION REQUESTED: Adoption

PURPOSE: Request adoption of the annually required District boundary reaffirmation.

ROLE OF THE BOARD: The LTD Board of Directors is a Policy Board. This means that the Board's role in this instance is to adopt a resolution providing the state required annual reaffirming of District boundaries.

HISTORY: Oregon Revised Statutes 267.207(3)(a) mandates that the boards of directors of transit districts annually determine the territory within which the system will operate. No changes are recommended to the LTD boundary for FY 2020-2021. Attached for the Board's approval, as part of the Consent Calendar for June 17, 2020, is a resolution reaffirming LTD's boundaries for this fiscal year.

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

NEXT STEPS: N/A

SUPPORTING DOCUMENTATION:

- 1) Resolution No. 2020-06-17-033

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-06-17-033:

It is hereby resolved that the LTD Board of Directors adopts the reaffirmation of the territory in the District within which the transit system will operate in accordance with Oregon Revised Statutes 267.207(3)(a).



RESOLUTION: 2020-06-17-033

REAFFIRMATION OF THE TERRITORY IN THE DISTRICT WITHIN WHICH THE TRANSIT SYSTEM WILL OPERATE

WHEREAS, ORS 267.207(3)(a) requires that the Board of Directors of the Lane Transit District annually determine the territory in the District within which the transit system will operate; and

WHEREAS, there are no changes to the District boundary.

THEREFORE, BE IT RESOLVED, that for Fiscal Year 2020– 2021, the Lane Transit District will continue to operate service within the boundaries specified in Lane Transit District Ordinance Number 42.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 17TH DAY OF JUNE, 2020.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: June 17, 2020
ITEM TITLE: UPDATED SALARIED EMPLOYEES' RETIREMENT PLAN FUNDING POLICY
PREPARED BY: Christina Shew, Director of Finance
DIRECTOR: Mark Johnson, Assistant General Manager
ACTION REQUESTED: Adoption

PURPOSE: To request Board adoption of the updated Lane Transit District (LTD) Salaried Employees' Retirement Plan Funding Policy.

HISTORY:

Lane Transit District Salaried Employees' Retirement Plan Trust: The LTD Salaried Employees' Retirement Plan Trust (Trust) is a tax-exempt trust that holds assets and funds benefits for the LTD Salaried Employees' Retirement Plan (Plan), which covers non-represented management and staff employees at the District hired prior to January 1, 2012. The Plan is closed to new participants. The assets of the Plan are held for the exclusive benefit of participants and beneficiaries under the terms of the Plan and cannot be used to pay any benefits or expenses of any other retirement plan or trust. The benefits are funded by employer contributions and earnings from pension plan investments.

LTD's Budget Committee and LTD Board role in the Trust: The LTD Budget Committee is comprised of the LTD Board plus an equal number of citizen electors. This committee provides recommendations to the Board of Directors on the budget and related policies for each of LTD's five funds. LTD's Proposed FY2020-2021 Budget includes proposed funding for the Trust for which the LTD Board is ultimately responsible for authorizing. The FY20 budgeted Plan contribution rate is 14.8% of covered pay, plus \$1,056,619.

On July 1, 2019, Milliman provided an actuarial valuation for the Plan. This valuation recommended a contribution funding level of 16.9% of covered pay, plus \$1,132,334 for fiscal years 2021 and 2022 which assumes an investment return rate of 5.5%. The actuary's investment return assumption and associated contribution rate was passed unanimously by the pension plan trustees at the November 12, 2019, pension trustee meeting. The contribution rate passed by the trustees, should it be adopted by the LTD Board, would have an increase to the LTD budgeted expenditures of \$125,000 for FY21.

As of July 1, 2019, the Plan's liabilities exceed the Plan's assets by \$9.8 million which is a 67% funded status. At that time, the actuarial value of the assets were \$20.1 million and the Plan was on track to be fully funded by 2032 which assumes that employees eligible for benefits in the Plan will, on average, retire within 1 to 20 years after the Plan's closing.. As a result of COVID 19, the market has lost significant ground which is a potential setback to achieving a fully funded Plan by 2032.

The CARES Act was approved on March 27 and provides \$25 billion in Federal assistance to support the transit industry. Of that \$25 billion, LTD is eligible for \$25 million. The CARES funding can be used for net operating expenses and revenue losses incurred as a result of COVID 19, including the operating cost to fund the additional \$125,000 increase in contribution to gain back a fraction of asset value lost as a result of the COVID 19 pandemic.

Administrative Change: The role of Chief Financial Officer has been replaced in the document with Director of Finance to reflect the current title of the District's finance leader.

CONSIDERATIONS: N/A

ALTERNATIVES: The Budget Committee may amend the updated policy and elect to approve the amended policy at a future Budget Committee meeting.

NEXT STEPS: Once adopted, the policy will be included as an attachment to the Board of Directors' Bylaws.

SUPPORTING DOCUMENTATION:

- 1) Updated LTD Salaried Employees' Retirement Plan Funding Policy – Red lined
- 2) Minutes of the November 12, 2019, Salaried Employees Retirement Plan Meeting
- 3) Salaried Plan Actuary Report
- 4) Resolution No. 2020-06-17-034

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-06-17-034:

It is hereby resolved that the LTD Board of Directors adopts the updated LTD Salaried Employees' Retirement Plan Funding Policy as presented [amended].

**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN**

Pension Funding Policy and Objectives

The Lane Transit District Salaried Employees' Retirement Plan Trust is a tax-exempt trust that holds assets and funds benefits for the Lane Transit District Salaried Employees' Retirement Plan (Plan), which covers non-represented management and staff employees at the District. The Plan is closed to new participants. The assets of the Plan are held for the exclusive benefit of participants and beneficiaries under the terms of the Plan and cannot be used to pay any benefits or expenses of any other retirement plan or trust. The benefits are funded by employer contributions and earnings from Plan investments. The funding policy is established to systematically fund the liabilities of the Plan on a sound actuarial basis, taking into account the closed status of Plan. This funding policy may be amended by the Board at any time, for any reason.

1. PURPOSE OF THIS DOCUMENT

Lane Transit District hereby establishes this Pension Funding Policy ("Funding Policy") for The Lane Transit District Salaried Employees' Retirement Plan (Plan). The Funding Policy will provide a process for determining appropriate minimum contributions to the plan on a regular basis. At ~~July 1, 2019~~, the Plan had a funded ratio of ~~674~~ percent.

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2. AUTHORITY

The Plan was established by Lane Transit District in 1975 and is currently governed by the 2011 Restatement of the Plan, as last amended on April 12, 2013. Sections IV and X of the Plan discuss the Employer making contributions to the Plan's Trust Fund. The Plan is a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code.

3. ROLES AND RESPONSIBILITIES

A. Overall Structure

i. Lane Transit District Board of Directors

The Lane Transit District Board of Directors is ultimately responsible for authorization of District spending, including funding of pension trusts, via the annual Adopted Budget. The Board hereby appoints Lane Transit District's ~~Director of Finance~~ as liaison with actuaries and other professionals necessary to calculate funding amounts for the plan.

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B. Roles and Responsibilities of the ~~Director of Finance~~,

Deleted: Chief Financial Officer

i. The responsibilities of the ~~Director of Finance~~ include the following:

Deleted: Chief Financial Officer

a. Work with actuaries to calculate minimum annual funding amounts;

- b. Delegate to, and monitor the performance of accounting staff who will complete regular funding of contributions as calculated by the actuaries and appropriated in the annual agency budget; and
- c. Maintain a reporting system that provides a clear picture of the status of plan funding to the Board.

C. Roles and Responsibilities of the Actuary

The actuary will provide studies that will:

- i. Determine the long-term obligations faced by the Plan through biennial actuarial valuations; and
- ii. Calculate minimum plan contributions in accordance with the Funding Policy.

4. FUNDING POLICY OBJECTIVES

Over the long term, the funding objective is to achieve a fully funded status. Given that the Plan closed to new enrollment in January 2012, it is anticipated that most existing employees eligible for benefits in the Plan will, on average, retire within the next 1 to 20 years. Minimum annual funding will be determined on an actuarial basis and will consist of the normal costs of service for that year plus a level dollar amount to cover administrative expense and to amortize the unfunded liability over a fixed 20-year period beginning on July 1, 2011.

5. ACTUARIAL COST METHOD

The actuarial cost method is the method used to allocate the pension costs (and contributions) over an employee's working career. The policy objective is for each participant's benefit to be fully funded under a reasonable allocation method by the expected retirement date. Benefit costs should be determined as a level percentage of compensation and include expected income adjustments. For purposes of the calculation, the policy will be to utilize Entry Age Normal (level percentage of payroll) actuarial cost method in the calculation of contribution amounts.

6. ASSET SMOOTHING METHOD

The asset smoothing method is the method used to recognize gains or losses in pension assets over a period of time to reduce the impact of market volatility and to provide stability to contributions. The asset smoothing method will be consistently applied to both gains and losses and will not be reset as a result of high or low investment returns. For purposes of the calculation, a three-year period for "smoothing" investment experience will be used. The resulting actuarial value of assets will be not less than 80 percent nor greater than 120 percent of the market value of assets on the valuation date.

7. INVESTMENT RETURN ASSUMPTIONS

For purposes of the calculation, investment return assumptions will be evaluated by an independent pension investment advisor and the actuaries on a regular basis (at a minimum of every two years) and should reflect the nature of the investments held in the Plan and the projected return rates anticipated for the investments. Currently, the rate of return assumption for the Plan is 5.5 percent. Given the closed nature of the Plan and the nature of the Plan investments appropriate for a closed plan, it is anticipated that the rate of return assumption will decline over time.

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8. AMORTIZATION POLICY

The amortization policy determines the length of time and structure of the payments required to systematically fund actuarial accrued liability not covered by the actuarial value of assets. The amortization policy for the Plan is to pay off the unfunded actuarial liability in level dollar installments over a fixed period of 20 years beginning as of July 1, 2011. As the fixed period nears completion, the District may give further consideration to the amortization policy to reduce volatility and align full funding of the Plan with the working lifetime of remaining active members.

9. FREQUENCY OF CALCULATION

The calculation of the actuarially determined contribution (ADC) will be completed on a biennial basis in conjunction with the calculation of the Pension Liability. The ADC will be considered the minimum funding amount for the year. Funding amounts will be determined via the annual budget process and may exceed the ADC.

Lane Transit District
Salaried Employees Retirement Plan
Minutes of the Meeting
November 12, 2019

Trustees:

Mr. Steven Yett
Ms. Christina Shew
Ms. Aurora Jackson

Investment Consultant:

RVK, Inc.

Mr. Beau Burggraaf – Not in attendance
Mr. Ian Bray

Counsel:

Hershner Hunter LLP
Mr. Jeff Kirtner

Actuary and Consultant:

Milliman, Inc.

Mr. Scott Preppernau
Ms. Lacey Engle

Administrator:

Kernutt Stokes LLP
Mr. Dean Huber
Ms. Sarah Long

Guests

David Collier

Ms. Christina Shew called the meeting to order at the administrative office of Lane Transit District in Springfield, Oregon at 12:20 PM. The meeting immediately followed the LTD-ATU pension meeting held the same day.

Ms. Shew called for approval of the minutes of the August 20th meeting, there were no changes to the minutes. The motion was seconded and passed unanimously.

Ms. Shew then called for the Investment report to see if there was anything different from the ATU meeting. Mr. Bray did not have any differences from the previous meeting to report.

Next Ms. Shew called for the Attorney's report. Mr. Jeff Kirtner indicated he had no items to report.

Lane Transit District
Salaried Employees Retirement Plan
Minutes of the Meeting
November 12, 2019

Next, Ms. Shew called for the Administrator's report. Ms. Sarah Long noted that there was nothing out of the ordinary with respect to expenses or retirees. Ms. Shew wanted to know if there were any concerns about cash flow given that cash flow was predicted to be negative by \$16k. Mr. Dean Huber noted that the administrators could move \$100k if that's what the trustees wanted to do. Trustees did not feel a need to make a cash transfer, so no motion was made. No further question for the administrators.

Next, Ms. Shew called for the actuary's report. Mr. Scott Preppernau indicated that they are in the midst of the 7-1-2019 valuation and presented preliminary results. Mr. Preppernau recommends using the new updated mortality tables in order to keep current with emerging experience affecting anticipated life expectancies. The proposed mortality assumption slightly lowers the Plan's liability. The second assumption Mr. Preppernau discussed was the investment return assumption. The forward looking assumption rate from the 7-1-2017 valuation was 6.5%, but more current capital market expectations indicate lower expected future returns for plans with a similar asset allocation to LTD's plan. Under three sets of capital market assumptions presented, the estimated median annualized future return ranged from about 5.6% to 5.8%. Mr. Preppernau discussed how using different forward looking rates impacts the liability. Mr. Steven Yett motioned to use an investment rate of return assumption of 5.5% for valuation purposes. Ms. Aurora Jackson seconded the motion, motion passed unanimously.

A date for the next meeting was set for February 12, 2020 immediately following the meeting of the LTD/ATU pension trustees.

The meeting was adjourned at 1:06 p.m.



LANE TRANSIT DISTRICT SALARIED EMPLOYEES' RETIREMENT PLAN

July 1, 2019 Actuarial Valuation

Prepared by:

Scott Preppernau, FSA, EA, MAAA
Principal and Consulting Actuary

Lacey R. Engle, ASA, EA, MAAA
Consulting Actuary

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January 31, 2020

Trustees
Lane Transit District Salaried Employees' Retirement Plan

Dear Trustees:

As requested, we have completed an actuarial valuation of the Lane Transit District Salaried Employees' Retirement Plan as of July 1, 2019 for determining contributions for the fiscal years ending June 30, 2021 and June 30, 2022. The figures herein will also provide the basis for later financial reporting under Government Accounting Standards Board (GASB) Statements No's 67 and 68. Our findings are set forth in this valuation report. This report reflects the benefit provisions in effect as of July 1, 2019.

In preparing our report we relied, without audit, on information (some oral and some in writing) supplied by Kernutt Stokes, LLP and the District. This information includes, but is not limited to, plan provisions, employee data, and unaudited financial information. We found this information to be reasonably consistent and comparable with information used for other purposes. The valuation results depend on the integrity of this information. If any of this information is inaccurate or incomplete our results may be different and our calculations may need to be revised.

All costs, liabilities, rates of interest, and other factors for the Plan have been determined on the basis of actuarial assumptions and methods which, taking into account the experience of the Plan and reasonable expectations, are reasonable both individually and in combination. Nevertheless, the emerging costs will vary from those presented in this report to the extent actual experience differs from that projected by the actuarial assumptions.

This valuation report is only an estimate of the Plan's financial condition as of a single date. It can neither predict the Plan's future condition nor guarantee future financial soundness. Actuarial valuations do not affect the ultimate cost of Plan benefits, only the timing of Plan contributions. While the valuation is based on an array of individually reasonable assumptions, other assumption sets may also be reasonable and valuation results based on those assumptions would be different. No one set of assumptions is uniquely correct. Determining results using alternative assumptions is outside the scope of our engagement.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period); and changes in plan provisions or applicable law. Due to the limited scope of our assignment, we did not perform an analysis of the potential range of future measurements. The Board of Trustees has the final decision regarding the appropriateness of the assumptions.

Actuarial computations presented in this report are for purposes of determining the recommended funding amounts for Lane Transit District Salaried Employees' Retirement Plan. Actuarial computations for purposes of fulfilling financial accounting requirements under GASB Statements No. 67 and 68 are issued in a separate report. The calculations in the enclosed report have been made on a basis consistent with our understanding of the District's funding requirements and goals. Determinations for purposes other than meeting these requirements may be significantly different

from the results contained in this report. Accordingly, additional determinations may be needed for other purposes.

Milliman's work is prepared solely for the internal business use of the Lane Transit District Salaried Employees' Retirement Plan. To the extent that Milliman's work is not subject to disclosure under applicable public records laws, Milliman's work may not be provided to third parties without Milliman's prior written consent. Milliman does not intend to benefit or create a legal duty to any third party recipient of its work product. Milliman's consent to release its work product to any third party may be conditioned on the third party signing a Release, subject to the following exception(s):

- (a) The Plan may provide a copy of Milliman's work, in its entirety, to the Plan's professional service advisors who are subject to a duty of confidentiality and who agree to not use Milliman's work for any purpose other than to benefit the Plan.
- (b) The Plan may provide a copy of Milliman's work, in its entirety, to other governmental entities, as required by law.

No third party recipient of Milliman's work product should rely upon Milliman's work product. Such recipients should engage qualified professionals for advice appropriate to their own specific needs.

The consultants who worked on this assignment are retirement actuaries. Milliman's advice is not intended to be a substitute for qualified legal or accounting counsel. The signing actuaries are independent of the plan sponsor. We are not aware of any relationship that would impair the objectivity of our work.

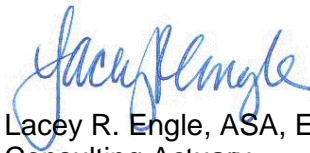
On the basis of the foregoing, we hereby certify that, to the best of our knowledge and belief, this report is complete and accurate and has been prepared in accordance with generally recognized and accepted actuarial principles and practices. We are members of the American Academy of Actuaries and meet the Qualification Standards to render the actuarial opinion contained herein.

We respectfully submit the following report, and we look forward to discussing it with you.

Sincerely,



Scott Preppernau, FSA, EA, MAAA
Principal and Consulting Actuary



Lacey R. Engle, ASA, EA, MAAA
Consulting Actuary

SDP:med

**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN**

**ACTUARIAL VALUATION
AS OF JULY 1, 2019**

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**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN**

SECTION 1

SUMMARY OF THE FINDINGS

Purpose

This report presents the results of the actuarial valuation of the Lane Transit District Salaried Employees' Retirement Plan as of July 1, 2019. The purpose of this report is to:

- determine the funded status of the Plan as of July 1, 2019,
- calculate a recommended contribution to fund the Plan's benefits for the fiscal years beginning July 1, 2020, and July 1, 2021.

Section 1 of this report summarizes the important figures developed in this valuation. Section 2 discusses the actuarial concepts and methods upon which the findings are based.

Actuarial Assumptions and Methods

All of the calculations in this report are based on certain assumptions regarding the future experience of the Plan. These assumptions are summarized in Appendix A of this valuation report, along with a description of the actuarial methods used to determine the Plan's costs. The following assumptions and methods were changed for the July 1, 2019 Actuarial Valuation.

- The future investment earnings assumption was lowered from 6.25% to 5.50%.
- The mortality assumption was updated to reflect the Pri-2012 mortality tables and the MP-2019 mortality improvement projection scale. Specifically, the mortality assumption was updated from the RP-2014 Mortality Tables with White Collar adjustment with generational projection using MP-2017 mortality improvement projection scales starting at the 2006 base year to the Pri-2012 Mortality Tables with White Collar adjustment with generational projection using MP-2019 mortality improvement projection scales starting at the 2012 base year.

Plan Benefits Valued

The results of this report are based on the 2015 Restated Lane Transit District Salaried Employees' Retirement Plan. There were no plan changes which impacted this valuation.

Participant Statistics

Appendix C contains a summary of the participant data upon which this valuation is based. The data was provided by the District, and was accepted for valuation purposes without audit. It should be noted that if the data is inaccurate or incomplete, the valuation results may need to be revised. A comparison of participants valued this year versus last year follows:



PARTICIPANT STATISTICS		
	<u>July 1, 2019</u>	<u>July 1, 2017</u>
Retirees and Beneficiaries	82	75
Average Monthly Benefit Paid From Trust	\$1,590	\$1,529
Vested Terminated Participants	40	42
Average Accrued Monthly Benefit	\$569	\$534
Hourly Plan Transfers	0	1
Average Accrued Monthly Benefit	\$0	\$386
Active Participants with a Frozen Benefit	1	0
Average Accrued Monthly Benefit	\$267	\$0
Active Participants Eligible for Additional Accruals	35	42
Average Anticipated Salary	\$77,638	\$76,766
Average Age	54.3	54.6
Average Vesting Service	17.6	17.7
Total Participants	158	160

Financial Information

The Plan's financial information was taken from an unaudited trial balance as of June 30, 2019 provided by Kernutt Stokes, LLP. The Plan's investment return for the two-year period ending June 30, 2019 is shown below:

<u>Plan Year</u>	<u>Market Value Rate of Return</u>	<u>Actuarial Value Rate of Return</u>
2017-2018	7.7%	6.0%
2018-2019	5.5%	8.2%
Annualized Return	6.6%	7.1%

The annualized return of 7.1% on the Actuarial Value of Assets was larger than the 6.6% return on the Market Value of Assets. Compared with the 6.25% investment return assumption, the Plan's investment return during 2017-2019 was \$0.3 million greater than expected using the actuarial value of assets.



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Funded Status

FUNDED STATUS		
	<u>July 1, 2019</u>	<u>July 1, 2017</u>
Actuarial Accrued Liability	\$ 29,966,836	\$ 27,136,502
Actuarial Value of Assets	\$ 20,121,054	\$ 17,539,038
Market Value of Assets	\$ 20,109,626	\$ 17,689,287
Unfunded Actuarial Accrued Liability*	\$ 9,845,782	\$ 9,597,464
Funded Percentage based on Actuarial Value of Assets	67%	65%
Funded Percentage based on Market Value of Assets	67%	65%
* Based on Actuarial Value of Assets and used in developing the recommended contribution rate		

The assumption changes listed above increased the Plan's Unfunded Actuarial Accrued Liability (UAAL) by approximately \$2.0 million, but were somewhat offset by the investment gain of \$0.3 million (relative to the 6.25% investment return assumption) and a \$0.5 million gain on demographic experience.

Recommended Contribution

The Plan's recommended contribution is the contribution to keep the Plan funded on a sound actuarial basis in the future based on the methods and assumptions described in this report. The recommended contribution consists of the Normal Cost Contribution Rate (to pay for the annual cost of ongoing benefits being earned) and the Employer Level Dollar Payment (to cover administrative expenses and the amortization of the Plan's Unfunded Actuarial Accrued Liability).

The Plan's recommended contribution for fiscal years ending June 30, 2021 and June 30, 2022 is shown below along with comparable figures from the prior valuation report:

ANNUAL RECOMMENDED CONTRIBUTION		
	<u>July 1, 2019</u>	<u>July 1, 2017</u>
Normal Cost Contribution Rate	16.9%	14.8%
Employer Level Dollar Payment	\$ 1,132,334	\$ 1,056,619
Amortization Period	12 years	14 years
Total Recommended Contribution	16.9% of Covered Pay plus \$1,132,334	14.8% of Covered Pay plus \$1,056,619
For Fiscal Years Ending	2021 and 2022	2019 and 2020

The Plan's recommended contribution has increased in this valuation. The increase is primarily attributable to the decrease in the discount rate.

The current contribution formula is expected to remain stable over the next 12 years, so long as:

- (1) Experience remains reasonably close to that expected according to the actuarial assumptions;
- (2) Current eligibility and benefit provisions remain unchanged; and
- (3) Contributions are made at the recommended rates.



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**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN**

SECTION 2

DISCUSSION OF THE VALUATION

A fundamental principle in financing the liabilities of a retirement program is that the cost of its benefits should be related to when those benefits are earned, rather than to when they are paid. There are a number of methods in use for making such a determination.

The method used for this valuation is technically referred to as the Entry Age Normal method. This method produces a recommended contribution equal to the Normal Cost expressed as a percentage of payroll plus a level dollar payment to cover the amortization of the Unfunded Actuarial Accrued Liability and ongoing administrative expenses. The method is described in detail in Appendix A of this report.

ACTUARIAL VALUE OF ASSETS

Table 1 shows the Plan's Market Value of Assets as of July 1, 2019. This information was provided by Kernutt Stokes, LLP and the District.

Table 2 shows the derivation of the Actuarial Value of Assets based on three-year smoothing.

ACTUARIAL BALANCE SHEET

Table 3 contains the actuarial balance sheet as of July 1, 2019 based on our procedures and assumptions. The Resources equal the Requirements and can be thought of as the amount of funds resulting from:

- (1) the plan's Actuarial Value of Assets which are available for employer-provided benefits, plus
- (2) the Actuarial Present Value of Future Normal Costs to be made by the District in the future, plus
- (3) the Actuarial Present Value of Future Payments to amortize the Unfunded Actuarial Accrued Liability.

The Actuarial Present Value of Benefits is the estimated single sum required on July 1, 2019 which, together with future interest earnings, would accumulate to provide all benefits due under the Plan in the future. The Actuarial Accrued Liability is the Actuarial Present Value of Benefits minus the Actuarial Present Value of Future Normal Costs.

Table 4 shows the development and reconciliation of the Plan's Unfunded Actuarial Accrued Liability as of July 1, 2019.

NORMAL COST

Table 5 shows the development of the Plan's Normal Cost as of July 1, 2019. The Normal Cost can be thought of as the cost of benefits accruing during the plan year that will be paid in the future as retirement, termination, or death benefits.



AMORTIZATION OF THE UNFUNDED ACTUARIAL ACCRUED LIABILITY

Effective with the July 1, 2011 valuation, the amortization of the Plan's Unfunded Actuarial Accrued Liability was reset to a 20-year amortization period with a level dollar payment. As of July 1, 2019, 12 years remain in the closed period. The calculation of the amortization payment is shown on *Table 6*.

RECOMMENDED CONTRIBUTION SCHEDULE

Table 7 shows the recommended employer contribution schedule. The schedule consists of a normal cost rate to cover the ongoing costs of accruing benefits plus a level dollar contribution to cover the amortization of the unfunded liability and payment of administrative expenses. This schedule is required effective July 1, 2019 and thereafter to keep the plan on a sound actuarial basis, according to the procedures and assumptions chosen for this valuation and described in Appendix A of this report.

The current contribution formula recommended in this report is expected to remain stable over the next 12 years, so long as:

- (1) Experience remains reasonably close to that expected according to the actuarial assumptions;
- (2) Current eligibility and benefit provisions remain unchanged; and
- (3) Contributions are made at the recommended rates.

ACCOUNTING STANDARDS

Financial Reporting information under Government Accounting Standards Board (GASB) Statements No. 67 and 68 is issued in a separate report.

ACTUAL AND ESTIMATED PAYOUT OF RETIREMENT BENEFITS

Table 8 contains the actual amounts paid out to participants and beneficiaries in prior years as well as estimated amounts for projected years based on the valuation as of July 1, 2019.

APPENDICES

All of the calculations of the valuation were carried out using certain assumptions as to the future experience of the plan in matters affecting the actuarial cost. Appendix A summarizes these assumptions and describes the actuarial procedures used to calculate costs.

Appendix B outlines the benefit and contribution provisions of the plan.

The membership data that was supplied to us is summarized in Appendix C.

The purpose of Appendix D is to identify, assess, and provide illustrations of risk that are significant to the Plan and, in some cases, to the Plan's participants. Historical data is also included in this section.

**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN**

**MARKET VALUE OF ASSETS
(July 1, 2019)**

Assets

Bank of America	\$ 579,443	
US Bank	17,628,567	
Northern Trust LSV	<u>1,901,616</u>	
Total		\$ 20,109,626

Liabilities

Total		<u>0</u>
-------	--	----------

Assets Available for Plan Benefits \$ 20,109,626

Source: Unaudited trial balance as of June 30, 2019 provided by Kernutt Stokes, LLP.



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**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN**

**ACTUARIAL VALUE OF ASSETS
(July 1, 2019)**

Asset Reconciliation

Plan Year	(1) Market Value of Assets July 1	(2) Employer Contributions	(3) Benefit Payments	(4) Administration Expenses	(5) Cash Flow (2)-(3)-(4)	(6) Actual Investment Income	(7) Market Value of Assets End of Plan Year (1)+(5)+(6)
2018-2019	\$19,126,245	\$1,506,168	\$1,504,188	\$69,893	\$(67,913)	\$1,051,294	\$20,109,626
2017-2018	17,689,287	1,577,474	1,413,238	84,998	79,238	1,357,720	19,126,245

Source: Unaudited trial balances as of June 30, 2018 and June 30, 2019 provided by Kernutt Stokes, LLP.

Actuarial Value of Assets

Plan Year	Actual Investment Rate of Return ⁽¹⁾	Actual Investment Return	Expected 6.25% Investment Return ⁽²⁾	Difference between Actual and Expected
2018-2019	5.51%	\$1,051,294	\$1,193,268	\$(141,974)
2017-2018	7.66%	1,357,720	1,108,057	249,663

⁽¹⁾ Based on market value.

⁽²⁾ Using simple interest and assuming contributions, benefit payments and expenses occur at mid-year.

Market Value of Assets on July 1, 2019	\$ 20,109,626
Add 2/3 of \$141,974 loss	94,649
Subtract 1/3 of \$249,663 gain	<u>(83,221)</u>
Preliminary Actuarial Value of Assets on July 1, 2019	\$ 20,121,054
Final Actuarial Value of Assets as of July 1, 2019 (not less than 80% or greater than 120% of Market Value)	20,121,054
Actuarial Value as a Percentage of Market Value	100%

**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN
ACTUARIAL BALANCE SHEET AND ACCRUED LIABILITY
(July 1, 2019)**

REQUIREMENTS

Actuarial Present Value of Benefits		
Retirees and Beneficiaries		\$ 18,441,240
Terminated Vested Participants		2,749,433
Hourly Plan Transfers		0
Active Participants		
Retirement Benefits	\$ 11,659,061	
Death Benefits	87,118	
Termination Benefits	<u>139,769</u>	<u>11,885,948</u>
Total Requirements		<u>\$ 33,076,621</u>

RESOURCES

Actuarial Value of Assets		\$ 20,121,054
Unfunded Actuarial Accrued Liability		9,845,782
Actuarial Present Value of Future Normal Costs		<u>3,109,785</u>
Total Resources		<u>\$ 33,076,621</u>

ACTUARIAL ACCRUED LIABILITY

Actuarial Present Value of Benefits		\$ 33,076,621
Actuarial Present Value of Future Normal Costs		<u>(3,109,785)</u>
Actuarial Accrued Liability		<u>\$ 29,966,836</u>

**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN**

**DEVELOPMENT AND RECONCILIATION OF
UNFUNDED ACTUARIAL ACCRUED LIABILITY
(July 1, 2019)**

UNFUNDED ACTUARIAL ACCRUED LIABILITY

Actuarial Accrued Liability	\$ 29,966,836
Actuarial Value of Assets	<u>20,121,054</u>
Unfunded Actuarial Accrued Liability	<u>\$ 9,845,782</u>

RECONCILIATION TO PRIOR VALUATION

Unfunded Actuarial Accrued Liability July 1, 2017	\$ 9,597,464
Changes from July 1, 2017 through June 30, 2019	
Normal Costs	\$ 998,557
Contributions	(3,083,642)
Interest	<u>1,136,532</u>
Total	<u>(948,553)</u>
Expected Unfunded Actuarial Accrued Liability as of June 30, 2019	\$ 8,648,911
Investment (Gain)/Loss	(304,338)
Expense (Gain)/Loss	854
Other Actuarial (Gain)/Loss	(459,588)
Plan Amendments	0
Method Change	0
Assumption Changes	<u>1,959,943</u>
Unfunded Actuarial Accrued Liability July 1, 2019	\$ 9,845,782



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**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN**

**NORMAL COST
(July 1, 2019)**

Retirement Benefits	\$ 406,641
Death Benefits	4,699
Termination Benefits	<u>35,070</u>
Entry Age Normal Cost	<u>\$ 446,410</u>



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**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN
AMORTIZATION OF UNFUNDED ACTUARIAL ACCRUED LIABILITY**

(1)	Unfunded Actuarial Accrued Liability (UAAL) as of July 1, 2019	\$ 9,845,782
(2)	Normal Cost as of July 1, 2019	446,410
(3)	Projected 2019-2020 Contributions*	1,458,782
(4)	Interest at 5.50% to July 1, 2020	<u>526,491</u>
(5)	Projected UAAL as of July 1, 2020 [(1) + (2) – (3) + (4)]	\$ 9,359,901
(6)	12-Year Amortization Factor (Level Dollar; 5.50% interest rate)	9.09254
(7)	12-Year Level Dollar Amortization Payment [(5) ÷ (6)]	\$ 1,029,404

* Projected covered pay of \$2,717,319 times contribution rate of 14.8%, plus \$1,056,619.

**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN**

**DETERMINATION OF RECOMMENDED CONTRIBUTION RATE
(For the Fiscal Years ending June 30, 2021 and June, 30, 2022)**

Considered Pay

(1) Considered Pay throughout Fiscal Year \$ 2,717,319

Development of Normal Cost Contribution Rate

(2) Normal Cost at Beginning of Year \$ 446,410

(3) Normal Cost at Mid-year $[(2) \times 1.055^{(1/2)}]$ 458,522

(4) Normal Cost Rate $[(3) \div (1)]$ 16.9%

Employer Level Dollar Payment

(5) Allowance for Administrative Expense at Mid-year \$ 75,000

(6) Amortization Payment of the Unfunded Actuarial Accrued Liability
(12-year payment period) \$ 1,029,404

(7) Expense and Amortization Payment at Mid-year
 $[(5) + (6) \times 1.055^{(1/2)}]$ \$ 1,132,334

Annual Recommended Contribution

<u>Period</u>	<u>Recommended Contribution</u>
July 1, 2018 – June 30, 2020 (from prior valuation report)	14.8% of Covered Pay, plus \$1,056,619 per year
July 1, 2020 – June 30, 2022 [(4) + (7)]	16.9% of Covered Pay, plus \$1,132,334 per year

**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN**

ACTUAL AND ESTIMATED PAYOUT OF RETIREMENT BENEFITS
July 1, 2019

PLAN YEAR BEGINNING	BENEFIT PAYMENTS
2009	\$ 465,832
2010	549,461
2011	791,856
2012	690,418
2013	939,485
2014	1,182,843
2015	1,224,898
2016	1,332,068
2017	1,413,238
2018	1,504,188
2019	1,692,000
2020	1,803,000
2021	1,899,000
2022	2,004,000
2023	2,056,000
2024	2,110,000
2025	2,147,000
2026	2,179,000
2027	2,199,000
2028	2,220,000
2029	2,233,000
2030	2,234,000
2031	2,233,000
2032	2,237,000
2033	2,258,000
2034	2,247,000
2035	2,235,000
2036	2,229,000
2037	2,211,000
2038	2,184,000

The Plan was closed to new entrants as of January 1, 2012. This valuation and the projected benefit payments shown above reflect only participants in the Plan as of July 1, 2019.



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**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN
ACTUAL AND ESTIMATED PLAN CASH FLOWS
July 1, 2019**

PLAN YEAR BEGINNING	BENEFIT PAYMENTS	CONTRIBUTIONS	EXPENSES	NET NON- INVESTMENT CASH FLOW
2009	\$ 465,832	\$ 918,809	\$ 56,456	\$ 396,521
2010	549,461	934,737	70,841	314,435
2011	791,856	1,026,587	78,821	155,910
2012	690,418	1,156,127	101,920	363,789
2013	939,485	1,161,609	87,860	134,264
2014	1,182,843	1,333,241	62,899	87,499
2015	1,224,898	1,174,309	105,822	(156,411)
2016	1,332,068	1,842,970	54,251	456,651
2017	1,413,238	1,577,474	84,998	79,238
2018	1,504,188	1,506,168	69,893	(67,913)
2019	1,692,000	1,459,000	75,000	(308,000)
2020	1,803,000	1,551,000	77,000	(329,000)
2021	1,899,000	1,501,000	79,000	(477,000)
2022	2,004,000	1,465,000	81,000	(620,000)
2023	2,056,000	1,434,000	83,000	(705,000)
2024	2,110,000	1,418,000	85,000	(777,000)
2025	2,147,000	1,395,000	87,000	(839,000)
2026	2,179,000	1,378,000	89,000	(890,000)
2027	2,199,000	1,365,000	91,000	(925,000)
2028	2,220,000	1,351,000	94,000	(963,000)

The Plan was closed to new entrants as of January 1, 2012. This valuation and the projected non-investment cash flows shown above reflect only participants in the Plan as of July 1, 2019. Contributions are based on projected covered pay for the closed active population and assuming the recommended contribution of 16.9% of covered pay plus \$1,132,334 continues through the projection period. Expenses are assumed to increase in the future with the 2.50% inflation assumption.

**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN
ACTUARIAL PROCEDURES AND ASSUMPTIONS**

This section of the report describes the actuarial procedures and assumptions used in this valuation. These procedures and assumptions have been chosen on the basis of recent experience of the plan, and current expectations as to future economic conditions.

