



LANE TRANSIT DISTRICT BOARD OF DIRECTORS REGULAR MEETING

Wednesday, September 16, 2020 5:30 – 7:30 p.m.

VIRTUAL MEETING

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

AGENDA REVISED

Table with 3 columns: Time, ITEM, Page. Rows include: 5:30 p.m. I. CALL TO ORDER; 5:31 p.m. II. ROLL CALL (listing board members); 5:32 p.m. III. COMMENTS FROM BOARD PRESIDENT; 5:34 p.m. IV. COMMENTS FROM THE GENERAL MANAGER; 5:36 p.m. V. ANNOUNCEMENTS AND ADDITIONS TO AGENDA; 5:38 p.m. VI. BOARD CALENDAR; 5:40 p.m. VII. EMPLOYEE OF THE MONTH - OCTOBER; 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: None	
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>	6
6:05 p.m.	XI. CONSENT CALENDAR (REVISED): Action Needed: Approval <ol style="list-style-type: none"> 1) Minutes of the May 6, 2020, Special Board Meeting 2) Minutes of the July 15, 2020, Regular Board Meeting 3) Minutes of the July 22, 2020, Special Board Meeting 4) Minutes of the July 29, 2020, Special Board Meeting 5) Minutes of the August 5, 2020, Special Board Meeting 6) Minutes of the August 12, 2020, Special Board Meeting 7) Delegated Authority Report - AUGUST 8) Contract Amendment: Contract No. 2013-32: Trapeze Software Group (Novus/TripSpark) 9) Procurement Policy Revision 10) Strategic Planning Committee Member Appointments 	8
6:10 p.m.	XIV. BOARD MEMBER COMMITTEE ASSIGNMENTS: <i>Materials Included</i> [Director Yeh] Action Needed: Discussion and Approval	90
6:20 p.m.	XIV. IGA AMENDMENT: IGA NO. 2019-07 CITY OF COTTAGE GROVE MOBILITY ON DEMAND PILOT PROJECT (REVISED): <i>Materials Included</i> [John Ahlen] Action Needed: Adoption	92
6:40 p.m.	XV. POLICY UPDATE: DIVERSITY POLICY: <i>Materials Included</i> [David Collier/Collina Beard] Action Needed: Adoption	95
6:55 p.m.	XIV. FINANCIAL UPDATE: <i>Materials Included</i> [Christina Shew] Action Needed: None. Information Only	100
7:10 p.m.	XV. FY2021 COVID-19 PLAN: <i>Materials Included</i> [Aurora Jackson] Action Needed: Adoption	101
	XVI. WRITTEN REPORTS – RESPOND IF QUESTIONS	
	A. MONTHLY FINANCIAL REPORT - JULY [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>	105

<u>Time</u>		<u>Page</u>
	<p>B. MONTHLY CASH DISBURSEMENTS - AUGUST [Christina Shew]</p> <p><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></p>	109
	<p>C. QUARTERLY GRANT REPORT – PRESENTED: MARCH/JUNE/SEPTEMBER/DECEMBER [Christina Shew]</p> <p><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></p>	113
	<p>D. MONTHLY PERFORMANCE REPORTS - JULY [Aurora Jackson]</p> <p><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></p>	138
	<p>E. MONTHLY DEPARTMENT REPORTS – AUGUST [Aurora Jackson]</p> <p><i>Monthly department activity reports, and reports throughout the District, are provided for the Board’s information.</i></p>	146
	<p>F. BOARD ANNUAL WORKING AGENDA</p> <p><i>Attached is a calendar of Action or Information items that will be included on the agenda for future Board meetings.</i></p>	149
7:25 p.m. XIX.	<p>EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO “ORS 192.660(2)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions”</p> <p><i>I move that the Board meet in Executive (Non-Public) Session pursuant to “ ORS 192.660(2)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions ”</i></p>	
7:40 p.m. XX.	<p>ADJOURNMENT</p> <p><i>To request a reasonable accommodation or interpreter, including alternative formats of printed materials, please contact LTD’s Administration office no later than 48 hours prior to the meeting at 541-682-5555 (voice) or 7-1-1 (TTY through Oregon Relay).</i></p>	



AGENDA ITEM SUMMARY

DATE OF MEETING: September 16, 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.

ALTERNATIVES: N/A

NEXT STEPS: N/A

SUPPORTING DOCUMENTATION:

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

PROPOSED MOTION: N/A



AGENDA ITEM SUMMARY

DATE OF MEETING: September 16, 2020

ITEM TITLE: AUGUST EMPLOYEE OF THE MONTH

PREPARED BY: Shawn Bradley, Operations Supervisor

BACKGROUND: Bus Operator, Phillip Taylor, has been selected to receive the September 2020 Employee of the Month (EOM) award. Phillip was hired as a bus operator on February 24, 2017, and during that time, Phillip was recently awarded his 3rd consecutive years of safe driving award. Phillip also excels in attendance, customer service, and professionalism in his daily duties.

Phillip was recognized by fleet management as well as a co-worker for taking initiative. Phillip suggested an airflow improvement to passenger windows on LTD's 6200 series buses. Phillip's suggestion was due to a concern that if the air conditioning system failed in the 6200 series of buses, windows could not be opened to allow airflow throughout the bus. Phillip recommended to fleet management that some windows could be replaced in the 6200 series, by using our aging 300 series bus windows. Here is an example of Phillip's desire to help with a noted problem within our buses. Thank you, Phillip, well done, and well-deserving of EOM.

To promote additional inside airflow in our 6200 series buses, fleet management stated they will be installing two operable windows on each side of the bus from our 300 series buses. This suggestion came from Bus Operator Phillip Taylor last Friday, and fleet management confirmed this adjustment would work on Tuesday so they are moving forward with this change. Thank you Phillip.

When asked to comment on Phillips selection as EOM, Shawn Bradley, Operations Supervisor said:

Phillip has always been one to care for his co-workers, passengers and LTD. Phillip is a very smart individual, but very humble in his behavior. Phillip is well-liked amongst his peers and will go out of his way to help OPS if required. He is an outstanding operator, and LTD is fortunate to have Phillip as an employee.

AWARD: Phillip is unable to attend the September 16, 2020, meeting.



AGENDA ITEM SUMMARY

DATE OF MEETING: September 16, 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. **LTD Pension Trust Committee:** LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. The pension trustees generally meet three times a year, and Board Member Steven Yett serves as one of the trustees. At the August 20 meeting, committee members reviewed and discussed investment and cash balance reports for the salaried and union pension trusts as well as other plan business.
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. At the September 1 meeting, committee members received a Statewide Transportation Improvement Fund (STIF) process update; a Transit Tomorrow briefing; a SPC membership and applicant update; and discussed orientation needs.
3. **Metropolitan Policy Committee (MPC):** Board member Carl Yeh is LTD's MPC representative; the alternate Board member is Steven Yett; General Manager Aurora Jackson is the District's ex-officio attendee. The second Board member seat as LTD's representative is currently vacant. MPC meetings are held on the first Thursday of each month. At the September 3 meeting, committee members appointed two members to the Oregon Metropolitan Planning Organization Consortium; made revisions to the Metropolitan Transportation Improvement Program Amendment Approval Authority; approved comments to ODOT on 24-27 STIP Funding Allocations; discussed 2045 Regional Transportation Plan (RTP) Federal Requirements; discussed Regional Transportation Options Transition; reviewed and discussed staff response to public comments on greenhouse gas emissions.
4. **Lane Area Commission on Transportation (LaneACT):** In 2009 the Oregon State Legislature directed Lane County to develop an Area Commission on Transportation (ACT). Commission membership includes representatives from Lane County, cities within the county, LCOG, and LTD, and meets on the second Wednesday of the month. Board Member Don Nordin serves as LTD's representative. At the September 9 meeting, committee members reviewed and discussed transportation safety, equity and inclusion; reviewed, refined, and endorsed draft responses to questions from OTC on 2024-27 STIP stakeholder engagement.

NO MEETINGS HELD:

1. **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. The August 10 meeting was canceled. The next meeting is scheduled for September 14.
2. **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 September 24.

3. **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 seat that attends the committee meetings as LTD's representative is currently vacant. The next meeting is scheduled for September 29.
4. **Ad Hoc Sustainability Committee**: This is an ad hoc committee that has been created for the purpose of reviewing the District's sustainability Policies. The committee is composed of Board members Joshua Skov, and Don Nordin. The third Board member seat is vacant. The next meeting has not been scheduled.
5. **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 has not been scheduled.
6. **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.
7. **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 serves as LTD's representatives. The second Board member seat is vacant. The next meeting has not been scheduled.
8. **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.
9. **Ad Hoc Fare Policy Committee**: This is an ad hoc committee that has been created for the purpose of reviewing the District's fare system. The committee is composed of Board members Carl Yeh, and community representatives. The second Board member seat is vacant. At the November 16 meeting, committee members discussed their final recommendation being given to the Board of Directors and future meeting needs.
10. **Ad Hoc Communications Committee**: This is an ad hoc committee that has been created for the purpose of reviewing the District's communications. The committee is composed of Board members Joshua Skov, and Caitlin Vargas, the third Board member seat is vacant. The next meeting has not been scheduled.
11. **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.
12. **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 Emily Secord and Carl Yeh. The next meeting has not been scheduled.
13. **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: September 16, 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 September 16, 2020, consists of:

- Approval of the Minutes of the May 6, 2020, Special Board Meeting
- Approval of the Minutes of the July 15, 2020, Regular Board Meeting
- Approval of the Minutes of the July 22, 2020, Special Board Meeting
- Approval of the Minutes of the July 29, 2020, Special Board Meeting
- Approval of the Minutes of the August 5, 2020, Special Board Meeting
- Approval of the Minutes of the August 12, 2020, Special Board Meeting
- Approval of Delegated Authority Report – AUGUST
- Approval of Contract Amendment: Contract No. 2013-32: Trapeze Software Group (Novus/TripSpark)
- Approval of Procurement Policy Revision
- Approval of Strategic Planning Committee Member Appointments

ATTACHMENT:

- 1) Minutes of the May 6, 2020, Special Board Meeting
- 2) Minutes of the July 15, 2020, Regular Board Meeting
- 3) Minutes of the July 22, 2020, Special Board Meeting
- 4) Minutes of the July 29, 2020, Special Board Meeting
- 5) Minutes of the August 5, 2020, Special Board Meeting
- 6) Minutes of the August 12, 2020, Special Board Meeting
- 7) Delegated Authority Report – AUGUST
- 8) Contract Amendment: Contract No. 2013-32: Trapeze Software Group (Novus/TripSpark)
- 9) Procurement Policy Revision
- 10) Strategic Planning Committee Member Appointments

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-09-16-051; It is hereby resolved that the Consent Calendar for September 16, 2020, is approved as presented [amended].

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING

Wednesday, May 6, 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 6, 2020, beginning at 5:30 p.m., via ZOOM online.

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

Absent: Kate Reid, Vice President

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

PRELIMINARY REMARKS BY BOARD PRESIDENT — Mr. Yeh reminded participants that virtual meetings were being held in compliance with an executive order from the governor of Oregon that public meetings be conducted virtually whenever possible to limit exposure to others. He thanked everyone for their cooperation. He said the LTD Board was holding special meetings on a weekly basis to stay informed about the COVID-19 crisis and its impact on transit operations. He thanked staff for making current information available to assist the Board with its decision.

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 reviewed a graph prepared by the Imperial College of London showing the impact of COVID-19 on an American transit system and comparing that to data on LTD's operations over the past four to five weeks. He also reviewed updated graphs on LTD's total boardings by route category and day, EmX ridership and boardings after 8:30 p.m., noting that people were finding the increased evening service useful. He said bus loads were being managed to avoid overloads, but there remained a few short sections in downtown areas where load limits were briefly exceeded. RideSource call volumes and rides remained steady and more information on that service and its riders would be provided at a future meeting. Graphs of weekday boarding activities illustrated stable ridership and patterns of boardings over the course of routes. He also shared information on the City's bike share program and noted that patterns of usage were similar to those experienced by transit.

Mr. Skov commented that the bike share program currently had 100 fewer bikes in the system. He said a process for reopening the economy would be implemented soon and asked if staff had a sense of how an increase in ridership might be distributed across the system. Mr. Schwetz said the University of Oregon planned to open its campus in late September and staff was engaged in discussions with the

University about how service would be added to accommodate returning service. He did not expect that the entire system would be ramped up, but rather service would be added to meet the needs of specific markets and be able to manage loads. Assistant General Manager Service Delivery Mark Johnson added that until the University was again fully operational LTD's ridership would not increase significantly. He did not expect to see much increase in ridership over the summer.

Ms. Vargas asked if future trends in ridership could be forecast. Mr. Schwetz said there were not at present ways to forecast post-COVID-19 ridership, but there were a lot of ongoing conversations about what the market for transit might look like as the economy began to reopen. He said the trend of working from home was likely to have a dampening effect on transit use. Mr. Johnson said companies were learning they could save money when people worked from home and it was unlikely that ridership would return to normal in the fall, even with reopening of the University.

Ms. Jackson said a recent article in a transit publication pointed out that most riders had concerns about taking public transportation unless there were measures in place for physical distancing and mask-wearing. She said it was important to education the public about the measures LTD had in place as it planned for increased levels of service.

Mr. Yeh asked if discussions with essential employers had determined if their needs were being met. Mr. Schwetz some employers were recruiting workers to perform tasks such as stocking shelves and that was reflected in ridership in the later evening hours of service. Staff had not consulted yet with individual businesses.

Mr. Yeh asked that essential businesses such as grocery stores and health care providers and workers performing essential duties be contacted to see if their needs were being met.

Mr. Skov described the University's plans for students and faculty in the fall and said those would definitely impact transportation needs. He asked if more information was available on who was still riding the bus to determine if changes in service were impacting specific segments of the population. He hoped there would be future discussions of different transportation modes, such as bikes and scooters, which had social distancing as an element.

Mr. Schwetz said decisions about increasing service would include consideration of sub-markets and their demographic profiles within the regional transportation market.

Mr. Yeh asked if there were cleaning protocols associated with the bike share program. Mr. Schwetz said he would follow up with program staff.

ADJOURNMENT — Mr. Yeh adjourned the meeting at 6:10 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Josh Skov
Board Secretary

Camille Gandolfi
Clerk of the Board

Date Approved: _____

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, July 15, 2020

Pursuant to notice provided in accordance with Oregon Revised Statute 192.640, the Board of Directors of the Lane Transit District held a virtual Regular Board Meeting on Wednesday, July 15, 2020, beginning at 5:30 p.m., via ZOOM online.

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

Absent: Kate Reid, Vice President
Josh Skov, Secretary
Steven Yett

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

PRELIMINARY REMARKS BY BOARD PRESIDENT — Mr. Yeh stated that virtual meetings were being conducted in compliance with Governor Kate Brown's stay-at-home orders.

Mr. Yeh reiterated his comments at the July 8, 2020, Board meeting regarding defacing of a memorial plaque honoring Sam and Mattie Reynolds, two black Americans who had championed civil rights and fought discrimination in the Eugene area. He stated that LTD would continue to work to understand and further its role with racial equity in the coming months. He noted that in the future meeting agendas would be posted online with links to video recordings so community members could watch the entire meeting or choose only those sections involving agenda items of interest to them.

COMMENTS FROM THE GENERAL MANAGER — Ms. Jackson explained how the ZOOM program could be used to see Board members participating along with relevant documents under discussion.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — None.

BOARD CALENDAR — Ms. Jackson said meetings of the Strategic Planning Committee (SPC) had resumed and a Comprehensive Accessible Transportation Services Committee was being formed, although a date for the first meeting was not yet on the schedule.

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. He determined there was no one wishing to speak.

PUBLIC HEARING — None.

BOARD MEMBER REPORTS — Mr. Yeh said the SPC had elected officers at its last meeting and congratulated Chair Leah Rausch and Vice Chair Marianne Nolte. He said Ms. Nolte would provide an

update on the SPC's activities. He expressed the Board's appreciation for the SPC and its ability to provide input from a wide variety of community perspectives.

Ms. Nolte said the SPC resumed its meeting in July and began a discussion of its role in LTD's strategic planning process and development of a business plan. A report on the SPC's discussions and recommendations would be provided to the Board at its regular monthly meetings. She said the SPC's August meeting would revisit the topic of Transit Tomorrow and address the "Why" statement as part of the strategic business plan.

Mr. Nordin highlighted a presentation at the LaneACT meeting on the Oregon Department of Transportation (ODOT) Area Strategies Pilot project, which he felt presented an opportunity to participate. The project's Steering Committee would meet on July 17 and ODOT was seeking volunteers to serve on the committee. He said the LaneACT was one of only two pilot projects in the state. Mr. Yeh said that topic would be incorporated in a work session when more information was available.

Mr. Skov said the Metropolitan Policy Committee (MPC) and partner jurisdictions should be made aware of LTD's recently adopted climate policy that included coordinating with jurisdictions on land use to assure the most success for transit. Ms. Jackson said that Director of Planning and Development Tom Schwetz was a member of the MPC's Transportation Planning Committee and would be raising the matter of LTD's climate policy and desire to participate in regional land use planning at that group's meeting.

MOTION **CONSENT CALENDAR** — Mr. Skov moved adoption of LTD Resolution No. 2020-07-15-041: It is hereby resolved that the Consent Calendar for July 15, 2020, 2020, is approved as amended. Ms. Vargas provided the second. The Consent Calendar consisted of the Minutes of the May 17, 2020, Special Board Meeting, Minutes of the June 3, 2020, Special Board Meeting; Minutes of the June 10, Special Board Meeting; Minutes of the June 24, 2020, Special Board Meeting; Delegated Authority Report-June; Updated Salaried Employees' Retirement Funding Policy; Updated Fund Balance and Budgetary Reserve Policy; Updated LTD ATU Local 757 Pension Funding Policy and SPC Committee Member Appointment.

VOTE The motion was approved as follows:
 AYES: Nordin, Skov, Vargas, Yeh (4)
 NAYS: None
 ABSTENTIONS: None
 EXCUSED: Reid, Secord, Yett (3)

Mr. Skov welcomed Ms. Nolte as a member of the SPC.