The assumptions are intended to estimate the future experience of the members of the plan and of the plan itself in areas which affect the projected benefit flow and anticipated investment earnings. Demographic assumptions are based on ongoing participant experience and future expectations. Assumptions for which participant data are limited, such as retiree mortality, are also drawn from published actuarial tables. Any variations in future experience from that expected from these assumptions would result in corresponding changes in the estimated costs of the plan's benefits.

1. ACTUARIAL COST METHOD (Adopted July 1, 2011)

Entry Age Normal Actuarial Cost Method

A method under which the Actuarial Present Value of the Projected Benefits of each individual included in an Actuarial Valuation is allocated on a level basis over the earnings of the individual between entry age and assumed exit age(s). The portion of the Actuarial Present Value allocated to a valuation year is called the Normal Cost. The portion of this Actuarial Present Value not provided for at a valuation date by the Actuarial Present Value of future Normal Costs is called the Actuarial Accrued Liability.

Under this method the excess of the Actuarial Accrued Liability over the Actuarial Value of Assets is the Unfunded Actuarial Accrued Liability (Surplus).

Under this method the Actuarial Gains (Losses), as they occur, reduce (increase) the Unfunded Actuarial Accrued Liability.

The recommended contribution is equal to the Normal Cost as a level percentage of pay plus a level dollar payment to cover the amortization of the Unfunded Actuarial Accrued Liability and ongoing administrative expense in accordance with the District's funding policy.

Beginning July 1, 2011, the Unfunded Actuarial Accrued Liability was reset and amortized as a level dollar amount over a closed 20-year period. As of July 1, 2019, 12 years remain in the closed period.

2. RECORDS AND DATA

The data used in the valuation consist of financial information and records of age, service and income of contributing members. The data was supplied by the District and Kernutt Stokes, LLP, and was accepted for valuation purposes without audit.

3. ADMINISTRATIVE EXPENSE (Adopted July 1, 2015)

It is assumed that the amount required for administrative expenses will be \$75,000 per year, payable throughout the plan year.

4. VALUATION OF ASSETS (Adopted July 1, 2003)

The Actuarial Value of Assets is a market-related asset value. Market returns are smoothed over three years without phase-in as described in Internal Revenue Procedure 98-10. The resulting Actuarial Value of Assets is constrained to be within 20% of the current Market Value of Assets.

Effective July 1, 2011, the Actuarial Value of Assets was reset to the Market Value of Assets. This reset coincided with the closing of the Plan to new entrants, and the switch to a level dollar amortization of the Unfunded Actuarial Accrued Liability.

5. INVESTMENT EARNINGS (Adopted July 1, 2019)

The future investment earnings of the assets of the plan are assumed to accrue at an annual rate of 5.50%, compounded annually, net of investment expenses.

The investment earnings assumption was selected based on the Plan's target asset allocation as of the valuation date, combined with capital market assumptions from several sources, including published studies summarizing the expectations of various investment experts. This information was used to develop forward-looking long-term expected returns, producing a range of reasonable expectations according to industry experts. Based on the resulting range of potential assumptions, in our professional judgment the selected investment return assumption is reasonable and is not expected to have any significant bias.

6. FUTURE SALARIES (Adopted July 1, 2017)

Individual salaries are assumed to increase as follows:

<u>Age</u>	<u>Annual Salary Increase</u>
30 – 34	6.25%
35 – 49	4.25%
50+	2.75%

7. GENERAL INFLATION

Inflation was assumed to be 2.50% per annum in future years. This assumption is used to develop other economic assumptions used for the valuation.

8. MORTALITY (Adopted July 1, 2019)

Active and Retired participants' mortality experience is expected to follow the Pri-2012 Mortality Tables with White Collar adjustment with generational projection using MP-2019 mortality improvement projection scales starting at the 2012 base year.

No deaths were assumed for vested terminated participants prior to retirement.

9. TERMINATIONS FROM EMPLOYMENT OTHER THAN DEATH (Adopted July 1, 2011)

Annual rates are shown below:

<u>Years of Service</u>	<u>Rate of Termination</u>
Less than 2	10%
2 - 3	8%
4 - 5	6%
6 – 14	3%
15 & Up	0%

10. RETIREMENT RATES (Adopted July 1, 2011)

Annual rates are shown below:

<u>Age</u>	<u>Rates of Retirement</u>	<u>Age</u>	<u>Rates of Retirement</u>
55	10%*	62	60%
56	10%*	63	25%
57	10%*	64	25%
58	15%	65	50%
59	15%	66	50%
60	25%	67	100%
61	10%		

* Only apply to participants with 30 or more Years of Service.

11. CONSOLIDATED ANNUAL LEAVE (CAL) (Adopted July 1, 2011)

To estimate the effect of unused CAL and other compensation items, each active member’s Final Average Salary is increased by 8% at retirement and 4% at termination from employment for reasons other than retirement.

12. CHANGES IN ACTUARIAL METHOD AND ASSUMPTIONS

- The future investment earnings assumption was decreased from 6.25% to 5.50%.
- The mortality assumption was updated to reflect the Pri-2012 mortality tables and the MP-2019 mortality improvement projection scale. Specifically, the mortality assumption was updated from the RP-2014 Mortality Tables with White Collar adjustment with generational projection using MP-2017 mortality improvement projection scales starting at the 2006 base year to the Pri-2012 Mortality Tables with White Collar adjustment with generational projection using MP-2019 mortality improvement projection scales starting at the 2012 base year.

**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN**

PLAN PROVISIONS

1. Name

Lane Transit District Salaried Employees' Retirement Plan

2. Effective Date

The Plan was effective July 1, 1975. The plan was restated effective July 1, 2015.

3. Plan Year

Fiscal Year Ending June 30

4. Type of Plan

The plan is a trusteed pension plan with a corporate trustee selected by the Employer. The Retirement Committee for the Salaried Plan is responsible for the administration and operation of the plan.

5. Employers Included

Lane Transit District

6. Employees Included

All salaried employees of the District whose first paid hour of work as a salaried employee was performed on or before December 31, 2011.

7. Eligibility for Membership

Salaried employees are eligible for membership on the earlier of first day of July or the first day of January following the day in which the employee was hired by the District. A salaried employee who was otherwise employed by the employer prior to salaried employment and who has a currently effective year of service is eligible on the first day of the month after becoming a salaried employee. No employees may become members on or after January 1, 2012.

8. Credited Service

a. Benefit Credits

Benefit Credits for participants are based on all completed and partial plan years of employment while a salaried employee according to the following table:

<u>Hours Worked or Compensated for in Plan Year</u>	<u>Benefit Credits</u>
1,600 hours or more	1
1,200 to 1,600 hours	3/4
800 to 1,200 hours	1/2
400 to 800 hours	1/4

Participants not compensated on an hourly basis are credited with 45 hours per week of employment, regardless of the actual hours worked.

b. Vesting Credits

An Employee will receive one Vesting Credit for each Plan Year with the District in which he earns 1,000 or more hours of service. No Vesting Credit will be given for less than 1,000 hours in a Plan Year.

9. Normal Retirement

a. Eligibility

A participant is eligible for normal retirement on the first day of the month following his 62nd birthday.

A temporary expansion was made for participants age 56 with 30 Vesting Credits for benefit commencements from January 2010 through July 2011.

b. Benefit

The greater of (i) and (ii) below

- (i) The amount of the monthly benefit payable for life is one-twelfth of 1.67% of Final Average Salary multiplied by the participant's Benefit Credits.

Final Average Salary is the average of the annual Compensation for a participant's three highest consecutive years of employment with the Employer, or all consecutive years if less than three. Such three consecutive years of employment shall be the 36 consecutive calendar months for which the Member's or Inactive Member's compensation was highest. Compensation includes base salary, bonus, overtime, and payments for accrued and unused Consolidated Annual Leave upon termination of employment.

- (ii) The amount of the monthly benefit is one-twelfth of 3.00% of the participant's Final Average Salary multiplied by the participant's Benefit Credits up to a maximum of 25, minus the participant's expected Social Security benefit payable at age 62.

10. Early Retirement

a. Eligibility

A participant may retire at any time after attaining age 55 providing he has five or more Vesting Credits, or at any age with 30 or more vesting credits.

b. Benefit

The benefit is the Normal Retirement Benefit reduced by 1/4% for the first 24 months by which the early retirement date precedes age 60, and by 2/3% for each additional month by which the early retirement date precedes age 60. However, there will be no reduction in the Normal Retirement Benefit for any participant who retires subsequent to age 60, or subsequent to accruing 30 Vesting Credits.

11. Delayed Retirement

a. Eligibility

A participant may elect to delay retirement after his Normal Retirement Date.

b. Benefit

The benefit is calculated in the same way as the Normal Retirement Benefit taking into account the age, service, and final average salary to actual date of retirement.

12. Disability

a. Eligibility

A participant with five or more Vesting Credits may receive a disability benefit at Normal Retirement if the following three conditions are met:

- (1) The participant becomes totally and permanently disabled while in active employment;
- (2) The participant is awarded a Social Security Disability benefit; and
- (3) The participant has applied for a disability benefit under this plan.

b. Benefit

The benefit shall be the Normal Retirement Benefit based upon the salary history to the date of disability and Benefit Credits to the Normal Retirement Date. This benefit is payable at the Normal Retirement Date.

13. Death Benefit

a. Prior to Retirement

The survivor benefit is payable for 120 months in an amount equal to the participant's vested monthly benefit payable at Normal Retirement at the time of the participant's death. This benefit is payable to a surviving spouse or domestic partner, or to a named individual beneficiary or surviving children under age 18.

Survivors of certain participants who die while eligible for early retirement may receive instead a 50% survivor annuity calculated as if the participant had retired on the date of death.

b. After Retirement

The benefit depends on the form of the retirement benefit elected by the participant.

14. Termination of Employment

a. Vesting

An Employee hired before January 1, 2000 will be 20% vested for each Vesting Credit up to a maximum of 100%. An employee hired after December 31, 1999 will be 0% vested until the employee has accrued five vesting credits, at which point the employee will become 100% vested.

Also, a participant is 100% vested when eligible for early or normal retirement.

b. Benefit

On the first of the month following the terminated participant's 62nd birthday, benefit payments will commence equal to the product of the Normal Retirement Benefit (based on service and salary at the time of termination) and his vested percentage. If the participant has five or more Vesting Credits, he may elect to receive an Early Retirement benefit at any time after attaining age 55.

15. Employer Contributions

The Employer will make contributions necessary to fund the Plan's Part 1 benefits on a sound actuarial basis. The Employer shall also contribute a total of 6% to fund the Plan's Part 2 benefits for Eligible Members.

16. Hourly Plan and Salaried Plan Benefit Coordination

If an employee is covered under the Lane Transit District and Amalgamated Transit Union Pension Plan and the Salaried Plan, his Vesting Service under one plan will be used to avoid a Break in Service under the other plan. Combined Credited Service earned under both plans will be used to vest under each plan.

The employee's total monthly retirement benefit will be the sum of the monthly benefit earned under the hourly plan (based on service under the hourly plan) and the monthly benefit under the salaried plan (based on service under the salaried plan). The portion of the benefit earned under each plan will be paid by the respective plan. This total benefit will not be less than the hourly benefit calculated by using the salaried service in addition to his hourly service. Any such increase in the total benefit will be paid by the hourly plan.

17. Plan Changes Since Last Valuation

There were no plan changes since the July 1, 2017 actuarial valuation.

**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN**

PARTICIPANT INFORMATION

The following table shows the number of participants included in the current actuarial valuation.

	Current Valuation 7/01/19	Current Valuation 7/01/17
Active Participants		
Anticipated Annual Compensation	\$ 2,717,319	\$ 3,244,165
Average Age	53.9	54.6
Average Vesting Service	17.3	17.7
Fully Vested Participants	35	42
Non-Vested Participants	0	0
Active with Frozen Benefit	<u>1</u>	<u>0</u>
TOTAL ACTIVE	36	42
Inactive Participants		
Retirees and Beneficiaries	82	75
Vested Terminations	40	42
Hourly Transfers	<u>0</u>	<u>1</u>
TOTAL INACTIVE	122	118
TOTAL PARTICIPANTS	<u>158</u>	<u>160</u>

The total anticipated covered compensation of active members for contribution purposes is \$2,717,319 for the plan year ending June 30, 2020. This figure does not include one active participant with a frozen benefit. The comparable figure from the previous valuation was \$3,153,679 for the plan year ending June 30, 2018. The average anticipated salary per member was \$77,638 this year, an increase from the average anticipated salary of \$76,766 in the prior valuation.

**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN**

**ACTIVE PARTICIPANTS
(As of July 1, 2019)**

Age	Years of Vesting Service							
	0 to 4		5 to 9		10 to 14		15 to 19	
	Count	Average Anticipated Salary	Count	Average Anticipated Salary	Count	Average Anticipated Salary	Count	Average Anticipated Salary
Under 30	0	\$ 0	0	\$ 0	0	\$ 0	0	\$ 0
30 to 34	0	0	0	0	0	0	0	0
35 to 39	0	0	0	0	0	0	1	68,246
40 to 44	0	0	0	0	2	70,611	1	54,642
45 to 49	0	0	0	0	2	89,852	1	80,698
50 to 54	0	0	1	65,875	1	80,698	3	84,607
55 to 59	0	0	0	0	4	63,830	0	0
60 & Up	0	0	1	90,665	3	76,300	2	69,118
Totals	0	\$ 0	2	\$ 78,270	12	\$ 73,820	8	\$ 74,455

Age	Years of Vesting Service							
	20 to 24		25 to 29		30 & Up		All Years	
	Count	Average Anticipated Salary	Count	Average Anticipated Salary	Count	Average Anticipated Salary	Count	Average Anticipated Salary
Under 30	0	\$ 0	0	\$ 0	0	\$ 0	0	\$ 0
30 to 34	0	0	0	0	0	0	0	0
35 to 39	0	0	0	0	0	0	1	68,246
40 to 44	1	113,182	0	0	0	0	4	77,261
45 to 49	1	80,698	0	0	0	0	4	85,275
50 to 54	1	52,770	2	69,118	0	0	8	73,925
55 to 59	2	86,815	0	0	0	0	6	71,492
60 & Up	3	101,868	3	71,724	0	0	12	81,548
Totals	8	\$ 90,735	5	\$ 70,682	0	\$ 0	35*	\$ 77,638

*There is currently 1 participant who is active with a frozen benefit that is not included in this count.



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**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN**

**SUMMARY OF RETIRED PARTICIPANTS
(As of July 1, 2019)**

Age	Count	Total Monthly Benefit
Under 55	1	\$ 297
55 to 59	1	6,071
60 to 64	15	20,001
65 to 69	32	62,331
70 to 74	16	26,324
75 to 79	6	7,057
80 to 84	7	7,182
85 & Up	<u>4</u>	<u>1,086</u>
Total	82	\$ 130,349

**SUMMARY OF VESTED TERMINATED PARTICIPANTS
(As of July 1, 2019)**

Age	Count	Total Monthly Benefit
Under 30	0	\$ 0
30 to 34	0	0
35 to 39	4	2,455
40 to 44	1	942
45 to 49	1	2,595
50 to 54	8	1,785
55 to 59	11	7,416
60 to 64	9	6,148
65 to 69	4	1,069
70 & Up	<u>2</u>	<u>337</u>
Total	40	\$ 22,747



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**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN**

**SUMMARY OF ACTIVES WITH FROZEN BENEFIT
(As of July 1, 2019)**

<u>Age</u>	<u>Count</u>	<u>Total Monthly Benefit</u>
Under 30	0	\$ 0
30 to 34	0	0
35 to 39	1	267
40 to 44	0	0
45 to 49	0	0
50 to 54	0	0
55 to 59	0	0
60 to 64	0	0
65 to 69	0	0
70 & Up	<u>0</u>	<u>0</u>
Total	1	\$ 267



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**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN
RISK DISCLOSURE AND HISTORICAL EXHIBITS**

The purpose of this appendix is to identify, assess, and provide illustrations of risks that are significant to the Plan, and in some cases to the Plan's participants. Historical data is also included in this appendix.

The results of any actuarial valuation are based on one set of assumptions. Although we believe the current assumptions provide a reasonable estimate of future expectations, it is almost certain that future experience will differ from the assumptions to some extent. As an example, investments may perform better or worse than assumed in any single year and over a longer time horizon. It is therefore important to consider the potential impacts of these potential differences when making decisions that may affect the future financial health of the Plan, or of the Plan's participants.

In addition, as plans mature they generally accumulate larger pools of assets and liabilities. This increases the potential risk to plan funding and the finances of those who are responsible for plan funding. As an example, it is more difficult for a plan sponsor to deal with the effects of a 10% investment loss on a plan with \$1 billion in assets and liabilities than if the same plan sponsor is responsible for a 10% investment loss on a plan with \$1 million in assets and liabilities. Since pension plans make long-term promises and rely on long-term funding, it is important to consider how mature the Plan is today, and how mature it may become in the future.

Actuarial Standard of Practice No. 51 (ASOP 51) addresses these issues by providing actuaries with guidance for assessing and disclosing the risk associated with measuring pension liabilities and the determination of pension plan contributions. Specifically, it directs the actuary to:

- Identify risks that may be significant to the Plan.
- Assess the risks identified as significant to the Plan. The assessment does not need to include numerical calculations.
- Disclose plan maturity measures and historical information that are significant to understanding the Plan's risks.

ASOP 51 states that if in the actuary's professional judgment, a more detailed assessment would be significantly beneficial in helping the individuals responsible for the Plan to understand the risks identified by the actuary, then the actuary should recommend that such an assessment be performed.

This appendix uses the framework of ASOP 51 to communicate important information about significant risks to the Plan, the Plan's maturity, and relevant historical plan data.

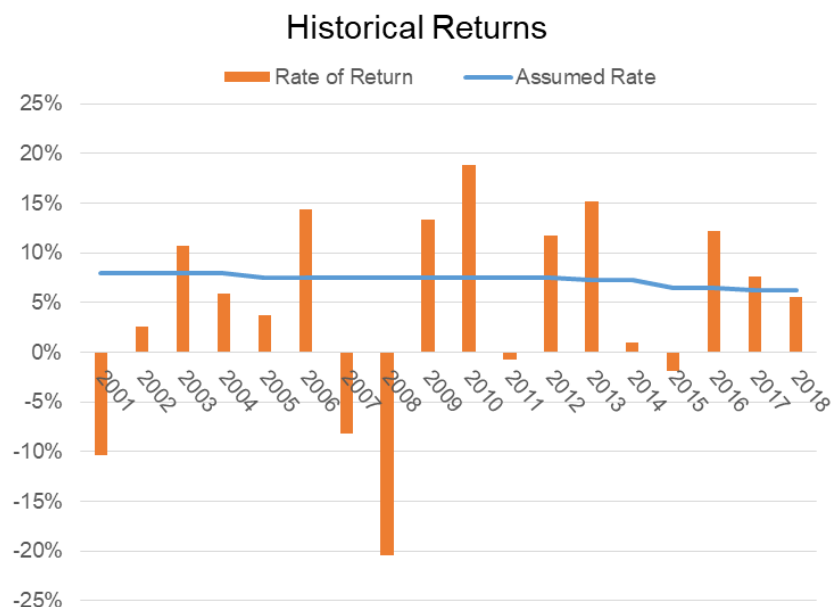
Please let us know if you would like to discuss any of these risks in greater detail.

Investment Risk

Investment risk is the potential that investment returns will be different than expected. We believe this is the most significant potential risk to the future financial health of the Plan.

To the extent that actual investment returns differ from the assumed investment return, the Plan's future assets, funding contributions, and funded status may differ significantly from those presented in this valuation. In particular, if the Plan's investment returns are generally lower than assumed over time, additional funding would be needed compared to that implied by this valuation. The current assumed investment return is 5.50%.

The annualized return for the Plan's assets has been about 4.0% over the last 18 years, and about 8.1% over the last 10 years. More detail on the Plan's investment returns since July 1, 2001 is shown in the chart below.



The Plan's liabilities have been calculated using a discount rate equal to the assumed net investment rate of return of 5.50%. One way to assess the effect of possible future investment return different than assumed is to consider the effect of changing the discount rate. As a general rule, using a lower discount rate results in higher pension liability, and vice versa. The approximate duration of the Plan's pension liability is about 11 years as of the current valuation date. Therefore, if the discount rate were to decrease (increase) by 100 basis points, the estimated increase (decrease) in pension liability would be about 11%.

Demographic Risk

Demographic risks represent the potential that mortality, retirement, or other demographic experience will be significantly different than anticipated by the assumptions used for the valuation.

The pension liabilities reported herein have been calculated by assuming that participants will follow patterns of demographic experience (e.g., mortality, withdrawal, retirement, form of payment election, etc.) as described in Appendix A. If actual demographic experience or future demographic assumptions are different from what is assumed to occur in this valuation, future pension liabilities, funding contributions, and funded status may differ significantly from those presented in this valuation.

Primary demographic risks include:

- **Longevity risk:** the risk that participants live longer than expected, which would result in more payments than projected by this valuation.
- **Decrement risk:** the risk that participants retire, terminate, or become disabled at rates different than expected. For example, the Plan has valuable early retirement benefits. If participants retire at earlier ages than anticipated by the actuarial assumptions and benefit from subsidized early retirement benefits at a greater rate than projected in the valuation, this will increase the ultimate cost of the Plan.

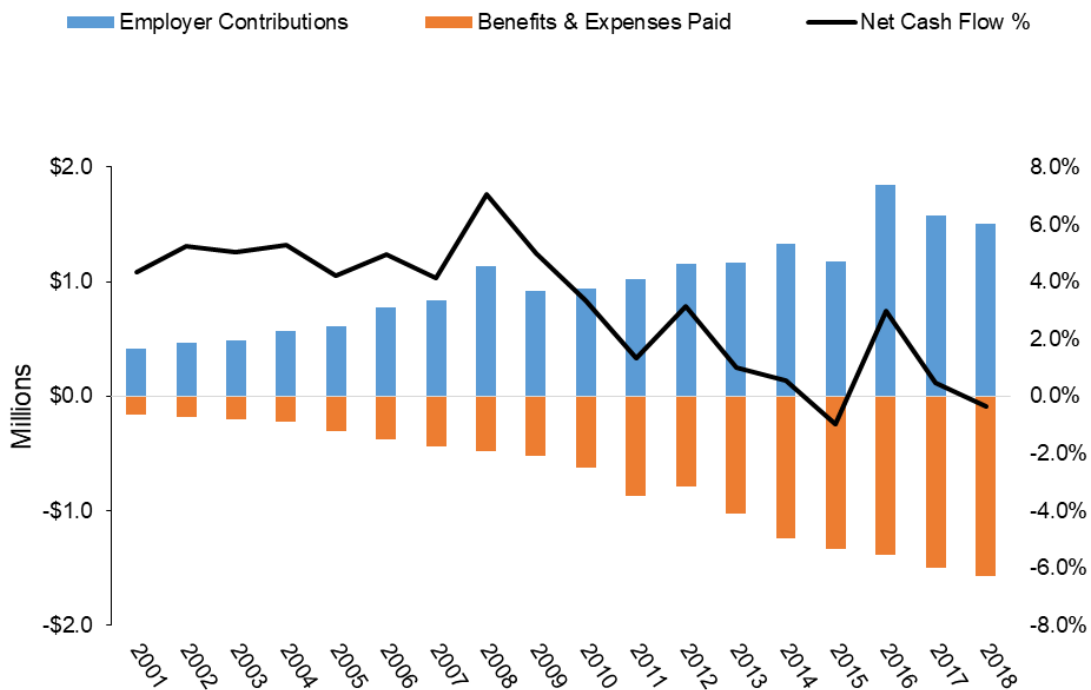
If demographic experience is unfavorable, additional funding would be needed compared to that implied by this valuation. We measure the Plan's demographic experience compared to our expectations each year to ensure our assumptions remain reasonable.

Liquidity Risk

Liquidity risk is the potential that assets must be liquidated at a loss earlier than planned in order to pay for the Plan's benefits and operating costs. This risk is heightened for plans with net negative cash flow (excluding the effect of investment returns), in which contributions do not exceed annual benefit payments plus expenses.

In recent years, the Plan has had low to moderate cash flow requirements because the sum of benefit payments plus expenses has been around the same amount as contributions. As the Plan continues to mature, contribution and investment decisions should be coordinated to manage the risk that assets may need to be liquidated at a loss before planned in order to pay benefits and expenses. Currently, the Plan has a low allocation to illiquid assets such as real estate and private equity, which means it should be possible to efficiently liquidate assets as needed for normal plan benefit payments and expenses. More detail on the Plan's historical net non-investment cash flow for the prior 18 years is shown in the following chart.

Net Cash Flow



The Impact of Plan Maturity

A pension plan’s ability to recover from any underfunding and to respond to any poor experience resulting from the risks described above is significantly affected by its “maturity” level. As a plan’s assets and liabilities grow, the impact of any gains or losses on the assets or liabilities also becomes larger. In addition, as liabilities become more heavily weighted to inactive participants, and/or the non-investment cash flow of a plan grows significantly negative, it can become harder to address underfunding that occurs due to plan experience.

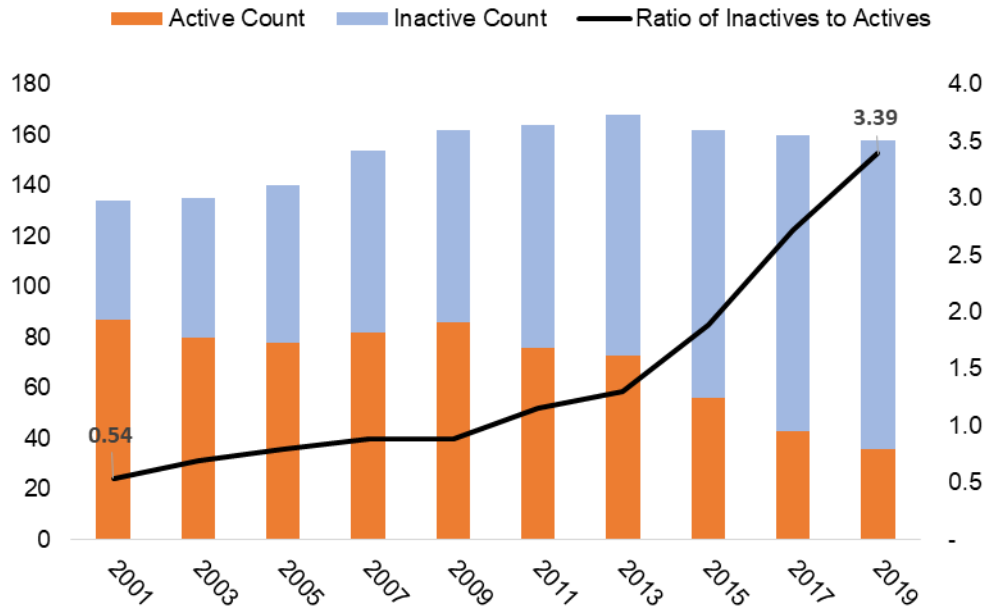
Since the Plan was closed to new entrants after January 1, 2012, it has matured rapidly in recent years and that trend is expected to continue.

One metric of the Plan’s maturity is the ratio of the number of inactive participants (vested inactive participants and individuals in pay status) to active participants. The ratio of inactive participants to active participants has increased from 0.54 as of July 1, 2001 to 3.39 as of the valuation date for this report. In general, an increasing ratio of inactive to active participants is an indicator that the Plan is becoming more mature. More detail on the Plan’s historical ratio of inactive participants to active participants is shown in the following chart.



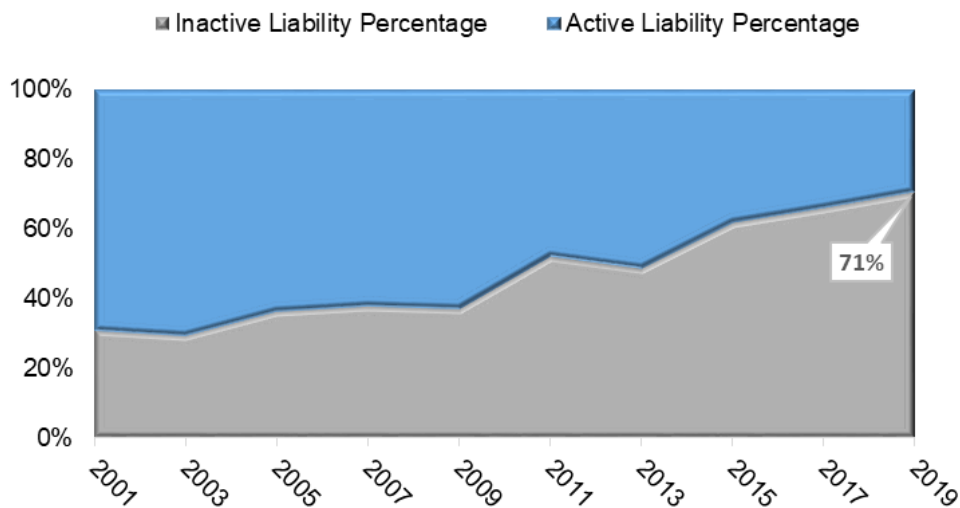
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Comparison of Inactive to Active Participants



Another measure of the Plan’s maturity is the percentage of Plan liability attributable to inactive participants (vested inactive participants and participants in pay status) compared to the percentage attributable to active participants. The inactive liability for the Plan rose from 31% at July 1, 2001 to 71% as of the valuation date for this report. The percentage of the Plan’s liability attributable to active and inactive participants for the current and 18 preceding plan years is shown in the chart below.

Historical Plan Liabilities





AGENDA ITEM SUMMARY

DATE OF MEETING: June 17, 2020
ITEM TITLE: UPDATED FUND BALANCE AND BUDGETARY RESERVE POLICY
PREPARED BY: Christina Shew, Director of Finance
DIRECTOR: Mark Johnson, Assistant General Manager
ACTION REQUESTED: Adoption

PURPOSE: To request Board adoption of the proposed updated Fund Balance and Budgetary Reserve Policy.

HISTORY: The LTD Budget Committee is comprised of the LTD Board plus an equal number of citizen electors. This committee provides recommendations to the Board of Directors on the budget and related policies for each of LTD's five funds. The Fund Balance and Budgetary Reserve Policy dictates the appropriation of unrestricted fund balance reserves maintained for the ongoing operation of the District should adverse unanticipated events jeopardize continuation of transit services. At the April 11, 2018, Budget Committee meeting, it was requested that the Budgetary Reserve Policy be reviewed annually prior to adoption of the new fiscal year's budget. The Budgetary Reserve Policy was last reviewed and modified at the April 17, 2019, Budget Committee meeting.

The District's annual review of the Budgetary Reserve Policy makes policy refinements as follows:

- The approved Statewide Transportation Improvement Fund (STIF) Program included funding for a "Sustainable Services Reserve" for STIF funded operations. The sustainable services reserve amount is determined every three (3) years based on the STIF Committee and Oregon Department of Transportation (ODOT) approval. The policy has been updated to reflect this already implemented practice.
- The current policy indicates that the Budgetary Reserve Policy will be reviewed "routinely". As agreed in the April 11, 2018, Budget Committee meeting, this review will be "annual". The policy has been updated to reflect this already implemented practice.
- The current policy requires a two (2) to six (6) month unrestricted fund balance be maintained within each "operating fund". The LTD Board's guidance has been to increase the reserve to allow transit operation continuity despite unanticipated events. The six (6) month cap limits the LTD Board's flexibility to increase the reserve beyond six (6) months as conditions warrant. The policy has been updated to remove the upper limit cap. Eliminating this upper cap renders the section on "Surplus Unrestricted Fund balance." unnecessary and this section has therefore been removed from the policy.
- Removed the specific appropriated budgetary reserve requirements. As the Budget Committee makes all appropriations, it is not necessary or prudent to specify appropriated amounts for some line items within the budget as this restricts the Budget Committee's ability to appropriate based on the facts and circumstances existing in a given year and to take into account changing risks and opportunities.

CONSIDERATIONS: N/A

ALTERNATIVES: The Budget Committee may amend the proposed policy and elect to approve the amended policy at a future Budget Committee meeting.

NEXT STEPS: Once adopted, the policy will be included as an attachment to the Board of Directors' Bylaws.

SUPPORTING DOCUMENTATION:

- 1) Updated Fund Balance and Budgetary Reserve Policy – Red lined
- 2) Resolution No. 2020-06-17-035

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-06-17-035:

It is hereby resolved that the LTD Board of Directors adopts the updated Fund Balance and Budgetary Reserve Policy as presented [amended].

**LANE TRANSIT DISTRICT
FUND BALANCE AND BUDGETARY RESERVE POLICY**

PURPOSE

This policy addresses the goals of the Lane Transit District Board of Directors ("Board") regarding the level of unrestricted fund balance maintained for operating funds. Unrestricted fund balance is the District's working capital available for the ongoing operation of the District and is subject to the limitations defined by this policy. This policy considers unanticipated events that could adversely affect the financial condition of the District and jeopardize the smooth continuation of necessary transit services. Having such a policy will ensure that the District maintains adequate working capital/fund balance in order to:

- ~~a. Provide sufficient cash flow for daily operational needs and for outflows such as grant-funded capital expenditures prior to the District being reimbursed by granting agencies,~~
- ~~b. Provide additional Statewide Transportation Improvement Fund (STIF) cash reserves to sustain expanded transit services~~
- b. Provide funds for unforeseen expenditures related to emergencies,
- c. Offset significant economic downturns that result in decreasing payroll-related tax revenue, and
- d. Secure and maintain investment-grade bond ratings.

This policy supersedes all previous policies regarding the District's fund balance and reserve policies.

BACKGROUND

A formal fund balance policy has been in effect since January 1994. This policy is reviewed ~~annually to make sure that it reflects current needs based on the strength of the local economy, the outlook for federal funds' availability, and the need to cover price volatility for major materials and supplies.~~

POLICY

Unrestricted Fund Balance

The District will maintain an unappropriated fund balance in the operating funds ~~of no less than two months of budgeted operating expenditures plus STIF funded cash reserves as provided by the Oregon Department of Transportation.~~ The level of unappropriated fund balance will be determined annually during the budget process. This balance will constitute the working capital of the District and provide a source of funding for emergencies and economic downturns. ~~The level of STIF funded cash reserves will be determined every 3 years as part of the STIF application and approval process.~~

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In the event of an emergency, the fund balance can be appropriated for use through a resolution, ordinance, or supplemental budget adopted by the Board of Directors. Examples of possible uses include, but are not limited to, the following:

- A major bus or vehicle accident,
- An unusually high number of liability claims,
- An unusually high number of unemployment claims,
- Accidental loss of a utility vehicle,
- Fuel price volatility,
- An economic downturn resulting in lower payroll tax receipts, or
- A loss of funding source.

Replenishing Deficiencies

In the event that the fund balance falls below the minimum threshold, the Board must approve, within six months of budget adoption, a restoration plan to correct the shortage within a three-year period. Restoration plans may include reducing recurring expenditures to eliminate a structural deficit, by increasing revenues or pursuing other funding sources, or by some combination of these and/or other strategies.

This policy is developed under the guidance of the Oregon Revised Statutes (ORS 294.398) and the Oregon Administrative Rules (150-294.0440), which control in the event of any ambiguity.

BOARD DESIGNATED BUDGETARY RESERVES

The Board may appropriate specific budgetary reserves as deemed prudent. The Board may establish annual appropriated reserves for Self-insurance/risk and General Fund operating contingency.

By Board resolution, the self-insurance reserve can be used during the year to cover unanticipated insurance claims in excess of those otherwise covered through the District's insurance programs or budgeted for in the annual operating budget.

The General Fund operating contingency may be appropriated for other significant expenditures as they become necessary that could not be reasonably foreseen or planned for in the budget.

APPLICABILITY AND PRIORITIZATION OF FUND BALANCE USE

This policy pertains to the management of the unrestricted amount of available fund balance. Some portion(s) of fund balance may be restricted for legal or contractual reasons. When an expenditure is incurred for purposes for which both restricted and unrestricted amounts are available, it will be the policy of the District to consider restricted amounts to have been reduced first.