PROPOSED BOARD ENGAGEMENT POLICY — Clerk of the Board Camille Gandolfi explained the policy was proposed in response to a request from the Board. Once the Board had reviewed the policy and any requested revisions were incorporated the document would be presented at the Board regular August 2020 meeting for adoption.

Mr. Skov said he liked the policy, but said there should be an opportunity to discuss the policy with the three Board members who were absent before it was adopted.

Mr. Yeh said he agreed with Mr. Skov. He added that he also felt the policy was prudent and appropriate.

SERVICE ASSUMPTIONS AND IMPLEMENTATION — Assistant General Manager Service Delivery Mark Johnson said LTD was currently operating a ridership model, with service primarily along major transit corridors. The difficulty was lack of frequency because of low ridership. Staff was waiting on information about fall school schedules in order to determine how to respond and the fall bid. He said the bid might be postponed until late October when demand would be better understood. Staff was

also conducting public outreach to describe LTD's efforts to assure buses were clean and safe; that effort would be increased in the fall as more potential riders looked to transit. He said in the long-term there should be a Board discussion about the Transit Tomorrow project and how service should be delivered in the future. That topic would be on the Board's August meeting agenda. He hoped there could be a decision about the service model later in the fall because it would dictate many future decisions.

In response to a question from Mr. Skov, Mr. Johnson said that major changes in the structure of LTD's system would be implemented in the fall of 2021, although the sooner such decisions were made the sooner planners could begin to work on the implementation plan.

Mr. Nordin asked if LTD was conferring with members of the transit benchmarking group on how other agencies were delivering service and performance data during the pandemic. Mr. Johnson replied that the group provided a weekly report on all group members about what steps agencies were taking and ridership data. He said many of the strategies LTD was implementing, as well as longer term strategies to consider, came from information provided by the group as well as the American Public Transportation Association (APTA).

Mr. Yeh asked what direction from the Board would be helpful to staff as they moved forward in a time of uncertainty, such as how to move forward with the fall bid. Mr. Johnson said during the COVID-19 crisis it would be difficult to predict a specific direction in which to proceed until more information was available, but discussions by the Board about LTD's future should commence once there was greater stability.

Mr. Skov asked how far in advance decisions had to be made about fall service changes. Mr. Johnson said at this point service was probably adequate for the start of school and if buses needed to be added to the EmX or fixed route systems to accommodate loads on frequent transit networks (FTN) that could be done easily to respond in the short term. The fall bid could be scheduled once there was a better understanding of ongoing demand for service.

Mr. Skov said the Board did not have a clear understanding of the trade-offs involved in with scheduling and public health issues and there were some policy guidance that might be necessary, such ways to avoid overloads on buses. Mr. Johnson said staff closely monitored overloading, which occurred infrequently and could be addressed operationally by adding buses when necessary to stay within the stated policy for passenger loads.

Mr. Skov asked that the bench marking group's weekly report be shared with the Board and asked if had been any response to information he had distributed about the Bay Area Rapid Transit occupancy heat map, which might be used to educate riders about risk levels. He said the current service did not seem like a shift to a ridership model when more routes had changed to low frequency. Mr. Johnson said he agreed that some routes had shifted to lower frequency, but the routes that had frequency were on the EmX system and FTN routes. There currently was not sufficient ridership for more frequency. He said there was a lack of staff resources at this time to produce an LTD occupancy heat map.

Mr. Yeh said he agreed that most of LTD's deployment was along FTNs as ridership decreased.

Mr. Skov emphasized that he did not want the public to view transit as more unsafe than it actually was. Low occupancy buses would be viewed as safer and an occupancy heat map would help potential riders determine when it was best to use transit, thereby increasing ridership.

REGIONAL TRANSPORTATION OPTIONS (TO) TRANSITIONS — Mr. Schwetz reviewed the history of regional TO programs and said discussions of how to best deliver the suite of programs began with the MPC's Transportation Planning Committee (TPC) and resulted in the transition of the Safe Routes to School (SRTS) program to Lane Council of Governments (LCOG). Expiration of the work plan for Point2point had provided an opportunity to re-imagine program delivery at the regional level as the

Regional Transportation Plan update process began. He said LTD could continue to have a strong voice in the innovation and integration of transportation modes across the regional community it served. That would include continuing to offer services it was well equipped to provide and transitioning other services, such as SRTS, to an agency such as LCOG with LTD acting as a coordinated partner.

Director of Specialized Services Cosette Rees said the transitions reflected the changing roles of programs, how they were delivered and the changing roles of regional transportation partners. This provided an opportunity for LTD to evaluate what programs it was delivering and how they were being delivered. She said LTD had taken on an ownership role for all of the Point2point programs and that role was being reevaluated in terms of whether LTD should continue to own specific programs or partner with another agency that would assume responsibility for delivery of a program.

Mr. Skov said it was difficult from the agenda packet materials to determine what had been cut, what was continuing and how LTD would work in new ways to provide needed service. He said many transportation options could be useful in reducing the public health burden on transit and lessening transportation expenditures for households during the pandemic and recession. He asked for more clarification on those issues prior to the next Board meeting. Ms. Rees replied that nothing had been cut; some programs such as infrastructure were on hold while others that met a current need like SRTS and van pools were still being supported. She said TO programs were important to LTD and part of the District's complete trip approach. She intended to position programs for the best success and continued evolution and expansion in the future.

Mr. Nordin expressed optimism about expanding transportation options throughout Lane County and involving more agencies in the delivery of programs.

Mr. Yeh concurred with Mr. Nordin and said the topic would be incorporated in a future work session.

Mr. Schwetz said the majority of funding for transportation options in the region was through the Metropolitan Planning Organization's (MPO) federal funding sources and ODOT also provided funding as well. He said funding for SRTS and other TO programs in the region was in place and discussions address where each program could best reside for success.

SANTA CLARA STATION - CONSTRUCTION UPDATE — Facilities Project Manager Randi Staudinger provided a brief history of the project and said construction of the station began in May 2020. Excavation had been completed and the site prepared for utilities. Recently work began on the facility itself. She used a series of slides to illustrate construction phases. She anticipated the station would be substantially completed by December 31, 2020. She said drivers would begin training at the site in early November, lasting until early January. The scheduled date for the station to open for revenue service was February 7, 2021. She reviewed the budget and said the project was on schedule and under budget.

Ms. Staudinger reviewed the Green Lane Corner Improvement project budget, noting that it was under budget primarily because tenant relocation costs were much lower than anticipated. She said seven of the eight tenants had been successfully relocated; the eighth relocation was waiting for business space to open in Coburg. She said the project was expected to be completed in line with the larger Santa Clara Station project by the end of the year.

Mr. Nordin asked how the ConnectOregon grant requirement that solar energy collection be used at the site was being carried out. Ms. Staudinger said solar energy collection was not a requirement for the Santa Clara project. Ms. Jackson said she would review the matter, but it was likely the requirement was eliminated when grant funds for the project were swapped with another source at the regional level. She would provide a response to the Board.

Mr. Skov asked if the station would be equipped with electric bus chargers. Ms. Staudinger said charger infrastructure was being planned for the station and conduit run to pullouts on the north and south sides of the bus loop to accommodate future infrastructure.

GRANT STATUS - ELECTRIC BUSES — Ms. Jackson said LTD's recent application for competitive funding Federal Transit Administration (FTA) for five electric buses had not been successful, although another application for the same purchase was still pending. She was hopeful some funds would be received, but even without those grants the goal was to meet the Board's requirement to purchase at least 25 electric buses in the next three years. The Board and Budget Committee would be presented with investment proposals during that period. She said while funds were available within the budget, staff would seek all opportunities to obtain competitive grant dollars to help fund the purchases. LTD had recently been awarded funding through a regional grant program for two electric buses. She said there was currently a procurement for 11 electric buses in progress, with the possibility of funding becoming available for an addition four buses.

Mr. Skov said it would be helpful for the Board to see an estimated schedule for procurement through 2030 or 2035, consistent with discussions among staff and members of the Ad Hoc Sustainability Committee. He asked if the most recent application for FTA electric bus funding might have been rejected because the previous award that was received in 2017 and was being used for the current purchase of 11 buses had not yet been spent. Ms. Jackson said that was possible as funding decisions were based on political and administrative consideration. She said LTD had maintained ongoing communication with the FTA about the delay related to the 11 buses, specifically the BYD procurement and subsequent challenges with buses after delivery. Ultimately BYD was unable to provide the District with buses that met its minimum standards. The recent hiring of a government relations manager would help minimize those issues in the future.

Mr. Nordin asked about the delivery schedule for new buses. Ms. Jackson said because of COVID-19 the delivery schedule was delayed by a few months, but she still expected all 11 buses to be delivery during the winter of 2020-2021. She spoke regularly with the vendor and would keep the Board informed if there were changes to the schedule.

EMPLOYEE CLIMATE SURVEY — Mr. Johnson said one of Ms. Jackson's goals for the year was to complete an employee climate survey. The survey was conducted by Human Resources and employees remained anonymous. He said the survey consisted of 20 questions and could be taken on paper or online. A total of 147, or 45 percent, of employees responded and the overall results were about 60 percent positive, with 15-20 percent neutral and 15-20 percent negative. He said the survey was helpful and identified some areas that would be explored further. He said the survey of employees would be conducted annually.

Mr. Skov thanked staff for completing the survey as that information would be helpful during the general manager's performance review.

Mr. Skov asked if any work on the Board's annual performance review for the general manager had been scheduled. Mr. Yeh acknowledged the process had been delayed because of the COVID-19 pandemic, but said some preliminary work would be on the agenda for the next regular Board meeting in August.

Mr. Skov hoped to see the process begin soon as the review was considerably overdue, which was not fair to Ms. Jackson.

WRITTEN REPORTS

Preliminary Financial Report - June — Ms. Jackson said a brief preliminary financial report for June was being provided in accordance with Oregon budget law, with a more complete and detail report to be provided at the August Board meeting and the annual audit report available in January 2021.

Monthly Cash Disbursements - June — There were no questions.

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

Monthly Performance Reports - April— Postponed for weekly ridership updates.

Monthly Department Reports - June — There were no questions.

BOARD ANNUAL WORKING AGENDA — Mr. Nordin asked for elaboration on the Oregon Global Warming Commission report. Ms. Jackson said she had been appointed to the commission and the first meeting was scheduled for July 28, 2020. She said one of the topics on the agenda would be the role of natural gas and hydrogen fuels. She would provide updates as part of the monthly department reports. She said the commission meetings were public and she could provide the Board with a meeting schedule and links to materials.

In response to a question from Mr. Nordin, Mr. Schwetz said an origin/destination report had been completed and a presentation could be made when there was room on a meeting agenda. Ms. Jackson said the report could be part of the department reports for the next Board regular meeting.

Mr. Nordin said he would be interested in details about how passengers traveled to the bus stop and back home.

ADJOURNMENT — Mr. Yeh adjourned the meeting at 7:20 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Josh Skov
Board Secretary

Camille Gandolfi
Clerk of the Board

Date Approved: _____

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING

Wednesday, July 22, 2020

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

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

Absent: Kate Reid, Vice President
Steven Yett

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

PRELIMINARY REMARKS BY BOARD PRESIDENT — Mr. Yeh stated he was participating in the meeting via ZOOM from an LTD station and described the efforts of staff to keep the environment safe and sanitary.

COMMENTS FROM THE GENERAL MANAGER — None.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — None.

RIDERSHIP AND OPERATIONS UPDATE — Director of Planning and Development Tom Schwetz used graphs to illustrate Ridership, Passenger Loads, and RideSource Activity through July 21, 2020. He used a heat map to illustrate locations where buses experienced overloads. He noted that patterns of activity remained consistent, with a slight increase in ridership.

Mr. Nordin and Ms. Vargas joined the meeting at 4:38 p.m.

Mr. Skov expressed concern that the presentation of data obscured some things such as higher passenger loads that were below the overload threshold, but high enough to scare some riders. He said heat maps he had shared from Bay Area Rapid Transit (BART) tracked concentrations of riders over the course of the day and asked if that was possible for LTD in order to communicate possible levels of risk to the public to encourage use of transit when ridership was lower. Mr. Schwetz said LTD was a much smaller system, but staff could explore ways to provide greater detail and demonstrate where bus loads were larger.

Ms. Vargas asked if Mr. Skov felt LTD had sufficient resources to develop and disseminate that type of data to the public. Mr. Skov replied that Ms. Jackson and Mr. Schwetz would need to make that determination. He was interested in exploring ways to use data currently collected to help inform riders' decisions.

Ms. Vargas said that she wanted to avoid information overload or fatigue during the pandemic. She said was concerned about the additional efforts required of staff to produce data that could get lost in the sea of other pandemic-related information with which the public was presented. Requests for information requiring additional work for staff should be a team decision.

Mr. Skov said he concurred with Ms. Vargas.

Mr. Yeh said even if such information could be easily provided, he felt people were not scheduling their lives around bus loads. He preferred to see staff continue to work on the needs of riders and community partners.

Mr. Nordin asked if passengers were being left when a bus was overloaded. Assistant General Manager Service Delivery Mark Johnson said that rarely occurred.

Ms. Jackson said staff had been focused on what the schedule and service would look like in the fall and was in close communication with schools. She noted that in addition to students there would also be school employees' transportation needs to consider when planning for fleet deployment. LTD was still encouraging riders to only take essential trips, instead of trying to boost ridership in general and the focus would continue to be determining, in partnership with schools, what service would be required in the fall.

Mr. Schwetz also pointed out that when a pattern of overloading was identified an additional bus would be added during that period of time.

Mr. Yeh left the meeting at 4:55 p.m.

Mr. Skov clarified that his questions were intended to assure LTD helped riders make the best and safest choices possible as they began to move about the community, rather than an effort to increase ridership in general.

Mr. Nordin asked that the Ad Hoc Sustainability Committee be reconvened. Mr. Skov said he would convey that request to Mr. Yeh.

ADJOURNMENT — Mr. Skov adjourned the meeting at 4:57 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

SPECIAL BOARD MEETING

Wednesday, July 29, 2020

Pursuant to notice provided in accordance with Oregon Revised Statute 192.640, the Board of Directors of the Lane Transit District held a virtual Special Board Meeting on Wednesday, July 29, 2020, beginning at 4:30 p.m., via ZOOM online.

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

Absent: Kate Reid, Vice President
Emily Secord

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

PRELIMINARY REMARKS BY BOARD PRESIDENT — Mr. Yeh asked the Board to consider whether the weekly special Board meetings should continue or be held twice a month. A decision would be made at a future meeting.

COMMENTS FROM THE GENERAL MANAGER — None.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — None.

RIDERSHIP AND OPERATIONS UPDATE — Director of Planning and Development Tom Schwetz used graphs to illustrate the most recent Ridership, Passenger Loads, and RideSource Activity data. He said patterns remained consistent and ridership was fairly stable for most of July 2020. Trips had been added to routes as necessary to manage overloads. RideSource volume patterns remained the same, with a slight increase in calls.

Mr. Skov referenced materials he distributed to Board members related to passenger loads. He said new policy decisions had been necessary in the current operating environment and overload levels had been set for 20 passengers on 40-foot buses and 30 passengers on 60-foot buses. He said when riding the bus it did not seem entirely safe from a public health perspective if there were a number of people onboard. He said some agencies had overload levels similar to LTD, but there were many that had established much lower thresholds and cited some of those statistics. He asked that a future meeting include a report from staff on the rationale for LTD's current levels prior to the fall expected increase in service hours.

Mr. Nordin said responses from communities were tied to the situation each community and many of the communities cited had higher infection rates than Lane County.

Ms. Jackson said overload limits had been handled at the operational level instead of the policy level, as had been done by most transit agencies, and those limits were based on the unique conditions

within each community. She said most communities and agencies similar to LTD had established comparable thresholds. She explained there were weekly meetings and briefings from all management staff about what was happening in the field. Data related to operations was also shared and that information was used by staff to determine that the community's needs were being addressed and that LTD was aligned with other agencies of comparable size. An important consideration was to provide operators with the authority to bypass a stop if it was clear an overload would occur. She said Human Resources staff worked with the local health authorities, state agencies and the union to establish appropriate passenger loads and guidelines for operators. Another consideration was risk management and load limits were correlated to the level of COVID-19 cases in the region. In larger metropolitan areas with higher percentages of COVID-19 cases transit agencies had to manage to lower passenger loads because of the increased exposure. LTD would need to consider lower thresholds if infection rates in the region increased.

Mr. Skov thanked Ms. Jackson for the information and encouraged making the rationale for load limits and the process for making those determinations better known to the public. He noted that the region recently experienced an increase in COVID-19 cases and asked that the Board be informed about how LTD planned to react in those situations in order to be more transparent to the public.

Mr. Yeh agreed with Mr. Skov that it would be helpful to let the public know LTD monitored regional conditions closely in order to respond appropriately and that could be done through regular reports to the Board, but staff was best equipped to make those types of operations decisions.

Mr. Skov reiterated that his interest was in keeping the public informed about transit operations, how LTD was working to assure passenger safety and the rationale behind decisions.

Ms. Jackson suggested that if the Board wanted fewer special meetings each month, those meetings could be longer in order to address the many issues that were under consideration from an operational perspective as local conditions were very dynamic and required many decisions on a continuous basis. She was respectful of the Board's time, but staff was willing to share whatever information the Board desired.

Mr. Skov asked for a report from staff at either a special or regular Board meeting that would highlight some of the issues staff felt were most important.

ADJOURNMENT — Mr. Yeh adjourned the meeting at 5:03 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Josh Skov
Board Secretary

Camille Gandolfi
Clerk of the Board

Date Approved:_____

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING

Wednesday, August 5, 2020

Pursuant to notice provided in accordance with Oregon Revised Statute 192.640, the Board of Directors of the Lane Transit District held a virtual Special Board Meeting on Wednesday, August 5, 2020, beginning at 4:30 p.m., via ZOOM online.

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

Absent: Kate Reid, Vice President
Emily Secord

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

PRELIMINARY REMARKS BY BOARD PRESIDENT — Mr. Yeh announced there would be special guests at the Board's August 12 meeting and hoped all members would be able to attend. He said there would be an important work session prior to the Board's regular meeting on August 19.

COMMENTS FROM THE GENERAL MANAGER — None.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — None.

RIDERSHIP AND OPERATIONS UPDATE — Director of Planning and Development Tom Schwetz used graphs to illustrate the most recent Ridership, Passenger Loads, and RideSource Activity data through August 4, 2020. He said staff was analyzing the data to better understand how to plan for the future. A similar presentation was made to the Strategic Planning Committee (SPC) at its August 4 meeting to facilitate a discussion about service changes amid a number of uncertainties, including available financial resources and the nature of the COVID-19 pandemic and its impact on LTD's typical markets.

Mr. Schwetz said patterns of ridership remained relatively stable, with about 12,000 passengers per day over the past eight weeks. He said bus overloads remained consistent with respect to times and routes, with overloads representing only about 1.8 percent of total trips on 40-foot buses and one percent of total trips for 60-foot buses. The volume of RideSource calls also remained consistent from week-to-week with activity at almost a normal level for that service. He said there was no indication of a huge increase in transit demand over the course of the current fiscal year so there was an appropriate level of budget to provide the necessary service.

Mr. Yeh asked if there was feedback from bus operators on current operations. Assistant General Manager Service Delivery Mark Johnson said service at been at the new level for the past few months and the public was becoming used to it and primarily taking only essential trips, which was confirmed by the data.

Mr. Skov noted that that ridership was significantly above the lowest point in the pandemic and while there had been some modifications to service ridership had increased, as had use of the RideSource program. He asked if it was possible there was latent demand that would arise if service frequency was increased. He did not want to assume the additional demand did not exist. Ms. Johnson said staff was continuously comparing LTD's data with comparable transit agencies, although often the COVID-19 conditions varied among communities, making a straight comparison difficult. She said information from the American Bus Benchmarking Group (ABBG) had been very helpful and compared to its peers LTD had always had higher productivity. She said LTD's data confirmed it was heading in the right direction and productivity levels remained consistent and highest of the 24 ABBG member agencies.

Mr. Schwetz pointed out that current service was based on a Sunday level of service with hourly trips on most routes. He said there could be some latent demand and more frequency in commute times might increase ridership, but overall demand remained depressed because of the pandemic. Mr. Johnson added that the customer service center would reopen next week with appropriate safety precautions and operator barriers were being installed on buses so fare collection could resume sooner than November 1.

Mr. Skov cautioned about the overuse of productivity as a metric while service hours were still so far below what was budgeted for the fiscal year. He said ridership might be a better metric if half hour service was added on several routes.

Mr. Yett asked if drivers were made aware of the data regarding bus overloads. Mr. Johnson said there were regular meetings with ATU and drivers every two weeks at which that information was covered. The information was also available online. Ms. Jackson added said operations staff also worked directly with drivers on affected routes because the drivers had to take action in the event of an overload. Drivers also provided input on how to manage load limits and passenger safety requirements.

Mr. Yett said the statistics spoke well to LTD's efforts to limit exposure and uncomfortable situations for bus drivers. He felt that success should be broadcast.

Mr. Yeh emphasized that LTD's focus was on serving the community with essential trips and safety, not productivity and ridership. He agreed LTD's efforts to provide safe transportation to the community for essential trips should be promoted.

Mr. Skov agreed with Mr. Yeh's comments, but was concerned that when hourly instead of half hourly service was offered on certain routes some essential trips were missed and people were using other modes.

In response to a question from Mr. Skov, Ms. Gandolfi said LTD was in the process of finalizing an agreement to participate in a service that would make recordings of its public meetings available online. She expected that would occur in late September or October.

ADJOURNMENT — Mr. Yeh adjourned the meeting at 5:02 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Josh Skov
Board Secretary

Camille Gandolfi
Clerk of the Board

Date Approved:_____

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING

Wednesday, August 12, 2020

Pursuant to notice provided in accordance with Oregon Revised Statute 192.640, the Board of Directors of the Lane Transit District held a virtual Special Board Meeting on Wednesday, August 12, 2020, beginning at 4:30 p.m., via ZOOM online.

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

Absent: Kate Reid, Vice President
Emily Secord

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

PRELIMINARY REMARKS BY BOARD PRESIDENT — Mr. Yeh thanked members of the public for joining the meeting and the special guests who would be speaking to the Board as operators. He said the work session prior to next week's regular Board meeting would be to plan out future agenda items and direction for the next several months. At the August 19 regular Board meeting he would set forth the process and timeline for evaluation of the general manager and asked for Board members to volunteer to interview community members during that process. The September 16 regular Board meeting would feature a presentation from the Board's counsel about public meeting laws and ethics.

COMMENTS FROM THE GENERAL MANAGER — Ms. Jackson announced that LTD was awarded a \$3.9 million grant from the Federal Transit Administration's bus and bus facility program. She said LTD was successful in a very competitive process and information on how funds would be used for electric buses would be provided at a future Board meeting.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — None.

RIDERSHIP AND OPERATIONS UPDATE — Ms. Jackson said Director of Planning and Development Tom Schwetz would provide an update on data following a presentation from operators about how they were managing during the COVID-19 pandemic. She introduced Director of Transit Operations Jake McCallum.

Mr. McCallum introduced Cino Faulds a bus operator, instructor and temporary supervisor, to provide an overview of operations during the pandemic.

Cino Faulds said operations could be frustrating for drivers because of the uncertainties, but overall employees were striving to provide good service during difficult times. He said riders were more appreciative than ever that LTD was continuing to serve the community and were complying with the health and safety precautions the District had implemented.

Mr. Skov commented that he was a bus rider and was impressed by the employees' efforts to maintain service and passengers' willingness to observe precautions. He asked why types of questions should be in a survey to determine how operators felt about current operations and their personal safety. Cino Faulds said he had heard concern about filtration systems on buses and being safe as a driver and not putting their families at risk.

Ms. Vargas said it was encouraging hearing that community members were appreciative of LTD's services and adhering to the safety requirements. She commended the heroic job operators were doing.

Mr. Yeh asked if there were ways the Board could support bus operators in doing their jobs. Cino Faulds replied that it was heartbreaking for operators when they had to leave passengers at a stop to avoid an overload. He described how LTD responded to provide other transportation options for those riders left behind at a stop.

Ms. Jackson said in the transit industry customer service was a critical element in ridership. A level of community developed between drivers and regular passengers and masks were a barrier to that human interaction. LTD was working to find ways to support that sense of community, such as installation of shield for drivers. She said good people skills was the first requirement when hiring drivers because that was the most important part of LTD's service.

Mr. Yeh thanked Cino Faulds for his remarks and assured him the Board was working closely with Ms. Jackson and other LTD staff to work through the current uncertainties facing transit. Cino Faulds said LTD employees felt the Board was moving the District in a good direction and would continue to do so. One concern expressed by operators related to security and the need for additional resources.

Director of Planning and Development Tom Schwetz used graphs to illustrate the most recent Ridership, Passenger Loads, and RideSource Activity data. He said ridership remained steady. The higher number of overloads recently had resulted from the high temperatures in the area. With no fares being collected, people were often getting on the bus in order to cool down during the heat of the day. Staff would continue to analyze data to extract information about what factors were influencing various patterns of ridership.

Mr. Schwetz said a recent report from the American Bus Benchmarking Group (ABBG) characterized the phases of COVID-19 period ridership levels. He shared a graphic of that data and said ABBG had identified recovery as being up to 50 percent of pre-COVID-19 ridership; that would be between 17,000-18,000 boardings for LTD. He said the current level was about 12,000, which reflected the level of service being provided, community conditions and balancing of resources.

ADJOURNMENT — Mr. Yeh adjourned the meeting at 4:58 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Josh Skov
Board Secretary

Camille Gandolfi
Clerk of the Board

Date Approved: _____



AGENDA ITEM SUMMARY

DATE OF MEETING: September 14, 2020

ITEM TITLE: CONTRACT AMENDMENT: Contract No. 2013-32: Trapeze Software Group (Novus/TripSpark)

PREPARED BY: Harry Sanger, Project Coordinator

DIRECTOR: Cosette Rees, Director of Customer and Specialized Services

ACTION REQUESTED: Forward to the Board of Directors with a recommendation of approval

Please disclose any actual or potential conflict of interest.

PURPOSE: To authorize the general manager to execute a contract amendment with TRAPEZE SOFTWARE GROUP, INC. dba TripSpark Technologies ("TripSpark") for the provision of TripSpark Notifications, Passenger Portal, Passenger Information and Provider Mobile software modules to maintain compliance with Non-Emergent Medical Transportation (NEMT) requirements.

CONTRACT TYPE: Contract Amendment

REASON FOR CONTRACT TYPE: See Description/Justification below.

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: In 2013, LTD entered into a Software License and Maintenance Agreement with Trapeze Software Group in the amount of \$735,578 for the implementation of NOVUS software modules to manage the data and operations at RideSource including assessing customer eligibility, booking rides, dispatching to LTD owned vehicles, tracking trip performance for paratransit rides, allowing third-party transportation providers to bid on Non-Emergency Transportation (NEMT) rides and fulfill them, and reconciliation and billing.

Contract 2013-32 was first amended in 2017 to incorporate a customer feedback module at a net cost of \$140,411.

The current proposed amendment will bring us into contractual compliance, increase efficiency, and improve the overall customer experience for passengers by implementing these additional modules:

Provider Mobile provides an interface with third party providers to capture information electronically. This module will allow LTD to more accurately and thoroughly track trip performance by the taxi providers, including new tracking and reporting requirements for NEMT.

Passenger Portal allows passengers to access and manage their ride information through a self-service web portal. Currently all trip requests, modifications, or information lookups require direct interaction with RideSource Customer Service Representatives (CSRs). Implementing this module will increase RideSource processing capacity without increasing current staffing levels.

Notifications pushes out trip reminder notifications to customers and provides updates regarding their trip, i.e., snow & ice impacts. Along with the Passenger Portal, this increased automation improves the customer experience by allowing for the passenger to respond to reminders to confirm or cancel their trip without direct CSR interaction.

FINANCIAL IMPACT/FUNDING SOURCE: The value of the contract amount is \$450,000 for purchase, implementation services, and 1st year maintenance which has been included within the proposed FY 20-21 CIP budget. Funding will be sourced from an FTA grant applied for in the amount of \$76,000 with a match portion funded by the LTD General Fund.

Contract No.2013-32: Trapeze Software Group (Novus/TripSpark)

Year 1 Support and Maintenance of \$50,320 inclusive of this request. Ongoing support and maintenance costs would follow the same formula as existing Trapeze agreements, increasing M&I per the following anticipated schedule: Year 2 Support and Maintenance = \$52,836, Year 3 Support and Maintenance = \$55,478, Year 4 Support and Maintenance = \$58,252, and Year 5 Support and Maintenance = \$61,164.

CONSIDERATIONS: Based on the assessment and rationale, the Board is being advised to take the following action: Adopt the contract amendment request for Contract No. 2013-32 for implementation and first year maintenance fees for FY 20/21 in order to meet NEMT compliance requirements and increase efficiency of services.

ALTERNATIVES:

- (1) Hire additional RideSource Customer Service Representatives. This would not only increase labor costs, but would require LTD to rent space and invest in additional equipment. (Passenger Portal & Notifications)
- (2) Risk Non-compliance. We are contractually obligated by each of our Coordinated Care Organizations (CCOs) to track and report operator performance and have the ability to interact with operators (Driver Module). In addition, we have aggressive call holding and other requirements; the Passenger Portal will reduce the reliance on the phone and enable us to meet our metrics.
- (3) Eliminate the one-call center. The one-call center allows customers to call one number to access multiple programs. NEMT is by far the largest client based served through the call center. If we are unable to meet the compliance, our alternative would be to no longer serve NEMT.

SUPPORTING DOCUMENTATION:

- 1) Resolution No. 2020-09-16-052

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-09-16-052:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Amended Contract No. 2013-32 as presented [amended].



RESOLUTION NO. 2020-09-16-052

APPROVAL OF AMENDMENT TO CONTRACT 2013-32 FOR SERVICES BETWEEN LANE TRANSIT DISTRICT AND TRAPEZE SOFTWARE GROUP, INC. DBA TRIPSPARK TECHNOLOGIES

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, 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 10 percent 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; and

WHEREAS, the Contract Committee reviewed the proposed change order between LTD and TRAPEZE SOFTWARE GROUP, INC. dba TripSpark Technologies on September 14, 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 change order shall be in compliance with all applicable laws and regulations.
- 2) The General Manager, or her designee, is hereby authorized to execute this change order in the amount of \$315,149.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 16th DAY OF SEPTEMBER, 2020.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: September 16, 2020

ITEM TITLE: PROCUREMENT POLICY REVISION

PREPARED BY: Wendi Frisbie, Procurement Manager

DIRECTOR: Collina Beard, Director of Business Services

ACTION REQUESTED: Adoption

PURPOSE: To provide information to the Board of Directors for the purpose of amending Lane Transit District's (LTD) Procurement Policies and Rules

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

HISTORY: On June 18, 1985, LTD's Board of Directors adopted Ordinance 30 creating a local contract review board for LTD. This local contract review board is known as the LTD Contract Review Board ("LTD/CRB").

On June 22, 2017, the LTD Contract Review Board adopted the Oregon Model Rules, Division 46, 47, 48, and 49, adopted by the Attorney General under Oregon Revised Statute ("ORS") 279A, 279B, and 279C as they now exist, and as they may be amended in the future, as LTD's Public Contracting Rules.

On April 17, 2019, The LTD Board of Directors adopted the Oregon Revised Statutes 279A.55 and 279A.65 (6) for Personal Service contracts.

On May 15, 2019, the LTD Board of Directors adopted the Claims Review Board and Micro-Purchase Threshold limit from \$3,000 to \$10,000.

On June 19, 2019, The LTD Board of Directors adopted the procedures for Inventory and Disposition of Personal Property.

CONSIDERATIONS: Staff continues to assess the contracting needs of the District and to identify areas in which there may be opportunities for process improvement and has been working with General Counsel of Thorp-Purdy to update the LTD Procurement Policy. District staff seeks to update the current Procurement Policy so we are operating under compliance of both Federal and State policy and procedures. We propose the following adopted to our current Procurement Policy last updated on June 22, 2017.

- Updated definitions throughout
- Updated language to refer to Director of Business Services instead of Procurement Manager for Sole Source Procurements
- Updated threshold amounts to reflect current amounts
- Added new subsection consistent with new law that allows pricing information for Architectural Engineering Services and other Services
- Clarified that board approval is required for procurement methods other than full and open competition
- Checked and updated citations throughout
- Updated section/paragraph numbering
- Other minor changes consistent with applicable authorities

ALTERNATIVES:

1. Deny the policy changes and request additional information and/or changes; adopt at a later date.
2. Deny the policy changes; this would maintain the current policy and related procedures; we would be operating outside of compliance.

NEXT STEPS: The policy revision will be taken to the Board of Directors at its August 19, 2020, Regular Board meeting for adoption. If adopted, the policy revision will take effect immediately.

SUPPORTING DOCUMENTATION:

- 1) Revised Lane Transit District Procurement Policy – Redline Version
- 2) Resolution No. 2020-09-16-054

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-09-16-054:

It is hereby resolved that the LTD Board of Directors adopts the revised Procurement Policy as presented [amended].

LANE TRANSIT DISTRICT PROCUREMENT POLICY

Adopted by the LTD Board of Directors, acting as the Local Contract Review Board, on June 22, 2017 during its Regular Meeting of the Board of Directors *and amended on* September xx, 2020.

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SECTION 1 – LEGAL AUTHORITY

On June 18, 1985, Lane Transit District's Board of Directors adopted Ordinance 30 creating a local contract review board for Lane Transit District (LTD). This local contract review board is known as the LTD Contract Review Board ("LTD/CRB").

The Contract Review Board may, from time to time, delegate its powers and responsibilities consistent with the Oregon Public Contracting Code, the Oregon Administrative Rules (the "Model Rules"), the LTD Procurement Policy, and, where federal funds are or may be utilized, the FTA Circular 4220.1F, as may be amended. LTD's General Manager or her/his designee are designated as LTD's "Contracting Agency" for purposes of contracting powers and duties assigned to the District as a "Contracting Agency" under the State of Oregon Public Contracting Code, Model Rules, or Federal law or rules, as applicable. Except as otherwise provided in this Policy, the powers and duties of the LTD Contract Review Board shall be exercised and performed by the LTD Board of Directors and all powers and duties given or assigned to the Contracting Agencies by the Public Contracting Code, or Federal law or Rules as applicable, shall be exercised or performed by the General Manager or her/his designee.

LTD is the recipient of federal funds, and as such, LTD procurement activities shall comply with FTA Circular 4220.1F, as may be amended. Where Oregon law or the Model Rules have stricter requirements, LTD shall adhere to the Oregon requirements. Those requirements appear in **bold** in this Policy.

Except as otherwise provided herein, the LTD Contract Review Board has adopted the Oregon Model Rules, Division 46, 47, 48 and 49, adopted by the Attorney General under Oregon Revised Statute ("ORS") 279A, 279B, and 279C as they now exist, and as they may be amended in the future, are hereby adopted as LTD's Public Contracting Rules.

On **June 22, 2017**, the LTD Board of Directors, acting as the LTD Contract Review Board, adopted this Procurement Policy during its Regular Meeting of the Board of Directors. On September xx, 2020, the LTD Board of Directors, acting as the LTD Contract Review Board, updated and revised this Procurement Policy during its Regular Meeting of the Board of Directors.