IMPLEMENTATION AND REVIEW

Upon adoption of this policy, the Board authorizes the Director of Finance to establish any standards and procedures which may be necessary for its implementation. The Director of

Deleted: Surplus Unrestricted Fund Balance ¶
Should the fund balance in the operating funds exceed the maximum six-month expense range, the District will consider such fund balance surplus as one-time funding available to be appropriated for nonrecurring expenses during the annual budget process. Appropriate uses include, but are not limited to, accelerated debt /liability reduction and capital outlays, such as for bus or facility replacement or programmed capital expansion where any resulting future ongoing outlays are anticipated and accounted for in the District's Community Investment Plan and Long-Range Financial Plan. ¶
Surplus fund balance designated for capital investment will be transferred to the Capital Projects Fund. ¶

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Finance shall review this policy at least annually and make any recommendations for changes to the Budget Committee of the Board of Directors prior to adoption by the Board.

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EXEMPTIONS

The Board of Directors, under its authority in setting the District's annual budget, may choose to adopt an annual budget that does not maintain the minimum fund balances identified in this policy.

MAINTENANCE

The Budget Committee of the Board of Directors is responsible for the maintenance of this policy, with staff assistance from the Director of Finance.

Administrative Policies & Procedures
20~~20~~-05-20 (Revised)
Adopted by LTD Board of Directors: _____

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AGENDA ITEM SUMMARY

DATE OF MEETING: June 17, 2020
ITEM TITLE: UPDATED LTD ATU LOCAL 757 PENSION FUNDING POLICY
PREPARED BY: Christina Shew, Director of Finance
DIRECTOR: Mark Johnson, Assistant General Manager
ACTION REQUESTED: Adoption

PURPOSE: To request Board adoption of the proposed updated Lane Transit District (LTD) Amalgamated Transit Union (ATU) Local 757 Pension Funding Policy.

HISTORY:

Amalgamated Transit Union, Local No. 757 Pension Trust: The ATU, Local No. 757 Pension Trust (Trust) is a tax-exempt trust that holds assets and funds benefits under a single employer defined benefit plan of the same name. The assets of the Pension Plan (Plan) are held for the exclusive benefit of participants and beneficiaries under the terms of the retirement plan established pursuant to collective bargaining agreements between LTD and Division 757 of the ATU (AFL-CIO) (ATU Division 757) and cannot be used to pay any benefits or expenses of any other retirement plan or trust. The benefits are funded by employer contributions and earnings from Plan investments.

LTD's Budget Committee and LTD Board role in the Trust: The LTD Budget Committee is comprised of the LTD Board plus an equal number of citizen electors. This committee provides recommendations to the Board of Directors on the budget and related policies for each of LTD's five funds. LTD's Proposed FY2020-2021 Budget includes proposed funding for the Trust for which the LTD Board is ultimately responsible for authorizing. The FY20 budgeted Plan contribution rate is \$5.69/hour worked.

On February 10, 2020, Milliman provided a preliminary actuarial valuation for the Plan. This valuation recommended a contribution funding level of \$7.19/hour for FY2021 and \$7.41 for FY2022 which assumes an investment return rate of 5.5%. The contribution rate, should it be adopted by the LTD Board, would have an increase to the LTD budgeted expenditures of \$771,000 for FY21.

As of January 1, 2020, the Plan's liabilities exceed the Plan's assets by \$16.5 million which is a 66% funded status. At that time, the actuarial value of the assets were \$31.9 million with a plan to be fully funded by 2040. As a result of COVID 19, the market has lost significant ground which is a potential setback to achieving a fully funded Plan by 2040.

The CARES Act was approved on March 27 and provides \$25 billion in Federal assistance to support the transit industry. Of that \$25 billion, LTD is eligible for \$25 million. The CARES funding can be used for net operating expenses and revenue losses incurred as a result of COVID 19, including the operating cost to fund the additional \$771,000 increase in contribution to gain back a fraction of asset value lost as a result of the COVID 19 pandemic.

Administrative Change: The role of Chief Financial Officer has been replaced in the document with Director of Finance to reflect the current title of the District's finance leader.

CONSIDERATIONS: N/A

ALTERNATIVES: The Budget Committee may amend the updated policy and elect to approve the amended policy at a future Budget Committee meeting.

NEXT STEPS: Once adopted, the policy will be included as an attachment to the Board of Directors' Bylaws.

SUPPORTING DOCUMENTATION:

- 1) LTD ATU Local 757 Pension Funding Policy– Red lined
- 2) ATU Preliminary Actuary Report
- 3) Resolution No. 2020-06-17-036

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-06-17-036:

It is hereby resolved that the LTD Board of Directors adopts the updated Fund Balance and Budgetary Reserve Policy as presented [amended].

**LANE TRANSIT DISTRICT
PENSION PLAN FOR BARGAINING UNIT EMPLOYEES**

Pension Funding Policy and Objectives

The Lane Transit District and Amalgamated Transit Union Local No 757 Pension Trust is a tax-exempt trust that holds assets and funds benefits under a single employer defined benefit plan of the same name. The assets of the Plan are held for the exclusive benefit of participants and beneficiaries under the terms of the retirement plan established pursuant to collective bargaining agreements between Lane Transit District and Division 757 of the Amalgamated Transit Union (AFL-CIO) (ATU Division 757) and cannot be used to pay any benefits or expenses of any other retirement plan or trust. The benefits are funded by employer contributions and earnings from Pension Plan investments. The funding policy is established to systematically fund the liabilities of the Plan on a sound actuarial basis. This funding policy may be amended by the Board at any time, for any reason.

1. PURPOSE OF THIS DOCUMENT

Lane Transit District hereby establishes this Pension Funding Policy ("Funding Policy") for the Lane Transit District and Amalgamated Transit Union Local No. 757 Pension Trust (Plan). The Funding Policy will provide a process for determining appropriate minimum contributions to the Plan on a regular basis. The Funding Policy reflects contribution levels that, at a minimum, provide funding as agreed in the Working and Wage Agreement. At January 1, 2020, the Plan had a funded ratio of 666 percent.

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2. AUTHORITY

The Plan was established by Lane Transit District in 1972 pursuant to a collective bargaining agreement and is governed by the 2008 Restatement of the Pension Plan for Bargaining Unit Employees of Lane Transit District. Section 16.1 of the Plan discusses the Employer making contributions to the Plan. The Plan is a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code.

3. ROLES AND RESPONSIBILITIES

A. Overall Structure

i. Lane Transit District Board of Directors

The Lane Transit District Board of Directors is ultimately responsible for authorization of District spending, including funding of pension trusts, via the annual Adopted Budget. The Board hereby appoints Lane Transit District's Director of Finance as liaison with actuaries and other professionals necessary to calculate funding amounts for the Plan.

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B. Roles and Responsibilities of the Director of Finance

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i. The responsibilities of the Director of Finance include the following:

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a. Work with actuaries to calculate minimum annual funding amounts;

- b. Delegate to, and monitor the performance of, accounting staff who will complete regular funding of contributions as calculated by the actuaries and appropriated in the annual budget; and
- c. Maintain a reporting system that provides a clear picture of the status of plan funding to the Board.

C. Roles and Responsibilities of the Actuary

The actuary will provide studies that will:

- i. Determine the long-term obligations faced by the Plan through biennial actuarial valuations, and
- ii. Calculate minimum plan contributions in accordance with the Funding Policy.

4. FUNDING POLICY OBJECTIVES

Over the long term, the funding objective is to achieve a fully funded status. Funding will be determined on an actuarial basis and will, at a minimum, comply with amortization requirements as defined in the Working and Wage Agreement. The annual contributions will cover actuarially determined normal costs of service for active employees plus a level dollar amount to cover administrative costs plus an amortized amount to cover the unfunded liability over a 20-year period. Amortization payments are calculated on a "layered" basis, meaning that with each valuation any unexpected increase or decrease in liability is amortized over the ensuing 20 years.

5. ACTUARIAL COST METHOD

The actuarial cost method is the method used to allocate the pension costs (and contributions) over an employee's working career. The accruing costs of all benefits are measured by the Individual Entry Age Normal Cost Method. Under this method, the Actuarial Present Value of the Projected Benefits of each individual included in the Actuarial Valuation is allocated on a level basis over the service of the individual between entry age and assumed exit age(s). The portion of the Actuarial Present Value allocated to a valuation year is called the Normal Cost. The policy objective is that each participant's benefit should be fully funded under a reasonable allocation method by the expected retirement date.

6. ASSET SMOOTHING METHOD

The asset smoothing method is the method used to recognize gains or losses in pension assets over a period of time to reduce the impact of market volatility and to provide stability to contributions. The asset smoothing method will be consistently applied to both gains and losses and will not be reset as a result of high or low investment returns. For purposes of the calculation, a three-year period for "smoothing" investment experience will be used. The resulting actuarial value of assets will be not less than 80 percent nor greater than 120 percent of the market value of assets on the valuation date.

7. INVESTMENT RETURN ASSUMPTIONS

LTD Pension Plan for Bargaining Unit Employees
Funding Policy and Objectives

Page 2

For purposes of the calculation, investment return assumptions will be evaluated by an independent pension investment advisor and the actuaries on a regular basis (at a minimum every two years) and should reflect the nature of the investments held in the plan and the historical and projected return rates anticipated for the investments. Currently, the rate of return assumption for the Plan is 5.50 percent.

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8. AMORTIZATION POLICY

The amortization policy determines the length of time and structure of the payments required to systematically fund actuarial accrued liability not covered by the actuarial value of assets. The amortization policy for the Plan will have an overall goal of stable costs for the District and intergenerational equity of costs (thus, the cost of the benefit is paid by the generation of tax and fare payers who receive the services). Amortization payments are calculated on a “layered” basis, meaning that with each valuation any unexpected increase or decrease in liability is amortized over the ensuing 20 years. In 2014, past service benefits for ATU members were increased from a multiplier of \$64 to \$65.50 per year of Current Service. This one-time increase in actuarial liability was amortized over 10 years.

9. FREQUENCY OF CALCULATION

The calculation of the actuarially determined contribution (ADC) will be completed on a biennial basis, in conjunction with the calculation of the Pension Liability. The ADC will be considered the minimum funding amount for the year. Funding amounts will be determined via the annual budget process and may exceed the ADC.



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milliman.com

February 10, 2020

Trustees

Lane Transit District and Amalgamated Transit Union, Local No. 757, Pension Trust

**Re: Lane Transit District and Amalgamated Transit Union, Local No. 757, Pension Trust
Items for February 12, 2020 Meeting**

Dear Trustees:

This letter reviews considerations related to the January 1, 2020 actuarial valuation for the ATU Plan to be discussed under the Consultant's report for the February 12, 2020 Board of Trustees meeting.

The previous published valuation for the ATU Plan was conducted as of January 1, 2018. The January 1, 2020 actuarial valuation will determine contribution rates for the fiscal years 2020-2021 and 2021-2022. In the two years between valuations, the Plan experienced asset returns of about -6.2% in 2018 and +16.4% in 2019. Over the two year period, this produced a cumulative loss compared to the current investment return assumption of 6.50% per year.

The remainder of this letter reviews key assumptions for the January 1, 2020 valuation and presents preliminary results illustrating the effect of potential assumption sets.

HOURS FOR CONTRIBUTION RATE CALCULATION

The contribution rate determined through the valuation is relatively sensitive to the number of hours worked per year. In the 2018 valuation, we assumed 545,000 hours per year based on demographic data provided for the valuation and hours information from LTD. We received the following data from LTD and Kernutt Stokes for the 2020 valuation:

- Total 2019 ATU pension plan hours were approximately 508,000.
- There were 244 active ATU members as of January 1, 2020.

Based on the information above, we are considering using an assumption of 510,000 hours for the valuation, based on 244 active members as of January 1, 2020 working an average of 2,080 hours per year. Using a higher hours assumption may be supportable if there is reason to believe this may increase, but using lower hours assumptions tends to be more conservative.



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PRI-2012 MORTALITY TABLES AND RELATED MP-2019 PROJECTION SCALE

The Society of Actuaries published two new mortality studies in October 2019. The first study is the Pri-2012 Private Retirement Plans Mortality Tables. These tables are the result of a study of mortality experience/incidence (2010 to 2014) for both single employer and multi-employer plans reported by sponsoring employers and consulting firms. The rates are split generally along female and male participants and their qualified beneficiaries, with additional analysis split into traditional labor workforce "collars" – blue and white. Pri-2012 is termed a "base table".

The second study is Mortality Improvement Scale MP-2019. This study forecasts how much longer life expectancy will be when "projected" from a base table, such as Pri-2012. These latest mortality projections provided by the SOA forecast lower mortality improvements than comparable scales issued in 2014 through 2018.

We anticipate recommending updating the Plan’s mortality assumption in the 2020 valuation to reflect the Pri-2012 base table and the latest mortality improvement scale (MP-2019). Specifically, we reviewed using the Pri-2012 mortality table for employees and healthy annuitants with blue collar adjustment set forward one year, and with fully generational mortality projection starting in 2012 using mortality improvement Scale MP-2019.

The table below illustrates the expected future lifetime for an age 65 retiree in 2020 under both the prior valuation assumptions and proposed new assumptions:

Future life expectancy for age 65 retiree in 2020	Male	Female
Prior assumptions <i>RP2006 blue collar set forward 1 year w/ MP-2017</i>	19.0	21.4
Proposed assumptions <i>Pri-2012 blue collar set forward 1 year w/ MP-2019</i>	18.9	20.9

VALUATION INVESTMENT RETURN ASSUMPTION

In recent years, the ATU Plan Trustees have lowered the assumed investment return to align better with current capital market expectations, with the most recent change reducing the assumption from 6.75% to 6.50% at the January 1, 2018 valuation. Forward-looking capital market expectations from most investment advisors have continued to trend downward in recent years, at least in part due to low interest rates and relatively high equity valuations relative to historical measures.

The Plan’s current 6.50% investment return assumption exceeds estimates from both recent Milliman and RVK models. The 50% percentile estimate of compound annual return is shown below for Milliman and RVK (based on their updated 2020 capital market assumptions), along with an estimate from the 2019 Survey of Capital Market Assumptions published by Horizon Actuarial Services, LLC, which reflects capital market assumptions from 34 different investment advisors. These results are based on our understanding of the current

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target asset allocation for the plan: 31% US equities, 24% non-US equities, 25% fixed income, 10% real return, and 10% global tactical asset allocation.

	Milliman	RVK	Horizon Survey
Median annualized compound return	5.49%	5.18%	5.87%
Assumed inflation	2.50%	2.24%	2.21%
Timeframe modeled	20 years	20 years	10 years

It is important to remember that – even though it affects actuarial funded status and contribution rate calculations – the assumption regarding Plan investment return does not affect the ultimate long-term cost of the Plan. The long-term cost of a pension program is determined by actual experience (including investment earnings), not assumed experience, and can be described by the “fundamental cost equation”:

$$\text{Benefits} + \text{Expenses} = \text{Contributions} + \text{Investment Earnings}$$

From a Plan funding perspective, contributions are the balancing item in the equation. To the extent actual Plan investment earnings underperform compared to assumption, contributions must increase to fund the defined level of benefits; if investments outperform the assumption, contributions can decrease.

A decrease in the valuation interest rate means the Plan's assets would be assumed to earn less investment income. As a result, more of the Plan's funding would be expected to come from contributions, meaning that the Plan's calculated contribution would increase.

We illustrated the impact of lowering the investment return assumption in the attached preliminary valuation results.

PRELIMINARY 2020 VALUATION RESULTS

Exhibit 1 contains preliminary results for the 2020 valuation and the FYE 2021 contribution rate. Also shown for comparison are actual results for the 2018 valuation. The expected contribution rate for FYE 2021 based on the 2018 valuation is \$5.86. The FYE 2021 contribution rates for other scenarios are best compared with this \$5.86 figure.

The projected results cover the following assumptions sets:

- 1) Prior valuation assumptions with no changes
- 2) Prior valuation assumptions, but with updated projected hours



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Trustees

Lane Transit District and Amalgamated Transit Union, Local No. 757, Pension Trust

February 10, 2020

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- 3) Reflecting the Pri-2012 mortality tables and MP-2019 mortality improvement scale as described above
- 4) Lowering the investment return assumption to 6.00% or 5.50%, plus reflecting the Pri-2012 mortality tables and MP-2019 mortality improvement scale

RETIREMENT PLAN RISKS

The LTD ATU Plan, like all defined benefit plans, is subject to various risks that will affect future plan liabilities and contribution requirements, including:

- Investment risk: the potential that investment returns will be different than expected
- Demographic risks: the potential that mortality experience, retirement behavior, or other demographic experience for the plan population will be different than expected
- Contribution risk: the potential that actual future contributions will be materially different than expected

The results of an actuarial valuation are based on one set of reasonable assumptions, but it is almost certain that future experience will not exactly match the assumptions.

Further discussion of plan risks and historical information regarding plan experience will be shown in our forthcoming annual actuarial valuation.

LIMITATIONS AND CERTIFICATION

Except as otherwise indicated in this letter, the explanatory notes contained in our 2018 Actuarial Valuation report, including statements of reliance and limitations on use, continue to apply. The assumptions, methods, and plan provisions used in this analysis are documented in our 2018 Actuarial Valuation report, and except as otherwise noted herein, we have assumed no changes for the purposes of this analysis. The financial data used for the preliminary 2020 valuation results were provided by Kernutt Stokes and RVK. The participant data used for this analysis will be summarized in the 2020 Actuarial Valuation report.

Milliman's work product was prepared exclusively for the Trustees of the Lane Transit District and Amalgamated Transit Union, Local No. 757, Pension Trust for a specific and limited purpose. It is a complex, technical analysis that assumes a high level of knowledge concerning the Lane Transit District's operations. It is not for the use or benefit of any third party for any purpose. Any third party recipient of Milliman's work product who desires professional guidance should not rely upon Milliman's work product, but should engage qualified professionals for advice appropriate to its own specific needs.

The consultants who worked on this assignment are pension actuaries. Milliman's advice is not intended to be a substitute for qualified legal or accounting counsel.



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Lane Transit District and Amalgamated Transit Union, Local No. 757, Pension Trust

February 10, 2020

Page 5

On the basis of the foregoing, we hereby certify that, to the best of our knowledge and belief, this report is complete and accurate and has been prepared in accordance with generally recognized and accepted actuarial principles and practices. We are actuaries for Milliman, Inc. We are members of the American Academy of Actuaries and meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.

We will be available to discuss these issues at the meeting.

Sincerely,



Scott D. Preppernau, FSA, EA, MAAA
Principal and Consulting Actuary



Lacey R. Engle, ASA, EA, MAAA
Consulting Actuary

SDP:lre

encl.

cc: Dean Huber
Sarah Long
Jeff Kirtner
Ian Bray



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Lane Transit District and Amalgamated Transit Union, Local No. 757, Pension Trust
Preliminary Draft January 1, 2020 Actuarial Valuation Results

(dollar figures in millions)

	<u>January 1, 2018</u>	<u>January 1, 2020</u>
Actuarial Value of Assets	\$29.4	\$31.9
Market Value of Assets	29.4	32.5
Ratio of Actuarial to Market	100%	98%

(dollar figures in millions)

<u>Results as of January 1:</u>	<u>Prior Assumptions</u>	<u>Prior Assumptions</u>	<u>Prior Assumptions w/ Updated Hours</u>	<u>Mortality Update</u>	<u>6.00% Assumed Return & Mortality Update</u>	<u>5.50% Assumed Return & Mortality Update</u>
	<u>2018</u>	<u>2020</u>	<u>2020</u>	<u>2020</u>	<u>2020</u>	<u>2020</u>
Actuarial Accrued Liability	\$41.5	\$44.3	\$44.3	\$43.9	\$46.0	\$48.4
Actuarial Value of Assets	29.4	31.9	31.9	31.9	31.9	31.9
Deficit using Actuarial Value	12.1	12.4	12.4	12.0	14.1	16.5
Funded Ratio (based on Actuarial Value)	71%	72%	72%	73%	69%	66%

This work product was prepared solely for Lane Transit District and Amalgamated Transit Union, Local No. 757, Pension Trust for the purposes stated herein, and may not be appropriate to use for other purposes. Milliman does not intend to benefit and assumes no duty or liability to other parties who receive this work. Milliman recommends that third parties be aided by their own actuary or other qualified professional when reviewing the Milliman work product.



Lane Transit District and Amalgamated Transit Union, Local No. 757, Pension Trust

Preliminary Draft January 1, 2020 Actuarial Valuation Results

	<u>Prior Assumptions</u>	<u>Prior Assumptions</u>	<u>Prior Assumptions w/ Updated Hours</u>	<u>Mortality Update</u>	<u>6.00% Assumed Return & Mortality Update</u>	<u>5.50% Assumed Return & Mortality Update</u>
Results as of January 1:	<u>2018</u>	<u>2020</u>	<u>2020</u>	<u>2020</u>	<u>2020</u>	<u>2020</u>
Fiscal Years Ending June 30	<u>2019 & 2020</u>	<u>2021 & 2022</u>	<u>2021 & 2022</u>	<u>2021 & 2022</u>	<u>2021 & 2022</u>	<u>2021 & 2022</u>
Recommended Hourly Contribution Rate	\$5.52 / \$5.69	\$5.83 / \$6.00	\$6.24 / \$6.43	\$6.17 / \$6.36	\$6.66 / \$6.86	\$7.19 / \$7.41
Expected FYE 2021 Hours		545,000	510,000	510,000	510,000	510,000
Expected FYE 2021 Contribution		\$3,177,000	\$3,182,000	\$3,147,000	\$3,397,000	\$3,667,000



This work product was prepared solely for Lane Transit District and Amalgamated Transit Union, Local No. 757, Pension Trust for the purposes stated herein, and may not be appropriate to use for other purposes. Milliman does not intend to benefit and assumes no duty or liability to other parties who receive this work. Milliman recommends that third parties be aided by their own actuary or other qualified professional when reviewing the Milliman work product.



AGENDA ITEM SUMMARY

DATE OF MEETING: June 17, 2020
ITEM TITLE: ELEMENTARY LANE STREET DEDICATION
PREPARED BY: Randi Staudinger, Facilities Project Manager
DIRECTOR: Joe McCormack, Director of Facilities
ACTION REQUESTED: Adoption

PURPOSE: To request the Board of Directors authorize: (a) the dedication of public right-of-way to the City of Eugene for the future Elementary Lane; and (b) a Deed of access restriction strip, for the benefit of the City of Eugene, directly adjacent to the public right-of-way, both at the Santa Clara Transit Station.

ROLE OF THE BOARD: The Board's role in this instance is to adopt a resolution as described herein.

HISTORY: In 2015, LTD purchased the eight-acre undeveloped lot at the corner of Green Lane and River Road to construct the Santa Clara Transit Station. This land falls under a requirement of the City of Eugene to have an approved Planned Unit Development (PUD) prior to construction commencing.

LTD worked with the City of Eugene in planning for the Santa Clara Transit Station before design began to understand the full requirements of the associated PUD. During this time, LTD learned that one of the conditions of Final PUD approval was that LTD would construct a portion of a new through road, connecting Green Lane to Hunsaker Lane. The road will be named Elementary Lane. Since LTD is only developing the lower three-acres of this land, LTD is only responsible for constructing the through road to the extent of the current development (outlined in red on attached). The same area is what will be dedicated to the City of Eugene as a public right of way. Should the northern acreage, still owned by LTD, be sold to a third party and developed at a later date, that developer would be responsible for completing Elementary Lane to Hunsaker Lane.

Upon construction completion, the City of Eugene, as owner of this right-of-way, will assume full responsibility for maintenance and utilities, with a few minor exceptions (a one year warranty of the work period by the contractor and a City-code required one-year street tree establishment period, where LTD is required to water and maintain the new trees). Due to LTD not developing Elementary Lane in its entirety (adjacent to the northern parcel), the City of Eugene has also required a one-foot reserve strip (highlighted yellow in attached) on the north end of Elementary Lane be deeded to the City as well.

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

1. Approve the Dedication of Public Right-of-Way, which consists of the north/south right of way for Elementary Lane, to the City of Eugene; (outlined in red on attached document);
2. Approve a Deed transferring a one-foot access restriction strip to the City of Eugene (highlighted in yellow on attached document); and
3. Authorize the General Manager to execute the Dedication of Public Right-of-Way and Deed, transferring interests to the City of Eugene, as set forth above.

ALTERNATIVES:

1. Deny the dedication and transfer of real property (Elementary Lane) to the City of Eugene. This means LTD would not be in compliance with the Planned Unit Development (PUD) terms and construction of the Santa Clara Transit Station would terminate. LTD would terminate its contract for construction with Delta Construction and would pay Delta Construction costs incurred to date.

NEXT STEPS: Should the Board approve the dedication of Elementary Lane and the Deed of a one-foot access restriction strip to the City of Eugene, the General Manager will sign the Dedication of Public Right-of-Way and Deed, which will then be accepted by the City and recorded with Lane County Deeds and Records. Once recorded, LTD will have approval from the City of Eugene to complete construction of the new Elementary Lane at Santa Clara Transit Station. Upon completion of the Santa Clara Transit Station, the City of Eugene, as owners of Elementary Lane and the one-foot access restriction strip, will assume full responsibility for maintenance, utilities, etc. on the Elementary Lane public right-of-way, except as noted above.

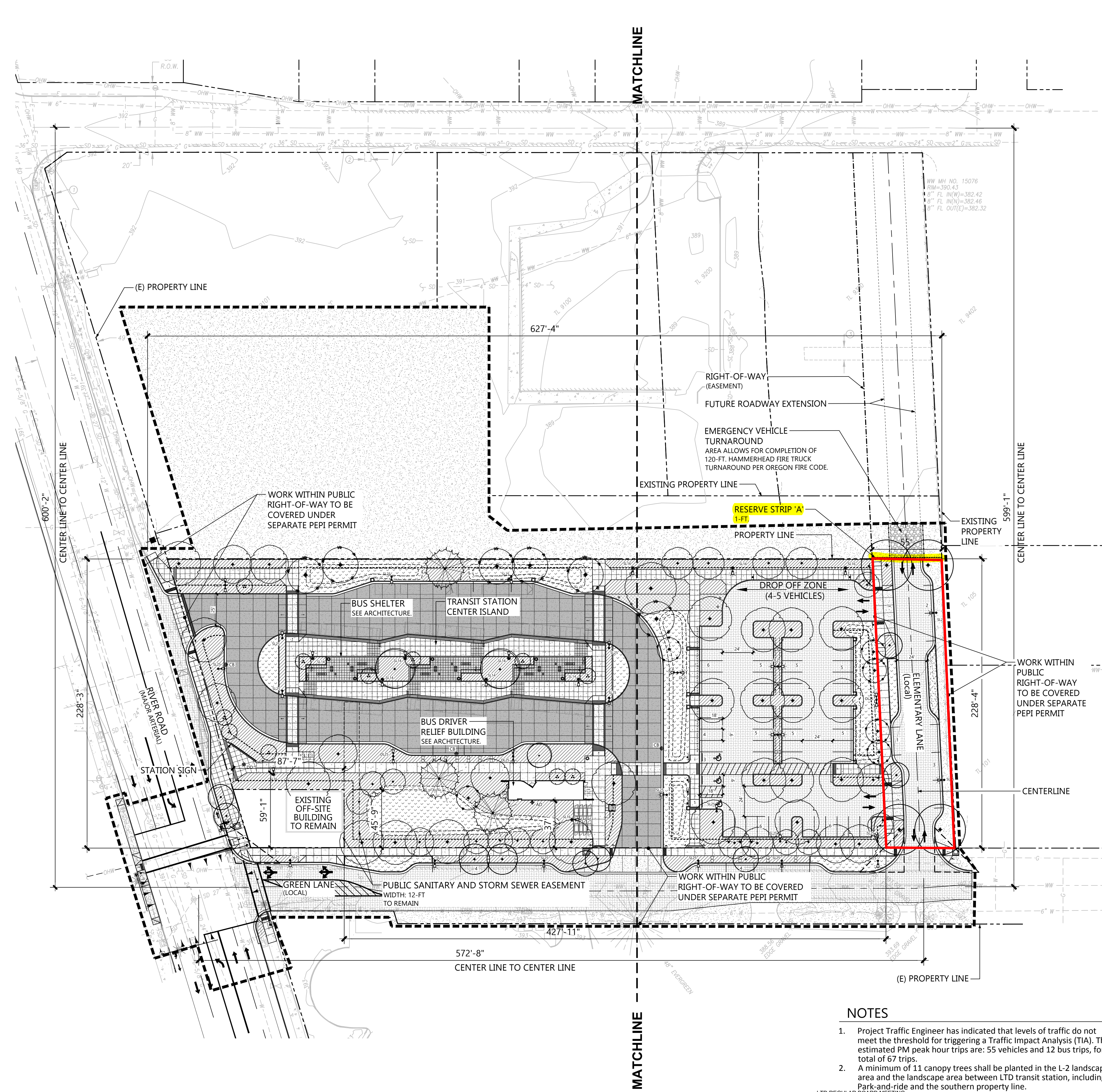
SUPPORTING DOCUMENTATION:

- 1) Santa Clara Transit Station Site Plan
- 2) Resolution No. 2020-06-17-037

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-06-17-037:

It is hereby resolved by the LTD Board of Directors adopts the following:

1. The Dedication of Public Right-of-Way to the City of Eugene is authorized;
2. The Deed transferring a one-foot access restriction strip to the City of Eugene is authorized; and,
3. The General Manager is authorized to execute the Dedication of Public Right-of-Way and Deed, transferring interests to the City of Eugene, as set forth above.



LEGEND

- LIMIT OF WORK
- PROPERTY LINE
- PROPOSED RIGHT-OF-WAY
- CODE REQUIRED LANDSCAPE BUFFER
SEE LANDSCAPE PLANS.
- CENTERLINE
- VISION CLEARANCE ZONE
- DECIDUOUS TREE
- EVERGREEN TREE
- ACCENT TREE
- CONCRETE PAVING - PEDESTRIAN
TYPE 1: STANDARD GREY CONCRETE. SEE CIVIL
- CONCRETE PAVING - PEDESTRIAN
TYPE 2: STANDARD GREY CONCRETE; ACID ETCHED. SEE CIVIL
- CONCRETE PAVING - VEHICULAR
TYPE 1: DARK CHARCOAL GREY COLOR. SEE CIVIL
- CONCRETE PAVING - VEHICULAR
TYPE 2: STANDARD GREY CONCRETE. SEE CIVIL
- ASPHALT PAVING
SEE CIVIL
- PLANT BED - STANDARD
- STORMWATER RAIN GARDEN
STORMWATER PLANTER
- STORMWATER FACILITY
- VEHICULAR REINFORCED
GROUND COVER AREA
- LANDSCAPE REPAIR
SEE LANDSCAPE AND IRRIGATION PLANS.
- BIKE PARKING
- SINGLE-HOOP,
SURFACE-MOUNTED
- LOCKER,
SURFACE-MOUNTED
OWNER-FURNISHED,
CONTRACTOR-INSTALLED
- REMOVABLE BOLLARD
- STEPPING STONES
2' SQUARE, PRECAST CONCRETE
- SITE LIGHTING
SEE ELECTRICAL
- SL14
SL16
SL25
- DL25
- SINGLE ARM LIGHT POLE
(14', 16' AND 25' HEIGHTS)
- DOUBLE ARM LIGHT POLE
(25' HEIGHT)
- ARTICULATED BUS
FOR REFERENCE ONLY

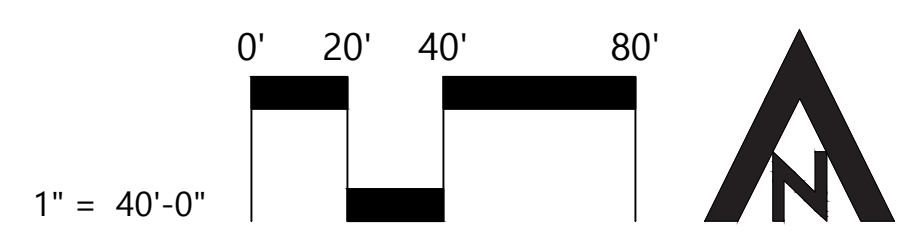
PARKING COUNTS	
VEHICLE	69 SPACES (3 ADA) 14 SPACES (PUBLIC ROW, STANDARD) 55 SPACES (PRIVATE PROPERTY, STANDARD)
BIKE	26 SPACES (16 LONG-TERM (BIKE LOCKERS); 4 SHORT-TERM COVERED, 6 SHORT-TERM UNCOVERED)

SITE AREAS *	EXISTING	PROPOSED
IMPERVIOUS AREAS: VEHICLE ASPHALT PAVING VEHICLE CONCRETE PAVING PEDESTRIAN WALKS, CURBS BUILDINGS	39,036 SF 36,815 SF 0 SF 2,221 SF 0 SF	115,255 SF 50,699 SF 33,075 SF 30,319 SF 1,162 SF
PERVIOUS AREAS: PLANT BED STORMWATER UNIRRIGATED LAWN VEHICLE LOADED GROUND COVER	142,032 SF 5,688 SF 0 SF 136,344 SF 0 SF	65,813 SF 23,240 SF 11,819 SF 20,618 SF 809 SF
OPEN SPACE **	144,253 SF	96,132 SF
TOTAL SITE	181,068 SF	181,068 SF

* Site Areas include area coverages for both private property and public right-of-ways.
** Open Space includes all pervious areas, as well as impervious sidewalks.

NOTES

- Project Traffic Engineer has indicated that levels of traffic do not meet the threshold for triggering a Traffic Impact Analysis (TIA). The estimated PM peak hour trips are: 55 vehicles and 12 bus trips, for a total of 67 trips.
- A minimum of 11 canopy trees shall be planted in the L-2 landscape area and the landscape area between LTD transit station, including Park-and-ride and the southern property line.



REVISIONS TO THIS SHEET	
REV.	DATE
FINAL PUD	2020-02-10

SET ISSUE DATE	
TENTATIVE PUD	2019-02-08
FINAL TENTATIVE PUD	2019-04-05
FINAL PUD	2019-10-25
PERMIT/BID SET	2019-12-13

PROJECT TRACKING	
RBA #:	1821
CLIENT #:	
CONT #:	
P.I.C.:	
PM / PA:	



Project Name
SANTA CLARA TRANSIT STATION

Project Address
RIVER ROAD AND GREEN LANE

LANDSCAPE SITE PLAN

L-100



LTD RESOLUTION NO. 2020-06-17-037

AUTHORIZING A DEDICATION OF PUBLIC RIGHT OF WAY AND DEED TRANSFERRING AN ACCESS RESTRICTION STRIP, BOTH TO THE CITY OF EUGENE, FOR ELEMENTARY LANE

WHEREAS, LTD previously acquired an eight-acre undeveloped property at the Corner of Green Lane and River Road to construct the Santa Clara Transit Station;

WHEREAS, LTD has commenced or will commence construction of the station on the southern three-acres of the property;

WHEREAS, LTD must obtain approval from the City of Eugene through a Planned Unit Development Process ("PUD") for construction of the station;

WHEREAS, as a condition of final approval through the PUD process, LTD is required to: (a) construct a portion of a public right-of-way to connect Green Lane and Hunsaker Lane; (b) dedicate a public right-of-way to the City of Eugene; and (c) deed an adjacent one-foot reserve strip to the City of Eugene;

WHEREAS, the future public right of way will be Elementary Lane; and,

WHEREAS, in accordance to LTD Ordinance 30, the LTD Board of Directors is the LTD Contract Review Board and is required to authorize Real Property Agreements, which includes agreements for the granting of an easement on real property, or any transfer of an interest in real property.

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

1. Authorizes the Dedication of Public Right-of-Way, which consists of the North/South right-of-way for Elementary Lane, to the City of Eugene;
2. Authorizes the Deed transferring a one-foot access restriction strip to the City of Eugene; and
3. Delegate's authority to the General Manager, or her designee, to execute the Dedication of Public Right-of-Way and Deed, consistent with the terms set forth herein.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 17TH DAY OF JUNE, 2020.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: June 17, 2020

ITEM TITLE: CLIMATE ACTION POLICY STATEMENT AND FLEET PROCUREMENT GOALS

PREPARED BY: Aurora Jackson, General Manager

DIRECTOR: N/A

ACTION REQUESTED: Adoption

PURPOSE: To request the Board of Directors adopt a resolution adopting a Climate Action Policy Statement and Fleet Procurement Goals.

ROLE OF THE BOARD: The Board's role in this instance is to adopt a policy statement.

HISTORY: In 2007, the Oregon Legislature committed to reducing greenhouse gas (GHG) emissions by 75 percent by 2050 and the State of Oregon named the Eugene/Springfield metropolitan area as one of eight major contributors to GHG emission from tailpipes. Additionally, the Federal Transit Administration (FTA) acknowledged that public transportation plays an important role in confronting environmental challenges.