SECTION 2 – APPLICATION

- 2.1. Application. This Procurement Policy applies to all public contracts made by or on behalf of Lane Transit District, unless an exception applies.
- 2.2. **Exceptions. This Policy requiring public contracts to be awarded through the Competitive Procurement process does not apply to the following types of contracts:**
 - a. **Contracts between LTD and other contracting agencies or the federal government;**
 - b. **Intergovernmental Agreements authorized by Oregon Revised Statutes Chapter 190;**
 - c. **Contracts for insurance;**
 - d. **Grants;**
 - e. **Contracts for professional or expert witnesses or consultants to provide services or testimony relating to existing or potential litigation or legal matters in which LTD is or may become interested;**
 - f. **Acquisitions or disposals of real property or an interest in real property;**

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g. Disposals of Personal Property;

h. Sole-source expenditures when rates are set by law or ordinance for purposes of source selection (i.e. utilities);

i. Personal Services Contracts:

j. Contracts for employee benefit plans as provided in ORS 243.105 (1), 243.125 (4), 243.221, 243.275, 243.291, 243.303, and 243.565;

k. Contracts for employee benefit plans as provided in ORS 243.860 to 243.886; or

l. Any other public contracting of a public body specifically exempted from the code by another provision of law. (ORS 279A.025)

SECTION 3 – DEFINITIONS

For purposes of this Policy, the following definitions apply:

- 3.1 Addendum or Addenda: A document from LTD that sets forth an addition or deletion to, a modification in, or an explanation of a Solicitation Document.
- 3.2 Bid: A written, competitive Offer submitted in response to an Invitation for Bid, binding on the Offeror, in which price and conformance to specification will be the award criteria.
- 3.3 Bidder: An Offeror that submits a Bid in response to an Invitation for Bid.
- 3.4 Board of Directors: The Board of Directors of LTD.
- 3.5 Closing Date: The date and time announced by LTD as the deadline for the receipt of an Offer (at least five days after last advertisement of the Solicitation Document).
- 3.6 Competitive Procurement: The solicitation of competitive Offers through the issuance of a Solicitation Document.
- 3.7 Contract Period: The period of contract performance for rolling stock and replacement parts shall not exceed five years, inclusive of options, as defined in FTA C 4220.1F. The length of all other contracts shall be based upon sound business judgment, including consideration of issues such as the nature of the item being purchased, the need to afford the contractor a reasonable opportunity to recapture any start-up costs, the need to afford competing vendors the opportunity to do business with LTD, and the relative benefit to LTD of a longer or shorter contract term All contracts must specify a contract period of performance, either in the form of delivery schedules for contract deliverables such as commodities, or a specific end date for service contracts.
- 3.8 Contractor: The person or entity awarded the Public Contract in response to a solicitation by LTD.
- 3.9 Date of Solicitation Document: The date when the first advertisement for the Solicitation Document is published.
- 3.10 General Manager: The General Manager of Lane Transit District.
- 3.11 Grant: An agreement under which a Contracting Agency receives moneys, property, or other assistance, including but not limited to federal, state and local assistance that is characterized as a grant by law or regulation, loans, loan guarantees, credit enhancements, gifts, bequests, commodities, or other assets, from a grantor for the purpose of supporting or stimulating a program or activity of the Contracting Agency and in which no substantial involvement by the grantor is anticipated in the program or activity other than involvement associated with monitoring compliance with the grant conditions; or an agreement under which a Contracting Agency provides moneys, property, or other assistance, including but not limited to federal, state and

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local assistance that is characterized as a grant by law or regulations, loans, loan guarantees, credit enhancements, gifts, bequests, commodities, or other assets, to a recipient for the purpose of supporting or stimulating a program or activity of the recipient and in which no substantial involvement by the Contracting Agency is anticipated in the program or activity other than involvement associated with monitoring compliance with the grant conditions. Grant does not include a Public Contract for a Public Improvement, for Public Works, or for emergency work, minor alterations, or ordinary repair or maintenance necessary to preserve a Public Improvement, when under the Public Contract a Contracting Agency pays, in consideration for contract performance intended to realize or to support the realization of the purposes for which grant funds were provided to the Contracting Agency.

- 3.12 Invitation for Bid or IFB: All documents issued by LTD used for soliciting Bids from prospective Bidders and used to explain offering procedures and requirements.
- 3.13 Lowest Responsible Bidder: The lowest priced, responsive, responsible Bidder who has substantially complied with all prescribed public bidding procedures and requirements and who has not been debarred, suspended or otherwise excluded by any agency or department of the federal government, or debarred or disqualified by LTD under Oregon law.
- 3.14 LTD: Lane Transit District.
- 3.15 Non-Standard Procurement: Any procurement other than an Invitation to Bid, Request for Proposals or Request for Qualifications solicited using full and open competition. Micro-purchases and small procurements are excluded from the definition of "non-standard procurement."
- 3.16 Offer: A Bid, Proposal, or other written response to a Solicitation Document as applicable.
- 3.17 Offeror: A Bidder, Proposer, or other Person, as applicable, who submits an Offer.
- 3.18 Person: An individual, corporation, business trust, estate, trust, partnership, limited liability company, association, joint venture, governmental agency, public corporation, or any other legal or commercial entity that has legal capacity to enter into a Contract.
- 3.19 Personal Services: ~~Services where the skill, ability, resources, knowledge or expertise of an independent contractor are of paramount importance. Personal Service contracts include, but are not limited to, the following:~~
 - a. ~~Contracts for services as an artist in the performing or fine arts.~~
 - b. ~~Contracts for services where the primary purpose is to provide transit-related expertise, in a professional capacity or as a consultant.~~
 - c. ~~Contracts for services where the primary purpose is to provide procurement-related expertise in a professional capacity or as a consultant.~~
 - d. ~~Contracts for services that are specialized, creative, or research oriented.~~
- 3.20 President: The presiding officer of LTD/CRB and who is the same person who serves as President of the LTD Board of Directors.
- 3.21 Proposal: A written, competitive Offer submitted in response to a Request for Proposal, binding on the Proposer, in which price, conformance to specification, and other listed factors will be part of the award criteria.
- 3.22 Proposer: An Offeror who submits a Proposal in response to a Request for Proposal.
- 3.23 Public Contract or Contract: A sale or other disposal, or a purchase, lease, rental, or other acquisition, by LTD of personal property, services, including Personal Services, Public

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Deleted: <#>Services, even if rendered in a professional capacity, if the predominant result of the Contract is a product (for example, a contract with a landscape architect to design a garden is for professional services, but a contract to design a garden and supply all the plants is not);¶ Labor that is of a type that generally can be done by any competent worker, including but not limited to janitorial work, security guard work, crop spraying, laundry, and landscape maintenance; and¶ Trade-related activities, even if a specific license is required to engage in the activities.¶

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Improvement, Public Works, minor alterations, or ordinary repair or maintenance necessary to preserve a Public Improvement. Public Contract does not include grants.

- 3.24 Public Improvement: A project for construction, reconstruction, or major renovation on real property by or for LTD. However, Public Improvement does not include either:
 - a. projects for which no funds of LTD are directly or indirectly used, except for participation that is incidental or related primarily to project design or inspection; or
 - b. any emergency work, minor alteration, ordinary repair, or maintenance necessary in order to preserve a Public Improvement.
- 3.25 **Public Works: Has the meaning set forth in ORS 279C.800(6).**
- 3.26 Receipt of Offer: Occurs when an Offer and any associated documentation is actually received by LTD at the delivery point and/or by the person designated in the Solicitation Document.
- 3.27 Request for Proposal or RFP: All documents issued by LTD used for soliciting Proposals from prospective Proposers and explaining offering procedures and requirements.
- 3.28 Responsive Offer (also Responsive Bid or Responsive Proposal): An Offer that is in substantial compliance with applicable solicitation procedures, these rules, and all requirements and criteria set forth in the Solicitation Document.
- 3.29 Responsible Offeror (also Responsible Bidder or Responsible Proposer): An Offeror who meets the standards set forth in Section 16.3.
- 3.30 Signature: Any mark, word, or symbol attached to or logically associated with a document and executed or adopted by a Person with the intent to be bound.
- 3.31 Signed: A written document that contains a signature.
- 3.32 Solicitation Document: An Invitation for Bid, Request for Proposal, or other document issued to invite Offers from prospective Offerors pursuant to the Rules.
- 3.33 Submittal Period: The span of time between the date of the Solicitation Document and Closing Date.
- 3.34 Written or Writing: Conventional paper documents, whether handwritten, typewritten, or printed, in contrast to spoken words. It also includes electronic transmission when required by applicable law or permitted by a Solicitation Document or Contract.

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SECTION 4 – DELEGATED AUTHORITY

Refer to LTD Resolution No. 2017-03-15-011, A Resolution Establishing Public Contracting Policies, effective April 1, 2017, for Levels of Contracting Authority.

SECTION 5 –WRITTEN STANDARDS OF CONDUCT

- 5.1. Written Standards of Conduct. Refer to LTD’s Administrative Employee Handbook, as amended, for Employee Rules for Ethical Conduct. Also refer to Board of Directors Ethics and Conflict of Interest Policy and Acknowledgment and Disclosure Form.
- 5.2. Organizational Conflict of Interest. Engaging in practices that result in organizational conflicts of interest are prohibited.
 - a. An organizational conflict of interest occurs when any of the following circumstances arise:
 - i. Lack of Impartiality or Impaired Objectivity. When the contractor is unable, or

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- potentially unable, to provide impartial and objective assistance or advice to the recipient due to other activities, relationships, contracts, or circumstances.
 - ii. Unequal Access to Information. The contractor has an unfair competitive advantage through obtaining access to nonpublic information during the performance of an earlier contract.
 - iii. Biased Ground Rules. During the conduct of an earlier procurement, the contractor has established the ground rules for a future procurement by developing specifications, evaluation factors, or similar documents.
- b. A Conflict of Interest Disclosure Form shall be included in every formal solicitation. For small purchases, a Conflict of Interest Disclosure Form shall be sent to prospective contractors at the time LTD requests an informal bid or quote from the prospective contractor(s). For micro-purchases, the Procurement staff member shall attest that no organizational conflict of interest exists.

SECTION 6 – INDEPENDENT COST ESTIMATE

- 6.1. Independent Cost Estimate Required. Concurrent with the submission of a Request for New Proposal, and before issuing a solicitation, an Independent Cost Estimate (ICE) must be submitted to the Procurement Department. The ICE is an estimate of what the item or service “should cost.” Available resources for completion of an ICE include: (1) the use of published price lists; (2) historical pricing information from similar contracts previously awarded; (3) comparable purchases by other agencies; (4) engineering estimates; and (5) independent third party estimates (e.g., an A/E construction cost estimate).
- 6.2. Application. An independent cost estimate shall be required for all procurement actions above the micro-purchase level, including contract modifications.

SECTION 7 – PROCUREMENT METHODS (FULL AND OPEN COMPETITION)

- 7.1 Full and Open Competition. Except as provided herein, or as otherwise permitted by law, LTD shall use procurement procedures that provide full and open competition. Compliance with the solicitation procedures described herein and in FTA Circular 4220.1F, shall fulfill the requirement for “full and open competition.” Notwithstanding any exceptions to competitive procurement allowed by law or this Policy, LTD may nevertheless award a Contract using the competitive procurement process as set forth herein.
- a. **Conflict Between Federal and State Law. There exists a conflict in the threshold levels for micro, small, intermediate and formal procurements between State and Federal law. LTD adopts, for all procurements regardless of funding source, the threshold levels set forth in the Federal Acquisition Regulation (FAR) and FTA Circular 4220.1F, and as stated herein, except where Oregon law establishes lower threshold levels than federal law. Where Oregon requirements are more stringent than federal requirements, Oregon law controls.**
- 7.2 Restrictions on Competition. “Full and open competition” means that there is no unfair competitive advantage to any potential contractor. Some of the situations considered to be restrictive of competition include, but are not limited to, the following:
- a. Unreasonable requirements placed on firms in order for them to qualify to do business.
 - b. Unnecessary or excessive experience, excessive bonding, insurance, warranty, or similar requirements which affect an otherwise qualified firm’s ability to compete. Such requirements must also, however, be established in a manner consistent with protection of LTD’s interests.

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- c. Noncompetitive pricing practices between firms or between affiliated companies.
- d. Specifying only a “brand name” product, without specifying that equivalent products will be accepted and providing salient characteristics or other descriptive information sufficient to allow bidders to identify and propose such equivalent products. See Section 12.3, Brand Name or Equal requirements.
- e. The use of specification requirements and evaluation criteria which unnecessarily favor an incumbent contractor.
- f. Specifying in-State or local geographical preferences, or evaluating bids or proposals in light of in-State or local geographic preferences is prohibited by the FTA, as restrictive of competition. However, these preferences may be permitted or even required for non-federally funded procurements. Exceptions to the prohibition against in-State or local geographical preferences for federally funded contracts include:
 - i. **Architectural Engineering (A&E) Services. Geographic location may be a selection criteria if an appropriate number of qualified firms are eligible to compete for the contract in view of the nature and size of the project.**
 - ii. **Licensing. Oregon may enforce its licensing requirements, provided that those Oregon requirements do not conflict with Federal law.**
 - iii. **Major Disaster or Emergency Relief. Certain federally funded contracts for disaster or emergency relief, in accordance with FTA Circular 4220.1F.**
- g. Any arbitrary action in the procurement process.

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7.3 Unsolicited Proposals. LTD may only accept an unsolicited proposal in accordance with the FTA Circular 4220.1F. To satisfy the requirement for full and open competition, LTD must take the following actions before entering into a contract resulting from an unsolicited proposal:

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- a. Publicize receipt of the unsolicited proposal:
- b. Publicize an adequate description of the property or services offered without improperly disclosing proprietary information or disclosing the originality of thought or innovativeness of the property or services sought:
- c. Publicize LTD’s interest in acquiring the property or services described in the proposal:
- d. Provide an adequate opportunity for interested parties to comment or submit competing proposals:
- e. Publicize LTD’s intention to award a contract based on the unsolicited proposal or another proposal submitted in response to the publication; and
- f. An unsolicited proposal may only be accepted after written approval by the Procurement Manager and General Manager, subject to the contracting authority limits set forth in Section 4.

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7.4 Micro Purchases. LTD may acquire property and services valued at \$10,000 or less without obtaining competitive quotations or proposals.

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- a. Written Determination. The staff person acquiring property or services through a micro-purchase must make a written determination, in advance of the purchase, that the purchase price is fair and reasonable. That determination must include a description of how she/he came to that determination. This written determination shall be provided to the Procurement Manager within two (2) business days of making the micro-purchase.
- b. No Artificial Division. A procurement may not be artificially divided or reduced merely to

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come within the micro-purchase limit.

- c. Construction Contracts Exceeding \$2,000. Davis-Bacon prevailing wage requirements apply to construction contracts exceeding \$2,000.

7.5 Small Purchases (Other Than Construction Contracts). For all contracts other than construction contracts, LTD may acquire property and services valued at more than the micro-purchase threshold (currently \$10,000) but less than the Federal simplified acquisition threshold (currently at \$150,000) without obtaining competitive quotations or proposals, provided such Contracts are awarded in accordance with the Small Purchases procedures set forth herein and in the FTA Circular 4220.1F.

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- a. Independent Cost Estimate (ICE). An ICE is required. See Section 6, above, for requirements.
- b. Obtaining Quotes. LTD must find that the awarding of a Contract using these Small Purchase procedures will not encourage favoritism or diminish competition, and will result in substantial cost savings to LTD. In making this determination, LTD shall comply with the following:
 - i. Reasonable efforts are made to obtain at least three quotes prior to awarding a Contract. If three quotes are not available, fewer will suffice if a written record is made of the effort to obtain quotes. A written record is made of all sources of the quotes received.
 - ii. A written documentation that the price is reasonable will be placed in the file. That determination must include a description of how the purchaser came to that determination.
 - iii. LTD shall not award Contracts totaling in excess of \$150,000 to any one Contractor during one fiscal year pursuant to this section.

7.6 Intermediate Level Procurement of Construction Services. Public improvement contracts estimated by LTD not to exceed \$100,000 may be awarded in accordance with this Section.

- a. Independent Cost Estimate (ICE). An ICE is required. See Section 6, above, for requirements.
- b. Selection Criteria. The selection criteria may be limited to price or some combination of price, experience, specific expertise, availability, project understanding, contractor capacity, responsibility, and similar factors.
- c. Request for Quotes. LTD shall utilize written requests for quotes whenever reasonably practicable. Written requests for quotes shall include the selection criteria to be utilized in selecting a contractor and, if the criteria are not of equal value, their relative value or ranking. When requesting quotations orally, prior to requesting the price quote, LTD shall state any additional selection criteria and, if the criteria are not of equal value, their relative value. For Public Works Contracts, oral quotations may be utilized only in the event that written copies of prevailing wage rates are not required by the Bureau of Labor and Industries.
- d. Number of Quotes; Records Required. LTD shall seek at least three competitive quotes, and keep a written record of the sources and amounts of the quotes received. If three quotes are not reasonably available, LTD shall make a written record of the effort to obtain those quotes.
- e. Award. If awarded, LTD shall award the Contract to the prospective contractor whose quote will best serve the interests of LTD, taking into account the

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announced selection criteria. If the award is not made to the Offeror offering the lowest price, LTD shall make a written record of the basis for award. (OAR 137-049-0160).

7.7 Sealed Bids (Formal Advertising). Sealed bidding is the preferred procurement method in which bids are publicly solicited and a firm fixed price contract is awarded to the responsible bidder whose bid, conforming to all the materials terms and conditions of the invitation for bids is lowest in price. LTD shall comply with the requirements for Sealed Bids stated in the FTA Circular 4220.1F, Oregon law, and as otherwise stated herein.

a. When Appropriate. Sealed bid procurements should be used when the following circumstances are present:

- i. Precise Specifications. A complete, adequate, precise and realistic specification or purchase description is available.
- ii. Adequate Sources. Two or more responsible bidders are willing and able to compete effectively for the business.
- iii. Fixed Price Contract. The procurement generally lends itself to a firm fixed price contract.
- iv. Price Determinative. The successful bidder can be selected on the basis of price and those price-related factors listed in the solicitation including, but not limited to, transportation costs, life cycle costs, and discounts expected to be taken. Apart from responsibility determinations discussed in Section 16.3, contractor selection may not be determined on the basis of other factors whose costs cannot be measured at the time of award.
- v. Discussions Unnecessary. Discussions with one or more bidders after bids have been submitted are expected to be unnecessary as award of the contract will be made based on price and price-related factors alone.

b. Procurement Procedures. The following procedures apply to sealed bid procurements:

- i. Publicity. The Invitation for Bids is publicly advertised. **See Section 13 for Oregon requirements on public advertisement.**
- ii. Adequate Sources. Bids are solicited from an adequate number of known suppliers.
- iii. Adequate Specifications. The Invitation for Bids, including any specifications and pertinent attachments, describes the property or services sought in sufficient detail that a prospective bidder will be able to submit a proper bid.
- iv. Sufficient Time. Bidders are allowed sufficient time to prepare bids before the date of bid opening. **A “sufficient time to prepare bids before the date of bid opening” means no less than the following under Oregon law:**
 1. **Solicitations for Goods and Services: The interval between the first date of public notice of the Solicitation Document and Closing shall not be less than fourteen (14) days for an Invitation to Bid and thirty (30) days for a Request for Proposals, unless LTD determines that a shorter interval is in the public’s interest, and that a shorter interval will not substantially affect competition. However, in no event shall the interval between the first date of public notice of the Solicitation Document and closing be less than seven (7) days. LTD shall document the specific reasons for the shorter public notice period in the Procurement file.**

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(OAR 137-047-0300(3)(c), ORS 279B.055 (4)(f).

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2. Solicitations for Construction Services: The scheduled Closing shall not be less than five days after the date of the last publication of the advertisement. (OAR 137-049-0210(2)(d)(D))

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- v. Public Opening. All bids are publicly opened at the time and place described in the Invitation for Bids.
- vi. Fixed Price Contract. A firm fixed price contract is usually award in writing to the lowest responsive and responsible bidder, but a fixed price incentive contract or inclusion of an economic price adjustment provision can sometimes be appropriate. When specified in the bidding documents, factors such as transportation costs and life cycle costs affect the determination of the lowest bid; payment discounts are used to determine the low bid only when prior experience indicates that such discounts are typically taken.
- vii. Rejection of Bids. Any or all bids may be rejected if there is a sound, documented business reason.

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7.8 Competitive Proposals (Request for Proposals). The use of competitive or "best value" requests for proposals is a generally accepted procurement method when the nature of the procurement does not lend itself to sealed bidding and LTD expects that more than one source will be willing and able to submit an offer or proposal. LTD shall comply with the requirements for Competitive Proposals stated in FTA Circular 4220.1F, Oregon law, and as otherwise stated herein.

a. When Appropriate. Competitive proposals should be used when any of the following circumstances are present:

- i. Type of Specifications. The property or services to be acquired are described in a performance of functional specification; or if described in detailed technical specifications, other circumstances such as the need for discussions or the importance of basing the contract award on factors other than price alone are present.
- ii. Uncertain Number of Sources. Uncertainty about whether more than one bid will be submitted in response to an invitation for bids and LTD lacks authority or flexibility under Oregon or local law to negotiate the contract price if it receives only a single bid.
- iii. Price Alone Not Determinative. Due to the nature of the procurement, contract award need not be based exclusively on price or price-related factors.
- iv. Discussions Expected. Separate discussions with individual offeror(s) are expected to be necessary after they have submitted their proposals.

b. Procurement Procedures. The following procedures apply to procurements by competitive proposals:

- i. Publicity. The Request for Proposals is publicly advertised. **See Section 13 for Oregon requirements on public advertisement.**
- ii. Evaluation Factors. All evaluation factors and their relative importance are specified in the solicitation. For procurement of Goods and Services, numerical or percentage ratings or weights need not be disclosed. **See Section 12 for Oregon requirements on solicitation document and evaluation factors.**
- iii. Adequate Sources. Proposals are solicited from an adequate number of known

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suppliers.

- iv. Evaluation Method. A specific method is established and used to conduct technical evaluations of the proposals received and to determine the most qualified offeror. **See Section 16 for Oregon requirements on evaluation of Requests for Proposals.**
- v. Price and Other Factors. An award is made to the responsible offeror whose proposal is most advantageous to LTD with price and other factors considered.
- vi. Best Value. LTD may award the contract to the offeror whose proposal provides the greatest value to LTD. To do so, LTD's solicitation must inform potential offerors that the award will be made on a "best value" basis and identify what factors will form the basis for award. The evaluation factors for a specific procurement should reflect the subject matter and the elements that are important to LTD. Those evaluation factors may include, but need not be limited to, technical design, technical approach, length of delivery schedules, quality of proposed personnel, past performance, and management plan. **See Section 16 for Oregon requirements on evaluation of Requests for Proposals.**

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7.9 **Architectural Engineering (A&E) Services and Other Services.** LTD shall select consultants to provide architectural, engineering, photogrammetric mapping, transportation planning, land surveying services, or related services on the basis of the consultant's qualifications for the type of professional service required. LTD may solicit or use pricing policies and proposals or other pricing information, including the number of hours proposed for the service required, expenses, hourly rates and overhead to determine consultant compensation only after LTD has selection a candidate pursuant to this Section.

- a. **Screening and Selection Procedures.** LTD's screening and selection procedures under this section, regardless of the estimated cost of the architectural, engineering, photogrammetric mapping, transportation planning or land surveying services for a project, may include:
 - i. **Specialized experience, capabilities and technical competence, which the prospective consultant may demonstrate with the prospective consultant's proposed approach and methodology to meet the project requirements;**
 - ii. **Resources committed to perform the services and the proportion of the time that the prospective consultant's staff would spend to perform services for the contracting agency, including time for specialized services, within the applicable time limits;**
 - iii. **Record of past performance, including but not limited to price and cost data from previous projects, quality of work, ability to meet schedules, cost control and contract administration;**
 - iv. **Ownership status and employment practices regarding disadvantaged business enterprises, minority-owned businesses, woman-owned businesses, businesses that service-disabled veterans own, emerging small businesses or historically underutilized businesses;**
 - v. **Availability to the project locale;**
 - vi. **Familiarity with the project locale; and**
- b. **Proposed project management techniques. (ORS 279C.110 (3)). Pricing**

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Information. Notwithstanding the requirement in subsection (a) of this section that LTD may not solicit or use pricing policies, proposals or other pricing information until after LTD has selected a consultant, a local contracting agency may use pricing policies, proposals or other pricing information as part of LTD's screening and selection of prospective consultants if LTD;

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- i. States in solicitation documents for the procurement:
 - 1. That LTD will screen and select prospective consultants as provided in this subsection;
 - 2. How LTD will rank proposals from prospective consultants, with a specific focus on:
 - a. Which factors LTD will consider in evaluating proposals, including pricing policies, proposals or other pricing information, if LTD will use pricing policies, proposals or other pricing information in the evaluation; and
 - b. The relative weight LTD will give each factor, disclosing at a minimum the number of available points for each factor, the percentage each factor comprises in the total evaluation score and any other weighting criteria LTD intends to use;
 - 3. An estimate of the cost of professional services LTD requires for the procurement; and
 - 4. A scope of work that is sufficiently detailed to enable a prospective consultant to prepare a responsive proposal.
- ii. Evaluates each prospective consultant on the basis of the prospective consultant's qualifications to perform the professional services LTD requires for the procurement. LTD may use the criteria set forth in subsection (a) of this section to conduct the evaluation.
- iii. Announces the evaluation scores and rank for each prospective consultant after completing the evaluation described in paragraph (ii) of this subsection. LTD may determine that as many as three of the top-ranked prospective consultants are qualified to perform the professional services LTD requires for the procurement and may request a pricing proposal for the scope of work stated in paragraph (i)(4) of this subsection from each of the top-ranked consultants. The pricing proposal:
 - 1. Must consist of:
 - a. A schedule of hourly rates that the prospective consultant will charge for the work of each individual or each labor classification that will perform the professional services LTD requires for the procurement, in the form of an offer that is irrevocable for not less than 90 days after the date of the proposal; and
 - b. A reasonable estimate of hours that the prospective consultant will require to perform the professional services LTD requires for the procurement; and
 - 2. May include, at LTD's request, additional pricing information that is limited to:

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- a. A description of each task that the prospective consultant understands as comprising the professional services;
 - b. A list of each individual or labor classification that will perform each task, together with the hourly rate that applies to the individual or labor classification; and
 - c. A list of expenses, including travel expenses, that the prospective consultant expects to incur in connection with providing the professional services.
 - iv. Permits a prospective consultant identified as qualified under paragraph (iii) of this subsection to withdraw from consideration for the procurement if the prospective consultant does not wish to provide a price proposal.
 - v. Completes the evaluation and selects a consultant from among the top-ranked prospective consultants that have not withdrawn as provided under paragraph (iv) of this subsection, giving not more than 15 percent of the weight in the evaluation to each prospective consultant's price proposal.
- c. Most Qualified. Negotiations are first conducted with only the most qualified offeror. Only after failing to agree on a fair and reasonable price may negotiations be conducted with the next most qualified offeror. Then, if necessary, negotiations with successive offerors in descending order may be conducted until contract award can be made to the offeror whose price LTD believes is fair and reasonable.

SECTION 8 – PROCUREMENT METHODS (OTHER THAN FULL AND OPEN COMPETITION)

- 8.1 Other Than Full and Open Competition. Only under those circumstances set forth in the FTA Circular 4220.1F, Oregon law, and as otherwise stated herein, may LTD conduct procurements without providing for full and open competition.
- 8.2 **Sole Source.** LTD may, without following the Competitive Procurement requirements and without competition, award contracts for goods or services if the General Manager and the Director of Business Services have determined, in writing, that the goods or services are only available from one source, subject to the limits of their delegated authority. **(ORS 279B.075 (1))**
- a. **Written Findings.** The determination must be based on written findings that may include:
 - i. **That the efficient utilization of existing goods requires acquiring compatible goods or services;**
 - ii. **That the goods or services required to exchange software or data with other public or private agencies are available from only one source;**
 - iii. **That the goods or services are for use in a pilot or an experimental project; or**
 - iv. **Other findings that support the conclusion that the goods or services are available from only one source. (ORS 279B.075 (2))**
 - b. **Negotiation.** To the extent reasonably practical, LTD shall negotiate with the Sole Source to obtain contract terms advantageous to LTD. **(ORS 279B.075 (3))**
 - c. Exercise of Options. See Section 24, regarding Exercise of Options.
 - d. Cost Analysis Required. See Section 11.4, regarding Cost Analysis.

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8.3 Single Bid or Single Proposal. Upon receiving a single bid or single proposal in response to a solicitation, the Procurement Manager should make a written determination of whether the competition was adequate. This determination should include a review of the specifications for undue restrictiveness and might include a survey of potential sources that chose not to submit a bid or proposal.

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8.4 **Emergency Contracts.** The LTD General Manager, or the LTD Contract Review Board, may make or authorize others to make emergency procurements of goods or services in an emergency. LTD shall document the nature of the emergency and describe the source selection methods used for the procurement.

a. For an emergency procurement of construction services that are not public improvements, LTD shall ensure competition for a contract for the emergency work that is reasonable and appropriate under the emergency circumstances. In conducting the procurement, LTD shall set a solicitation time period that LTD determines to be reasonable under the emergency circumstances and may issue written or oral requests for offers or make direct appointments without competition in cases of extreme necessity. (ORS 279B.080).

8.5 Less Than Full and Open Competition – When Prohibited. Less than full and open competition is not justified based on:

- a. Failure to Plan. LTD's lack of advance planning; or
- b. Limited Availability of Federal Assistance. Concerns about the amount of Federal assistance available to support the procurement (for example, the expiration of Federal assistance previously available for award).

8.6 Procurement Procedures (Less Than Full and Open Competition). When less than full and open competition is available, LTD shall:

- a. Potential Sources. Solicit offers from as many potential sources as is practicable under the circumstances.
- b. Sole Source Justification. If an offer will be solicited from only one source, the Contract Manager shall complete and submit to the Director of Business Services a Justification For No Full and Open Competition Form as soon as she/he becomes aware of the potential sole source procurement. See Section 24, regarding Evaluation of Options.
- c. Cost Analysis. The Contract Manager shall prepare a cost analysis verifying the proposed cost data, the projections of the data, and the evaluation of the costs and profits. The Contract Manager shall submit the Cost Analysis to the Procurement Manager for review and approval. See Section 11.4 regarding Cost or Price Analysis.
- d. Pre-award Review. If federal funds are or may be involved, the Procurement Manager shall submit the proposed procurement to FTA for pre-award review only if the FTA so requests.

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e. Board Approval. Board approval is required for all contracts procured using use less than full and open competition (including Sole Source Contracts) regardless of the contract value.

SECTION 9 – PERSONAL SERVICES CONTRACT SELECTION PROCEDURES

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Pursuant to ORS 279A.055 and 279A.065 (6), the LTD Board of Directors, as the LTD Contract Review Board, may: (a) designate certain contracts as Personal Services contracts; and (b) adopt rules of procedure for selection of such Personal Services contracts, in lieu of the Oregon

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Model Rules for public contracting, set forth in the Oregon Administrative Rules (OAR) Chapter 137, Division 046 to 049.

This *Personal Services Contract Selection Procedures* constitute LTD's procedures for the screening and selection of Personal Services contracts.

9.1 Definitions. The following terms have the meanings set forth herein. Any term not defined herein shall have the definition set forth under the Oregon Public Contracting Code (ORS Ch. 279A-C) or the Oregon Model Rules (OAR 137-046 to 049).

- a. Proposal. An offer to provide Personal Services whether formal or informal as designated below.
- b. Personal Services. Services where the skill, ability, resources, knowledge or expertise of an independent contractor are of paramount importance. Personal Service contracts include, but are not limited to, the following:
 - i. Contracts for services performed in a professional capacity or as a consultant including but not limited to services of an accountant; actuary; auditor; attorney; banker; insurance agent; information technology consultant; or marketing specialist.
 - ii. Contracts for services as an artist in the performing or fine arts.
 - iii. Contracts for services where the primary purpose is to provide transit-related expertise in a professional capacity or as a consultant.
 - iv. Contracts for services where the primary purpose is to provide procurement-related expertise in a professional capacity or as a consultant.
 - v. Contracts for services that are specialized, creative, or research oriented.
- c. Professional Services. As used herein, Personal Services does not include Professional Services, as defined in ORS 279C.100 (2), which means, "architectural, engineering, photogrammetric mapping, transportation planning or land surveying services," or Related Services, as defined in ORS 279C.100 (8), which means, services "related to planning, designing, engineering or overseeing public improvement projects or components of public improvement projects." Professional Services and Related Services are subject to the requirements of ORS Ch. 279C and OAR Chapter 137, Division 048.

9.2 Method of Procurement. Based on the estimated total cost of a Personal Services contract, the following methods of procuring a Personal Services contract shall be used, unless an exemption applies, pursuant to Section 4:

- a. Direct Negotiation – Personal Services Contract of \$10,000 or Less. When a nonexempt Personal Services contract is estimated to be \$10,000 or less, a Personal Services contractor may be selected by direct selection or award, so long as the quality of service offered by the Personal Services contractor is sufficient for LTD's particular needs under the circumstances, the cost to LTD is fair and reasonable under the circumstances, and the award is in all other respects in LTD's best interests.
- b. Informal Solicitation – Personal Services Contracts Over \$10,000 But Not Over \$150,000. When a nonexempt Personal Services contract is estimated to be more

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than \$10,000 but not more than \$150,000, informal Proposals, or price quotes, may be solicited. Informal Proposals, or price quotes, shall be solicited from a sufficient number of qualified prospective proposers to ensure no fewer than three qualified proposers submit Proposals or price quotes. If three quotes or Proposals are not reasonably available, fewer will suffice, and the efforts made to solicit Proposals, or price quotes, shall be documented in LTD's files.

c. Formal Solicitation – Personal Services Contracts Over \$150,000. When a nonexempt Personal Services contract is estimated to exceed \$150,000, LTD shall award the nonexempt Personal Services contract by competitive sealed bidding under ORS 279B.055 or by competitive sealed proposals under ORS 279B.060 and the applicable Model Rules.

9.3 Prequalification of Prospective Proposers. A pool of prospective proposers may be established for a particular type of Personal Services contract by soliciting statements of qualification from individuals or firms that may be qualified to perform those particular Personal Services pursuant to ORS 279B.120 and corresponding statutes and administrative rules.

9.4 Exemptions. Procuring a Personal Services contract under one of the exemptions set forth herein is a non-standard procurement, which requires, pursuant to LTD Resolution No. 2017-03-15-011, A Resolution Establishing Public Contracting Policies, written approval of the General Manager and the Director of Business Services before solicitation, if any, or entering into. In accordance with the levels of contracting authority requirements set forth in LTD Resolution No. 2017-03-15-011, Personal Services contracts entered into pursuant to an exemption under this Section and estimated to exceed \$149,999 shall be presented to the LTD Contract Review Board for approval.

a. Sole Source. If only one individual or firm is qualified and available to perform a Personal Services contract, a contract may be awarded to that individual or firm without competition. The requirements of ORS 279B.075 do not apply.

b. Unique or Specialized Knowledge or Expertise. A Personal Services contract may be awarded without competition if the contractor has unique or specialized knowledge or expertise required by LTD, and soliciting informal or formal proposals from others would not be in LTD's best interests.

c. Emergency. A Personal Services contract may be awarded without competition if prompt execution of a contract is necessary in an Emergency, as that term is defined in ORS 279A.010 (1)(f).

9.5 Protests.

a. Purpose. An Affected Person may protest the award of a Personal Services contract, or a notice of intent to award a Personal Services contract, whichever comes first. Before seeking judicial review of the award of a Personal Services contract, an Affected Person must file a Written protest with LTD and exhaust all administrative remedies.

b. Delivery. Unless otherwise specified, an Affected Person must deliver a Written protest to LTD within seven (7) Days after award of a Personal Services contract, or issuance of the notice of intent to award a Personal Services contract, whichever comes first.

c. Content of Protest. The Written protest must include those requirements set forth in OAR 137-047-0740 and any other requirements set forth in Lane Transit District's

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Procurement Policy, amended on September xx, 2020.

d. Contract Review Authority Response. LTD shall not consider an Affected Person's protest submitted after the timeline established for submitting such protest.

e. Judicial Review. An Affected Person may seek judicial review of LTD's decision relating to a protest of the award of a Personal Services contract only after the Affected Person has exhausted all administrative remedies set forth in Lane Transit District's Procurement Policy, adopted on June 22, 2017 and in accordance with the requirements of Oregon law.