The LTD Board of Directors ("Board") established an Ad hoc Sustainability Committee composed of three Board members who were tasked with assisting the entire Board of Directors in taking meaningful action to address climate change by reducing carbon emissions. The committee has met regularly with a focus on two key areas:

- Developing guidance on Board-level policy for fleet procurement.
- Developing guidance on Board-level policy for intergovernmental collaboration.

The Ad hoc Sustainability Committee met on March 9, 2020, to develop a Climate Action Policy Statement and Fleet Procurement Goals for bus fleet procurement. A resolution supporting the committee's policy statement and fleet procurement goals includes the following:

"LTD recognizes the urgency in addressing climate change and is committed to reducing community greenhouse gas emissions by taking steps to maximize public transit ridership and support low-carbon active transportation modes. LTD is also committed to reducing the greenhouse gas emissions and consumption of fossil fuels from its fleet of vehicles as quickly as possible in a financially and socially responsible manner. LTD is committed to eliminating the use of fossil fuels in its bus fleet by 2035 and will develop plans to achieve that goal."

Goal 1 – Short-term

- 25 electric busses in 3 years

Goal 2 - Long-term

- 100% fleet turnover and phase out of fossil fuels by 2035
- 75% GHG emissions reduction by 2030

Goal 3 – Other considerations

- Deliberate exploration of emerging technology and fuels
- Joint community GHG emission reduction goals with partner jurisdictions
- Iterative process to review progress & goals annually

CONSIDERATIONS: This policy statement is an important step towards making progress in reducing LTD's GHG emissions.

ALTERNATIVES:

- 1) Request the Ad hoc Sustainability Committee develop an alternative policy statement and fleet procurement goals.
- 2) Wait to set GHG reduction goals until the conclusion of the Fleet Procurement Plan and Alternative Technology/Fuel Analysis is completed.

NEXT STEPS: If approved by the Board, staff will use the Climate Action Policy Statement and Fleet Procurement Goals to develop a Climate Action Policy.

SUPPORTING DOCUMENTATION:

- 1) Sample Fleet Replacement
- 2) Resolution No. 2020-06-17-038

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-06-17-038:

It is hereby resolved that the LTD Board of Directors adopts the Climate Action Policy Statement and Fleet Procurement Goals as presented [amended].



**FLEET REPLACEMENT PLAN
LOW/NO EMISSIONS**

	1	2	3	4	5	6	7	8	9	10	TOTAL
FY	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	
Local	2,450,000	2,250,000	2,400,000	1,800,000	1,800,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	16,950,000
FTA	8,550,000	6,750,000	9,600,000	7,200,000	7,200,000	3,750,000	3,750,000	3,750,000	3,750,000	3,750,000	58,050,000
Total	11,000,000	9,000,000	12,000,000	9,000,000	9,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	75,000,000
Buses	11	9	12	9	9	5	5	5	5	5	75
	11	12	13	14	15	TOTAL	GRAND TOTAL				
FY	2031	2032	2033	2034	2035						
Local	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	6,250,000	23,200,000				
FTA	3,750,000	3,750,000	3,750,000	3,750,000	3,750,000	18,750,000	76,800,000				
Total	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	25,000,000	100,000,000				
Buses	5	5	5	5	5	25	100				



No. Buses	Year	Type	Propulsion	Age
1	2003	60' New Flyer	Diesel	17
18	2003	40' Gillig	Diesel	17
1	2005	40' Gillig	Diesel	15
7	2006	40' Gillig	Diesel	14
6	2006	60' RB New Flyer	Hybrid/diesel	14
5	2007	60' New Flyer	Hybrid/diesel	13
13	2007	40' Gillig	Diesel	13
5	2009	60' RB New Flyer	Hybrid/diesel	11
5	2010	60' New Flyer	Hybrid/diesel	10
15	2011	40' Gillig	Hybrid/diesel	9
9	2012	40' Gillig	Hybrid/diesel	8
3	2014	60' New Flyer	Hybrid/diesel	6
7	2015	60' RB New Flyer	Hybrid/diesel	5
5	2016	40' New Flyer	Hybrid/diesel	4

100



RESOLUTION NO. 2020-06-17-038

ADOPTION OF A CLIMATE ACTION POLICY STATEMENT AND GOALS

WHEREAS, in 2007, the Oregon Legislature committed to a 75% reduction in GHG emissions by 2050;

WHEREAS, the State of Oregon named the Eugene/Springfield metropolitan area as one of eight (8) major contributors to greenhouse gas (GHG) emission from tailpipes;

WHEREAS, the Federal Transit Administration (FTA) acknowledged that public transportation plays an important role in confronting environmental challenges;

WHEREAS, the LTD Board of Directors (“Board”) has the enumerated power to conduct business that may be necessary or convenient;

WHEREAS, the Board established an Ad Hoc Sustainability Committee composed of three Board members who were task with assisting the entire Board of Directors in taking meaningful action to address climate change by reducing carbon emissions;

WHEREAS, the Ad Hoc Sustainability Committee has met regularly with a focus on two key areas:

- Developing guidance on Board-level policy for fleet procurement;
- Developing guidance on Board-level policy for intergovernmental collaboration; and,

WHEREAS, the Ad Hoc Sustainability Committee met on March 9, 2020, and developed a Climate Action Policy Statement and Goals for LTD’s bus fleet procurement.

THEREFORE, BE IT RESOLVED that the Lane Transit District Board of Directors passes a Resolution as adopting a Climate Action Statement and Fleet Procurement Goals as follows:

“LTD recognizes the urgency in addressing climate change and is committed to reducing community greenhouse gas emissions by taking steps to maximize public transit ridership and support low-carbon active transportation modes. LTD is also committed to reducing the greenhouse gas emissions and consumption of fossil fuels from our fleet of vehicles as quickly as possible in a financially and socially responsible manner. LTD is committed to eliminating the use of fossil fuels in its bus fleet by 2035 and will develop plans to achieve that goal.”

Goal 1 – Short-term

- 25 electric busses in 3 years

Goal 2 - Long-term

- 100% fleet turnover and phase out of fossil fuels by 2035
- 75% GHG emissions reduction by 2030

Goal 3 – Other considerations

- Deliberate exploration of emerging technology and fuels
- Joint community GHG emission reduction goals with partner jurisdictions
- Iterative process to review progress & goals annually

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THE 17TH DAY OF JUNE, 2020.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: June 17, 2020
ITEM TITLE: PUBLIC MEETING SCHEDULE – LANE COUNTY PHASE 2 OF REOPENING
PREPARED BY: Aurora Jackson, General Manager
DIRECTOR: N/A
ACTION REQUESTED: Information and Discussion

PURPOSE: To engage the Board in a discussion regarding future public meeting schedules during the reopening processes for Lane County.

ROLE OF THE BOARD: The Board's role in this instance is to provide staff with direction.

HISTORY: On March 8, Governor Kate Brown declared an emergency due to the public health threat posed by the novel infectious COVID-19. On March 12, Governor Brown prohibited gatherings of 250 or more people. Then on March 17, Governor Brown prohibited gatherings of 25 or more people requiring LTD's Board President to cancel the March meeting of the LTD Board of Directors. At the April 8 Special Board of Directors' meeting, the Board approved Resolution No. 2020-04-08-019 authorizing changes to public meetings in direct response to the COVID-19 pandemic as follows:

- 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 business on urgent matters; and
- All LTD public meetings must be held via audio or video technology.

As such, the Board of Directors has met weekly to review ridership data and conditions affecting employees and customers related to COVID-19. With the potential of Lane County moving into Phase 2 of reopening, it is timely for the Board to hold a discussion about future public meetings' schedule.

CONSIDERATIONS: A few questions for the Board of Directors to consider in their discussion are:

- Given the minor changes to ridership data and conditions affecting employees and customers related to COVID-19, does the Board want to continue having weekly meetings?
- Given the slow re-opening process for Lane County, does the Board desire to continue with virtual meetings for July, August or beyond?
- Given the potential for a second wave of a COVID-19 outbreak, whenever the Board resumes in-person meetings, would it be appropriate to change the time of the in-person Board of Directors' meetings in order to eliminate the dinner portion of the evening?

ALTERNATIVES: This agenda item is being provided as a discussion topic, however, the Board could select to make a formal motion or ask the general manager to bring more information at a future meeting.

NEXT STEPS: The Board may provide direction to the general manager to bring back this agenda item for a future formal decision; or, the Board may choose to entertain a motion at this time. In either case, a resolution would be developed containing the Board's direction, and placed on a future's Regular Board Meetings' consent calendar.

SUPPORTING DOCUMENTATION:

- 1) Resolution No. 2020-04-08-019 adopted at the April 8 special Board of Directors' meeting

PROPOSED MOTION: N/A

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

DRAFT

Fiscal Year: P10 2020 April 30, 2020

Year to date through: 4/30/2020

	Annual Budget	P10			
		YTD Budget	YTD Actuals	% of Budget	YTD B/(W) than Budget
					(pts)

GENERAL FUND

General Fund Resources	63,971,785	55,064,957	52,231,790	82%	-2 pts	(2,833,167)
General Fund Expenditures	63,971,785	45,896,130	40,482,784	63%	20 pts	5,413,346
General Fund Revenues higher/(lower) than expenditures	0	9,168,827	11,749,006			

Excluding beg WC Resources are higher than expenditures by \$8.0M primarily due to higher than budgeted Payroll-type taxes (\$.6M) and lower operating expenditures (\$5M). This positive resource impact is partially offset by lower grant assistance, cash fares & passes (\$1M). COVID 19 has impacted resources. To ensure the safety of bus operators, LTD stopped collecting fares mid-March. Planned service increases were also not implemented impacting both expenditures and STIF resources.

In addition, self-employment tax filing & payment deadline was extended from April to July. Prior to COVID 19, payroll taxes were on track to exceed the budget and the prior year actuals.

Payroll taxes are roughly on a quarterly schedule with a one quarter lag. This means that the March - June COVID 19 impacts to payroll taxes will hit the August payroll tax distribution. As of April, Lane County has an unprecedented record 16.1% unemployment rate.

Expenditures are favorable to budget by \$5.4M, inclusive of the operating reserve (not appropriated). Excluding this reserve, expenditures are

MEDICAID FUND

Medicaid Fund Resources	12,101,233	10,084,361	8,007,848	66%	-17 pts	(2,076,512)
Medicaid Fund Expenditures	12,101,233	10,084,361	9,388,722	78%	6 pts	695,639
Accessible Services Fund Revenues higher/(lower) than expenditures	0	0	(1,380,873)			

Expenditures exceed resources \$1.4M due primarily to claims reimbursement delays from Novus/Pacificsource system incompatibilities that were resolved in June. As of June 4, an additional \$1M which puts us at a normal level of claims to reimbursement delay.

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

DRAFT

Fiscal Year: P10 2020 April 30, 2020

Year to date through: 4/30/2020

	Annual Budget	P10				
		YTD Budget	YTD Actuals	% of Budget	YTD B/(W) than Budget	
					(pts)	\$\$

SPECIALIZED SERVICES FUND

Accessible Services Fund Resources	9,649,438	8,041,198	5,995,655	62%	-21 pts	(2,045,543)
Accessible Services Fund Expenditures	9,649,438	8,041,198	4,947,211	51%	32 pts	3,093,988
Accessible Services Fund Revenues higher/(lower) than expenditures	0	0	1,048,444			
<p>Resources exceed expenditures by \$1M. Excluding beginning working capital and the general fund transfer, resources (\$2.9M) are below expenditures (\$4.9M) 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.</p>						

P2P FUND

P2P Fund Resources	1,631,320	1,359,433	413,763	25%	-58 pts	(945,670)
P2P Fund Expenditures	1,631,320	1,359,433	615,170	38%	46 pts	744,263
P2P Fund Revenues higher/(lower) than expenditures	0	0	(201,407)			
<p>Expenditures exceed resources by \$201K. Excluding beginning working capital, expenditures exceed resources by \$433K 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.</p>						

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

DRAFT

Fiscal Year: P10 2020 April 30, 2020

Year to date through: 4/30/2020

	Annual Budget	P10			
		YTD Budget	YTD Actuals	% of Budget	YTD B/(W) than Budget
					(pts)

CAPITAL PROJECTS FUND

Capital Projects Fund Resources	26,946,146	22,455,122	23,799,535	88%	5 pts	(513,969)
Capital Projects Fund Expenditures	26,946,146	22,455,122	10,090,596	37%	46 pts	12,364,526
Capital Projects Fund Revenues higher/(lower) than expenditures	0	0	13,708,940			
<p>Excluding Beginning WC expenditures exceeded resources by \$5M. All projects in this fund are fully funded. Differences between resources and expenditures is due to drawdown timing. Major projects comprising the FY20 expenditures are: 1) Vehicles & associated parts (\$6.6M), 2) Frankline EmX transit stations (\$0.6M), 3) Fare Management system (\$0.6M), and 4) Santa Clara Transit Station (\$0.5M).</p>						

FY20 Resources

	FY20 Adopted Budget RESOLUTION NO. 2019-05-15-029 May 15, 2019	FY20 YTD Budget 30-Apr-20	FY20 Actuals as of: 30-Apr-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	3,141,983	2,369,624	(772,359)	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
Group Passes	2,191,422	1,826,185	1,526,638	(299,547)	
Advertising	300,000	250,000	366,667	116,667	\$367K is the minimum annual guarantee for FY20.
Special Services	378,563	315,469	300,693	(14,777)	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	\$ 16,094,088	\$ 18,859,218	\$ 2,765,131	
Nonoperating Revenues					
Payroll Taxes	36,179,910	30,149,925	31,139,405	989,480	Prior to COVID 19, Payroll taxes were on track to exceed the budget and the prior year actuals. Most payroll taxes are paid on a quarterly basis with peaks being in August, November, February & May. Payroll tax payments have a one quarter lag which means the impacts of the unprecedented record unemployment claims in March, April & May will result in lower payments in August. Lane County unemployment was a record high of 16.1% in April.
Self-employment Taxes	1,920,985	1,600,821	1,014,640	(586,181)	Self employment taxes usually peak in April, but the deadline to file and pay has been extended to July 15, 2020.
State-in-Lieu	405,038	337,532	571,581	234,049	~\$140K higher than same time in the prior year which is reflective of the strong economy before COVID 19 as receipts to date are for payroll taxes collected through March 2020.
Grant Assistance	7,700,000	6,416,667	22,743	(6,393,924)	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	227,012	293,129	66,117	Roughly in line with budget. SAIF Year-end dividend is the minor increase
Interest	286,696	238,913	331,074	92,160	April 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, interest rates have lowered to 1.75%
Sale of Assets	5,927	0	0	-	
Total Non-operating	\$ 46,770,970	\$ 38,970,869	\$ 33,372,572	\$ (5,598,297)	
Total General Fund Resources	\$ 63,971,785	\$ 55,064,957	\$ 52,231,790	\$ (2,833,167)	
SPECIALIZED SERVICES FUND					
Beginning Working Capital	498,262	498,262	597,637	99,375	Based on FY19 CAFR
Operating Revenues	6,139,964	5,116,637	2,888,675	(2,227,962)	Quarterly reimbursement timing. Expenditures through March will be reimbursed in May. Expenditures to date are \$4.9M. Reimbursement timing is due to ADA Metro (\$500K) and STIF (\$500K). STIF reimbursement is after May reporting and ADA Metro reimbursement is at the end of the fiscal year.
Transfer from the General Fund	3,011,212	2,509,343	2,509,343	-	- As budgeted. Updated when CAFR published
Total Resources	\$ 9,649,438	\$ 8,124,242	\$ 5,995,655	\$ (2,128,587)	
MEDICAID FUND					
Beginning Working Capital	132,000	132,000	5,831	(126,169)	Based on FY19 CAFR
Operating Revenues	11,744,230	9,786,858	7,814,515	(1,972,343)	Medicaid claims reimbursements have been delayed primarily due to Novus/Pacificsource system incompatibilities. The system issue has been corrected and we received \$887K the beginning of June
Transfer from the General Fund	225,003	187,503	187,503	-	- As budgeted
Total Resources	\$ 12,101,233	\$ 10,106,361	\$ 8,007,848	\$ (2,098,512)	
POINT2POINT FUND					
Beginning Working Capital	541,981	451,651	231,774	(219,877)	Based on FY19 CAFR
Operating Revenues	1,089,339	907,783	181,989	(725,793)	Reimbursement timing. Expenditures through March total \$615K 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	\$ 1,359,433	\$ 413,763	\$ (945,670)	
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	9,889,441	5,073,017	(4,816,424)	\$10.1M of expenditures through April. All projects in this fund are fully funded. Differences between resources and expenditures is due to drawdown timing.
Transfer from the General Fund	-	-	-	-	- As budgeted
Total Resources	\$ 26,946,146	\$ 24,968,258	\$ 23,799,535	\$ (1,168,723)	

FY20 Expenditures

	FY20 Adopted Budget RESOLUTION NO. 2019-05-15-029 May 15, 2019	FY20 YTD Budget 30-Apr-20	FY20 Actuals as of: 30-Apr-20	Better/(Worse) than Budget	Description
GENERAL FUND - OPERATING					
Transit Services	\$ 51,339,141	\$ 42,782,618	\$ 37,785,938	\$ 4,996,679	Personnel services are lower than budgeted due to lower fuel prices and reduced service levels
GENERAL FUND - NON-OPERATING					
Transfer to Specialized Services Fund	3,011,212	2,509,343	2,509,343		- As budgeted
Transfer to Medicaid Fund	225,003	187,503	187,503		- As budgeted
Transfer to Point2point Fund	-				- As budgeted
Transfer to Capital Projects Fund	-				- As budgeted
Operating Contingency	500,000	416,667		416,667	Contingency for FY20
Total Non-operating	<u>\$ 3,736,215</u>	<u>\$ 3,113,513</u>	<u>\$ 2,696,846</u>	<u>\$ 416,667</u>	
Operating Reserve	\$ 8,896,429				- Not authorized to use in FY20
Total General Fund	<u>\$ 63,971,785</u>	<u>\$ 45,896,130</u>	<u>\$ 40,482,784</u>	<u>\$ 5,413,346</u>	
SPECIALIZED SERVICES FUND					
Transit Services	9,187,018	7,655,848	4,947,211	2,708,638	P10 FY19 expenditures were 80% (\$4.7M) of actuals. P10 FY20 expenditures are 53.9% of budget. P10 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>\$ 7,655,848</u>	<u>\$ 4,947,211</u>	<u>\$ 2,708,638</u>	
MEDICAID FUND					
Transit Services	12,031,375	10,026,146	9,388,722	637,424	FY20 spend is lower than YTD P10 FY19 spend as a result of a reduction in ridership activity mid-March through April as a result of the COVID 19 pandemic. P10 FY19 YTD spend was at \$10M vs. \$9.4 M YTD 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>\$ 10,026,146</u>	<u>\$ 9,388,722</u>	<u>\$ 637,424</u>	
POINT2POINT FUND					
Transit Services	1,354,716	1,128,930	615,170	513,760	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	203,837		203,837	Contingency for FY20
Operating Reserve	32,000				
Total Point2point Fund	<u>\$ 1,631,320</u>	<u>\$ 1,332,767</u>	<u>\$ 615,170</u>	<u>\$ 717,597</u>	
CAPITAL PROJECTS FUND					
Capital Outlay	17,009,803	14,174,836	10,090,596	4,084,240	Payment & project timing. Significant expenditures to date are for: 1) Bus & related parts (\$6.3M) 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>\$ 14,174,836</u>	<u>\$ 10,090,596</u>	<u>\$ 4,084,240</u>	



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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
103685	05/04/2020	CITY OF EUGENE SCTS permits	13,730.19
103686	05/07/2020	AMERICAN FAMILY LIFE	2,179.55
103687	05/07/2020	CANNON LAW ASSOCIATES	387.03
103688	05/07/2020	CDW-G COMPUTING SOLUTIONS Extragrid support renewal - annual	6,814.50
103689	05/07/2020	CHAPTER 13 TRUSTEE	346.16
103690	05/07/2020	CINTAS CORPORATION	208.32
103691	05/07/2020	COMCAST	167.54
103692	05/07/2020	DISH NETWORK	123.04
103693	05/07/2020	EUGENE WATER & ELECTRIC BOARD	211.04
103694	05/07/2020	LLC FUSSY'S @ VALLEY RIVER PLAZA	17.40
103695	05/07/2020	JEANETTE GRAFF	123.98
103696	05/07/2020	HARVEY & PRICE COMPANY	1,310.00
103697	05/07/2020	LIFEMAP ASSURANCE COMPANY	1,837.79
103698	05/07/2020	LITHIA TOYOTA-SPRINGFIELD #65	238.90
103699	05/07/2020	MCKENZIE SEW-ON	81.00
103700	05/07/2020	MID-STATE INDUSTRIAL SERVICE	423.75
103701	05/07/2020	NORTHWEST NATURAL GAS	3,220.59
103702	05/07/2020	OFFICE DEPOT	90.53
103703	05/07/2020	PORTLAND STATE UNIVERSITY	10,000.00
103704	05/07/2020	SANIPAC	3,236.83
103705	05/07/2020	SPRINGFIELD UTILITY BOARD	0.00
103706	05/07/2020	SPRINGFIELD UTILITY BOARD	13,298.60
103707	05/07/2020	SUNBELT CONTROLS, INC.	4,553.96
103708	05/07/2020	THOMSON REUTERS - WEST	167.56
103709	05/07/2020	UNITED PARCEL SERVICE	650.00
103710	05/07/2020	VERIZON WIRELESS	2,409.47
103711	05/07/2020	WILLAMETTE COMM HEALTH SOLUTNS	8,897.00
103712	05/07/2020	WYATT'S TIRE COMPANY	895.50
103713	05/07/2020	BUCK'S SANITARY SERVICE, INC.	91.50
103714	05/07/2020	CAIC PRIMARY	1,433.62
103715	05/07/2020	CUMMINS NORTHWEST, INC.	6,820.00
103716	05/07/2020	DELERROK INC Touchpass cards	8,000.00
103717	05/07/2020	EAN HOLDINGS, LLC	7,863.33
103718	05/07/2020	FIELDPRINT, INC.	12.50
103719	05/07/2020	GRAINGER INC	141.20
103720	05/07/2020	JERRY'S HOME IMPROVEMENT CTR	256.01
103721	05/07/2020	KUHN INVESTMENTS, INC. Rhody Express	13,539.56
103722	05/07/2020	LANE COUNCIL OF GOVERNMENTS	1,807.32
103723	05/07/2020	LTD & ATU PENSION TRUST	104,131.18
103724	05/07/2020	LTD EMPLOYEES FUND	154.00
103725	05/07/2020	LTD SALARIED EMP. PENSION PLAN	102,267.99
103726	05/07/2020	NEW FLYER OF AMERICA, INC,	1,301.51
103727	05/07/2020	NINFA'S ELITE CORPORATION Cleaning	67,109.34
103728	05/07/2020	ONE CALL CONCEPTS, INC.	33.60
103729	05/07/2020	PARKEON, INC.	2,590.00
103730	05/07/2020	PRE-PAID LEGAL SERVICES INC.	191.45
103731	05/07/2020	RICOH USA, INC.	820.07
103732	05/07/2020	TOUCHPOINT NETWORKS LLC	3,500.00
103733	05/07/2020	TRANSLOC INC.	10,000.00
103734	05/07/2020	UNITED WAY OF LANE COUNTY	704.00
103735	05/07/2020	WANNAMAKER CONSULTING, INC.	280.00
103736	05/07/2020	WOODBURY ENERGY CO. INC. Diesel	31,052.98
103737	05/14/2020	ALL IN, LLC	1,000.00
103738	05/14/2020	ALTERNATIVE WORK CONCEPTS	840.00



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103739	05/14/2020	BARRETT BUSINESS SERVICES INC	3,280.00
103740	05/14/2020	BATTERIES PLUS	1,599.80
103741	05/14/2020	CITY OF EUGENE	683.00
103742	05/14/2020	EUGENE WATER & ELECTRIC BOARD	0.00
103743	05/14/2020	EUGENE WATER & ELECTRIC BOARD	7,438.97
103744	05/14/2020	KAISER BRAKE & ALIGNMENT INC.	121.90
103745	05/14/2020	LANE COUNTY	100.00
103746	05/14/2020	LITHIA TOYOTA-SPRINGFIELD #65	874.95
103747	05/14/2020	MARKETING & TECHNICAL MATERIAL	1,165.13
103748	05/14/2020	VIRGINIA MAYBERRY	36.00
103749	05/14/2020	MIDWEST BUS	311.04
103750	05/14/2020	NORTHWEST NATURAL GAS	443.64
103751	05/14/2020	OFFICE DEPOT	70.70
103752	05/14/2020	PETERSON TRUCKS INC.	396.56
103753	05/14/2020	SANIPAC	332.35
103754	05/14/2020	SELECTEMP CORPORATION	2,834.88
103755	05/14/2020	SPRINGFIELD UTILITY BOARD	1,930.72
103756	05/14/2020	THERMO KING NORTHWEST, INC.	9,530.12
103757	05/14/2020	WHITE BIRD CLINIC	6,400.83
103758	05/14/2020	WSTA	150.00
103759	05/14/2020	WYATT'S TIRE COMPANY	112.80
103760	05/14/2020	THE AFTERMARKET PARTS COMPANY LLC	4,387.48
103761	05/14/2020	CHAVES CONSULTING, INC.	370.20
103762	05/14/2020	CUMMINS NORTHWEST, INC.	4,978.79
103763	05/14/2020	EUROFINS ANA LABORATORIES, INC	283.20
103764	05/14/2020	GILLIG CORPORATION	7,841.20
103765	05/14/2020	MAGID GLOVE & SAFETY MFG CO LLC	51.19
103766	05/14/2020	MODA HEALTH	6,128.22
103767	05/14/2020	MOHAWK MANUFACTURING & SUPPLY	355.60
103768	05/14/2020	MUNCIE TRANSIT SUPPLY	523.93
103769	05/14/2020	NEOPART TRANSIT LLC	1,142.27
103770	05/14/2020	NEW FLYER OF AMERICA, INC,	4,850.63
103771	05/14/2020	OXLEY & ASSOCIATES, INC.	5,000.00
103772	05/14/2020	ROADRUNNER DELIVERY	99.80
103773	05/14/2020	ROMAINE ELECTRIC CORP	1,274.00
103774	05/14/2020	SMITH DAWSON & ANDREWS, INC.	2,500.00
103775	05/14/2020	SPRAGUE PEST SOLUTIONS	115.00
103776	05/14/2020	TAC TRANSPORTATION, INC. Diamond Express	17,272.00
103777	05/14/2020	TOUCHPOINT NETWORKS LLC	2,023.00
103778	05/14/2020	PHYLLIS L WALKER Procurement contractor - April +8 days in May	12,500.00
103779	05/14/2020	ZONES, INC.	119,326.98
103780	05/21/2020	ALTA PLANNING AND DESIGN, INC.	469.48
103781	05/21/2020	AMAL TRANSIT UNION #757 Union dues remitted from payroll deductions	15,261.66
103782	05/21/2020	BARRETT BUSINESS SERVICES INC	2,360.00
103783	05/21/2020	BATTERIES PLUS	2,637.00
103784	05/21/2020	BETHEL SCHOOL DISTRICT #52	1,594.00
103785	05/21/2020	BUILDER'S ELECTRIC, INC.	1,314.48
103786	05/21/2020	CANNON LAW ASSOCIATES	399.49
103787	05/21/2020	CASCADE CENTERS	559.30
103788	05/21/2020	CENTURY LINK	5,716.55
103789	05/21/2020	CHAPTER 13 TRUSTEE	346.16
103790	05/21/2020	CINTAS CORPORATION	8,204.20
103791	05/21/2020	EUGENE WATER & ELECTRIC BOARD	886.76
103792	05/21/2020	FASTENAL COMPANY	1,082.26



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103793	05/21/2020	WENDI FRISBIE	954.00
103794	05/21/2020	HANNAH MOTOR COMPANY	1,120.60
103795	05/21/2020	MARKETING & TECHNICAL MATERIAL	609.33
103796	05/21/2020	MILLIMAN INC. COLA Study	14,877.25
103797	05/21/2020	OREGON STATE POLICE	41.25
103798	05/21/2020	PETERSON TRUCKS INC.	88.80
103799	05/21/2020	ROWELL BROKAW ARCHITECTS,PC SCTS Design	17,404.66
103800	05/21/2020	SPECIAL DISTRICTS INSURANCE	537.00
103801	05/21/2020	SPRINGFIELD UTILITY BOARD	326.79
103802	05/21/2020	WILLAMETTE COMM HEALTH SOLUTNS	1,225.00
103803	05/21/2020	BRENT WRIGHT	1,558.84
103804	05/21/2020	WYATT'S TIRE COMPANY	1,043.50
103805	05/21/2020	1996 LLC	5,952.13
103806	05/21/2020	THE AFTERMARKET PARTS COMPANY LLC	0.00
103807	05/21/2020	THE AFTERMARKET PARTS COMPANY LLC Parts	18,038.05
103808	05/21/2020	BPA VEBA-HRA SERVICES	127.00
103809	05/21/2020	BUCK'S SANITARY SERVICE, INC.	897.76
103810	05/21/2020	C & K PETROLEUM EQUIPMENT CO,	957.55
103811	05/21/2020	CITY OF SPRINGFIELD	19,362.00
103812	05/21/2020	CUMMINS NORTHWEST, INC.	2,468.15
103813	05/21/2020	GILLIG CORPORATION	2,650.20
103814	05/21/2020	GRAINGER INC	960.14
103815	05/21/2020	JARRETT WALKER & ASSOCIATES Jan - May performance measure work performed	23,314.52
103816	05/21/2020	JERRY'S HOME IMPROVEMENT CTR	177.10
103817	05/21/2020	LANE COUNCIL OF GOVERNMENTS	22,480.59
103818	05/21/2020	LTD & ATU PENSION TRUST	99,036.02
103819	05/21/2020	LTD SALARIED EMP. PENSION PLAN	31,924.91
103820	05/21/2020	MODA HEALTH	2,401.12
103821	05/21/2020	MOHAVE AUTO PARTS, INC.	642.00
103822	05/21/2020	MOTION & FLOW CONTROL PRD, INC	344.64
103823	05/21/2020	MUNCIE TRANSIT SUPPLY	1,418.81
103824	05/21/2020	MYRMO & SONS	0.00
103825	05/21/2020	MYRMO & SONS	1,444.28
103826	05/21/2020	NEW FLYER OF AMERICA, INC, 60 foot diesel bus	823,056.99
103827	05/21/2020	PACIFICSOURCE HEALTH PLANS	584,009.45
103828	05/21/2020	PARKEON, INC. Extended parts warranty	24,600.00
103829	05/21/2020	TOUCHPOINT NETWORKS LLC VOIP consulting services	3,171.00
103830	05/21/2020	UNITED WAY OF LANE COUNTY	704.00
103831	05/21/2020	VISION SERVICE PLAN	4,652.07
103832	05/21/2020	WOODBURY ENERGY CO. INC.	189.23
103833	05/21/2020	ZONES, INC. workstations, computers & docking station replacements	11,396.00
103834	05/28/2020	CINTAS CORPORATION	1,894.58
103835	05/28/2020	EUGENE WATER & ELECTRIC BOARD	838.70
103836	05/28/2020	FASTENAL COMPANY	72.55
103837	05/28/2020	FERN RIDGE CHAMBER OF COMMERCE	300.00
103838	05/28/2020	GIRO, INC.	31,907.00
103839	05/28/2020	HARVEY & PRICE COMPANY HVAC repairs	1,051.47
103840	05/28/2020	LIFEMAP ASSURANCE COMPANY	13,750.78
103841	05/28/2020	LITHIA TOYOTA-SPRINGFIELD #65	1,193.30
103842	05/28/2020	MARKETING & TECHNICAL MATERIAL	1,576.93
103843	05/28/2020	OFFICE DEPOT	85.31
103844	05/28/2020	PACIFICSOURCE ADMINISTRATORS,	321.50
103845	05/28/2020	RG MEDIA COMPANY	422.50
103846	05/28/2020	SPRINGFIELD UTILITY BOARD	529.47



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103847	05/28/2020	BEDFORD FALLS, LLC Public relations	10,000.00
103848	05/28/2020	CITY OF SPRINGFIELD Main McVay conceptual design options	22,531.25
103849	05/28/2020	GRACE TOWING, LLC	80.00
103850	05/28/2020	JLA PUBLIC INVOLVEMENT MovingAhead activities through March	2,903.59
103851	05/28/2020	LANE COUNCIL OF GOVERNMENTS Transportation Assessments	12,761.62
103852	05/28/2020	MEDICAL TRANSPORTATION MGT	773,127.42
103853	05/28/2020	RICOH USA, INC.	2,548.25
103854	05/28/2020	ROADRUNNER DELIVERY	192.00
103855	05/28/2020	SITECRAFTING, INC.	800.00
103856	05/28/2020	THORP, PURDY, JEWETT, URNESS,	8,801.90
103857	05/28/2020	WOODBURY ENERGY CO. INC.	24.14
91060120	05/31/2020	BENEFIT PLANS ADMIN SVCS, LLC	35,249.00
93052220	05/26/2020	BENEFIT PLANS ADMIN SVCS, LLC	46,494.95
803594184	05/08/2020	VALIC %CHASE BANK OF TEXAS	78,582.25
803615500	05/22/2020	VALIC %CHASE BANK OF TEXAS	129,556.62
810424786	05/22/2020	MASS MUTUAL FINANCIAL GROUP	3,198.42
815021609	05/08/2020	MASS MUTUAL FINANCIAL GROUP	3,818.39
817325730	05/04/2020	BANK OF AMERICA	53.52
817325731	05/04/2020	BANK OF AMERICA	65.11
845911552	05/08/2020	OREGON DEPARTMENT OF REVENUE	44,755.20
847301120	05/22/2020	OREGON DEPARTMENT OF REVENUE	55,569.59
851406682	05/22/2020	OREGON DEPARTMENT OF JUSTICE	1,959.50
853154545	05/08/2020	OREGON DEPARTMENT OF JUSTICE	1,959.50
854602692	05/26/2020	INTERNAL REVENUE SERVICE-EFTPS	4,444.20
854922240	05/26/2020	OREGON DEPARTMENT OF REVENUE	1,011.31
865132059	05/22/2020	INTERNAL REVENUE SERVICE-EFTPS	222,166.95
873216735	05/08/2020	INTERNAL REVENUE SERVICE-EFTPS	173,755.56
189 Checks			\$4,127,746.67

LTD CIP 2019

LTD CIP PHASE DEFINITIONS

Project Phase Definitions	
Business Case Justification	Identification of project need, including vetting against the 8 criteria, proposed funding sources, spend budget, timeline, ongoing incremental resources and costs
Secure Funding	Grant funding application through grant award, approval through CIP and budget processes
Project Initiation	RFP and other procurement processes, stakeholder identification
Planning	Concept, public engagement, analysis
Environmental Process	Environmental assessment, demonstrating federal NEPA requirements are met
Design	Schematics, design development
Acquisition	Product or service deliver inclusive of real estate, buses, etc. Includes testing and final acceptance. May come before or after Build, Construction and Assemble phase
Build, Construction, Assemble	Includes construction, permitting, building, awaiting delivery. May come before or after Acquisition phase.
Rollout, Commissioning, Active	Go live on a software project, occupancy, revenue service, etc.
Project Closeout	Closeout activities, final payment, post-mortems

LTD CIP 2020

PROJECT DESCRIPTIONS

Santa Clara Transit Station - Key: 20947			#17-SCTSTA-0301005	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
5307 Formula/1738-2018-1	3,000,000	3,000,000	FY 2017-2021	Planning, Design and Construction
XFER 5307/1738-2018-1	600,000	600,000		
ConnectOregon - 31655	3,000,000	2,152,362		
LTD Match	3,700,000	3,460,923		
Total Project	10,300,000	9,213,285		

Construct new station near Hunsaker Lane and River Road in Eugene, including a Park & Ride. The new facility will accommodate both regular and EmX service, reducing operational delays and improving the customer experience. **The project continues to progress as scheduled. Procurement activities were completed for the construction contract which is expected to be awarded during the next quarter.**

LTD CIP 2020

PROJECT DESCRIPTIONS

Improvement Projects - Frequent Transit Network

EmX Franklin Blvd Phase 1 Transit Stations #19-FKLNST-0301010

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	287,000	0	FY 2019-2021	Build, Construction, Assemble
ConnectOregon - 30139	648,000	77,315		
Total Project	935,000	77,315		

Construct two EmX stations (one for either direction of travel) within the City of Springfield's revised roadway layout. The project is progressing as scheduled. As LTD is utilizing existing materials for the match, the budget has been revised accordingly.