9.6 Federal Funds. Notwithstanding any provision herein, LTD shall comply with applicable federal statutes and regulations for Personal Services contracts funded with federal funds in accordance with applicable law.

SECTION 10 – JOINT AND COOPERATIVE PROCUREMENTS

10.1 Joint Procurements. The term "joint procurement" means a method of contracting in which two or more purchasers agree from the outset to use a single solicitation document and enter into a single contract with a contractor for delivery of property or services in a fixed quantity, even if expressed as a total minimum and total maximum. LTD shall conduct any joint procurement in compliance with this Section.

a. Federal Requirements. When obtaining goods or services through a joint procurement, LTD must ensure compliance with all applicable FTA and other federal requirements.

b. State or Local Government Purchasing Schedules or Purchasing Contracts. LTD may, and is encouraged by FTA, to use State or Local Government Purchasing Schedules, in accordance with the FTA Circular 4220.1F.

i. **Use of a State or Local Purchasing Schedule is a "joint cooperative procurement" under Oregon law. A joint cooperative procurement is valid only if:**

1. **The administering contracting agency's solicitation and award process for the original contract is an open and impartial competitive process and uses source selection methods substantially equivalent to those specified under ORS 279B.055, 279B.060, or 279B.085 or uses a competitive bidding process substantially equivalent to the competitive bidding process in ORS Chapter 279C;**
2. **The administering contracting agency's solicitation and the original contract or price agreement identifies the cooperative procurement group or each participating purchasing contracting agency and specifies the estimated contract requirements; and**
3. **No material change is made in the terms, conditions, or prices of the contract between the contractor and LTD from the terms, conditions, and prices of the original contract between the contractor and the administering contracting agency. (ORS 279A.210)**

ii. **Also see Section 10.3(d) regarding requirements for interstate cooperative procurements, which applies when one or more of the participating governmental bodies are located outside of Oregon.**

10.2 Federal Excess and Surplus Property. The Common Grant Rule for governmental recipients encourages recipients to use Federal excess and surplus property managed by GSA, when

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feasible and economical, rather than procuring new property. The GSA Federal Property Management Regulations, 41 CFR Parts 101-42 through 101-46, 101-48, and 101-49 govern the eligibility of recipients and subrecipients, as well as others, to acquire supplies and services through GSA's personal property utilization and disposal programs.

- a. **Limited Use of Federal Supply Schedules.** Federal laws authorize State and Local Governments (including institutions of higher education) to use Federal Supply Schedules to acquire information technology (IT) and to purchase products and services to facilitate recovery from a major disaster. In both circumstances, GSA defines the term "State and Local Government" broadly to include many FTA governmental recipients and others as follows: The States of the United States, counties, municipalities, cities, towns, townships, tribal governments, public authorities (including public or Indian housing agencies under the United States Housing Act of 1937), school districts, colleges, and other institutions of higher education, council of governments (incorporated or not), regional or interstate government entities, or any agency or instrumentality of the preceding entities (including any local educational agency or institution of higher education), and including legislative and judicial departments.

The use of Federal supply schedules is permitted, only in accordance with the FTA Circular 4220.1F, as may be amended. When using GSA schedules to acquire property or services, LTD must ensure all federal requirements, required clauses, and certifications are properly followed and included, whether in the master intergovernmental contract or in LTD's purchase document.

- i. **Information Technology.** Section 211 of the E-Government Act of 2002, 40 U.S.C. Section 502(c)(1), authorizes "State and local governments," within limits established by law, to acquire IT of various types through GSA's Cooperative Purchasing Program, Federal Supply Schedule 70.
 - ii. **Major Disaster or Emergency Recovery.** Since February 1, 2007, Section 833 of the John Warner National Defense Authorization Act for Fiscal Year 2007, Public Law 109-364, amended 40 U.S.C. Section 502(d), to authorize State and local government entities to use any GSA Federal Supply Schedule to acquire property and services in advance of a major disaster declared by the President of the United States, as well as in the aftermath of an emergency event. The State or local government is then responsible for ensuring that the property or services acquired will be used for recovery.
 - iii. **Local Preparedness Acquisition.** Section 2 of the Local Preparedness Acquisition Act, Pub. L. 110-248, June 26, 2008, amended 40 U.S.C. Section 502(c) by adding paragraph (2) authorizing "State and local governments", within limits established by law, to acquire law enforcement, security and certain related items of various types through GSA's Cooperative Purchasing Program Federal Supply Schedule 84 or any amended or later version of that Federal supply classification group.
- b. **Use of a Federal Supply Schedule is an "interstate cooperative procurement" under Oregon law. An interstate cooperative procurement is only valid if:**
 - i. **The administering contracting agency's solicitation and award process for the original contract is an open and impartial competitive process and uses source selection methods substantially equivalent to those specified under ORS 279B.055, 279B.060, or 279B.085 or uses a competitive bidding process substantially equivalent to the competitive bidding process in ORS**

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- ii. **The administering contracting agency's solicitation and the original contract or price agreement identifies the cooperative procurement group or each participating purchasing contracting agency and specifies the estimated contract requirements; and**
- iii. **The administering contracting agency permits the contractor to extend the use of the terms, conditions, and prices of the original contract to LTD.**
- iv. **In addition to the above, the following requirements apply:**

- 1. **LTD, or the cooperative procurement group of which LTD is a member, must be listed in the solicitation of the administering contracting agency as a party that may establish contracts or price agreements under the terms, conditions, and prices of the original contract, and the solicitation must be advertised in Oregon; or**
- 2. **LTD, or the cooperative procurement group of which LTD is a member, shall advertise a notice of intent to establish a contract or price agreement through an interstate cooperative procurement.**

c. Notice of Intent. The Notice of Intent must include:

- i. **A description of the procurement;**
- ii. **An estimated amount of the procurement;**
- iii. **The name of the administering contracting agency; and**
- iv. **A time, place and date by which comments must be submitted to LTD regarding the intent to establish a contract or price agreement through an interstate cooperative procurement.**

d. Public Notice. Public notice of the intent to establish a contract or price agreement through an interstate cooperative procurement must be given in the same manner as provided in ORS 279B.055 (4)(b) and (c). Unless otherwise specified in Oregon's Model Rules, LTD shall give public notice at least seven (7) days before the deadline for submission of comments regarding the intent to establish a contract or price agreement through an interstate cooperative procurement.

i. If LTD is required to provide notice of intent to establish a contract or price agreement through an interstate cooperative procurement:

- 1. **LTD shall provide vendors who would otherwise be prospective bidders or proposers on the contract or price agreement, if the procurement were competitively procured under ORS Chapter 279B, an opportunity to comment on the intent to establish a contract or price agreement through an interstate cooperative procurement.**
- 2. **Vendors must submit comments within seven (7) days after the notice of intent is published.**
- 3. **If LTD receives comments, before LTD may establish a contract or price agreement through the interstate cooperative procurement,**

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LTD shall make a written determination that establishing a contract or price agreement through an interstate cooperative procurement is in the best interest of LTD. LTD shall provide a copy of the written determination to any vendor that submitted comments.

10.3 Existing Contracts. LTD may find it advantageous to use existing contract rights. "Existing contract" means a contract that, when formed, was intended to be limited to the original parties thereto, and does not include State or local government purchasing schedules (discussed above). LTD may only use existing contract rights consistent with the FTA Circular 4220.1F, Oregon law, and as is set forth in this Section and Section 24.

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a. Exercise of Options. LTD may use contract options held by another FTA recipient with the following limitations:

- i. Consistency with Underlying Contract. LTD must ensure that the terms and conditions of the option it seeks to exercise are substantially similar to the terms and conditions of the option as stated in the original contract at the time it was awarded.
- ii. Price. LTD may not exercise an option unless it has determined that the option price is better than prices available in the market, or that when it intends to exercise the option, the option is more advantageous.
- iii. Awards Treated as Sole Source Procurements. FTA assistance may be used to support a sole source award only if that award can be justified under FTA's third party contract standards for sole source awards. The following actions constitute sole source awards:
 1. Failure to Evaluate Options Before Awarding the Underlying Contract. If a contract has one or more options and those options were not evaluated as part of the original contract award, exercising those options after contract award will result in a sole source award.
 2. Negotiating a Lower Option Price. Exercising an option after LTD has negotiated a lower or higher price will also result in a sole source award unless that price can be reasonably determined from the terms of the original contract, or that price results from Federal actions that can be reliably measured, such as changes in Federal prevailing labor rates, for example.

b. Assignment of Contract Rights. This is also referred to as "piggybacking." LTD may use contractual rights obtained through assignment after first determining that the original contract price remains fair and reasonable, and the original contract provisions are adequate for compliance with all Federal requirements.

- i. **Use of another agency's existing contract is a "permissive cooperative procurement" under Oregon law. An permissive cooperative procurement is only valid if:**
 1. **The administering contracting agency's solicitation and award process for the original contract is an open and impartial competitive process and uses source selection methods substantially equivalent to those specified under ORS 279B.055 or 279B.060;**
 2. **The administering contracting agency's solicitation and the original contract allow other agencies to establish contracts or price agreements under the terms, conditions and prices of the original**

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- contract;
3. The contractor agrees to extend the terms, conditions **and** prices of the original contract to LTD; and
 4. No material change is made in the terms, conditions or prices of the contract or price agreement between the contractor and LTD from the terms, conditions and prices of the original contract between the contractor and the administering contracting agency.
- ii. **Public Notice.** LTD shall provide public notice of intent to establish a contract or price agreement through a permissive cooperative procurement if the estimated amount of the procurement exceeds \$250,000. Public notice of the intent to establish a contract or price agreement through an interstate cooperative procurement must be given in the same manner as provided in ORS 279B.055 (4)(b) and (c). Unless otherwise specified in Oregon's Model Rules, LTD shall give public notice at least seven (7) days before the deadline for submission of comments regarding the intent to establish a contract or price agreement through an interstate cooperative procurement.
1. If LTD is required to provide notice of intent to establish a contract or price agreement through an interstate cooperative procurement:
 - a. LTD shall provide vendors who would otherwise be prospective bidders or proposers on the contract or price agreement, if the procurement were competitively procured under ORS Chapter 279B, an opportunity to comment on the intent to establish a contract or price agreement through an interstate cooperative procurement.
 - b. Vendors must submit comments within seven (7) days after the notice of intent is published.
 - c. If LTD receives comments, before LTD may establish a contract or price agreement through the interstate cooperative procurement, LTD shall make a written determination that establishing a contract or price agreement through an interstate cooperative procurement is in the best interest of LTD. LTD shall provide a copy of the written determination to any vendor that submitted comments.
 2. **Notice of Intent.** The Notice of Intent must include:
 - a. A description of the procurement;
 - b. An estimated amount of the procurement;
 - c. The name of the administering contracting agency; and
 - d. A time, place and date by which comments must be submitted to LTD regarding the intent to establish a contract or price agreement through an interstate cooperative procurement. (ORS 279A.215)

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SECTION 11 – NECESSITY, LEASE VERSUS PURCHASING

11.1 Unnecessary Reserves. LTD will limit the acquisition of property and services to the amount it needs to support its transit system.

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11.2 Acquisition for Assignment Purposes. LTD may only contract for its current and reasonably expected public transportation needs and may not add quantities or options to third party contracts solely to permit assignment to another party at a later date. These limits are not intended to preclude joint procurements entered into in accordance with applicable law and rules.

11.3 Economic Purchasing. Procurement activity will be reviewed by the Procurement Manager at least annually to determine if certain classes of purchases should be consolidated or broken out to obtain more economic pricing. Analysis will also be made of lease versus purchase alternatives or any other appropriate methodology to determine the most economical approach.

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11.4 Cost or Price Analysis. A Cost or Price Analysis must be made for every formal procurement, including Contract modifications, as outlined in FTA Circular 4220.1F, as amended. The Contract Manager shall be responsible for completing the Cost or Price Analysis and providing it to the Procurement Manager for review and approval prior to any Contract award or modification. See Section 7.5 for Price Analysis requirements for Micro-Purchases and Sections 7.6 and 7.7 for Price Analysis requirements for Small Purchases.

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a. Price Analysis. If competition was adequate, a price analysis is used to determine the reasonableness of the proposed contract price. Common reasons supporting a price analysis of fair and reasonable pricing include but are not limited to:

- i. Catalog or market prices offered in substantial quantities to the general public;
- ii. Regulated prices (for example, for many utilities purchases); or
- iii. A comparison with recent prices for similar goods and services.

b. Cost Analysis. A cost analysis must be performed when a price analysis will not provide sufficient information to determine the reasonableness of the contract cost.

- i. Applicability. The Contract Manager must perform a cost analysis when:
 - 1. The Offeror is required to submit the elements (i.e., labor hours, overhead, materials, etc.) of the estimated cost (such as professional consulting and A&E contracts); or
 - 2. When adequate price competition is lacking, including sole source procurements (which include contract modifications and change orders), unless price reasonableness can be established on the basis of a catalog or market price of a commercial product sold in substantial quantities to the general public or on the basis of prices set by law or regulation.
- ii. Profit. Profit is to be negotiated as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration will be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.
- iii. Federal Cost Principles. Costs or prices based on estimated costs for contracts will be allowable only to the extent that costs incurred or cost estimates included in negotiated prices are consistent with federal cost principles contained in Part 31 of the Federal Acquisition Regulations.
- iv. LTD can accomplish a cost analysis by comparison of proposed prices received in response to a Solicitation Document, by comparison of prior Contract prices for same or similar products or services, by comparison with competitive published

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price lists, and by comparison of proposed prices with independent cost estimates.

SECTION 12 – SOLICITATIONS

All Solicitation Documents shall satisfy the requirements set forth in this Section 12.

12.1 Clear Descriptions/Nonrestrictive Specifications. All Solicitation Documents shall include a clear and accurate description of the technical requirements for the material(s), product(s), or service(s) to be procured. The description may include a statement of the qualitative nature of the property or services to be acquired. When practicable, requirements should be described in terms of functions to be performed or level of performance required, including the range of acceptable characteristics or minimum acceptable standards. In competitive procurements, the description may not contain features that unduly restrict competition. Except as set forth in Section 12.3 below, specifications shall not expressly or implicitly require any product by any brand name or mark, nor the product of any particular manufacturer or seller unless the products so identified are followed by the terms “or equal specifications.” Notwithstanding the foregoing, nothing herein shall prohibit LTD from specifying one or more comparable products as examples of quality, performance, functionality, or other characteristics of the product needed by LTD.

12.2 Quality Requirements/Preference for Performance Specifications. Detailed product specifications should be avoided if at all possible. A description may include a statement of the qualitative nature of the material(s), product(s), or service(s) to be procured and, when necessary, describe minimum essential characteristics and standards to which the property or services must conform if it is to satisfy LTD’s intended use.

12.3 Brand Name or Equal. When it is impractical or uneconomical to write a clear and accurate description of the technical requirements of the property or services to be acquired, a “brand name or equal” description may be used to define the performance or other salient characteristics of a specific type of property. The salient characteristics of the named brand must be identified in the Solicitation Documents.

12.4 Preferences. LTD shall state in all Solicitation Documents what preferences apply to the solicitation, if any. See Sections 7.3 (f) and 16.1 for the application of geographic preferences.

12.5 Time for Acceptance. LTD shall state in all Solicitation Documents that Offers are “Firm Offers,” irrevocable and binding on the Offeror not less than ninety (90) days from the Closing Date, unless otherwise specified in the Solicitation Document.

12.6 Solicitation Documents, Terms and Conditions. In addition to the requirements set forth in this Section 12, the Procurement Manager may include any other special terms and conditions applicable to the procurement and the contracts to be awarded so long as those terms and conditions are consistent with the requirements of this Section 12, the FTA Circular 4220.1F, and Oregon law.

12.7 Solicitation Documents for Goods and Services. As used in this Section 12.7, “bids” shall be read to include “proposals” and “invitation to bid” shall be read to include “request for proposals.” The Solicitation Documents must:

- a. **Specify a time and date by which the bids must be received and a place at which the bids must be submitted. LTD may receive bids by electronic means or direct or permit a bidder to submit bids by electronic means.**
- b. **Specify the name and title of the person designated to receive bids and the person LTD designates as the contact person for the procurement, if different.**

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- c. Describe the procurement. In the description, LTD shall identify the scope of work included within the procurement, outline the contractor's anticipated duties and set expectations for the contractor's performance. Unless LTD for good cause specifies otherwise, the scope of work shall require the contractor to meet the highest standards prevalent in the industry or business most closely involved in providing the appropriate goods or services.
- d. Specify a time, date and place for prequalification applications, if any, to be filed and the classes of work, if any, for which bidders must be prequalified in accordance with ORS 279B.120.
- e. State that LTD may cancel the procurement or reject any or all bids in accordance with ORS 279B.100;
- f. Require the contractor or subcontractor to possess an asbestos abatement license, if required under ORS 468A.710;
- g. Include all contractual terms and conditions applicable to the procurement, including those terms required under federal or Oregon law. See Section 12.10 for required contract terms. The contract terms and conditions shall specify clear consequences for a contractor's failure to perform the scope of work identified in the invitation to bid or the contractor's failure to meet established performance standards. (ORS 279B.055, 279B.060)

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12.8 Solicitation Documents for Architectural & Engineering Services (Professional Services). LTD shall include the following in each Request for Proposals, whether or not the Request for Proposals is preceded by a Request for Qualifications:

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- a. General background information, including a description of the project and the specific professional services sought for the project, the estimated project cost, the estimated time period during which the project is to be completed, the estimated time period in which the specific professional services sought will be performed;
- b. The RFP evaluation process and the criteria which will be used to select the most qualified proposer, including the weights, points or other classifications applicable to each criterion. If LTD does not indicate the applicable number of points, weights or other classifications, then each criterion is of each value;
- c. Conditions or limitations, if any, that may constrain or prohibit the selected Consultant's ability to provide additional services related to the project, including but not limited to construction services;
- d. Whether interviews are possible and if so, the weight, points or other classifications applicable to the potential interview;
- e. The date and time Proposals are due, and the delivery location for Proposals;
- f. Reservation of the right to seek clarifications of each Proposal;
- g. Reservation of the right to negotiate a final Contract that is in the best interest of LTD;
- h. Reservation of the right to reject any or all Proposals and reservation of the right to cancel the RFP at any time if doing either would be in the public interest as determined by LTD;
- i. A statement that Proposers responding to the RFP do so solely at their expense,

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and LTD is not responsible for any Proposer expenses associated with the RFP;

- j. A statement directing Proposers to LTD's protest procedures;
- k. Special contract requirements, including federal requirements when federal funds are involved;
- l. A statement whether or not LTD will hold a pre-Proposal meeting and if a pre-Proposal meeting will be held, the location of the meeting and whether attendance is mandatory
- m. A request for any information LTD deems reasonably necessary to permit LTD to evaluate, rank and select the most qualified Proposer to perform the professional services described in the RFP; and
- n. A sample form of Contract. (OAR 137-048-0220 (4)).