Main-McVay Transit Study - Key: 19776 #19-M/McTS-0301011

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match (In-Kind)	245,542	24,518	FY 2013-2021	Planning
5339/OR-39-0007	750,000	0		
XFER 5307/OR-2018-035-00	315,000	214,212		
Total Project	1,310,542	238,730		

LTD is working in partnership with the City of Springfield to identify the highest priority transit capital improvements along the Main Street Corridor in coordination with the City of Springfield's Main Street Safety Project. Based on discussions with the City of Springfield, completion of the Main Street Safety Project will likely result in the delay of the transit element for the Main Street Corridor. FTA has been advised accordingly.

River Road Transit Community Implementation Plan - Key: 20988 #19-RRTCIP-0301012

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match (In-Kind)	34,200	33,057	FY 2019-2020	Planning
TOD/OR-2017-019-00	450,000	143,482		
City of Eugene	79,800	46,297		
Total Project	564,000	222,836		

Collaborative effort between the City of Eugene and LTD to enable transit-oriented development along the River Road Corridor. The project is progressing as scheduled. LTD has several upcoming activities remaining for this project and has extended the completion date to ensure that these activities are completed.

LTD CIP 2020

PROJECT DESCRIPTIONS

West Eugene EmX Extension - Key: 16779 #12-WEEEXT-0301013

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	3,600,000	128,778	FY 2012-2020	Project Close-out
ConnectOregon - 30136	2,866,645	515,088		
5307 Formula/1738-2018-2	1,600,000	1,600,000		
Oregon Lottery	17,800,000	581,627		
Federal Small Starts	75,000,000	0		
Total Project	100,866,645	2,825,493		

Design, engineering, construction, and the purchase of vehicles for the West Eugene EmX Extension. The extension of the EmX Green Line from the Eugene Station to West 11th Avenue west of Commerce Street, which opened for service in September 2017. The final report for ODOT grant 30136 has been submitted and closes out this grant. The FTA grant for the remaining project activities (post action report) is in progress.

MovingAhead System - Key: 18862 #19-MOVAHD-0301014

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	263,245	52,067	FY 2019-2021	Planning
XFER 5307/OR-2018-025-00	2,300,000	454,911		
Total Project	2,563,245	506,978		

The Moving Ahead System project is a cooperative effort of the City of Eugene, LTD, and regional partners in the community to determine what improvements are needed on the most important transportation corridors. The project continues to progress as scheduled. A public hearing was held in fall of 2019 and comments are being summarized. The project completion date has been extended to facilitate concurrence with all stakeholders.

FTN Safety and Amenity Improvements - Key: 21404/21405/21406 #20-FTNSAI-0301015

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	114,454	114,454	FY 2020-2022	Planning
STBG	329,468	329,468		
CMAQ	670,532	670,532		
Total Project	1,114,454	1,114,454		

Using results of the Pedestrian Network Analysis (a study that is part of the Comprehensive Operations Analysis called Transit Tomorrow), implement various safety and amenity improvements along the Frequent Transit Network (FTN). The project is progressing as scheduled; a Purchase Order was issued for replacement of displays along the WEEE corridor. In addition, activities necessary in order to process the required request to transfer FHWA funds to FTA are in progress.

LTD CIP 2020

PROJECT DESCRIPTIONS

Improvement Projects - Technology Infrastructure & Systems

Fare Management System				#19-FAREMS-0301016
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	765,000	227,177	FY 2019-2020	Rollout, commissioning, active
Total Project	765,000	227,177		

Purchase and installation of a fare management system to implement advances in fare media and payment collection. The intent of implementing a fare management system is to simplify the purchase, verification, and accounting system. **The project is progressing as scheduled.**

Software - NOVUS Modules				#19-NOVUSM-0301018
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Federal Grant	320,000		FY 2019-2021	Secure Funding
Match	80,000			
Total Project	400,000			

Software in support of the RideSource center, allocated to purchase the Passenger Portal module in NOVUS. This module will allow RideSource customers to book their own rides in a secure web page. This will free up call center resources and provide a greatly enhanced user experience for our customers. They will also be able to book rides at times when the call center is not open. Call center space is currently very constrained with no room to seat more customer service representatives. This software has the potential to alleviate the problems with finding more space for staff. **As previously reported, LTD was not selected as a recipient for funding under the Trillium Community Health Plan Innovation Fund; however, FTA released a new fund opportunity (Mobility for All Pilot Program). LTD submitted an application for the NOVUS modules project early this year which is undergoing review.**

LTD CIP 2020

PROJECT DESCRIPTIONS

Improvement Projects - Non-Capital Projects

Comprehensive Operations Analysis - Key: 21173 #19-COMPOA-0301019

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	141,776	65,994	FY 2018-2020	Planning
XFER 5307/1738-2018-9	53,838	53,838		
Total Project	195,614	119,832		

Called "Transit Tomorrow", this is a detailed study of a transit system designed to identify existing strengths, areas for improvements, and options to improve and increase usage. **The transfer request for the grant funded portion of this project has been approved; finalization of the grant is in progress.**

Communications Assessment #19-COMASS-0301020

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	115,000	65,460	FY 2019 - 2020	Rollout, commissioning, active
Total Project	115,000	65,460		

A detailed study of LTD's communications structure and systems to identify strengths, areas for improvement, and options to increase efficiency and effectiveness. **The project is progressing as scheduled.**

STIF Grant Administration #19-STIFGA-0301023

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
2017 State Transportation Improvement Fund	680,000	582,065	FY 2019 - 2028	Rollout, commissioning, active
Total Project	680,000	582,065		

Reflects 10-year estimate of LCOG and LTD costs for overall administration of STIF program. Includes the outreach and recommendation, monitoring, reporting, and other administration activities. **The project is progressing as scheduled.**

LTD CIP 2020

PROJECT DESCRIPTIONS

State of Good Repair - Fleet

Accessible Services Vehicle Replacement - Keys: #19-ASVEHR-0302012
19106/19107/19485/19381/21003

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	272,477	145,473	FY 2019-2020	Acquisition
5310/OR-16-X045	304,871	0		
5309/OR-04-0049	214,057	23,255		
5310/OR-2017-026-00	232,854	74,729		
5310/OR-2019-027-00	490,749	490,749		
Total Project	1,024,259	734,206		

The purchase of replacement and expansion vehicles for the provision of metro Accessible Services such as the American with Disabilities Act complementary paratransit service. The Accessible Service Vehicle Replacement project is progressing as scheduled. As previously reported, LTD had issued a Purchase Order for two minivans under FTA grants (OR-16-X045 and OR-04-0049). The vehicles have been received and grant close-out activities are underway for OR-16-X045. Regarding OR-04-0049, the project team is obtaining quotes for the security systems. The two open FTA grants (OR-2017-026 and OR-2019-027) will fund Ridesource vehicles in support of the Specialized Services Program. The procurement for the vehicles is in progress.

Diamond Express Vehicle - Key: 20990 #19-DMXVEH-0302013

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 31455 - closed	169,069	0	FY 2019-2020	Project close-out
ODOT 32010 - closed	34,629	0		
Local - City of Oakridge	130,000	130,000		
Total Project	333,698	130,000		

The replacement of the highly problematic Diamond Express vehicle, currently being covered by an old 300 series bus. The communities of Oakridge and Westfir have come to depend on Diamond Express to access the metro area. The service acts as a lifeline and connects residents to local hospitals, shopping, schools, and employment. The replacement vehicle has been acquired; the process to transfer the CMAQ funds to FTA is in progress.

Rhody Express Vehicle - Key: #19-RHXVEH-0302015

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33872/STIF (Out of District)	100,000	100,000	FY 2020	Acquisition
Total Project	100,000	100,000		

This vehicle is not programmed for replacement this year but will need to be replaced in the next two years. The Florence community has come to depend on the Rhody Express as its transportation throughout the area. This service connects residents to local hospitals, shopping, schools, and employment. The project is proceeding as scheduled; the procurement process has been initiated.

LTD CIP 2020

PROJECT DESCRIPTIONS

Five 40-foot Electric Buses (No/Low) - Key: 21155 #20-40FTEV-0302019

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	1,159,891	1,132,865	FY 2019-2020	Acquisition
5339/OR-2018-012-00	3,479,675	3,398,597		
Total Project	4,639,566	4,531,462		

Procurement of five additional 40-foot electric buses to replace aging fleet. The project is progressing as scheduled. Since the previous Milestone Progress Report, LTD has opted to utilize the State of California contract (1-19-23-17). Procurement activities were initiated during the reporting period and the Request for Quote was posted on January 2, 2020. Although the electric bus replacement project has had numerous delays, LTD's diligence will ultimately result in the acquisition of vehicles that will meet the specifications of the agency. More importantly, the new procurement/transit vehicle manufacturer will ensure the responsible expenditure of federal funds. Proposals were due on January 23, 2020; New Flyer of America has been selected for this project. CTE continues to support LTD in this regard.

Five 40-foot Buses in 2019 - Keys: 18755/17336 #19-40FT19-0302020

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	852,745	554,277	FY 2019-2020	Acquisition
5307/OR-95-X055-02	2,072,328	2,058,391		
5339/OR-2017-015-00	943,814	943,625		
5337/OR-2017-016-00	331,113	331,113		
Total Project	4,200,000	3,887,406		

Procurement of five 40-foot electric buses in fiscal year 2019 to replace aging fleet. Due to ongoing contractual issues, the contract with the original bus manufacturer has been terminated. However, as reflected in the project update above (No/Low), the project is progressing. Proposals were due on January 23, 2020 resulting in the selection of New Flyer of America. No further delays are anticipated.

Fleet Procurement Plan - Key: 21388 #19-FLTPRP-0302021

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	14,307	14,307	FY 2019-2020	Project Initiation
XFER 5307 (STBG)	125,000	125,000		
Total Project	139,307	139,307		

Transit vehicles have a lifespan of approximately 12 years. As LTD considers further electrification of its fleet, as well as other fuel types, it will need to determine how to make that transition and what types of vehicles will allow it to continue to provide high-quality service to the community while lowering its environmental impact and controlling operating and maintenance costs. This plan will assist LTD in strategically investing in its fleet during this transition period and also in understanding what mix of vehicle types will maximize operational capacity in the long run. The Fleet Procurement Plan will also help LTD to understand when the capital costs of replacing transit vehicles is more cost effective than maintaining older vehicles. The transfer request has been approved; finalization of the grant is in progress.

LTD CIP 2020

PROJECT DESCRIPTIONS

Electric Bus Fleet Procurement - Key: 21389 #19-EBUSPR-0302022

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	114,454	114,454	FY 2019-2021	Acquisition
STIF - 2019	585,546	585,546		
XFER 5307 1738-2019-3	1,000,000	1,000,000		
Total Project	1,700,000	1,700,000		

Transit vehicles have a lifespan of approximately 12 years. In its effort to be fiscally responsible, LTD has maintained many of its vehicles beyond 12 years. However, as vehicles age, maintenance costs increase, and this increase eventually offsets any savings generated by delaying the purchase of new vehicles. Many of LTD's vehicles are at the appropriate point in their lifespan to consider replacement.

LTD's Community Investment Plan identifies more than \$30,000,000 in vehicle replacement needs during the FFY18-21 grant period. Therefore, LTD has requested and received \$1,000,000 in CMAQ funds. LTD plans to combine the various grant funds available (OR-2018-012/OR-95-X055/OR-2017-015/OR-2017-016) to purchase eleven 40-foot, all-electric, transit buses. The transfer request for the CMAQ funding has been approved; finalization of the grant is in progress. To maximize available funding, the procurement efforts for this project are in coordination with LTD's other electric bus replacement projects as detailed above.

Replacement Parts - ACM - Key: 21326 #19-ACMPTS-0302023

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	175,560	175,560	FY 2019-2021	Project Initiation
5307 Formula - 1738-2018-8	702,240	702,240		
Total Project	877,800	877,800		

The purchase of replacement parts that are failing and/or unreliable as they have reached the end of their useful lives. This Associated Capital Maintenance (ACM) grant will be used for major bus components consistent with the provisions specified in the FTA circular (9030.1E). The grant application is in progress and will also include the LTD PM project (Operations).

Spare Parts for Tooling for 16200 Series Buses - Key: 17959 #19-TOOLSP-0302024

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	67,467	0	FY 2019-2020	Project close-out
5309/OR-04-0038	269,869	0		
Total Project	337,336	0		

Procurement of spare parts, tooling, and training for 16200 series 2016 New Flyer buses. The project has progressed as scheduled. LTD received the last outstanding items and the final disbursement has been received. Grant close-out activities are in progress.

LTD CIP 2020

PROJECT DESCRIPTIONS

Six 60-foot Diesel Bus Procurement - Keys: 20950/21339 #19-60FTDL-0302025

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	847,390	847,210	FY 2019-2020	Acquisition
5339/OR-2019-027	1,160,820	1,160,820		
5339/OR-2016-020-00	582,947	582,947		
5309/OR-03-0122-01	1,336,346	1,335,626		
5337/OR-2019-027	309,445	309,445		
Total Project	4,236,948	4,236,048		

Procurement of six 60-foot diesel buses will replace the oldest 60-foot subfleet, four of which are no longer usable for revenue service and the fifth one is used sparingly because of ongoing mechanical issues. **The project is progressing as scheduled; several of the buses have been received. These vehicles are undergoing final inspection, etc.**

One 40-foot Diesel/Hybrid Bus - Key: 20951 #19-40FTDH-0302026

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	114,011	113,876	FY 2019-2020	Acquisition
5339/OR-2018-021-00	646,062	645,297		
Total Project	760,073	759,173		

Procurement of one 40-foot diesel/hybrid bus to help relieve the pressure of using part of LTD's contingency bus fleet in revenue service. These contingency buses range in age from 15 years to 19 years. **The project is progressing as scheduled; LTD received bus 19201 on February 10th. The vehicle is undergoing inspection, etc.**

LTD CIP 2020

PROJECT DESCRIPTIONS

Operations

Preventative Maintenance - Key: 21534				#19-PREVMN-0103001
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
5307 Formula/OR-2018-023	4,200,000	4,200,000	FY 2020	Rollout, commissioning, active
General Fund	1,050,000	1,050,000		
Total Project	5,250,000	5,250,000		

Preventative maintenance on federal assets to improve their performance, safety and longevity. The grant application is in progress and will include the ACM project (SGR / K21326 / #19-ACMPTS-0302023).

LTD CIP 2020

PROJECT DESCRIPTIONS

Specialized Services

Rural ADA Fleet Preventative Maintenance - Key:				#19-ODRFLT-0154001
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	16,512	11,574	FY 2020-2021	Rollout, Commissioning, Active
Total Project	16,512	11,574		

Out-of-district paratransit and rural fleet preventative maintenance. *As previously reported, this is an ongoing project. The budget has been revised to reflect the new grant award.*

Florence/Yachats Pilot - Key: 21006				#19-F/YACH-0154003
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 31386 - STF/State	285,710	0	FY 2020-2021	Project Close-out
General Fund (in kind)	12,550	0		
Total Project	298,260	0		

Twelve-month pilot project operations connecting Florence and Yachats to provide public transportation along the only unserved gap along the entire West Coastal highway. *As previously reported, the project is ongoing; however, LCOG is managing these services. Again, the ODOT grant that had been awarded to LTD has been closed.*

Oakridge Diamond Express - Key: 21005				#19-OAKDMX-0154004
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Farebox	40,000	29,719	FY 2020-2021	Rollout, Commissioning, Active
Local Funds (City of Oakridge)	24,000	18,000		
Transit Network/Intercity Connection - ODOT 33820	187,723	166,975		
ODOT 33492 - STF OUT	187,723	166,972		
Total Project	439,446	381,666		

Operations in and between Oakridge and Metro area. *As previously reported, this is an ongoing project. The budget has been revised to reflect the new grant award.*

LTD CIP 2020

PROJECT DESCRIPTIONS

Rhody Express - Key: 21007			#19-RHDYXP-0154005	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Local Funds (City of Florence)	64,000	44,000	FY 2020-2021	Rollout, Commissioning, Active
Farebox	13,000	9,299		
ODOT 33425 - 5311	176,061	108,621		
ODOT 33492 - STF OUT	137,886	85,068		
Total Project	390,947	246,988		

The Rhody Express is a local shuttle service within the city limits of Florence (plus a stop at the local tribal casino four miles outside the city limits) that is operated by River Cities Taxi. As previously reported, this is an ongoing project. The budget has been revised to reflect the new grant award.

Accessible Services - In District

Metro ADA Fleet Preventative Maintenance - Key: 20985			#19-A&RFLT-0154006	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	641,388	483,907	FY 2020-2021	Rollout, Commissioning, Active
ODOT 33492 - STF IN	73,410	55,387		
Total Project	714,798	539,294		

In-District paratransit fleet preventative maintenance. As previously reported, this is an ongoing project. The budget has been revised to reflect the new grant award.

Crucial Connections - Key: 20995			#19-CRUCON-0154007	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	13,460	11,410	FY 2020-2021	Rollout, Commissioning, Active
ODOT 33492 - STF IN	1,541	1,305		
Total Project	15,001	12,715		

Transportation to relieve an immediate (non-emergency) or evolving situation when no other transportation option can be identified; offers quick relief to allow time to formulate long-term resolution. Crucial Connections pays for a limited number of trips that are situation specific and is administered through RideSource. As previously reported, this is an ongoing project. The budget has been revised to reflect the new grant award.

DD Services			#19-DDSRVC-0154008	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Federal Funds through DHS	1,650,000	1,126,599	FY 2020-2021	Rollout, Commissioning, Active
General Funds	800,000	544,878		
Total Project	2,450,000	1,671,478		

Transportation for eligible individuals who receive vocational benefits through Lane County Developmental Disabilities Services. Provides transportation to/from home and work. This is shared cost service offered through the RideSource Call Center. As previously reported, this is an ongoing project. The budget has been revised to reflect the new grant award.

LTD CIP 2020

PROJECT DESCRIPTIONS

Lane County Coordination Mobility Management - Key: 21001 #19-MOBMGT-0154009

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	220,704	179,680	FY 2020-2021	Rollout, Commissioning, Active
ODOT 33492 - STF IN	25,261	20,567		
Total Project	245,965	200,247		

LTD oversees the coordination of transportation and transportation eligibility across a variety of transportation programs, including ADA paratransit, Medicaid Medical (NEMT) and Non-Medical, Veterans Transportation, and Crucial Connections (gap-based transportation) under its Mobility Management Program. Transportation eligibility assessments are conducted mostly in the homes of participants by a trained transportation coordinator. Assessments are conducted through three agencies, coordinated by Lane Council of Governments: LCOG Senior & Disability Services, White Bird Clinic, and Alternative Work Concepts. *As previously reported, this is an ongoing project. The budget has been revised to reflect the new grant award.*

Mental Health and Homeless - Key: 20995 #19-MENH&H-0154010

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	207,334	169,424	FY 2020-2021	Rollout, Commissioning, Active
ODOT 33492 - STF IN	23,730	19,391		
Total Project	231,064	188,815		

Mental health transportation services in partnership with White Bird Clinic provides basic transportation for clients experiencing severe, persistent mental illness who are elderly, veterans, unhoused, and at/or below the national poverty level. The service is cost effective to the community by reducing crisis care for clients. *As previously reported, this is an ongoing project. The budget has been revised to reflect the new grant award.*

Metro ADA Ops and Shopper Services - Key: 20991 #19-OP&SHP-0154011

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Farebox	528,314	376,696	FY 2020-2021	Rollout, Commissioning, Active
ODOT 33581 - 5310	233,124	174,840		
ODOT 33492 - STF IN	26,683	20,011		
General Funds	4,132,424	4,132,424		
Total Project	4,920,545	4,703,971		

This is origin-to-destination service within the metro area for people unable to use regular bus service (some or all of the time) because of a disability. RideSource ADA meets the Federal Transit Administration-mandated ADA requirements, serving a ¼ mile boundary around the fixed-route service. The Shopper is a low-cost, neighborhood-based shopping shuttle operating within the same metro ADA boundary. The driver assists people with their groceries and packages and is currently operated by Medical Transportation Management. Transportation coordinators from White Bird Clinic, Alternative Work Concepts, and Senior and Disabled Services (S&DS) make in-person evaluations to determine eligibility. S&DS is a division of the Lane Council of Governments and the local Area Agency on Aging. *As previously reported, this is an ongoing project. The budget has been revised to reflect the new grant award.*

LTD CIP 2020

PROJECT DESCRIPTIONS

Pearl Buck - Key: 20997 #19-PRLBCK-0154012

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	177,116	123,164	FY 2020-2021	Rollout, Commissioning, Active
Local Funds	118,077	88,558		
Total Project	295,193	211,722		

Pearl Buck Center contracts with RideSource to transport at-risk children attending Pearl Buck Preschool. RideSource is a central partner with Pearl Buck Center in providing children, whose parents have cognitive disabilities, with safe, dependable, door-to-door transportation to a specialized preschool program. *As previously reported, this is an ongoing project. The budget has been revised to reflect the new grant award.*

South Lane Wheels Services - Key: 20991 #19-SLSRVC-0154014

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33492 - STF IN	93,375	46,688	FY 2020-2021	Rollout, Commissioning, Active
Total Project	93,375	46,688		

South Lane Wheels (SLW) provides service to the general public in the rural areas of South Lane County, including the communities of Cottage Grove, Dorena, Lorane, London, and Creswell, with transportation to Eugene-Springfield. This project provides matching for SLW's 5311 funding. Without SLW, the cost of providing transportation to the outlying areas would overtax the remaining system, create a service gap that may force residents to move to urban areas, and potentially undermine the effectiveness of the remaining businesses and community services. *As previously reported, this is an ongoing project. The budget has been revised to reflect the new grant award.*

Transit Host - Key: 20999 #19-TRHOST-0154015

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	144,968	114,856	FY 2020-2021	Rollout, Commissioning, Active
ODOT 33492 - STF IN	16,592	13,146		
Total Project	161,560	128,002		

Alternative Work Concepts contracts with LTD to provide the Transit Host Program, which allows people who otherwise would use paratransit services the additional support needed to use the fixed-route system for their routine trips. Transit hosts are located at the main downtown transfer station to assist with scheduled transfers from one bus to another, which enables people to reach their final destination. This added support mechanism results in a great cost savings to LTD, and, more importantly, means greater independence, self-worth, and empowerment to people with significant disabilities. *As previously reported, this is an ongoing project. The budget has been revised to reflect the new grant award.*

LTD CIP 2020

PROJECT DESCRIPTIONS

Travel Training - Key: 20999 #19-TRVLTR-0154016

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 32197 - 5310	131,468	104,480	FY 2020-2021	Rollout, Commissioning, Active
ODOT 32010 - STF	15,047	11,959		
Total Project	146,515	116,439		

Alternative Work Concepts contracts with LTD to provide travel training to people with disabilities on the fixed-route bus system. *As previously reported, this is an ongoing project. The budget has been revised to reflect the new grant award.*

Veterans Transportation - Key: 20995 #19-VETTRP-0154017

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	22,432	21,503	FY 2020-2021	Rollout, Commissioning, Active
ODOT 33492 - STF	2,567	2,461		
Total Project	24,999	23,964		

Transportation for service members, veterans, and their families. Most trips funded are for critical medical needs or to provide a short-term, stop-gap solution while a permanent transportation plan is implemented in conjunction with the VA hospitals, Disabled American's Veteran's transportation program, and volunteers. *As previously reported, this is an ongoing project. The budget has been revised to reflect the new grant award.*

Volunteer Reimbursement - Key: 20994 #19-VOLRMB-0154019

	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33492 - STF IN	23,833	199,924	FY 2020-2021	Rollout, Commissioning, Active
ODOT 33581 - 5310	208,235	174,073		
Local Funds	20,400	20,400		
Total Project	252,468	394,397		

This is a door-through-door service for people who need a high level of assistance and do not have other transportation options. Medical Transportation Management (MTM), Senior and Disabled Services, and the Senior Companion Program all participate in the support and recruitment of volunteers. Volunteer drivers using their own cars receive a per mile reimbursement. MTM volunteers often use agency vehicles. The program serves older adults and people with disabilities throughout Lane County. *As previously reported, this is an ongoing project. The budget reflects the new grant information.*

LTD CIP 2020

PROJECT DESCRIPTIONS

Medicaid

NEMT - State Reimbursed				#19-NEMTSR-0165001
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Oregon Health Authority	548,275	374,003	ONGOING	Rollout, Commissioning, Active
General Fund	-	0		
Total Project	548,275	374,003		

Non-emergency medical transportation - state reimbursed. The project is progressing as scheduled.

NEMT - Trillium				#19-NEMTTR-0165002
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Trillium CHP	10,374,450	6,177,920	ONGOING	Rollout, Commissioning, Active
General Fund	-	0		
Total Project	10,374,450	6,177,920		

Non-emergency medical transportation - Trillium reimbursed. The project is progressing as scheduled.

Waivered - Non-Medical				#19-WAVNMD-0165003
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Oregon Department of Human	821,505	450,339	ONGOING	Rollout, Commissioning, Active
General Fund	225,003	225,003		
Total Project	1,046,508	675,342		

Waivered transportation is non-medical rides for low-income seniors and disabled persons living outside of nursing facilities. Rides are for basic needs, including grocery shopping, social outings, church, and hair care. The project is progressing as scheduled.

LTD CIP 2020

PROJECT DESCRIPTIONS

Point2point

Drive Less Connect - Key: 20969			#19-DLCONN-0146001	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 32517	304,046	187,648	FY 2019-2021	Rollout, Commissioning, Active
Total Project	304,046	187,648		

Point2point manages the Drive Less Connect Ridesharing Database for this region. Included with this effort is year-round outreach and education on how to use the program, encouraging carpooling and the tracking of transportation options trips along with the preparation and leadership of Lane County-wide participation in the Oregon Drive Less Challenge held in the early fall each year. This is funded by ODOT and a state priority outlined in the State Transportation Options Plan. *As previously reported, this is an ongoing program. The budget has been revised to reflect the total grant award.*

Safe Routes to School Outreach Support (Assistants) - Key: 21147			#19-SRTSAS-0146003	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
STBG/OR-2018-026-01	45,762	45,762	FY 2019-2020	Rollout, Commissioning, Active
General Fund (in kind)	5,238	5,238		
Total Project	51,000	51,000		

Safe Routes To School (SRTS) program assistants work closely with the school district SRTS coordinators implementing enhanced SRTS encouragement events, expanded education, and outreach services at the three local school districts (Bethel, Eugene, and Springfield). This program has proven to affect behavior change and school-age travel choices to and from school. This effort supports all local partner agency transportation goals and is a priority to all of them. *The transfer request for the STBG funding has been approved; finalization of the grant is in progress.*

Safe Routes to School Bike Parking - Key: 21148			#19-SMTBKP-0146004	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
XFER 5307/1738-2019-2	72,681	72,681	FY 2019-2020	Rollout, Commissioning, Active
General Fund (in kind)	8,319	8,319		
Total Project	81,000	81,000		

Develop short-term bicycle parking at three local school districts to improve the worst bike parking supply as rated in the Safe Route To School Regional Bicycle Parking Assessment. This effort is to help improve deficiencies in local school district bike parking facilities and in turn make it easier for local students to bike to school, which is a regional partner agency priority. *The transfer request for the CMAQ funding has been approved; finalization of the grant is in progress.*

LTD CIP 2020

PROJECT DESCRIPTIONS

Point2point

Expand Bike and Ped Safety Education - Key: 21516			#19-BKPEDX-0146007	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
XFER 5307/1738-2020-4	154,468	154,468	FY 2020-2021	Secure Funding
General Fund	17,680	17,680		
Total Project	172,148	172,148		

The Regional Safe Routes to School (SRTS) mission is to serve a diverse community of parents, students, and organizations advocating for and promoting the use of transportation options including active transportation and the practice of safe bicycling and walking to and from schools throughout the Central Lane MPO area. The Eugene-Springfield SRTS program provides in-class pedestrian safety to second grade students and in-class bicycle safety education to fifth or sixth grade students throughout the regional school districts. These programs teach students how to walk and bike safely. They also encourage active travel and promote safe travel behaviors, which in turn can result in future safe drivers. This is a regional priority outlined specifically in local TSPs, the state transportation options plan, and the Point2point five-year strategic plan. The program is growing exponentially, and this helps meet some of that demand. **Activities necessary to process the required request to transfer FHWA funds to FTA are in progress.**

Safe Routes to School Regional Program - Keys: 21328/20964/18829/21671/21888			#19-SRTSRG-0146008	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
XFER 5307/4J, Bethel and Springfield School Districts/1738-2019-2	143,288	143,288	FY 2019-2021	Rollout, Commissioning, Active
Springfield School District/XFER 5307/1738-2020-1	267,079	267,079		
MM-SRTS/XFER 5307/OR-2018-026	343,074	85,928		
Springfield School District/XFER 5307/1738-2020-3	106,268	106,268		
XFER 5307/SRTS Regional/1738-2020-4	350,000	350,000		
General Funds	110,417	110,417		
Total Project	1,320,126	1,062,980		

This project supports funding for three district Safe Routes To School programs in order to maintain the current level of K-8 programming in the 4J, Bethel, and Springfield school districts from FFY 2019-2021. This is a regional partner/agency priority and is listed in all local TSPs, the state transportation options plan, and the Point2point five-year strategic plan. It has multi-year committed funding. **The SRTS project is progressing as scheduled. The budget has been revised to reflect actual grants and each respective budget.**

Transportation Options - Key: 21130/21334/21478/21321			#19-TRANOP-0146009	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
XFER 5307/TBD	900,000	900,000	FY 2019-2021	Rollout, Commissioning, Active
ODOT 32517	220,778	105,859		
General Funds	148,009	118,009		
Total Project	1,268,787	1,123,868		

This program provides a variety of positive marketing opportunities for LTD and more importantly provides options for the region's travelers to use a variety of transportation options in the region. Point2point does extensive year-round outreach and education about how to use the options and does a great deal of education on how to access and trip plan using the LTD fixed-route and accessible services transportation. The face-to-face outreach component provides a human face to the services we provide. Direct services include the management of the Valley Vanpool Program (17 vans), Emergency Ride Home, Drive Less Connect Ridesharing software for Lane County, lead the Business Commute Challenge and the Oregon Drive Less Challenge in Lane County, and lead the Regional Safe Routes to Schools Program. The Point2point program is supported by local and state partners, and it helps meet the regional goals around improving transportation system efficiency and climate recovery. **As previously reported, this is an ongoing program. The budget has been revised to reflect the total ODOT grant award. Regarding the FHWA (flex) funds, activities necessary to transfer the funds to FTA are in progress.**

LTD CIP 2020

PROJECT DESCRIPTIONS

Point2point

UO Gateway SmartTrips - Key: 17162			#19-SMTUOG-0146010	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
STP/OR-95-X030	180,000	105,336	FY 2019-2020	Rollout, Commissioning, Active
General Funds	20,601	12,056		
Total Project	200,601	117,392		

LTD will conduct public outreach (SmartTrips) relative to the enhanced EmX service, which will be beneficial to the business community. Increasing awareness of transportation resources and the various options available, in addition to the enhanced EmX service, will facilitate the establishment of long-term and sustainable transportation practices. This is a priority to the City of Springfield and helps meet the regional goals around transportation system efficiency. **The project is progressing as scheduled. LTD continued to conduct outreach to the neighborhood and business community during the reporting period.**

SRTS Outreach and Encouragement Program 2019-21 - Key: 21889			#19-SRTSOE0146011	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
XFER 5307/1738-2020-4	90,000	90,000	FY 2019-2020	Secure Funding
General Funds	10,301	10,301		
Total Project	100,301	100,301		

Outreach and encouragement activities for the Safe Routes to School (SRTS) program. This adds funding to the expanding SRTS program for the last two years of the funding cycle. It is a growing program and is a regional priority. **Activities necessary to process the required request to transfer FHWA funds to FTA are in progress.**

Vanpool - Key: 19395			#19-VNPOOL-0146010	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Funds	180,452	118,965	FY 2020	Rollout, Commissioning, Active
Total Project	180,452	118,965		

Operation of Point2point-Valley Vanpool program. Manage interest and help conduct outreach on the vanpool program and help attract new riders. Manage issues with the vanpools as they arise. Manage pick-up and drop-off locations. The vanpool program helps reduce 2,000,000 miles on Interstate 5 each year and helps meet the state and local goals to lower congestion and reduce carbon emissions. **The project is progressing.**

LANE TRANSIT DISTRICT

April 2020 Performance Report

Performance Measure	Prior			Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change
	Current Month	Year's Month	% Change						
Fixed Route Service									
Passenger Boardings	224,934	928,495	-75.8%	7,488,126	8,208,466	-8.8%	9,203,431	9,982,801	-7.8%
Mobility Assisted Riders	10,813	12,470	-13.3%	125,945	129,290	-2.6%	152,150	157,424	-3.4%
Average Passenger Boardings:									
Weekday	-	36,690	-100.0%	29,279	32,989	-11.2%	30,070	33,277	-9.6%
Saturday	-	18,789	-100.0%	15,729	17,986	-12.6%	16,123	18,154	-11.2%
Sunday	8,651	11,538	-25.0%	11,356	11,783	-3.6%	11,443	11,826	-3.2%
Monthly Revenue Hours	10,813	24,013	-55.0%	223,352	236,565	-5.6%	270,622	286,579	-5.6%
Boardings Per Revenue Hour	20.8	38.7	-46.2%	33.53	34.70	-3.4%	34.01	34.83	-2.4%
Weekly Revenue Hours	2,911	5,603	-48.0%	5,213	5,496	-5.2%	5,248	5,536	-5.2%
Weekdays	-	22		184	208		226	251	
Saturdays	-	4		43	45		52	54	
Sundays	26	4		71	48		81	57	

Passenger Revenues & Sales

Passenger revenues will be presented in the finance report.

Fleet Services

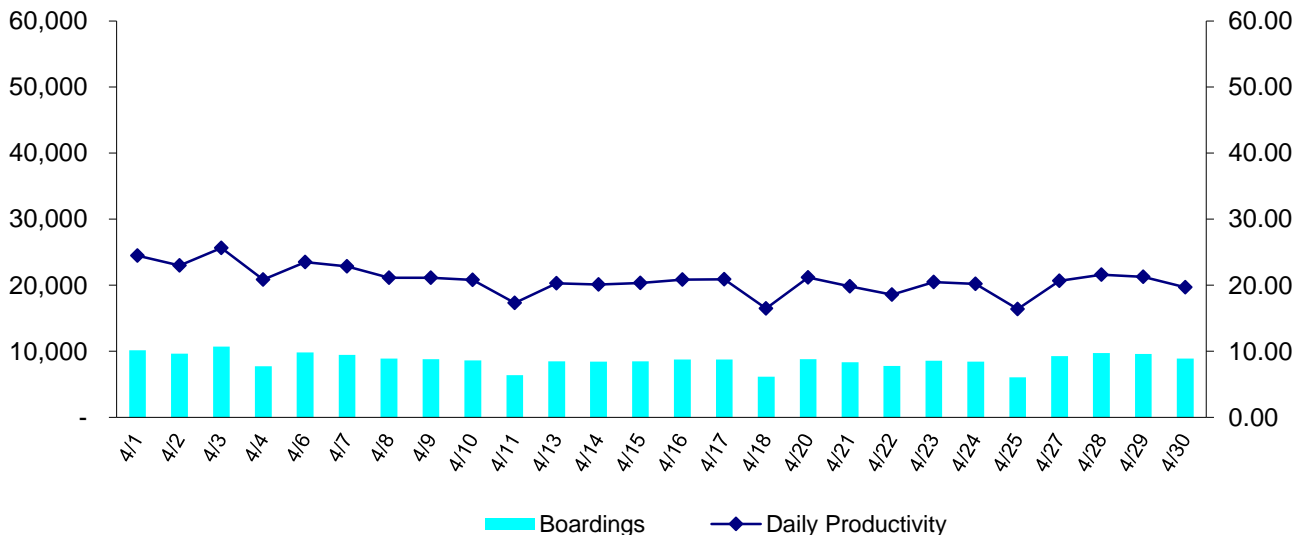
Fleet Miles	160,815	327,241	-50.9%	3,068,179	3,249,532	-5.6%	3,715,159	3,942,470	-5.8%
Average Passenger Boardings/Mile	1.40	2.84	-50.7%	2.44	2.53	-3.4%	2.48	2.53	-2.2%
Fuel Cost	\$41,943	\$186,932	-77.6%	\$1,595,761	\$1,874,274	-14.9%	\$1,977,840	\$2,327,857	-15.0%
Fuel Cost Per Mile	\$0.261	\$0.571	-54.3%	\$0.520	\$0.577	-9.8%	\$0.532	\$0.590	-9.8%
Repair Costs	\$334,721	\$271,853	+23.1%	\$3,294,432	\$2,899,275	+13.6%	\$3,947,516	\$3,612,306	+9.3%
Total Repair Cost Per Mile	\$2.081	\$0.831	+150.5%	\$1.074	\$0.892	+20.3%	\$1.063	\$0.916	+16.0%
Preventive Maintenance Costs	\$21,826	\$36,919	-40.9%	\$348,970	\$360,793	-3.3%	\$422,610	\$440,496	-4.1%
Total PM Cost Per Mile	\$0.136	\$0.113	+20.3%	\$0.114	\$0.111	+2.4%	\$0.114	\$0.112	+1.8%
Mechanical Road Calls	10	25	-60.0%	254	344	-26.2%	328	427	-23.2%
Miles/Mech. Road Call	16,082	13,090	+22.9%	12,079	9,446	+27.9%	11,327	9,233	+22.7%

Medical Transportation Management

MTM Rides	1,921	15,429	-87.5%	112,836	132,589	-14.9%	140,483	159,936	-12.2%
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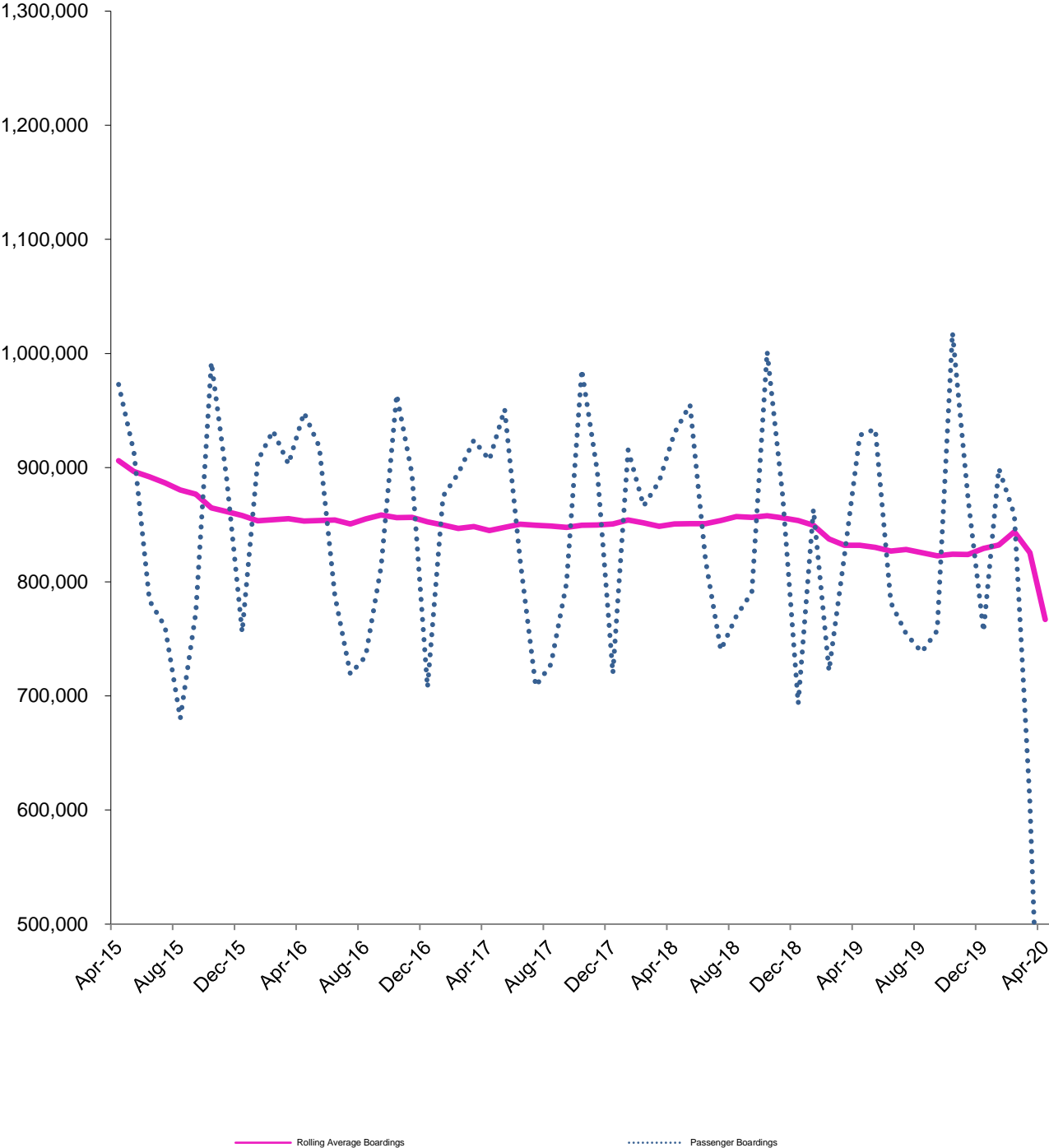
Daily Ridership Recap April 2020

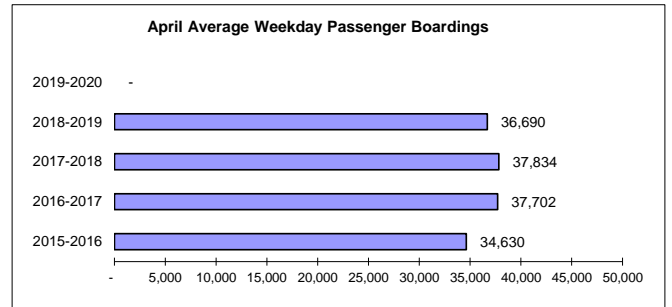
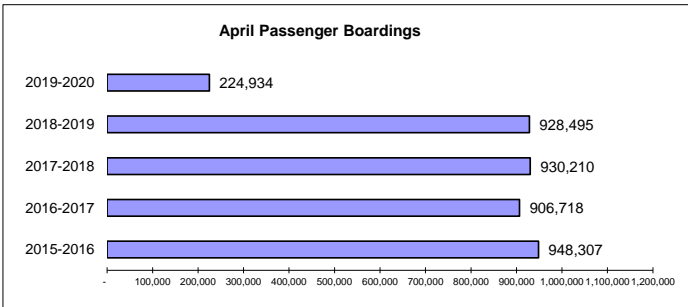
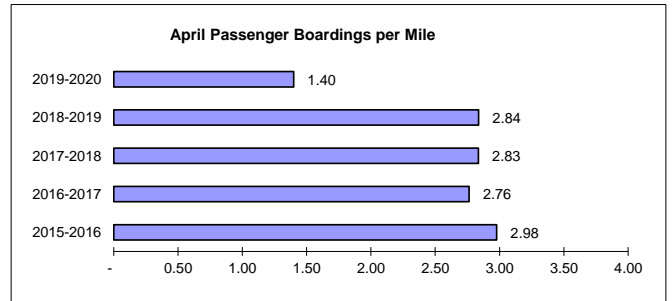
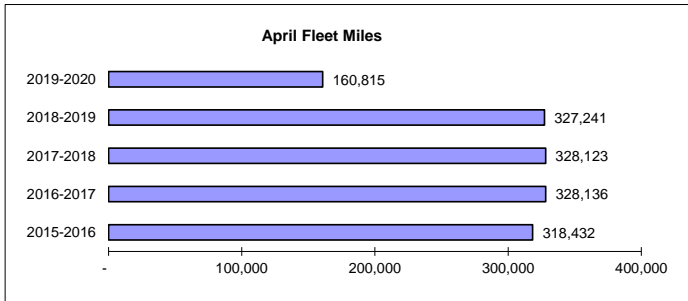
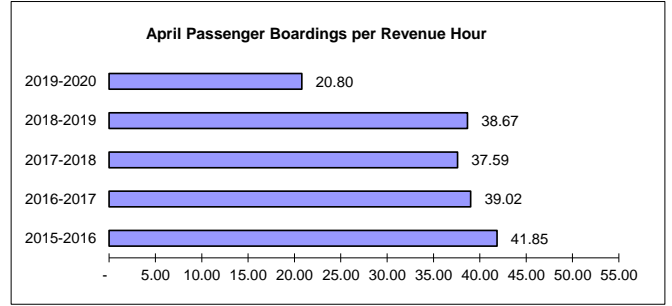
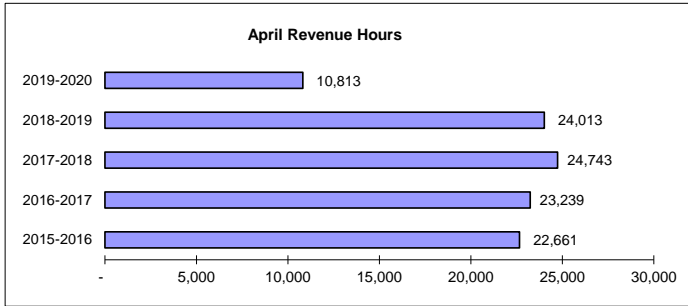
Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
4/1/2020	Wednesday	Sunday	10,155	123	415	24.47
4/2/2020	Thursday	Sunday	9,663	124	420	23.01
4/3/2020	Friday	Sunday	10,695	181	417	25.65
4/4/2020	Saturday	Sunday	7,743	81	371	20.87
4/6/2020	Monday	Sunday	9,819	167	418	23.49
4/7/2020	Tuesday	Sunday	9,454	171	414	22.84
4/8/2020	Wednesday	Sunday	8,900	135	421	21.14
4/9/2020	Thursday	Sunday	8,809	160	417	21.12
4/10/2020	Friday	Sunday	8,611	108	414	20.80
4/11/2020	Saturday	Sunday	6,396	120	369	17.33
4/13/2020	Monday	Sunday	8,472	121	417	20.32
4/14/2020	Tuesday	Sunday	8,428	140	419	20.11
4/15/2020	Wednesday	Sunday	8,503	141	418	20.34
4/16/2020	Thursday	Sunday	8,775	128	421	20.84
4/17/2020	Friday	Sunday	8,783	127	420	20.91
4/18/2020	Saturday	Sunday	6,154	75	373	16.50
4/20/2020	Monday	Sunday	8,828	158	417	21.17
4/21/2020	Tuesday	Sunday	8,321	106	420	19.81
4/22/2020	Wednesday	Sunday	7,797	65	420	18.56
4/23/2020	Thursday	Sunday	8,593	139	420	20.46
4/24/2020	Friday	Sunday	8,452	109	418	20.22
4/25/2020	Saturday	Sunday	6,084	101	371	16.40
4/27/2020	Monday	Sunday	9,269	131	449	20.64
4/28/2020	Tuesday	Sunday	9,737	132	451	21.59
4/29/2020	Wednesday	Sunday	9,583	162	451	21.25
4/30/2020	Thursday	Sunday	8,910	136	452	19.71
Totals			224,934	3,341	10,813	20.80



LANE TRANSIT DISTRICT

Five Year History of Passenger Boardings







OFFICE OF THE GENERAL MANAGER

Aurora Jackson, General Manager

EXECUTIVE OFFICE

At the May 20 Board of Directors' meeting, the Board directed the general manager to send two letters to the City of Eugene in regards to an upcoming RFP for electric scooters. Attached are the letters sent to the Interim City Manager and City Council.

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

There is no report this month.

Marketing & Communications

Theresa Brand, Marketing and Communications Manager

June 7 New Service Bid:

Staff is currently in the process of printing, trimming, and organizing signage for the June 7 addition of Sunday Service. This consist of 204 Bus Stop information signs (BSI's) station signs. Beginning on the Wednesday before the new bid, staff will begin installing all Bid signage throughout the district at all stations.

General:

Staff is currently in the process of evaluating department duties, developing new work assignments, looking at ways to streamline processes, and cross training so that all staff are trained on department functions in order to best serve agency needs and the public.

Employers:

- Staff have been communicating with Group Pass program participants about current billing and moving forward with the fare collection and TouchPass.
- A survey was distributed to the Emergency Ride Home and Group Pass program ETC's to determine if they have staff reporting to their work site, if they have implemented teleworking, and if the current level of service is providing barriers for their staff to get to and from work.

Digital Information:

- Staff have been actively posting information on service alerts (generally due to construction) and Board and Budget information due to the changing nature of information so current information is available to the public as soon as possible.
- Point2point staff have scheduled out (up to a month ahead) Facebook posts that include: reminders, active transportation information, telecommuting information and encouragement posts to assist people working more at home or who are off work at this time during this COVID time. (Currently there are over 1800 followers on that platform).

Outreach and Engagement:

With the onset of COVID-19, staff has been quickly creating messaging and signage throughout the district to communicate to the riders about boarding through the rear doors, facemask requirements, CDC guidelines, service changes, and more. This also includes social media campaigns about LTD essential workers, and also encouraging riders to following CDC guidelines.

Facebook Analytics for April 29 - May 27, 2020:

- Daily Reach = 22,163
- Engaged users (unique) = 2,024
- Impressions = 33,725
- Total Page Followers = 5,575
- Total Likes = 5,283

Website Analytics: Not available at this time.

Vanpool:

Valley Vanpool has had four more vans suspend operations, bringing the total number of vanpools parked to 28, with 13 of those vanpools providing service in the Lane Transit District service area. In the month of April*, 2 LTD vanpools were in operation, representing 7 riders (a 4% utilization rate) completing 136 passenger boarding's and traveling 8,464 passenger miles. Moving forward, Valley Vanpool will no longer be providing financial subsidies to vanpools which are parked or have lost riders due to shelter in place requirements and teleworking.

*Vanpool reporting experiences a 30 day delay.

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.



May 27, 2020

Mayor and City Council
City Manager's Office
125 E 8th Avenue,
2nd Floor
Eugene, OR 97401

Dear Mayor and City Council:

On behalf of the LTD Board of Directors, I am writing to express strong interest in LTD having a role in crafting the Request for Proposals (RFP) for shared e-scooters in order to contribute transit perspectives to the structure and content of the RFP, specifically:

1. To ensure that first-last mile opportunities are explored.
2. To ensure that e-scooter deployment is complimentary with transit service around the University.

At the May 20 Board of Directors meeting, the Board engaged in a discussion about micro-mobility and subsequently approved sending this communication in order to encourage multimodal coordination between the City of Eugene and LTD staff members. With the first phase of reopening after the Stay Home-Stay Safe orders, it is obvious that traffic has risen to nearly pre-COVID-19 levels despite the many restrictions still in place. It will be critical to evaluate alternative forms of transportation to reduce the negative impacts of greenhouse gas emissions and traffic congestion. The LTD Board of Directors directed me to reach out to the City Manager and project staff to offer LTD's assistance in providing transit perspectives and coordination on the e-scooter RFP

In closing, the Board of Directors recognizes the Mayor and City Council's leadership and vision for improved transportation options and looks forward to supporting and partnering with the city on future projects.

Sincerely,

Aurora Jackson
General Manager
Lane Transit District



May 27, 2020

Sarah Medary, Interim City Manager
City Manager's Office
125 E 8th Avenue,
2nd Floor
Eugene, OR 97401

Dear Sarah:

On behalf of the LTD Board of Directors, I am writing to express strong interest in LTD having a role in crafting the Request for Proposals (RFP) for shared e-scooters in order to contribute transit perspectives to the structure and content of the RFP, specifically:

1. To ensure that first-last mile opportunities are explored.
2. To ensure that e-scooter deployment is complimentary with transit service around the University.

At the May 20 Board of Directors meeting, the Board engaged in a discussion about micro-mobility and subsequently approved sending this communication in order to encourage multimodal coordination between the City of Eugene and LTD staff members. With the first phase of reopening after the Stay Home-Stay Safe orders, it is obvious that traffic has risen to nearly pre-COVID-19 levels despite the many restrictions still in place. It will be critical to evaluate alternative forms of transportation to reduce the negative impacts of greenhouse gas emissions and traffic congestion. The LTD Board of Directors directed me to reach out to you and your project staff to offer LTD's assistance in providing transit perspectives and coordination on the e-scooter RFP

In closing, the Board of Directors recognizes the Mayor and City Council's leadership and vision for improved transportation options and looks forward to supporting and partnering with the city on future projects.

Sincerely,

Aurora Jackson
General Manager
Lane Transit District



Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
June 17 Regular Board Meeting Materials Deadline: May 27			Time (minutes)	CONFIRMED: June 24 Special Board Meeting Materials Deadline: May 27			Time (minutes)
Introductory Items			15	Adoption: Proposed FY20 Supplemental Budget		Christina Shew	10
Employee of the Month- Suspended during pandemic		Board President	5	Adoption: Proposed FY21 Annual Budget		Christina Shew	10
Public Hearing: None				TOTAL TIME (60 - 120 minute max)			20
Board Member Reports		Camille Gandolfi	10				
Items for Action:							
Consent Calendar:			5				
1	Minutes from the May 13, 2020, Special Board Meeting	Camille Gandolfi					
2	Minutes from the May 20, 2020, Regular Board Meeting	Camille Gandolfi					
3	Delegated Authority Report – May	Collina Beard					
5	Adoption: District Boundary Renewal & Special District Designation	Camille Gandolfi					
8	Contract: Sitecrafting Web Services	Theresa Brand					
9	Contract: Cutaway Vehicle Purchase	Matt Imlach					
SCTS Elementary Lane Right-of-Way Dedication		Randi/Kristin	5				
Fund Balance Policy Updates		Christina Shew	10				
Investment Policy Updates		Christina Shew	10				
Pension Trust Funding Policy		Christina Shew	10				
Climate Action Policy Statement and Fleet Procurement Goals		Kelly Hoell					
Items for Information/Discussion:							
Serial Communication Discussion		Director Yeh					
Written Reports:							
Monthly Financial Report - Verbal & Written		Christina Shew					
Monthly Cash Disbursements		Christina Shew					
Quarterly Grant Report		Christina Shew					
Monthly Performance Reports							
Monthly Department Reports							
Executive (non-public) Session: None							
TOTAL TIME (120 minute max)			70	TENTATIVE: July 15 Board Work Session Materials Deadline: June 24			Time (minutes)
Introductory Items			15	Public Meeting Law Training	Requested at December Board Retreat	Camille Gandolfi	
Employee of the Month		Board President	5	Finance Training	Requested at December Board Retreat	Christina	
Public Hearing: None				American Bus Benchmarking (ABBG)		Mark Johnson	
Board Member Reports		Camille Gandolfi	10				
Items for Action:							
Consent Calendar:			5				
1	Minutes from the May 27, 2020, Special Board Meeting	Camille Gandolfi					
2	Minutes from the June 3, 2020, Special Board Meeting	Camille Gandolfi					
3	Minutes from the June 10, 2020, Special Board Meeting	Camille Gandolfi					
4	Delegated Authority Report – June	Collina Beard					
5							
6							
7							
Draft Board Member Public Engagement/Speaking Policy's		Camille Gandolfi	10				
Results of 2019 Origin-Destination Study	Could be Worksession Item	Bret Smith and LCOG Staff	30				
Proposed Board Communication Policy		Camille Gandolfi	5				
Proposed Board Public Engagement Policy		Camille Gandolfi	5				
Items for Information/Discussion:							
Preliminary Financial Report		Christina Shew	10				
Written Reports:							
Monthly Financial Report		Christina Shew					
Monthly Cash Disbursements		Christina Shew					
Monthly Performance Reports							
Monthly Department Reports							
Executive Session:							
TOTAL TIME (120 minute max)			95	TOTAL TIME (60 - 120 minute max)			0
August 19 - Regular Board Meeting Materials Deadline: July 29			Time (minutes)	August 19 - Board Work Session Materials Deadline: July 29			Time (minutes)
Introductory Items			15	Mobility as a Service	Requested at December Board Retreat	Mark Johnson	
Employee of the Month		Board President	5				



Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions				
Topic	Notes	Presenter	Agenda Time (minutes)	Topic	Notes	Presenter	Agenda Time (minutes)	
Materials Deadline: September 30				Materials Deadline: September 30				
Introductory Items			15					
Employee of the Month		Board President	5					
Public Hearing:			10					
Board Member Reports		Camille Gandolfi	10					
<u>Items for Action:</u>								
Consent Calendar:			5					
1	<i>Minutes from the September 16, 2020, Board Work Session</i>	Camille Gandolfi						
1	<i>Minutes from the September 18, 2020, Regular Board Meeting</i>	Camille Gandolfi						
1	<i>Delegated Authority Report – September</i>	Collina Beard						
1								
1								
1								
<u>Items for Information/Discussion:</u>								
<u>Written Reports:</u>								
Monthly Financial Report		Christina Shew						
Monthly Cash Disbursements		Christina Shew						
Monthly Performance Reports								
Monthly Department Reports								
<u>Executive Session:</u>								
			TOTAL TIME (120 minute max)				TOTAL TIME (60 - 120 minute max)	
			45				0	
November 18 - Regular Board Meeting Materials Deadline: October 28				Time (minutes)	TENTATIVE: November 18 Work Session Materials Deadline: October 28			
				Time (minutes)				
Introductory Items			15					
Employee of the Month		Board President	5					
Public Hearing:								
Board Member Reports		Camille Gandolfi	10					
<u>Items for Action:</u>								
Consent Calendar:			5					
1	<i>Minutes from the October 16, 2020, Regular Board Meeting</i>	Camille Gandolfi						
2	<i>Delegated Authority Report – October</i>	Collina Beard						
3								
4								
5								
<u>Items for Information/Discussion:</u>								
<u>Written Reports:</u>								
Monthly Financial Report		Christina Shew						
Monthly Cash Disbursements		Christina Shew						
Monthly Performance Reports		Hart Migdal						
Monthly Department Reports								
<u>Executive Session:</u>								
			TOTAL TIME (120 minute max)				TOTAL TIME (60 - 120 minute max)	
			35				0	



Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time (minutes)	Topic	Notes	Presenter	Agenda Time (minutes)
December 16 - Regular Board Meeting Materials Deadline: November 25				TENTATIVE: December 16 Work Session Materials Deadline: November 25			
Introductory Items			15				
Employee of the Month		Board President	5				
Public Hearing:							
Board Member Reports		Camille Gandolfi	10				
<u>Items for Action:</u>							
Consent Calendar:			5				
1 <i>Minutes from the November 20, 2020, Regular Board Meeting</i>		Camille Gandolfi					
2 <i>Delegated Authority Report – November</i>		Collina Beard					
3							
4							
5							
Adoption: Board Committee Assignments		Director Yeh	5				
<u>Items for Information/Discussion:</u>							
<u>Written Reports:</u>							
Monthly Financial Report - Verbal & Written		Christina Shew					
Monthly Cash Disbursements		Christina Shew					
Quarterly Grant Report		Christina Shew					
Monthly Performance Reports		Hart Migdal					
Monthly Department Reports							
<u>Executive Session:</u>							
TOTAL TIME (120 minute max)			40	TOTAL TIME (60 - 120 minute max)			0



RESOLUTION NO 2020-06-17-034

ADOPTION OF THE REVISED SALARIED EMPLOYEES' PLAN FUNDING POLICY

WHEREAS, the Lane Transit District ("LTD") Salaried Employees' Retirement Plan Trust ("Trust") is a tax-exempt trust that holds assets and funds benefits for the LTD Salaried Employees' Retirement Plan ("Plan"), which covers non-represented management and staff employees hired prior to January 1, 2012;

WHEREAS, the Plan is closed to new participants;

WHEREAS, the assets of the Plan are held for the exclusive benefit of participants and beneficiaries under the terms of the Plan and cannot be used to pay any benefits or expenses of any other retirement plan or trust;

WHEREAS, benefits are funded by employer contributions and earnings from pension plan investments;

WHEREAS, LTD's Proposed fiscal year 2020-2021 ("FY20") Budget includes proposed funding for the Trust for which the LTD Board is ultimately responsible for authorizing;

WHEREAS, the FY20 budgeted Plan contribution rate is 14.8% of covered pay, plus \$1,056,619;

WHEREAS, on July 1, 2019, Milliman provided an actuarial valuation for the Plan. This valuation recommended a contribution funding level of 16.9% of covered pay, plus \$1,132,334 for fiscal years 2021 and 2022, which assumes an investment return rate of 5.5%;

WHEREAS, the actuary's investment return assumption and associated contribution rate was passed unanimously by the pension plan trustees at the November 12, 2019, pension trustee meeting;

WHEREAS, the contribution rate passed by the trustees would have an increase to the LTD budgeted expenditures of \$125,000 for FY21;

WHEREAS, as of July 1, 2019, the Plan's liabilities exceed the Plan's assets by \$9.8 million, which is a 67% funded status;

WHEREAS, as of July 1, 2019, the actuarial value of the assets were \$20.1 million and the Plan was on track to be fully funded by 2032 which assumes that employees eligible for benefits in the Plan will, on average, retire within 1 to 20 years after the Plan's closing;

WHEREAS, as a result of COVID 19, the market has lost significant ground, which is a potential setback to achieving a fully funded Plan by 2032;

WHEREAS, the CARES Act was approved on March 27, 2020, and provides \$25 billion in Federal assistance to support the transit industry;

WHEREAS, of the \$25 billion of CARES Act dollars, LTD is eligible for \$25 million;



WHEREAS, The CARES funding can be used for net operating expenses and revenue losses incurred as a result of COVID 19, including the operating cost to fund the additional \$125,000 increase in contribution to gain back a fraction of asset value lost as a result of the COVID 19 pandemic; and,

WHEREAS, the role of Chief Financial Officer has been replaced in the document with Director of Finance to reflect the current title of the District's finance leader.

NOW, THEREFORE, BE IT RESOLVED that the LTD Board of Directors, approves a resolution as follows:

- Approving the revised Salaried Employees' Retirement Plan Funding Policy.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 17TH DAY OF JUNE, 2020.

Board President, Carl Yeh



RESOLUTION NO. 2020-06-17-035

ADOPTION OF THE REVISED LANE TRANSIT DISTRICT FUND BALANCE AND BUDGETARY RESERVE POLICY

WHEREAS, the Fund Balance and Budgetary Reserve Policy (“Policy”) dictates the appropriation of unrestricted fund balance reserves maintained for the ongoing operation of Lane Transit District (“District”) should adverse unanticipated events jeopardize continuation of transit services;

WHEREAS, the Policy is reviewed annually prior to adoption of the new fiscal year’s budget;

WHEREAS, the Policy was last modified at the April 17, 2019, Board meeting; and,

WHEREAS, the District’s annual review of the Policy makes the following refinements:

- The approved Statewide Transportation Improvement Fund (STIF) Program included funding for a “Sustainable Services Reserve” for STIF funded operations. The Sustainable Services Reserve amount is determined every three (3) years based on the STIF Committee and Oregon Department of Transportation approval. The Policy has been updated to reflect this already implemented practice.
- The Policy states that it will be reviewed “routinely”. As agreed in the April 11, 2018, Budget Committee meeting, this review will be “annual”. The Policy has been updated to reflect this already implemented practice.
- The current Policy requires a two (2) to six (6) month unrestricted fund balance be maintained within each operating fund. The LTD Board of Directors’ (“Board”) guidance has been to increase the reserve to allow transit operation continuity despite unanticipated events. The six (6) month cap limits the Board’s flexibility to increase the reserve beyond six (6) months as conditions warrant. The Policy has been updated to remove the upper limit cap. Eliminating this upper cap renders the section on Surplus Unrestricted Fund Balance unnecessary and this section has therefore been removed from the Policy.

NOW, THEREFORE, BE IT RESOLVED that the Lane Transit District Board of Directors, approves a resolution as follows:

- Approving the revised Fund Balance and Budgetary Reserve Policy.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 17TH DAY OF JUNE, 2020.

Board President, Carl Yeh



RESOLUTION NO. 2020-06-17-036

ADOPTION OF THE REVISED LANE TRANSIT DISTRICT (“LTD”) AMALGAMATED TRANSIT UNION (“ATU”) LOCAL 757 PENSION FUNDING POLICY

WHEREAS, the ATU, Local No. 757 Pension Trust (“Trust”) is a tax-exempt trust that holds assets and funds benefits under a single employer defined benefit plan of the same name;

WHEREAS, the assets of the Pension Plan (“Plan”) are held for the exclusive benefit of participants and beneficiaries under the terms of the retirement plan established pursuant to collective bargaining agreements between LTD and Division 757 of the ATU (AFL-CIO) (ATU Division 757) and cannot be used to pay any benefits or expenses of any other retirement plan or trust;

WHEREAS, LTD’s Proposed Fiscal Year 2020-2021 (“FY20”) Budget includes proposed funding for the Trust for which the LTD Board of Directors (“Board”) is ultimately responsible for authorizing;

WHEREAS, the FY20 budgeted Plan contribution rate is \$5.69 per hour worked;

WHEREAS, on May 13, 2020, Milliman provided a preliminary actuarial valuation for the Plan;

WHEREAS, the valuation recommended a contribution funding level of \$3.16 per hour plus an annual payment of \$1,927,006 for FY2021 and \$3.25 plus an annual payment of \$1,984,816 for Fiscal Year 2022, which assumes an investment return rate of 5.75%;

WHEREAS, this increased contribution, would have an estimated increase to the LTD budgeted expenditures of \$407,606 for Fiscal Year 2021;

WHEREAS, as of January 1, 2020, the Plan’s liabilities exceed the Plan’s assets by \$16.5 million, which is a 66% funded status;

WHEREAS, the actuarial value of the assets were \$31.9 million with a plan to be fully funded by fiscal year 2040;

WHEREAS, the CARES Act was approved on March 27, 2020, and provides \$25 billion in Federal assistance to support the transit industry;

WHEREAS, of the \$25 billion CARES Act, LTD is eligible for \$25 million;

WHEREAS, the CARES Act funding can be used for net operating expenses and revenue losses incurred as a result of COVID 19, including the operating cost to fund the additional \$407,606 increase in contribution to gain back a fraction of asset value lost as a result of the COVID 19 pandemic; and,

WHEREAS, the role of Chief Financial Officer has been replaced in the document with Director of Finance to reflect the current title of the District’s finance leader.

NOW, THEREFORE, BE IT RESOLVED that the Lane Transit District Board of Directors, approves a resolution as follows:

- Approving the revised ATU Local 757 Pension Funding Policy.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 17TH DAY OF JUNE, 2020.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: June 17, 2020

ITEM TITLE: RIDERSHIP AND OPERATIONS UPDATE

PREPARED BY: Tom Schwetz, Director of Planning and Development

DIRECTOR: Aurora Jackson, General Manager

ACTION REQUESTED: None. Information Only

PURPOSE: To provide the Board with an update on current ridership trends and operations.

ROLE OF THE BOARD: The Board's role in this instance is to obtain information.

HISTORY: Beginning with the closure of the UO during the week of March 16, LTD's ridership experienced a decline until the week of March 23 when data indicates that ridership leveled out. The attached set of charts provide an overall view of LTD's ridership trends between May 4 and June 4, 2020, for both LTD's fixed route service and RideSource services. These charts include:

- Figure 1 - Summary of Boarding Activity Through 6-4-2020
- Figure 2 - Number of Trips with Passenger Loads over 20 (40' Buses) Through 6-4-2020
- Figure 3 - Number of Trips with Passenger Loads over 30 (60' Buses) Through 6-4-2020
- Figure 4 - Average Weekday Boardings by Time of Day 3-1-2020 through 6-4-2020
- Figure 5 - RideSource Total Call Volume through 6-3-2020
- Figure 6 - RideSource Trips by Type through 6-3-2020
- Figure 7 - Comparison of Average Weekday Boarding Activity - 2019 & 2020 Top 10 Regular Service Stops
- Figure 8 - Comparison of Average Weekday Boarding Activity - 2019 & 2020 Top 10 EmX Stops

Trends in Fixed-Route Service

Overall, every route has experienced ridership reductions. In particular, EmX and LTD's core routes have seen heavy reductions, though EmX continues to carry the majority of overall ridership. LTD's ridership has gone from an average of about 35,000 boardings per day on an average weekday in 'normal' times to about 10,000 boardings on an average weekday. This represents about a 70% reduction in our ridership – similar to what is being seen across the country. During this period of time, evening service (after 8:30 PM) - has been fairly stable currently at about 1,000 average weeknight boardings.

On May 8, 2020 Lane County formally submitted its "Blueprint for Re-opening" to the Governor. Phase 1 of this blueprint will include opening of some businesses that can be expected to increase the level of travel and social interaction within the Eugene-Springfield area. In that context, LTD's ridership trends are expected to change. As of the date this memo was written, weekday boardings during Phase 1 Reopening (May 15-May 21) are averaging approximately 10,000. While this is not enough data to firmly establish a shift in ridership, staff will be continuing to assess the level of change in boardings, how transit is being used in this phase of re-opening, and where overloads may be occurring.

LTD has made several changes in its level of service in an effort to provide service in a safe manner for essential trip making under Covid-related conditions. These changes are illustrated in Figure 4 and include:

1. For the period between 3-1 and 3-21, LTD was operating a "normal" level of service, and was providing service 7 days a week.
2. For the week of 3-23 (the first full week of the Governor's Stay Home order), LTD operated a Saturday level of service during the weekdays, a Sunday level of service on Saturdays and ceased operating on Sundays.
3. The following period (3-30 through 4-24), LTD operated a modified Sunday level of service during the weekdays, adding morning and evening trips on key routes.

4. On 4-27, LTD began operating the modified Sunday service Monday through Saturday, increasing EmX service frequencies to 10 minutes between 9 AM and 4:30 PM. This level of service will continue until 6-7. The last period shown in the graph (5-17 through 5-29) reflects a small increase in boardings during the first full 2 weeks of Phase 1 Reopening.
5. On Sunday 6-7, LTD will begin 7-day service, reinstating Sunday service. In addition, LTD will begin operating three different day types - weekday, Saturday, and Sunday service.

In terms of who might be using LTD's services during this period of time, it is useful to consider which community residents are most transit dependent. Though there are likely many factors that would cause someone to be dependent on transit, income, access to a vehicle, and possession of a driver's license are some of the most important factors. In LTD's 2019 Origin-Destination Survey, 61% of riders indicated that they do not have a driver's license. Many riders (46%) live in households that do not own a car. While many students do not have access to a vehicle, nearly as many non-students lack driver's licenses or vehicles.

Transit dependence is much more highly tied to income. A high percentage of LTD's ridership is comprised of lower-income individuals who tend to ride transit more days per week than those who have higher incomes. In 2019, 45% of our non-student ridership made less than \$15k per year, and 56% make \$25k or less. Overall, our 2019 survey indicates that 47% of our ridership in 2019 reported incomes of less than \$15k. In the 2015 survey, this number was 46%. It is with that reality in mind, that it was decided to move to a modified Sunday service, which is operating from 7:30 AM to 10:30 PM, rather than the 8:30 AM to 8:30 PM span that would normally be operated on Sundays.

Stop-Level Boarding Analysis

Staff has been researching the change in boarding activity between last year and this year between the end of March and late April with respect to high-volume stop locations. This provides some insight into who might be using those stops and possibly the purpose of their trip making. As can be seen in Figure 7, the majority of highest stop locations in 2019 for regular service were associated with University and LCC students. In contrast, the highest used March-April 2020 stop locations are primarily in the northwest and western side of Eugene, River Road, and parts of Springfield. Several of these stops are associated with shopping-related trip making (for example, Wagner East of Cubit is the stop associated with Winco).

Note that several of the stops associated with shopping are on both lists and represent stops on the West Eugene EmX line. There is also a correlation between the 2020 stop locations and lower income concentrations of population. LCC and UO have made up 50% of overall ridership in the past, but large parts of LTD's approximately 10% ridership decline are related to UO and LCC ridership as well as the rest of the community. A specific example of this - the 79X used to be a large contributor to student ridership. There has been a significant reduction in the demand for that service due to with the students moving closer to the University in response to the increase in housing adjacent to campus.

For March 30 through April 24, 2020, the top EmX station in terms of average weekday boardings during that period was the Commerce Station Outbound, having approximately 246 boardings on an average weekday. Using Figure 8, you can see that, for the same period in 2019, that stop was experiencing 678 average weekday boardings. In addition, you can look at the table showing the 2019 top 10 EmX stops and see that the Commerce Station Outbound was ranked number 3 in 2019.