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12.9 Solicitation Documents for Construction Services. LTD shall, at a minimum, include in the Solicitation Documents:

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- a. A designation for or description of the public improvement project;
- b. The office where the specifications for the project may be reviewed;
- c. The date that prequalification applications must be filed and the class of work for which bidders must be prequalified if prequalification is a requirement;
- d. The date and time after which bids will be received, which must be at least five (5) days after the date of the last publication of the advertisement, and may, in the sole discretion of LTD, direct or permit bidders to submit and the contracting agency to receive bids by electronic means;
- e. The name and title of the person designated to receive bids;
- f. The date on which and the time and place at which LTD will publicly open the bids;
- g. A statement that, if the contract is for a public works project subject to the state prevailing rates of wage under ORS 279C.800 to 279C.970, the federal prevailing rates of wage under the Davis-Bacon Act (40 U.S.C. § 3141 et seq.), LTD will not receive or consider a bid unless the bid contains a statement by the bidder that the bidder will comply with ORS 279C.838 or 279C.840 or 40 U.S.C. 3141 et seq.;
- h. A statement that each bid must identify whether the bidder is a resident bidder, as defined in ORS 279A.120;
- i. A statement that LTD may reject a bid that does not comply with the prescribed public contracting procedures and requirements and that LTD may reject for good cause all bids after finding that doing so is in the public interest;
- j. Information addressing whether a contractor or subcontractor must be licensed under ORS 468A.720; and
- k. A statement that LTD may not receive or consider a bid for a public improvement contract unless the bidder is licensed by the Construction Contractors Board or the State Landscape Contractors Board (ORS 279C.365).

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12.10 Sample Contracts. A sample contract, approved by the Procurement Manager shall be included with all formal solicitations, in accordance with Oregon law. For all federally funded projects, LTD shall require as part of the terms and conditions of all Contracts, all applicable provisions of the FTA Master Agreement, as amended, and all applicable provisions

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of the FTA Circular 4220.1F, as amended.

- a. Liquidated Damages Provision. LTD may include a liquidated damages provision in its contract documents if LTD reasonably expects to suffer damages through delayed contract completion, or if weight requirements are exceeded, and the extent or amount of such damages are uncertain and would be difficult or impossible to determine. The rate and measurement standards must be calculated to reasonably reflect LTD's costs should the standards not be met, and must be specified in the Solicitation Documents and Contract. The procurement file should include a record of any calculation and rationale for the amount of damages established. Any liquidated damages recovered must be credited to the project account involved unless FTA permits otherwise.

SECTION 13 – PUBLIC NOTICE, ADVERTISING REQUIREMENTS

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13.1 Public Notice Required. LTD shall provide public notice of every formal Solicitation Document in accordance with this Section.

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13.2 Public Notice of Solicitation Documents. The LTD Contract Review Board authorizes the advertisement of formal Solicitation Documents via LTD's Electronic Procurement System, in lieu of advertisement in a newspaper or trade journal. However, advertisements for Public Improvement contracts with an expected contract price of \$125,000 or more shall also be advertised in at least one trade journal or newspaper of statewide circulation in accordance with Oregon law. Notwithstanding the foregoing, the Procurement Manager and/or Contract Manager may elect to also provide notice of the Solicitation by:

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- a. Mailing notice of availability of Solicitation Documents to any prospective Offers that have expressed an interest in LTD's procurements;
- b. Placing notice on LTD's web site; or
- c. Providing formal notice in a newspaper of general circulation in the area where the contract is to be performed or in a trade journal of statewide circulation. (OAR 137-047-0300, OAR 137-048-0220(2), OAR 137-049-0210 (2)).

13.3 Content of Advertisement for Goods and Services. All advertisements for Offers shall set forth:

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- a. Where, when, how, and for how long the Solicitation Document may be obtained;
- b. A general description of the Goods or Services to be acquired;
- c. The interval between the first date of public notice of the Solicitation Document and Closing shall not be less than fourteen (14) days for an Invitation to Bid and thirty (30) days for a Request for Proposals, unless LTD determines that a shorter interval is in the public's interest, and that a shorter interval will not substantially affect competition. However, in no event shall the interval between the first date of public notice of the Solicitation Document and Closing be less than seven (7) days. LTD shall document the specific reasons for the shorter public notice period in the Procurement file. (OAR 137-047-0300(3)(c), ORS 279B.055 (4)(f)).
- d. The date that persons must file applications for prequalification if prequalification is a requirement and the class of Goods or Services is one for which persons must be prequalified.
- e. The office where Contract terms, conditions and Specifications may be reviewed;
- f. The name, title and address of the individual authorized by LTD to receive Offers;

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- g. The scheduled Opening; and
- h. Any other information LTD deems appropriate. (OAR 137-047-0300(3)).

13.4 Content of Advertisement for Architectural & Engineering Services (Professional Services).

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- a. LTD shall publish the advertisement within a reasonable time before the deadline for the Proposal submission or response to the RFQ or RFP, but in any event no fewer than fourteen (14) calendar days before the closing date set forth in the RFQ or RFP.
- b. LTD shall include a brief description of the following items in the advertisement:
 - i. The Project;
 - ii. A description of the Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying Services or Related Services LTD seeks;
 - iii. How and where Consultants may obtain a copy of the RFQ or RFP; and
 - iv. The deadline for submitting a Proposal or response to the RFQ or RFP. (OAR 137-048-0220 (2)).

13.5 Content of Advertisement for Construction Contracts.

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- a. All advertisements for Offers shall set forth:
 - i. The Public Improvement project;
 - ii. The office where Contract terms, conditions and Specifications may be reviewed;
 - iii. The date that Persons must file applications for prequalification under ORS 279C.340, if prequalification is a requirement, and the class or classes of Work for which persons must be prequalified;
 - iv. The scheduled Closing, which shall not be less than five days after the date of the last publication of the advertisement;
 - v. The name, title and address of the LTD person authorized to receive Offers;
 - vi. The scheduled Opening; and
 - vii. If applicable, that the Contract is for a Public Work subject to ORS 279C.800 to 279C.970 or the Davis-Bacon Act (40 U.S.C. § 3141 to 3148)(OAR 137-049-0210 (2)(d)).

SECTION 14 – PREQUALIFICATION

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14.1 Prequalification. LTD may prequalify prospective bidders or proposers to submit bids or proposals to provide goods or services. LTD may determine the method of submitting prequalification applications, the information required in order to be prequalified and the forms to be used for submitting prequalification information for each procurement requiring prequalification.

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14.2 LTD Response. Upon receipt of a prequalification application, LTD shall investigate the prospective bidder or proposer as necessary to determine whether the prospective bidder or proposer is qualified. The determination shall be made in less than 30 days, if practicable. LTD shall notify the prospective bidder or proposer whether the bidder or

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proposer is qualified based on the standards of responsibility listed in ORS 279B.110 (2), the type and nature of contractors that the prospective bidder is qualified to compete for and the time period for which the prequalification is valid. If LTD does not prequalify a prospective bidder or proposer as to any contracts covered by the prequalification process, the notice must specify which of the standards of responsibility listed in ORS 279B.110 (2) the prospective bidder failed to meet. Unless the reasons are specified, the prospective bidder or proposer shall be deemed to have been prequalified in accordance with this section. (See Section 16.3 for Standards of Responsibility).

14.3 Revocation of Prequalification. If LTD subsequently discovers that a prospective bidder or proposer that prequalified under Sections 14.1 and 14.2, above, is no longer qualified, LTD may revoke the prequalification upon reasonable notice to the prospective bidder or proposer, except that a revocation is invalid as to any contract for which an advertisement for bids or proposals has already been issued. (ORS 279B.120, 279B.125).

SECTION 15 – BID OR PROPOSAL SECURITY

15.1 Goods and Services. LTD may require bid or proposal security if LTD determines that bid/proposal security is reasonably necessary or prudent to protect the interests of LTD. LTD shall return the bid/proposal security to all bidders/proposers upon the execution of the contract. LTD shall retain the bid/proposal security if a bidder who is award a contract fails to promptly and properly execute the contract. For purposes of this Section, prompt and proper execution of the contract includes all action by a bidder/proposer that is necessary to form a contract in accordance with the invitation to bid/request for proposals, including posting performance security and submitting proof of insurance when the invitation to bid/request for proposals requires the submission. (ORS 279B.055, 279B.060). Notwithstanding the above, see Section 7.3 (b) regarding unnecessary bonding as a prohibited restriction on competition by the FTA.

15.2 Construction Services. For public improvement contracts with a value, estimated by LTD, of more than \$100,000, LTD shall require a bidder to submit or post a surety bond, irrevocable letter of credit issued by an insured institution as defined in ORS 706.008, cashier's check or certified check for all bids as bid security. (ORS 279C.365 (5)). Under FTA Circular 4220.1F, the bid guarantee is equivalent to five percent (5%) of the bid price. Any exception to this bid security requirement must be approved by the FTA.

SECTION 16 – EVALUATION AND CONTRACT AWARD

16.1 Preferences. LTD shall apply the following preferences in accordance with FTA Circular 4220.1F and Oregon law.

- a. Geographic Preferences. Although mandated under Oregon law, there is a prohibition against geographic preferences under federal law. Refer to Section 7.3 (f) for the application of geographic preferences when federal funds are, or may, be involved.
- b. **Preference for Recycled Materials**. Notwithstanding provisions of law requiring LTD to award a contract to the lowest responsible bidder or best proposer or provider of a quotation and subsection (b)(i), below, LTD shall give preference to the procurement of goods manufactured from recycled materials, if the goods are for any public use.
 - i. LTD shall give preference to goods that are certified to be made from recycled materials if:
 - 1. The recycled product is available;

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2. **The recycled product meets applicable standards;**
3. **The recycled product can be substituted for a comparable nonrecycled product; and**
4. **The recycled product's costs do not exceed the costs of nonrecycled products by more than five percent (5%), or a higher percentage if a written determination is made by the LTD Contract Review Board. (ORS 279A.125).**

16.2 Responsiveness. LTD shall only award a contract to a responsible, responsive bidder or proposer. **“Responsive” means having the characteristic of substantial compliance in all material respects with applicable solicitation requirements. (OAR 137-046-0110 (32)).** The Procurement Manager shall ensure that a responsiveness determination is made and in the contract file before a contractor is selected.

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16.3 Responsibility. LTD shall only award a contract to a responsible, responsive bidder or proposer. **“Responsibility” is defined in the FTA Circular 4220.1F and supplemented by Oregon law, as is set forth in this Section.** The Procurement Manager shall ensure the applicable Responsibility Determination Form is completed prior to contract award and is in the procurement file.

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a. Goods and Services. As part of LTD's evaluation of a bid or proposal, LTD shall determine whether the bidder or proposer is responsible in accordance with the standards of responsibility set forth in this section. If LTD determines that the bidder or proposer is not responsible, LTD shall provide the bidder or proposer with written notice of LTD's decision. In order for LTD to determine that a bidder or proposer is responsible, the bidder or proposer must demonstrate to LTD that the bidder or proposer:

- i. Has a satisfactory record of integrity and business ethics;
- ii. Was not debarred or suspended from Federal programs, **or by LTD under ORS 279B.130;**
- iii. Has available the appropriate financial, material, equipment, facility and personnel resources, expertise, organization, accounting, operational controls, and technical skills, or the ability to obtain them, necessary to meet all contractual requirements;
- iv. Has complied with applicable licensing, tax laws, and regulations;
- v. Has, or can obtain, the necessary production, construction, and technical equipment and facilities;
- vi. Is able to comply with the required delivery or performance schedule, taking into consideration existing commitments;
- vii. Is in compliance with affirmative action and DBE requirements;
- viii. Is in compliance with the public policies of the federal government;
- ix. Has a satisfactory record of performance:
 1. Satisfactory current performance record;
 2. Satisfactory past performance record: sufficient resources, adequate past experience, past deficiencies not the fault of bidder/proposer;
- x. **Is legally qualified to contract with LTD;**

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- xi. **Has supplied all necessary information in connection with the inquiry concerning responsibility. (ORS 279B.110, OAR 137-047-0640 (1)(c)(F)).**
 - b. **Construction Services. After LTD has opened bids and determined that LTD will award a public improvement contract, LTD shall award the contract to the lowest responsible bidder. In determining the lowest responsible bidder, LTD shall do all of the following:**
 - i. **Check the list created by the Construction Contractors Board under ORS 701.227 for Bidders who are not qualified to hold a public improvement contract;**
 - ii. **Determine whether the Bidder is responsible. A responsible bidder must demonstrate to LTD that the bidder:**
 - 1. **Has available the appropriate financial, material, equipment, facility and personnel resources, expertise, organization, accounting, operational controls, and technical skills, or the ability to obtain them, necessary to meet all contractual responsibilities;**
 - 2. **Holds current licenses that businesses or service professionals operating in Oregon must hold in order to undertake or perform the work specified in the contract;**
 - 3. **Is covered by liability insurance and other insurance in amounts required in the solicitation documents;**
 - 4. **Qualifies as a carrier-insured or self-insured employer under ORS 656.407 or has elected coverage under ORS 656.128;**
 - 5. **Has disclosed the Bidder's first-tier subcontractors in accordance with ORS 279C.370;**
 - 6. **Has a satisfactory record of performance;**
 - a. **Satisfactory current performance record;**
 - b. **Satisfactory past performance record: sufficient resources, adequate past experience, past deficiencies not the fault of bidder/proposer. LTD shall document the bidder's record of performance if LTD finds under this subsection (6) that the bidder is not responsible.**
 - c. **Has a satisfactory record of integrity and business ethics.**
- LTD shall document the bidder's record of performance, if LTD finds under this subsection (7) that the bidder is not responsible. ;**
- 7. **Is legally qualified to contract with LTD;**
 - 8. **Has supplied all necessary information in connection with the inquiry concerning responsibility;**
 - 9. **Was not debarred or suspended from Federal programs;**
 - 10. **Has complied with applicable licensing, tax laws, and regulations;**
 - 11. **Has, or can obtain, the necessary production, construction, and technical equipment and facilities;**
 - 12. **Is able to comply with the required delivery or performance schedule,**

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- taking into consideration existing commitments;
- 13. Is in compliance with affirmative action and DBE requirements; and
- 14. Is in compliance with the public policies of the federal government.
- iii. **LTD shall submit the completed responsibility determination form, with any attachments, to the Construction Contractors Board within 30 days after the date LTD awards the contract. (ORS 279C.375)**

SECTION 17 – PERFORMANCE BOND AND PAYMENT BOND REQUIREMENTS

17.1 Construction Services. A successful bidder for a public improvement contract, estimated by LTD, to have a contract value of \$100,000 or more shall promptly execute and deliver to LTD the following bonds:

- a. **Performance Bond.** A performance bond in an amount equal to the full contract price conditioned on the faithful performance of the contract in accordance with the plans, specifications and conditions of the contract. The performance bond must be solely for the protection of LTD. LTD may permit the successful bidder to submit a cashier’s check or certified check in lieu of all or a portion of the required performance bond. (ORS 279C.380 (1)(a)).
- b. **Payment Bond.** A payment bond in an amount equal to the full contract price, solely for the protection of claimants under ORS 279C.600. (ORS 279C.380 (1)(b)).
- c. **Surety.** Each performance bond and each payment bond must be executed solely by a surety company or companies holding a certificate of authority to transact surety business in the State of Oregon. The bonds may not constitute the surety obligation of an individual or individuals. The performance and payment bonds must be payable to LTD, as specified in the Solicitation Documents, and shall be in a form approved by LTD. (ORS 279C.380 (3)).
- d. **Exceptions.** Pursuant to ORS 279C.390, the LTD Contract Review Board may exempt certain contracts, or classes of contracts, from a portion of the requirement that good and sufficient bonds be furnished to ensure payment of obligations incurred in the performance, but only so long as the exemption is consistent with the FTA’s minimum bonding requirements, as is set forth in the FTA Circular 4220.1F, and as follows. The FTA does not permit an exception to the performance bond obligation at 100 percent (100%) of the contract price. FTA has determined that payment bonds in the following amounts are adequate to protect FTA’s interest:
 - i. Less than \$1 Million. Fifty percent (50%) of the contract price if the contract price is not more than \$1 million.
 - ii. More Than \$1 Million but Less Than \$5 Million. Forty percent (40%) of the contract price if the contract is more than \$1 million but not more than \$5 million.
 - iii. More Than \$5 Million. Two and one half million dollars (\$2,500,000) if the contract price is more than \$5 million.
 - iv. Refer to Section 7.3 regarding unnecessary bonding as a prohibited restriction on competition by the FTA.

SECTION 18 – DOCUMENTATION OF AWARD

18.1 Basis of Award. Following award of a Contract, LTD shall make a record showing the basis for

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determining the successful Offeror as part of the procurement file.