Trends in RideSource Operations

On March 16, consistent with LTD's fixed-route service, RideSource switched to urgent and essential trips only. When Sunday service on fixed-route was stopped, RideSource stopped providing non-life sustaining ADA trips on Sundays. Medicaid trips or life sustaining trips are available through LTD's external providers at all times. Data has been gathered on LTD's RideSource operations during this time period. Governor Brown lifted the order which had delayed non-urgent procedures at medical facilities beginning on May 1, 2020. LTD continues to urge fixed-route and paratransit riders to avoid travel on public transit unless there is an urgent and essential need. Paratransit riders are allowed to self-select whether a trip is considered urgent and essential.

Figures 5 and 6 provide an overview of the RideSource Call Center Activity and RideSource Trips by Date and Program for the period April 20 through May 20. This data continues to show a lower ridership for the service, though

an increasing trend since the May 1 action by the Governor, and as Lane County's Blueprint For Reopening has progressed.

Safe Operations for Essential Trips

Ridership productivity is not the goal at this time. This is true for two reasons; first, we need to make sure that we are providing a 'useful' level of service - one that meets the demands we are observing during this period; and second, we need to run enough frequency to avoid too many people on a bus at one time. LTD began managing loads on April 4. Currently, LTD is limiting 40 foot buses to 20 passengers and 60 foot buses to 30 passengers. In addition, on April 9, LTD began requiring that all passengers wear masks (i.e., masks, bandanas, scarves) while on LTD property or vehicles. This can be characterized as a "Public Health First" approach to service deployment - safely operate the minimum level of service that can be provided for essential trip making in the region.

Ridership levels will continue to be monitored closely as conditions change. A report on both ridership activity and operational activities will be provided at each of the board's meetings during this period.

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

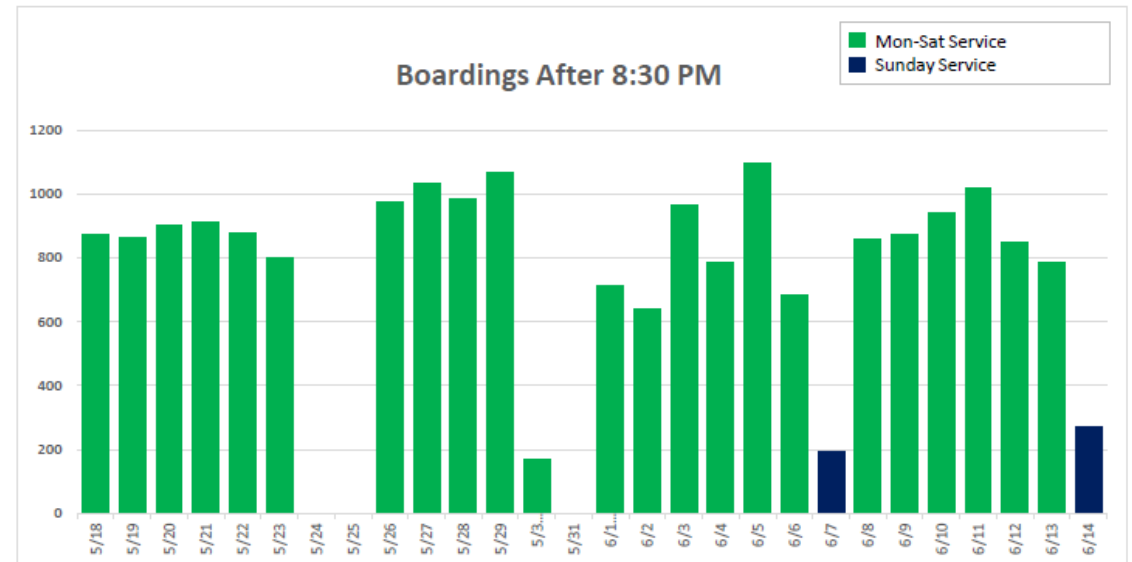
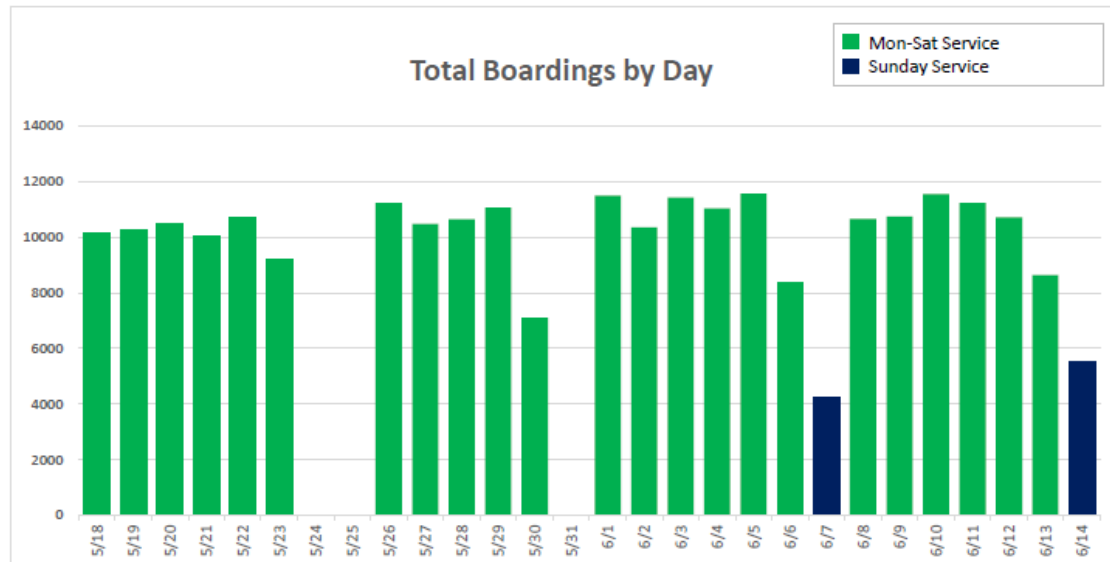
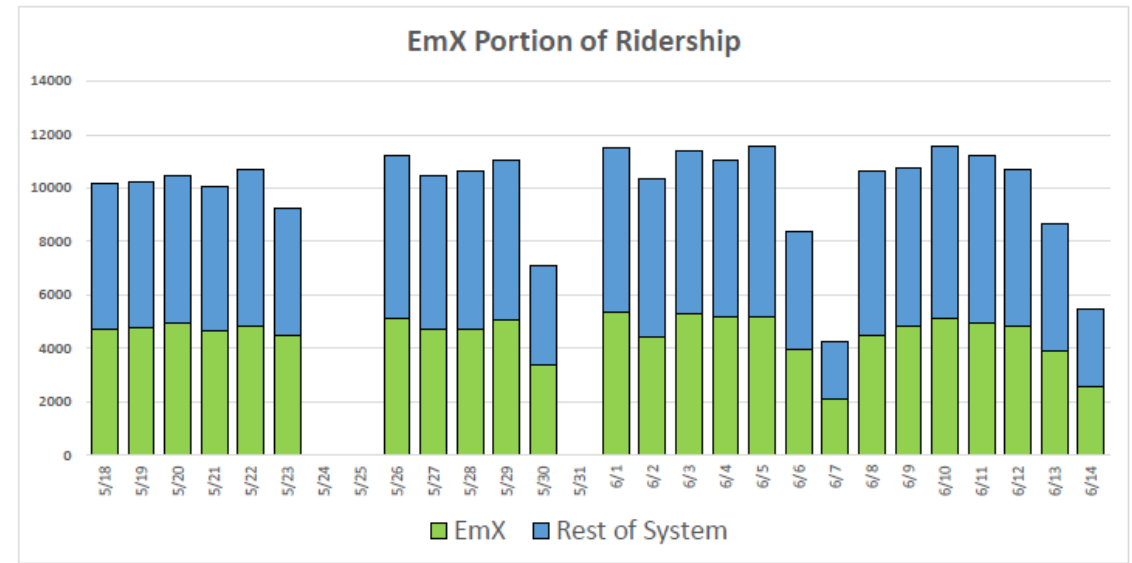
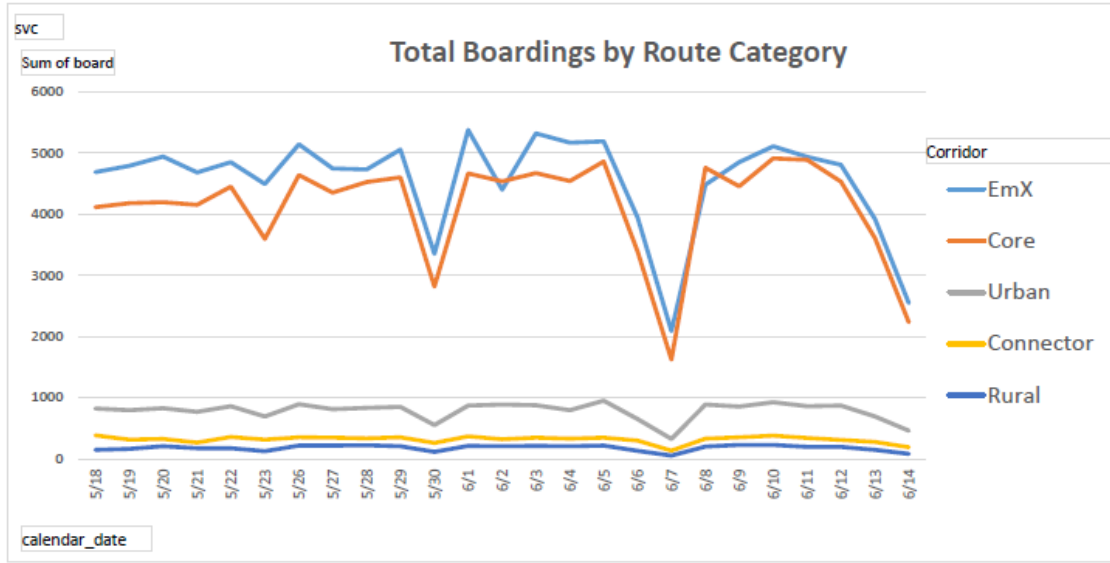
NEXT STEPS: N/A

SUPPORTING DOCUMENTATION:

- Figure 1 - Summary of Boarding Activity Through 6-4-2020
- Figure 2 - Number of Trips with Passenger Loads over 20 (40' Buses) Through 6-4-2020
- Figure 3 - Number of Trips with Passenger Loads over 30 (60' Buses) Through 6-4-2020
- Figure 4 - Average Weekday Boardings by Time of Day 3-1-2020 through 6-4-2020
- Figure 5 - RideSource Total Call Volume through 6-3-2020
- Figure 6 - RideSource Trips by Type through 6-3-2020
- Figure 7 - Comparison of Average Weekday Boarding Activity - 2019 & 2020 Top 10 Regular Service Stops
- Figure 8 - Comparison of Average Weekday Boarding Activity - 2019 & 2020 Top 10 EmX Stops

PROPOSED MOTION: N/A

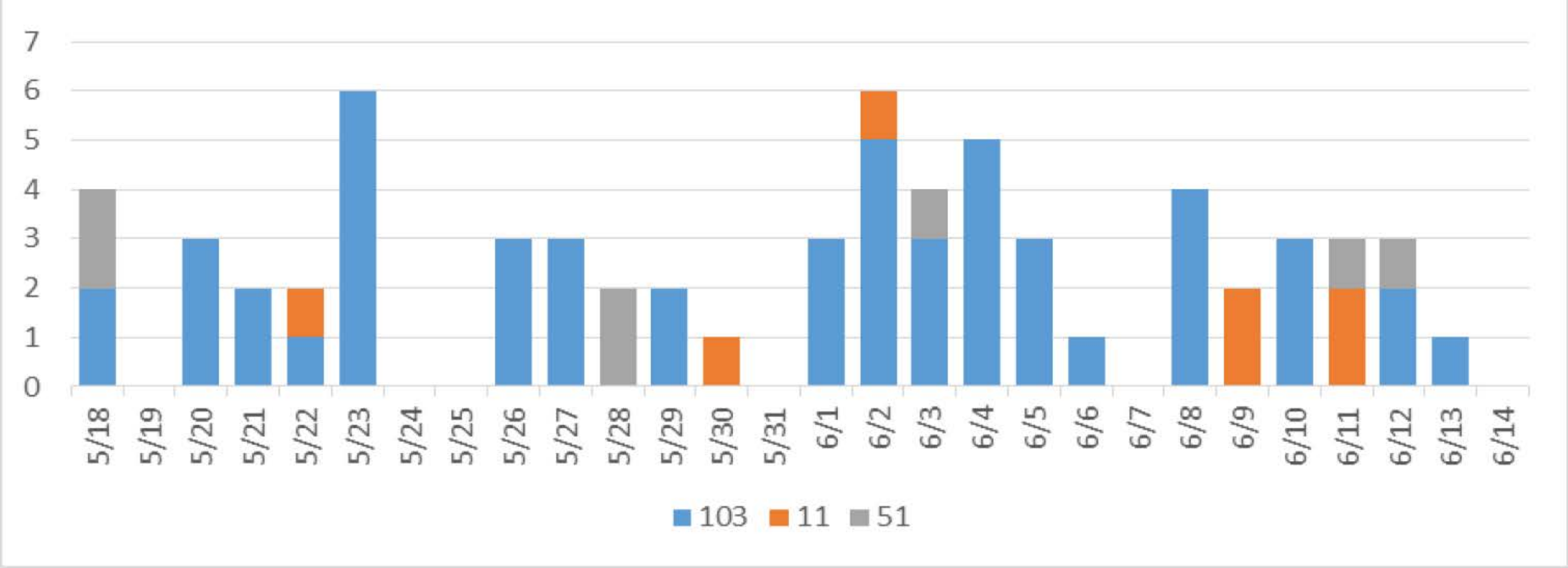
Figure 1 - Summary of Boarding Activity Through 6-14-2020



* Due to protest activity, the City of Eugene imposed a 9:00 PM curfew. LTD ended service District-wide in support of the curfew, resulting in lower evening ridership.

** The City of Eugene imposed a 10:00 PM curfew. LTD ended service at that time.

Figure 3 - Number of Trips with Passenger Loads over 30 (60' Buses) Through 6-14-2020



Comparison of Daily Revenue Hours

	Fall 2019	Winter 2020	Winter 2020 Covid 4/27	Summer 2020 Covid (Current LOS)	Summer 2020/Fall 2019	Fall 2020
Weekday	963	960	455	455	47%	TBD
Saturday	536	536	455	455	85%	TBD
Sunday	376	376	0	376	100%	TBD
		56%		100%		
		39%		83%		

Figure 5 – RideSource Total Call Volume through 6-10-2020

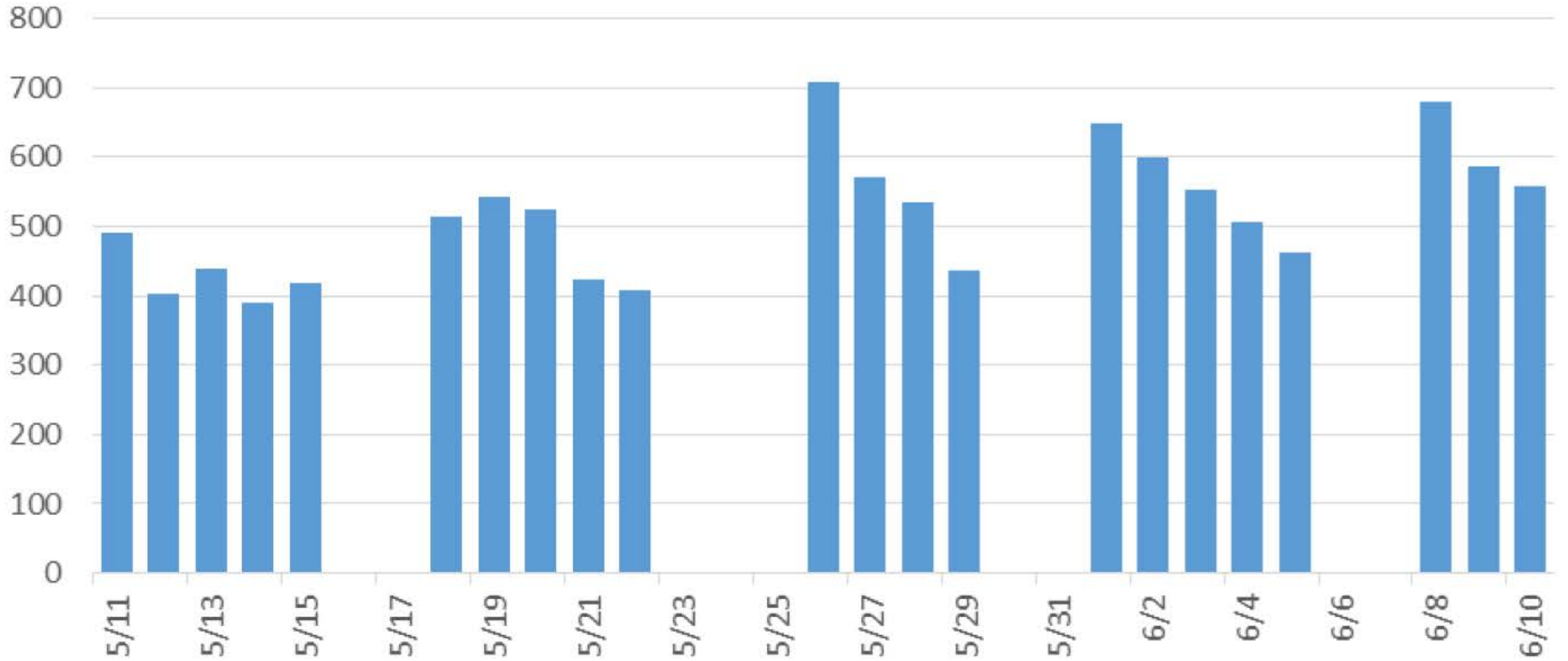
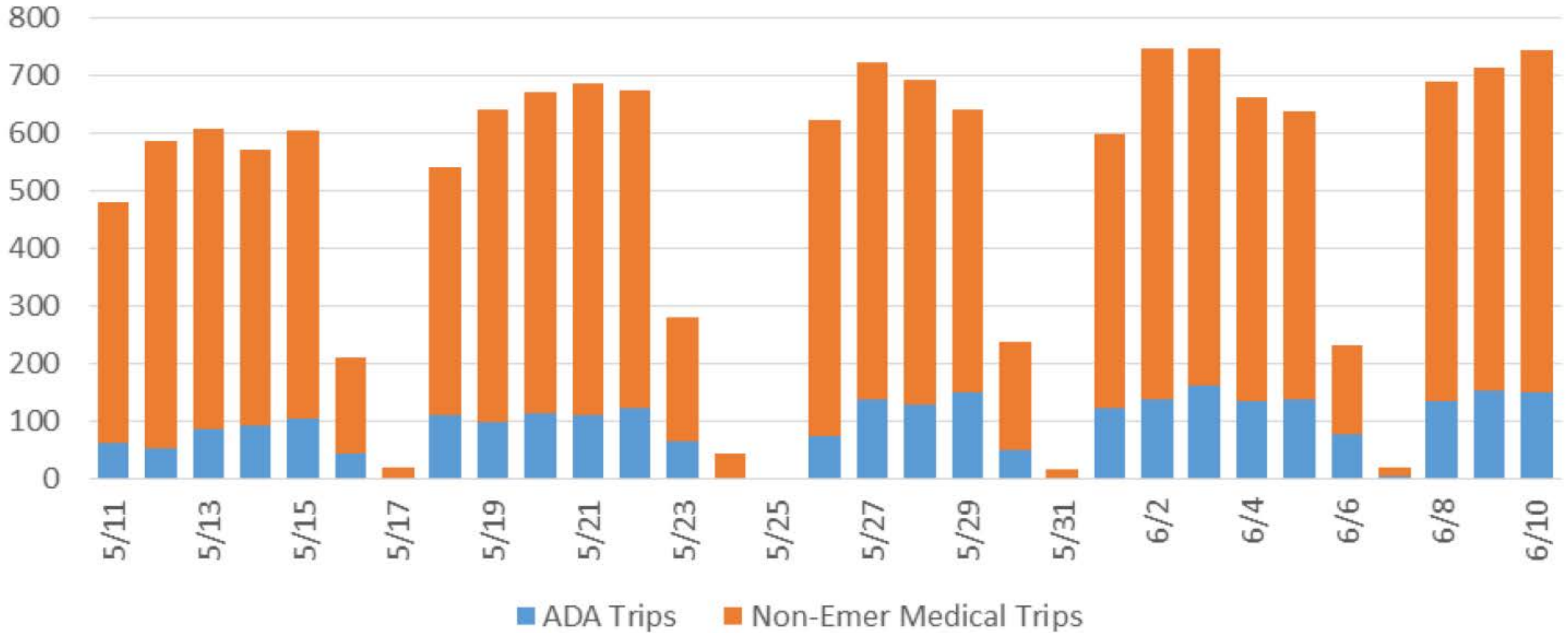
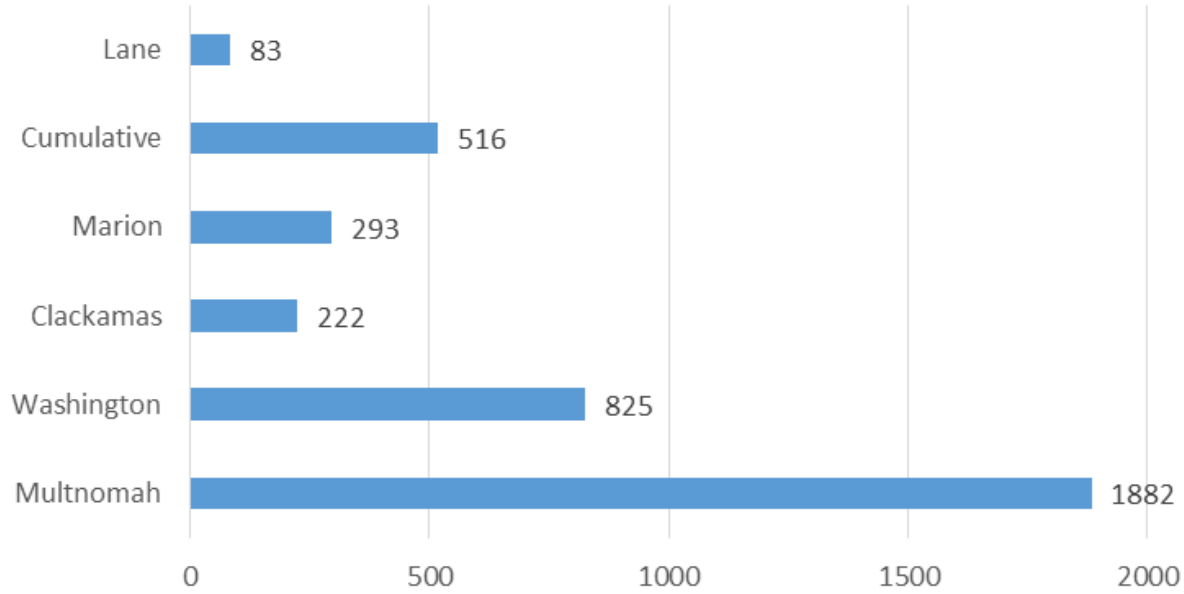


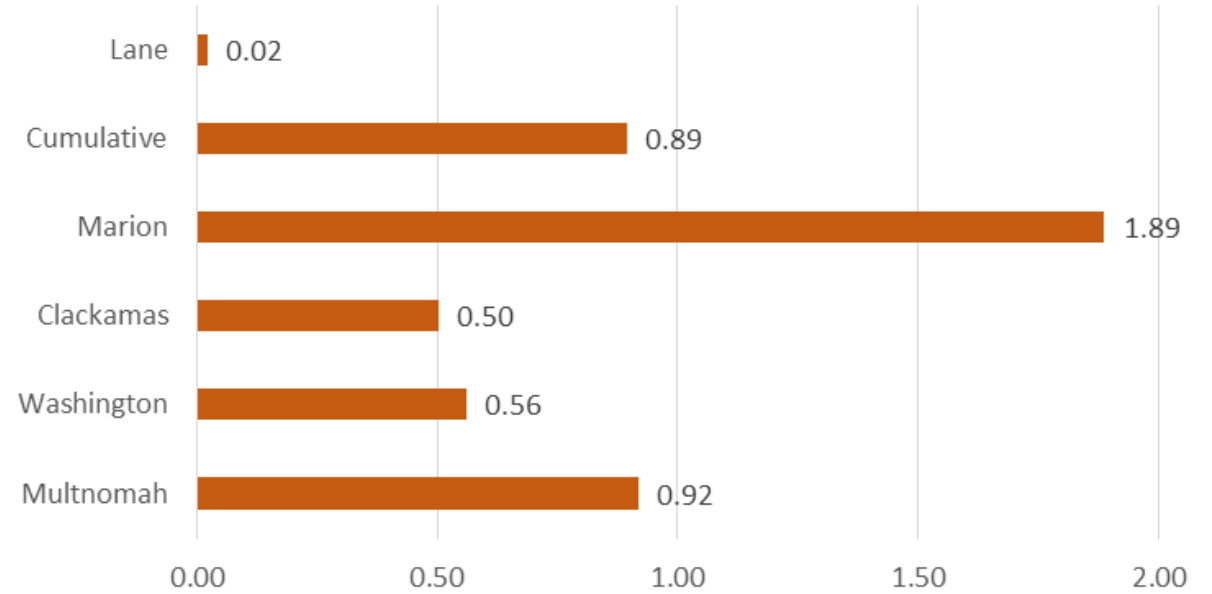
Figure 6 – RideSource Trips by Type through 6-10-2020



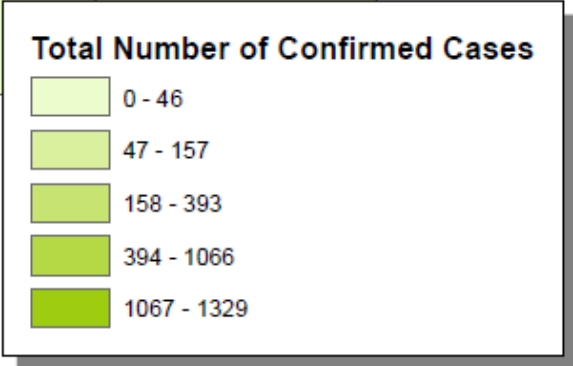
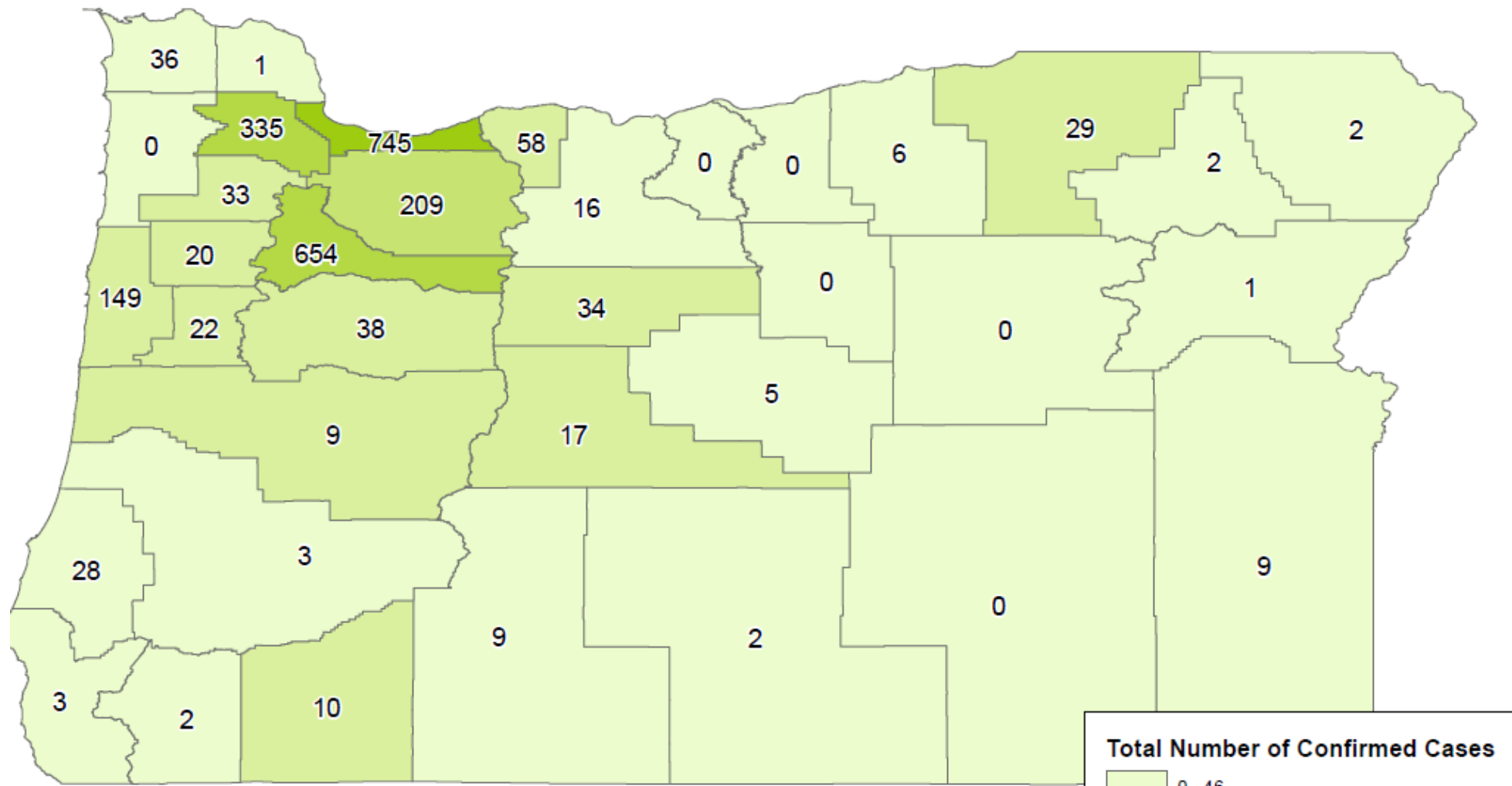
Population density per square mile



Active Covid Cases per 1,000 Pop



County	Square Miles	Population	Active Covid Cases	Population density per square mile	Active Covid Cases per 1,000 Pop
Multnomah	431.3	811,880	745	1882	0.92
Washington	724.2	597,695	335	825	0.56
Clackamas	1870.3	416,075	209	222	0.50
Marion	1182.33	346,868	654	293	1.89
Cumulative					
Portland/Salem	4208.13	2,172,518	1,943	516	0.89
Lane	4553.1	379,611	9	83	0.02

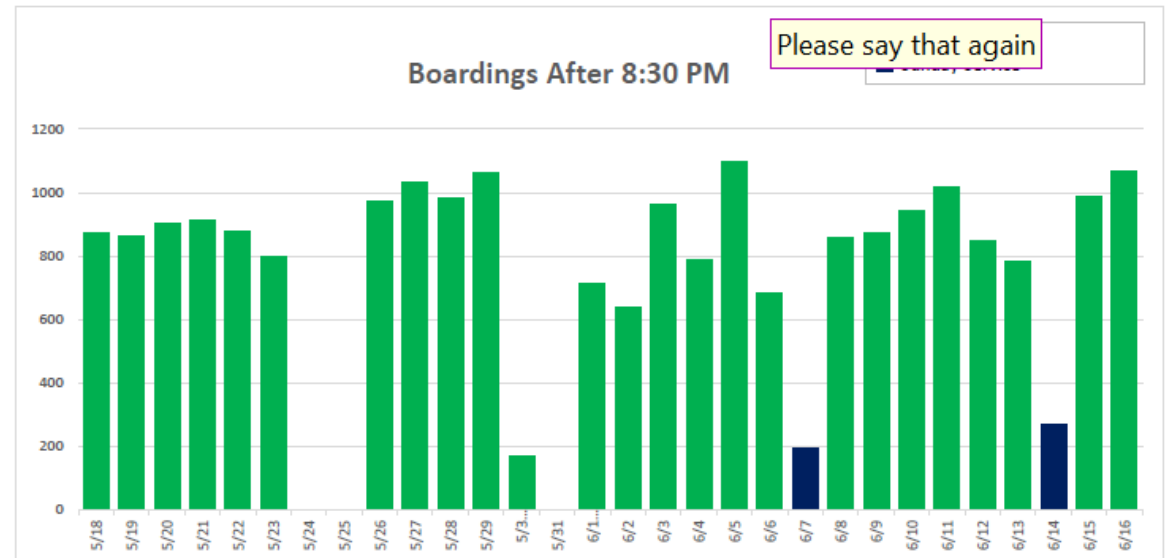
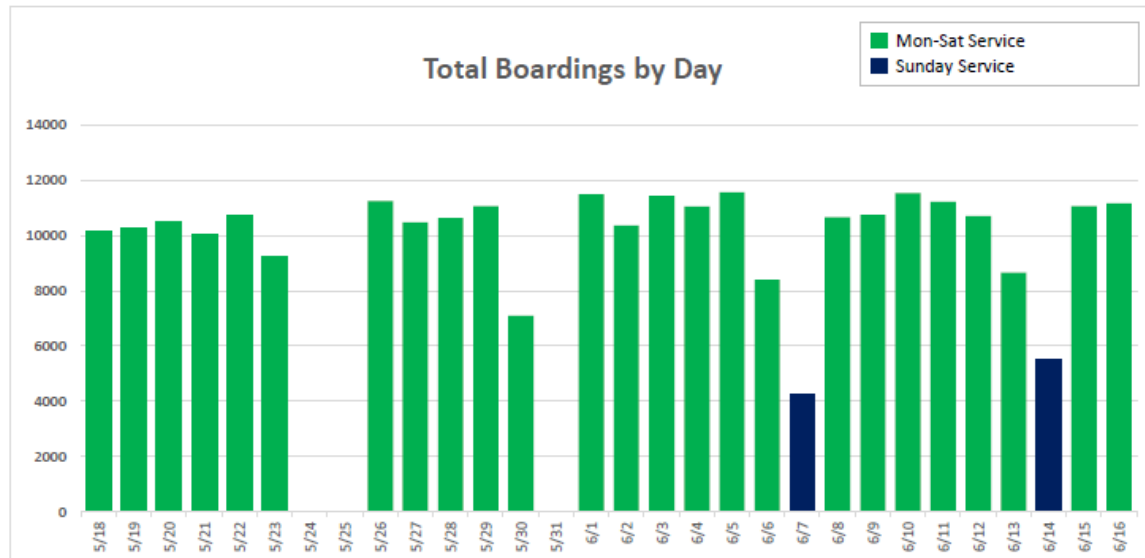
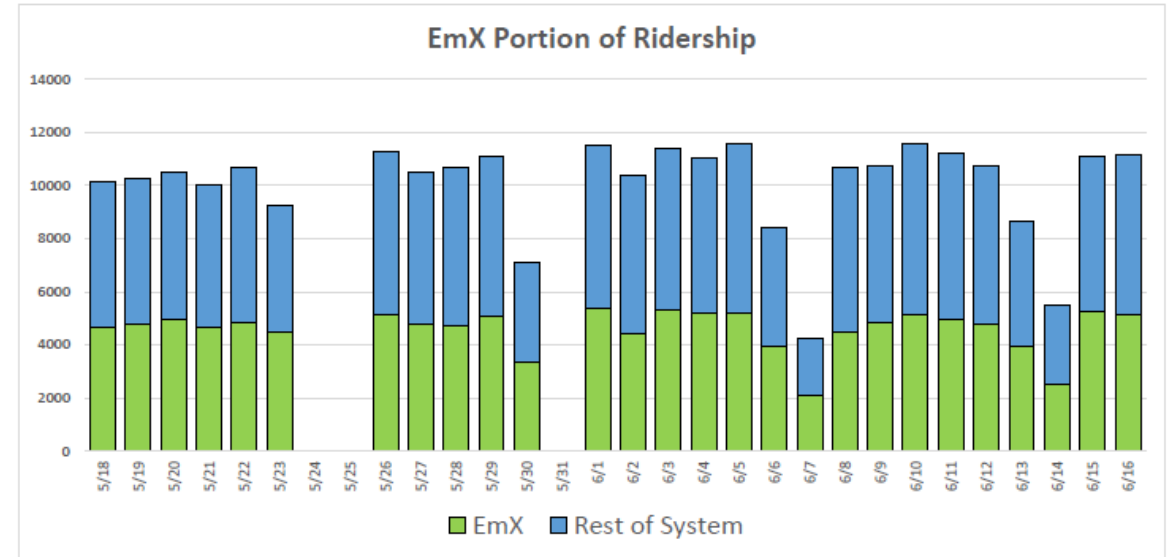
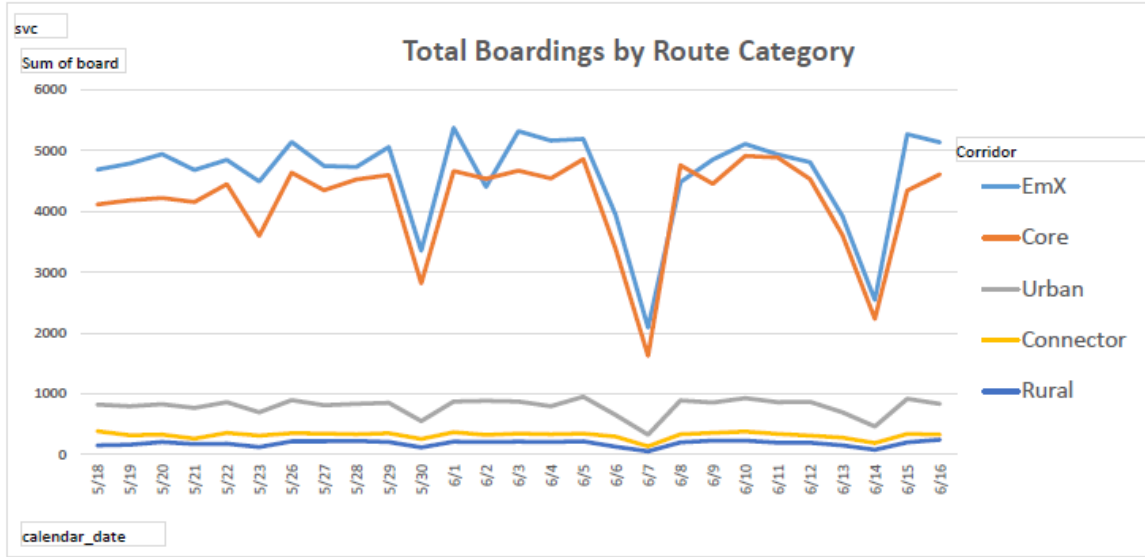






<https://www.esri.com/en-us/covid-19/community-maps/gallery#/map-detail/5ea9c4332f8976412212442e>

Figure 1 - Summary of Boarding Activity Through 6-16-2020



* Due to protest activity, the City of Eugene imposed a 9:00 PM curfew. LTD ended service District-wide in support of the curfew, resulting in lower evening ridership.

** The City of Eugene imposed a 10:00 PM curfew. LTD ended service at that time.

Figure 2 - Number of Trips with Passenger Loads over 20 (40' Buses) Through 6-16-2020

Number of Trips with Load over 20 (40' Buses)

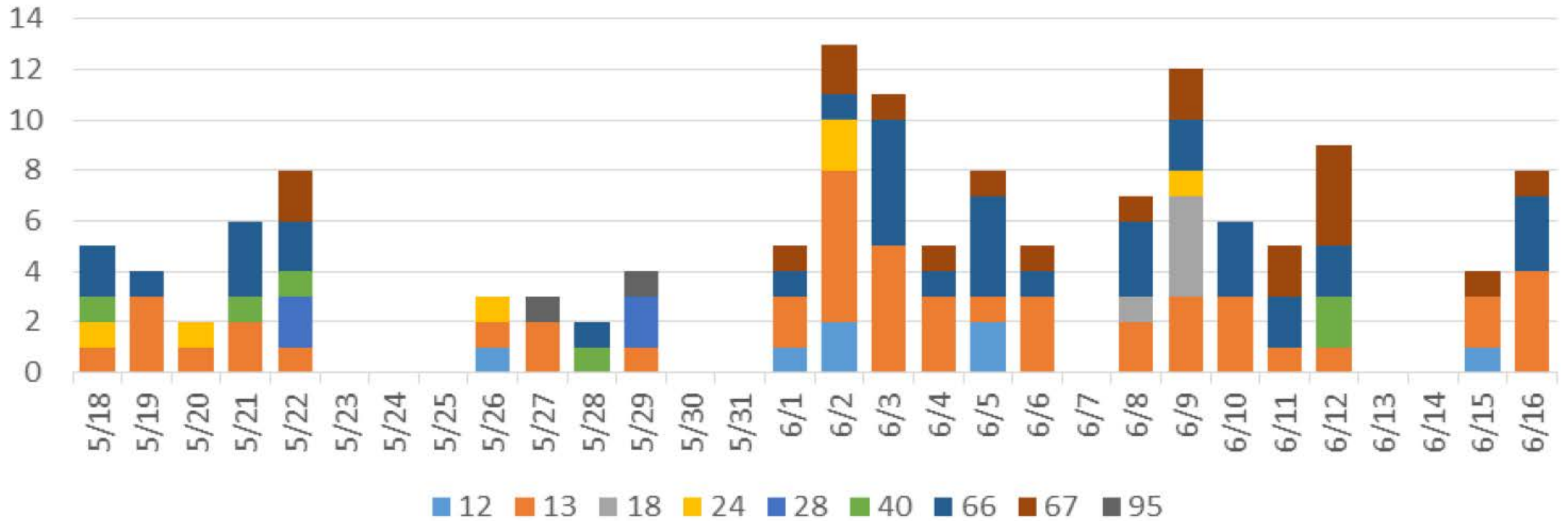
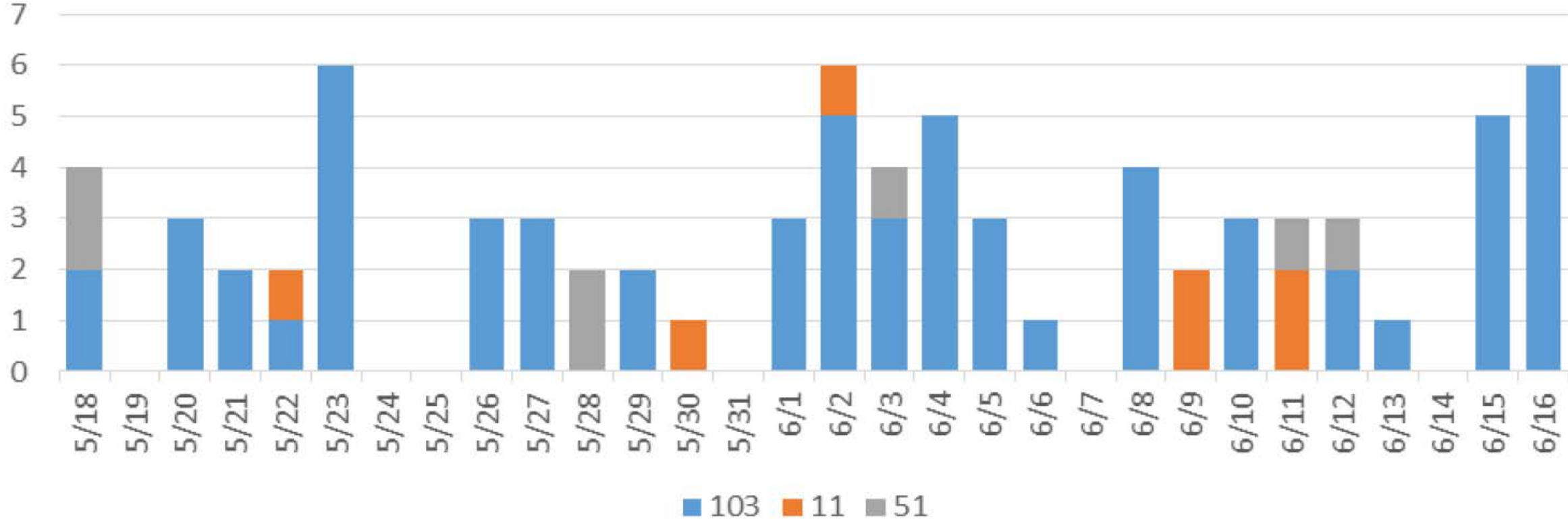
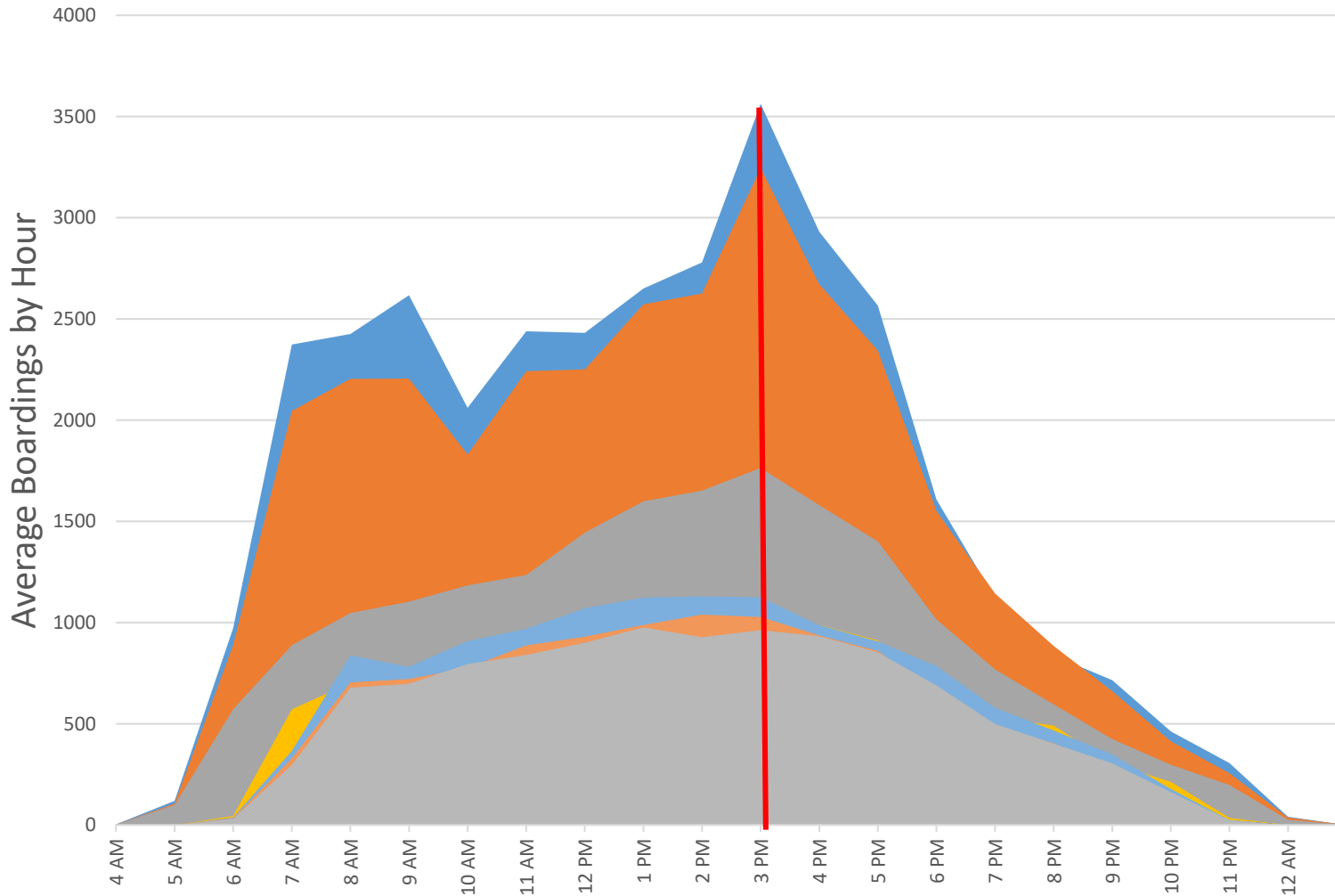


Figure 3 - Number of Trips with Passenger Loads over 30 (60' Buses) Through 6-16-2020

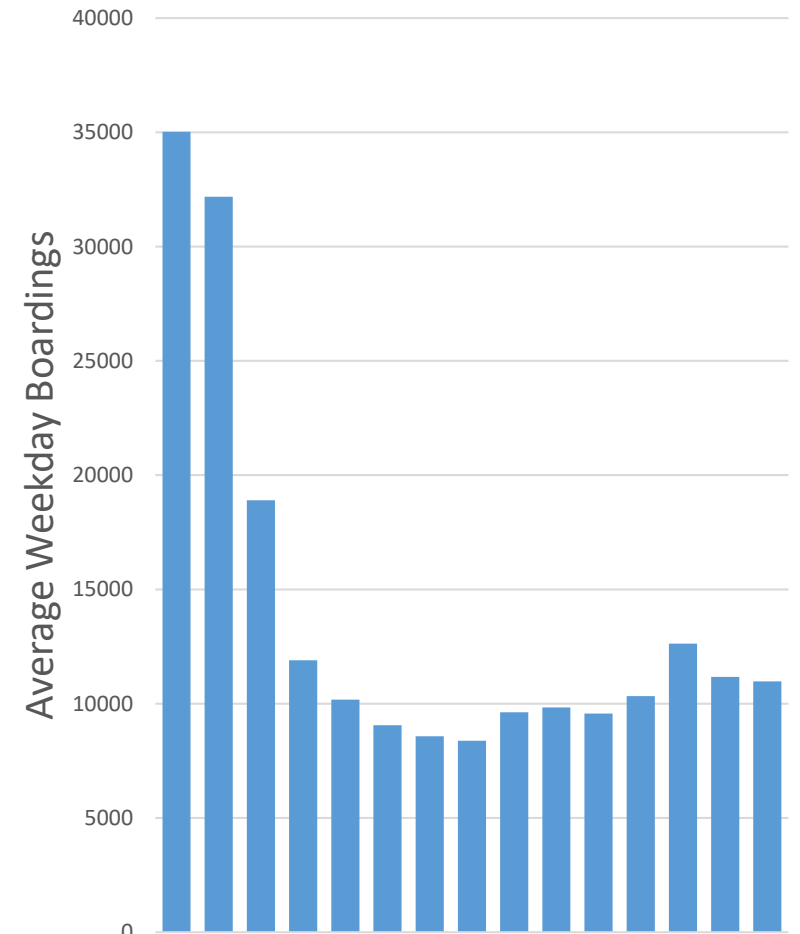
Number of Trips with Loads Over 30 (60' Buses)



Average Boarding by Hour and Average Weekday Boardings



- 3/2-6
- 3/9-13
- 3/16-20
- 3/23-27 (Saturday Svc)
- 3/30 - 4/3 (Sunday Svc)
- 4/6-10 (Sunday Svc)
- 4/13-17 (Sunday Svc)
- 4/20-24 (Sunday Svc)
- 4/27 - 5/2 (Enhc. Sunday)
- 5/4-8 (Enhc. Sunday)
- 5/11-15 (Enhc. Sunday)
- 5/18-22 (Phase I)
- 5/26-30 (Phase I)
- 6/1-6 (Phase I)
- 6/8-12 (Phase II)



- 3/2-6
- 3/9-13
- 3/16-20
- 3/23-27 (Saturday Svc)
- 3/30 - 4/3 (Sunday Svc)
- 4/6-10 (Sunday Svc)
- 4/13-17 (Sunday Svc)
- 4/20-24 (Sunday Svc)
- 4/27 - 5/2 (Enhc. Sunday)
- 5/4-8 (Enhc. Sunday)
- 5/11-15 (Enhc. Sunday)
- 5/18-22 (Phase I)
- 5/26-30 (Phase I)
- 6/1-6 (Phase I)
- 6/8-12 (Phase II)

Reference Service Levels

Day type	Winter 2020	Summer 2020	Fall 2020	Winter 2021	Summer 2021
Weekday	960	455	671	671	637
Saturday	536	455	460	460	450
Sunday*	376	376	363	363	363

Example Levels of Service relative to FY21 Proposed Budget Service Hours

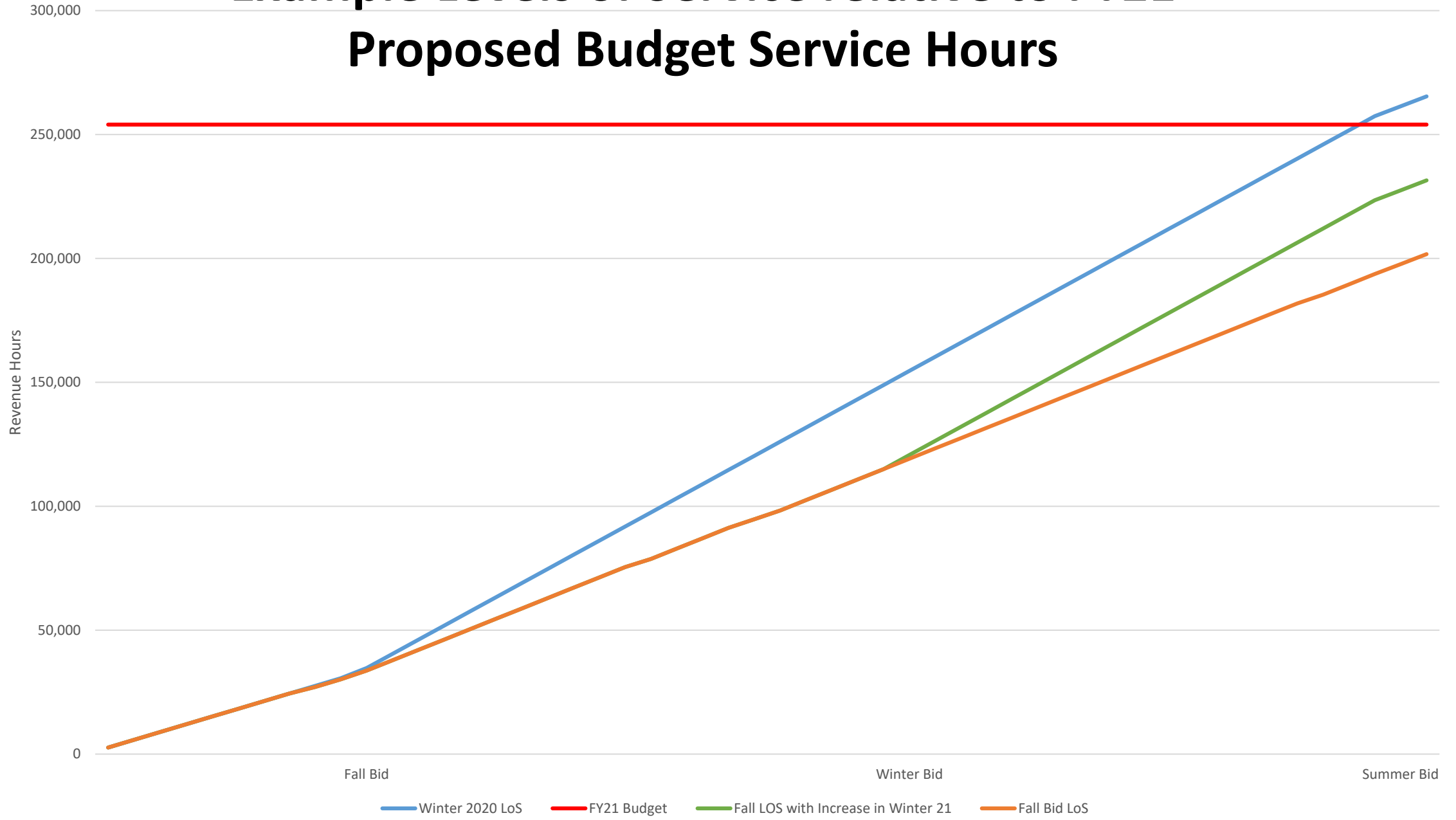


Figure 5 – RideSource Total Call Volume through 6-15-2020

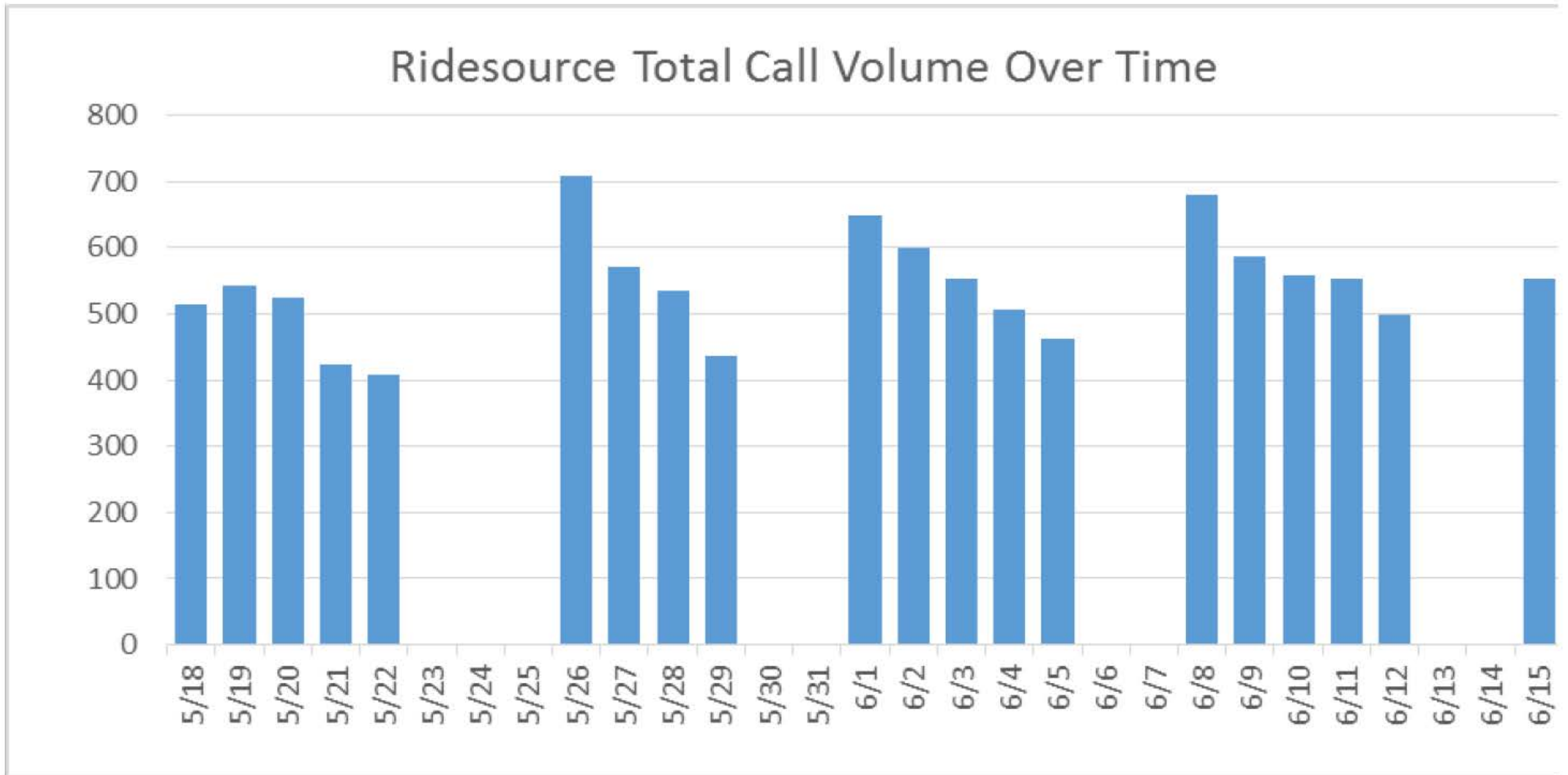


Figure 6 – RideSource Trips by Type through 6-14-2020

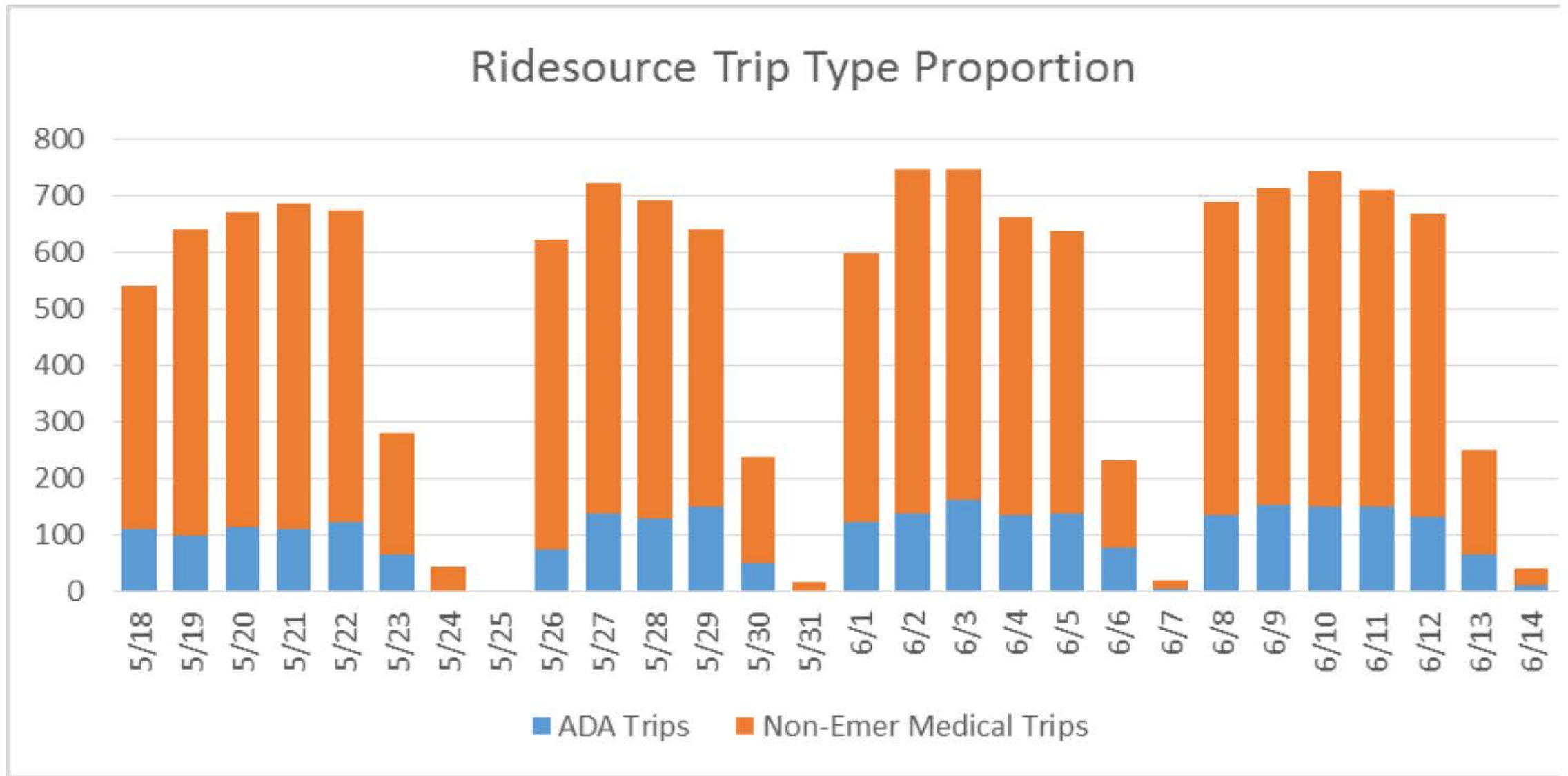
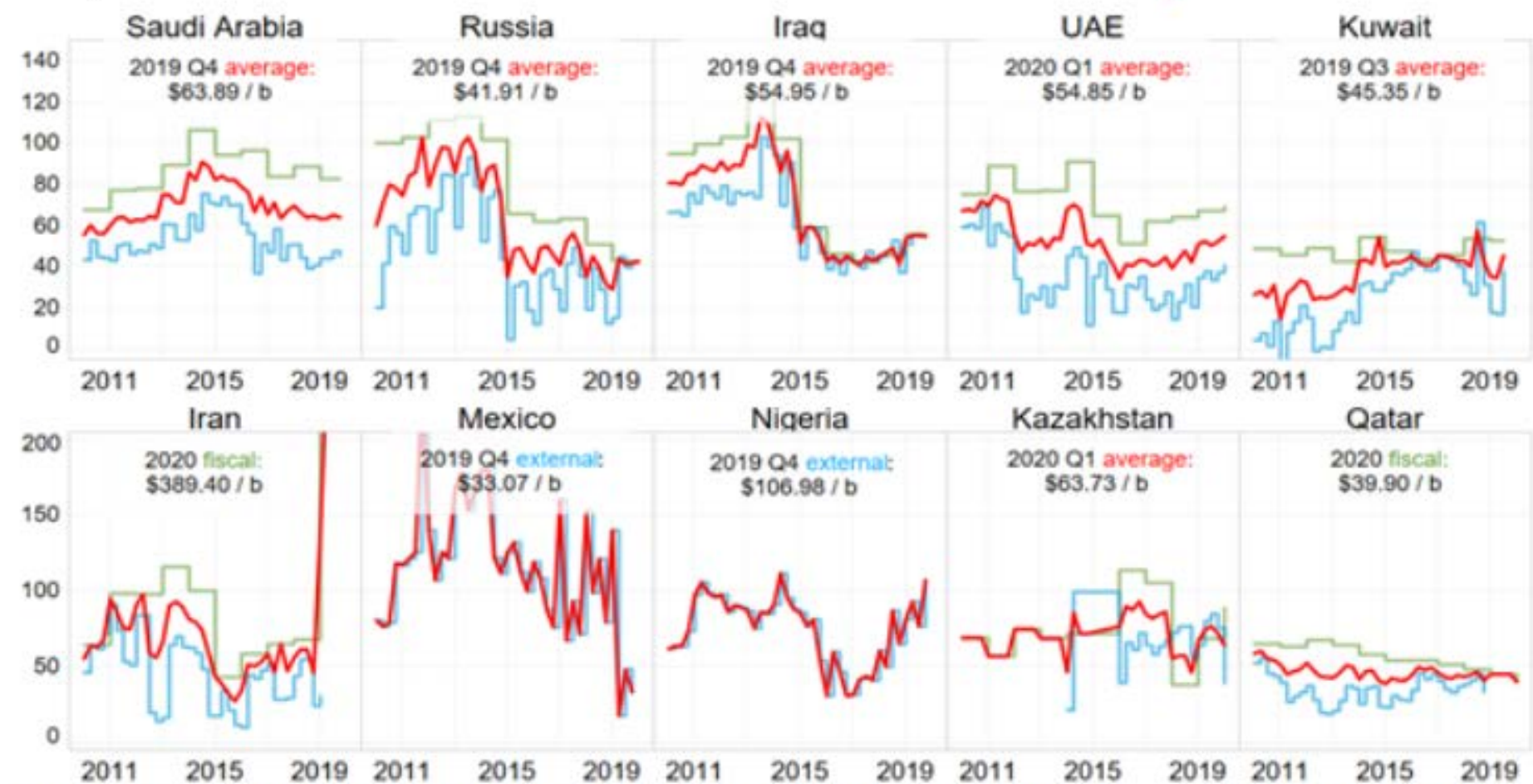


Figure 1. Breakeven crude oil prices of select OPEC+ members



USD per barrel — fiscal breakeven — external breakeven — average breakeven



Sources: U.S. Energy Information Administration. Data from the International Monetary Fund (IMF), Bloomberg, Economic Expert Group, Reuters, and the Russian Ministry of Industry and Trade.
 Note: All fiscal breakevens except for Russia from the IMF. External breakevens for Russia and Qatar are calculated as inclusive of both oil and natural gas revenues. UAE = United Arab Emirates.

**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN**

Pension Funding Policy and Objectives

The Lane Transit District Salaried Employees' Retirement Plan Trust is a tax-exempt trust that holds assets and funds benefits for the Lane Transit District Salaried Employees' Retirement Plan (Plan), which covers non-represented management and staff employees at the District. The Plan is closed to new participants. The assets of the Plan are held for the exclusive benefit of participants and beneficiaries under the terms of the Plan and cannot be used to pay any benefits or expenses of any other retirement plan or trust. The benefits are funded by employer contributions and earnings from Plan investments. The funding policy is established to systematically fund the liabilities of the Plan on a sound actuarial basis, taking into account the closed status of Plan. This funding policy may be amended by the Board at any time, for any reason.

1. PURPOSE OF THIS DOCUMENT

Lane Transit District hereby establishes this Pension Funding Policy ("Funding Policy") for The Lane Transit District Salaried Employees' Retirement Plan (Plan). The Funding Policy will provide a process for determining appropriate minimum contributions to the plan on a regular basis. At ~~July 1, 2019~~, the Plan had a funded ratio of ~~674~~ percent.

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2. AUTHORITY

The Plan was established by Lane Transit District in 1975 and is currently governed by the 2011 Restatement of the Plan, as last amended on April 12, 2013. Sections IV and X of the Plan discuss the Employer making contributions to the Plan's Trust Fund. The Plan is a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code.

3. ROLES AND RESPONSIBILITIES

A. Overall Structure

i. Lane Transit District Board of Directors

The Lane Transit District Board of Directors is ultimately responsible for authorization of District spending, including funding of pension trusts, via the annual Adopted Budget. The Board hereby appoints Lane Transit District's ~~Director of Finance~~ as liaison with actuaries and other professionals necessary to calculate funding amounts for the plan.

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B. Roles and Responsibilities of the ~~Director of Finance~~,

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i. The responsibilities of the ~~Director of Finance~~ include the following:

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a. Work with actuaries to calculate minimum annual funding amounts;

- b. Delegate to, and monitor the performance of accounting staff who will complete regular funding of contributions as calculated by the actuaries and appropriated in the annual agency budget; and
- c. Maintain a reporting system that provides a clear picture of the status of plan funding to the Board.

C. Roles and Responsibilities of the Actuary

The actuary will provide studies that will:

- i. Determine the long-term obligations faced by the Plan through biennial actuarial valuations; and
- ii. Calculate minimum plan contributions in accordance with the Funding Policy.

4. FUNDING POLICY OBJECTIVES

Over the long term, the funding objective is to achieve a fully funded status. Given that the Plan closed to new enrollment in January 2012, it is anticipated that most existing employees eligible for benefits in the Plan will, on average, retire within the next 1 to 20 years. Minimum annual funding will be determined on an actuarial basis and will consist of the normal costs of service for that year plus a level dollar amount to cover administrative expense and to amortize the unfunded liability over a fixed 20-year period beginning on July 1, 2011.

5. ACTUARIAL COST METHOD

The actuarial cost method is the method used to allocate the pension costs (and contributions) over an employee's working career. The policy objective is for each participant's benefit to be fully funded under a reasonable allocation method by the expected retirement date. Benefit costs should be determined as a level percentage of compensation and include expected income adjustments. For purposes of the calculation, the policy will be to utilize Entry Age Normal (level percentage of payroll) actuarial cost method in the calculation of contribution amounts.

6. ASSET SMOOTHING METHOD

The asset smoothing method is the method used to recognize gains or losses in pension assets over a period of time to reduce the impact of market volatility and to provide stability to contributions. The asset smoothing method will be consistently applied to both gains and losses and will not be reset as a result of high or low investment returns. For purposes of the calculation, a three-year period for "smoothing" investment experience will be used. The resulting actuarial value of assets will be not less than 80 percent nor greater than 120 percent of the market value of assets on the valuation date.

7. INVESTMENT RETURN ASSUMPTIONS

For purposes of the calculation, investment return assumptions will be evaluated by an independent pension investment advisor and the actuaries on a regular basis (at a minimum of every two years) and should reflect the nature of the investments held in the Plan and the projected return rates anticipated for the investments. Currently, the rate of return assumption for the Plan is 5.5 percent. Given the closed nature of the Plan and the nature of the Plan investments appropriate for a closed plan, it is anticipated that the rate of return assumption will decline over time.

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8. AMORTIZATION POLICY

The amortization policy determines the length of time and structure of the payments required to systematically fund actuarial accrued liability not covered by the actuarial value of assets. The amortization policy for the Plan is to pay off the unfunded actuarial liability in level dollar installments over a fixed period of 20 years beginning as of July 1, 2011. As the fixed period nears completion, the District may give further consideration to the amortization policy to reduce volatility and align full funding of the Plan with the working lifetime of remaining active members.

9. FREQUENCY OF CALCULATION

The calculation of the actuarially determined contribution (ADC) will be completed on a biennial basis in conjunction with the calculation of the Pension Liability. The ADC will be considered the minimum funding amount for the year. Funding amounts will be determined via the annual budget process and may exceed the ADC.