18.2 Contents of Award Record. LTD's record shall consist of the following:

- a. Offers received by LTD.
- b. If in response to an IFB, the completed Bid tabulation sheet and written justification for any rejection of lower Bids.
- c. If in response to an RFP, the completed evaluation of Proposals and written justification for any rejection of higher scoring Proposals.
- d. If applicable, written documentation of any discussions, negotiations, best and final Offers, or other procedures LTD used to select a Proposer to which LTD awarded a Contract.

SECTION 19 – INVENTORY AND DISPOSITION OF PERSONAL PROPERTY

The purpose of this Policy is to establish a consistent and compliant program for the appropriate and efficient inventory and disposition of all Personal Property procured by the Lane Transit District ("LTD" or "District"). Both State and Federal requirements and best practices have been incorporated into this policy and must be followed, as appropriate. This Policy is administered by LTD's Business Services Department.

This Policy covers both purchased and leased Personal Property. It does not apply to the disposition of Real Property.

19.1 Definitions. The following terms have the meanings set forth herein. Any term not defined herein shall have the definition set forth under the Federal Transit Administration ("FTA") Circular 5010.E or Oregon Revised Statutes ("ORS") Ch. 267 and ORS Ch. 279A – 279C

- a. Equipment. "Equipment" means an article of nonexpendable, tangible District-owned property (including information technology systems) meeting the following requirements: (a) has a useful life of more than one-year; and (b) per-unit acquisition cost of \$5,000.00 or more. "Equipment" includes rolling stock, computing devices, information technology systems, and all other such property used in the provision of public transit service.
- b. Federal Interest. "Federal Interest" means the dollar amount that is the product of: (1) the federal share of total project costs, and (2) the current fair market value of the property, improvements, or both, to the extent the costs of acquiring or improving the property were included as project costs.
- c. Fair Market Value. "Fair market value" means the most probable price that property would bring in a competitive and open market.
- d. Federally-Funded Personal Property. "Federally-Funded Personal Property" means any Personal Property that was acquired with Federal assistance.
- e. Locally-Funded Personal Property. "Locally-Funded Personal Property" means any Personal Property that was acquired without Federal assistance.
- f. Personal Property. "Personal Property" means property other than Real Property. It may be tangible if it has a physical existence, or intangible, if it does not have a physical existence. "Personal Property" under this policy includes Equipment, Supplies, Capital Assets, Fixed Assets, and Project Property (as those terms are defined by FTA) and does not include Real Property.

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- g. Real Property. "Real Property" is land and anything permanently affixed to the land, such as buildings, fences, and those things attached to the buildings that, if removed, would deface the structure or integrity of the building, such as plumbing, heating fixtures, etc.
- h. Rolling Stock. "Rolling Stock" describes Equipment that is used to transport passengers and includes buses, vans, cars, locomotives, trolley cars, ferryboats, light rails, streetcars, other rail vehicles and vehicles used for guideways and incline planes.
- i. Supplies. "Supplies" mean all tangible Personal Property, other than Equipment, with a unit value of less than \$5,000.
- j. Useful Life. "Useful Life", for purposes of this policy, means the minimum acceptable period a capital asset purchased with FTA funds should be used in service. Capital assets purchased with FTA funds may frequently be used beyond their minimum useful lives, without being considered part of LTD's state of good repair backlog.

19.2 Asset Tags and Inventory

- a. Applicability. Regardless of the source of funding, all new Equipment, Capital Assets, Fixed Assets, and Project Property (all Personal Property other than Supplies, including but not limited to computer equipment, printers, photocopiers, smartphones, tablets, laptops, cameras, maintenance equipment, and vehicle components) shall be tagged and inventoried upon receipt to LTD. Asset tagging shall be sufficiently permanent to survive in the event of theft or loss. Tagged assets shall be inventoried on existing Fixed Assets inventory lists for tracking, periodic inventory reconciliation, and eventual disposition purposes.
- b. Responsibility. Asset tagging and inventory listings shall be the responsibility of the LTD department initiating centralized orders for the Equipment, Capital Assets, Fixed Assets, or Project Property.
- c. Required Information. Inventory records¹ shall include the following information:
 - i. Asset Tag Number
 - ii. A description of the Asset
 - 1. Manufacturers make and model.
 - 2. Year of manufacture.
 - 3. Fuel Type
 - iii. The identification number or serial number;
 - iv. The entity or individual that holds title to the asset;
 - v. The source of funding (the FAIN number under which it was procured);
 - vi. ODOT Rail and Public Transit Division Vehicle Category (Attachment A)
 - vii. The acquisition date;
 - viii. The cost of the asset;
 - ix. The percentage of state/federal participation in the cost;
 - x. The location;

¹ Reference FTA C 5010.1E, page IV-33n(1) Management of Federally Assisted Property

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- xi. The use and condition
 - xii. The seating capacity
 - xiii. The number of ADA stations;
 - xiv. The in-service date;
 - xv. The useful life; and
 - xvi. The disposition data, including the date of disposal and sale price, or, where applicable, method used to determine its fair market value.
- d. Updates. Inventory listings shall be updated when any change in this information occurs.
- e. Reconciliation. Physical inventory reconciliation shall be performed at least once every two years, with any differences investigated and the cause for the differences determined/documented.

19.3 Disposition of Federally-Funded Personal Property²

- a. Generally. The procedures related to the disposition of Federally-Funded Personal Property depend on whether the property has reached the end of its Useful Life.
- b. How to Determine Useful Life. The Useful Life for some Personal Property is defined by FTA. Where the FTA has not defined a Useful Life, LTD must "make the case" to FTA in its grant application by identifying a Useful Life period for all Equipment, Capital Assets, Fixed Assets, and Project Property with an acquisition value greater than \$5,000, if the property is being procured with federal funds. LTD must identify the method used to determine an asset's minimum Useful Life.
 - i. Acceptable methods to determine Useful Life include but are not limited to:
 1. Generally accepted accounting principles;
 2. Independent evaluation;
 3. Manufacturer's estimated useful life;
 4. Internal Revenue Service guidelines;
 5. Industry standards;
 6. LTD experience;
 7. LTD's independent auditor who needs to provide his or her concurrence that the Useful Life assigned to the property is reasonable for depreciation purposes; and
 8. Proven useful life developed at a federal test facility.
 - ii. Rolling Stock. FTA has determined the Useful Life for Rolling Stock based on the type of vehicle and size. For example, large, heavy-duty transit buses (approximately 35' – 40' or larger including articulated buses) have a Useful Life of at least 12 years of service, or an accumulation of at least 500,000 miles, whichever comes first. For Useful Life of other vehicles, see FTA Circular 5010.E, Ch. IV. For all Rolling Stock, the minimum Useful Life is calculated based on the date the vehicle is placed in revenue service and continues until it is removed from service.

² Reference: Federal Transit Administration Circular 5010.1E, Chapter IV, rev. July 16, 2018

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- c. Disposition of Federally-Funded Personal Property *after* End of Useful Life.
- i. Personal Property with a Value of \$5,000 or More. This Section 19.3(c)(i) provides all options for disposal of Federally-Funded Personal Property with a per-unit, or aggregate, fair market value of more than \$5,000. Applicable property shall not be disposed of in any other manner, except in accordance with the requirements stated herein:
 1. Business Services Approval. Business Services, in coordination with Finance, shall review, approve in advance, and coordinate any sales, disposals or transfers of Federally-Funded Personal Property which require FTA approval, reimbursement, and/or application of proceeds to other capital projects.³
 2. Disposal Options. After the Useful Life of Federally-Funded Personal Property is reached, or the property is no longer needed for the original Award, Federally-Funded Personal Property with a current market value exceeding \$5,000 per unit, or with a total aggregate fair market value of more than \$5,000, may be:
 - a. Retained by LTD and used elsewhere; or
 - b. Sold; with repayment to FTA or use of proceeds for other FTA capital awards.
 - ii. Personal Property with a Value of less than \$5,000. Federally-Funded Personal Property which has reached the end of its Useful Life and which has a fair market value of less than \$5,000.00 may be disposed of by the following means, and without FTA approval, providing the nature and justification for the disposition is recorded in the corresponding inventory record:
 1. Retain and use for a different transit-related purpose within LTD;
 2. Sell through auction or other competitive process (where anticipated proceeds reasonably exceed the costs for processing);*
 3. Recycled (for scrap or other re-purposing);*
 4. Donated to a non-profit organization (where there is still some monetary value, but only small after processing costs are deducted);*or
 5. Disposed of as waste (this should be considered the last alternative, and used only in cases where there is no value to the equipment and donation or recycling resources are not available).

**The best choice among these options shall be used after analyzing the overall loss and gain associated with disposal. A cost analysis shall be conducted, subtracting the anticipated costs for administrative, processing, and other disposal fees from the expected sale proceeds or the fair market value of the equipment.*
- d. Disposition of Federally-Funded Personal Property *before* End of Useful Life. This Section 3.4 provides all options for disposal of Federally-Funded Personal Property, regardless of value, before the end of its Useful Life. Applicable property shall not be disposed of in any other manner, except in accordance with the requirements stated

³ FTA C 5010.1E, page IV-42

herein:

- i. Business Services Approval. Any disposition of Federally-Funded Personal Property before the end of its Useful Life requires prior FTA approval. Therefore, any disposition of Federally-Funded Personal Property before the end of its Useful Life requires review and approval in advance from Business Services.
- ii. Disposal Options. Federally-Funded Personal Property before the end of its Useful Life, and only with prior FTA approval, may be disposed of as follows:
 1. Rolling Stock that has not yet reached the end of its Useful Life may be transferred to another FTA recipient if LTD has acquired FTA approval and Board resolutions from both parties.⁴
 2. Under certain circumstances, Federally-Funded Personal Property no longer needed, which has not reached the end of its Useful Life may also be transferred to another public agency, for non-public transportation use, with prior FTA approval.
 3. With prior FTA approval, Equipment (e.g. vehicles) may be disposed of before the end of its minimum Useful Life and LTD may transfer the remaining federal interest to replacement Equipment of like kind.
- iii. Casualty, Fire, Natural Disaster, and Misused Property. LTD has obligations to the FTA in the event Federally-Funded Personal Property is damaged or destroyed before the end of its minimum Useful Life. In the event insurance proceeds are received due to the damage or destruction, LTD may have payment obligations to the FTA. In the event this Section 19.3(d)(ii) is applicable, see the requirements of FTA Circular 5010.1E, Ch. IV and work with LTD's Business Services.

19.4 Disposition of Locally-Funded Personal Property⁵

- a. Oregon Public Contracting Rules Apply. The Oregon Public Contracting Code (ORS Ch. 279A – 279C) and Oregon Administrative Rules OAR Ch. 137, Division 046 – 049 apply to the "sale or other disposal" of Locally-Funded Personal Property. LTD may sell, transfer, or dispose of Locally-Funded Personal Property in accordance with the requirements, stated above, and as set forth in this Section 19.4.
- b. Business Services Approval. Any disposition of Locally-Funded Personal Property must be approved in advance by Business Services. The department seeking to dispose, transfer, or sell such property must make a determination that the proposed method of disposal: (a) complies with the requirements of the Oregon Public Contracting Code; and (b) is in the best interest of the District. Factors to consider in determining the method of disposal include, but are not limited to: costs of sale, administrative costs, processing fees, disposal fees, and public benefits to the District.
- c. Transfer to Other Government Entities. LTD may sell or transfer Locally-Funded Personal Property to another government entity, unless specifically prohibited by a particular State grant which funded the procurement of that property, and providing the property is used for public purpose or benefit and not for resale to a private purchaser. For any such transfer, the parties must enter into a written agreement to effect such transfer. The transfer must be approved in advance by Business Services and is subject

⁴ FTA C 5010.1E, page IV-43 Transfer of Rolling Stock-Recipient to Recipient

⁵ Reference: Oregon Revised Statutes, Sections ORS Ch. 267 and ORS Ch. 279A-279C

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to the delegated authority threshold established by the LTD Board of Directors.

- d. Sale. LTD may sell Locally-Funded Personal Property by auction, bids, liquidation sale, fixed price sale, trade-in or other competitive process. Proceeds from the sale must be used for public purpose or benefit.
- e. Disposal as Waste or Other Means. LTD may dispose of Locally-Funded Personal Property for which the costs of sale are likely to exceed sale proceeds. Such property may be disposed of by recycling, donation, or designation as waste. District employees making such a disposal shall make a record of the estimated value of the item and the manner of disposal.
- f. Restriction on Transfer to District Employees. LTD employees shall not compete for the purchase of publicly sold Personal Property. Further, Oregon Government Ethics Law (ORS Ch. 244) prohibits employees from using their office to obtain financial gain for the employee, a relative, or a member of the employee's household. Receipt of surplus LTD Personal Property by an LTD employee, relative, or member of the employee's household violates ORS 244.040 and is prohibited.

19.5 Other Mandates

- a. Disposition of Vehicles. LTD vehicles to be disposed of in any manner must also be properly documented as required by the State of Oregon Department of Motor Vehicles.⁶
- b. Communication regarding Disposition. LTD vehicles and asset-tagged Personal Property to be disposed of, removed from service, transferred in any manner, even if to long-term storage, must notify LTD's Risk Generalist, in advance of any such transfer, to perform a risk management review and adjust insurance coverage as appropriate.

19.6 Acquisition and Disposition of Real Property

- a. Federally Funded Projects. For Federally-funded projects see Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as may be amended.
- b. Locally Funded Projects. For locally-funded projects see ORS Chapter 35 — Eminent Domain: Public Acquisition of Property as may be amended.

SECTION 20 – PROTEST PROCEDURES

In addition to those requirements set forth in the Oregon Public Contracting Code, the Model Rules, and the FTA Circular 4220.1F, the following procedures shall apply for any protests.

20.1 Solicitation Protests. The following requirements shall apply to a solicitation protest.

- a. Protest Submission. A protest of the Solicitation Documents must be marked as follows:

 Solicitation Document Protest
 Offeror's Name or Other Identification

Any such protest must be addressed to the Procurement Manager and must be received by LTD by the time identified in the Solicitation Documents.

⁶ Where applicable, also reference ODOT Rail and Public Transit Capital Program's Process for Disposal, updated 6/2018, as may be amended; see Management of Grant-Funded Capital Assets Plan (DOC-X-AST-002)

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b. Protest to Procurement Manager. LTD shall not consider a prospective Offeror's solicitation protest submitted after the timeline established for submitting such protest. In accordance with Oregon law and rules, the LTD Procurement Manager shall, reasonably promptly, issue a written disposition of the protest. If the Procurement Manager upholds the protest, in whole or in part, LTD may in its sole discretion issue an Addendum reflecting its disposition or cancel the procurement.

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c. Protest to Assistant General Manager for Administrative Services. A prospective Offer may appeal the Procurement Manager's written determination to the Assistant General Manager for Administrative Services ("AGM"), which is referred to herein as "Level 2 protest" Any Level 2 protest of the Procurement Manager's written determination must be received by the AGM within forty-eight (48) hours of the prospective Offeror's receipt of the Procurement Manager's written disposition. LTD shall not consider a prospective Offeror's Level 2 protest submitted after the time established herein. In accordance with Oregon laws and rules, the AGM shall, reasonably promptly, issue a written disposition of the protest. If the AGM upholds the protest, in whole or in part, LTD may in its sole discretion issue an Addendum reflecting its disposition or cancel the procurement.

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20.2 Protests of Contract Award. The following requirements shall apply to a protest of the contract award.

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a. Protest Submission. A protest of the Contract Award must be marked as follows:

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Protest of Contract Award
Offer Number or Other Identification

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Any such protest must be addressed to the Procurement Manager and must be received by LTD by the time identified in the Solicitation Documents.

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b. Protest to Procurement Manager. LTD shall not consider an Offeror's selection protest submitted after the timeline established for submitting such protest. In accordance with Oregon law and rules, the LTD Procurement Manager shall, reasonably promptly, issue a written disposition of the protest. If the Procurement Manager upholds the protest, in whole or in part, LTD may in its sole discretion either award the contract to the successful protestor or cancel the procurement or solicitation.

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c. Protest to Assistant General Manager for Administrative Services. An Offeror may appeal the Procurement Manager's written determination to the Assistant General Manager for Administrative Services ("AGM"), which is referred to herein as a "Level 2 protest." Any Level 2 protest of the Procurement Manager's written determination must be received by the AGM within five (5) days of the Offeror's receipt of the Procurement Manager's written disposition. LTD shall not consider an Offeror's Level 2 protest submitted after the time established herein. In accordance with Oregon law and rules, the AGM shall, reasonably promptly, issue a written disposition of the protest. If the AGM upholds the protest, in whole or in part, LTD may in its sole discretion either award the contract to the successful protestor or cancel the procurement or solicitation.

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d. Protest to General Manager. An Offeror may appeal the AGM's written determination to the General Manager, which is referred to herein as a "Level 3 protest." Any Level 3 protest of the AGM's written determination must be received by LTD's General Manager within five (5) days of the Offeror's receipt of the AGM's written disposition. LTD shall not consider a Level 3 protest submitted after the time established herein. In accordance

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with Oregon law and rules, the General Manager shall, reasonably promptly, issue a written disposition of the protest. If the General Manager upholds the protest, in whole or in part, LTD may in its sole discretion either award the contract to the successful protestor or cancel the procurement or solicitation.

20.3 Notice to FTA. In all instances involving FTA funds, the LTD Procurement Manager shall notify the FTA regarding any received protest and shall keep the FTA involved regarding the status of such protest.

20.4 Protest with the FTA. An adversely affected or aggrieved Offeror must exhaust all administrative remedies with LTD before pursuing any protest with the FTA for federally funded projects.

SECTION 21 – CLAIMS REVIEW BOARD

LTD may provide Contractors the option to appeal decisions of a LTD Project Manager to the LTD Claims Review Board.

21.1 Composition of Claims Review Board. The Claims Review Board shall be comprised of the following individuals: Finance Committee President, General Manager, and Legal Counsel.

21.2 Procedure. The procedures and timelines regarding a Contractor's appeal to the Claims Review Board shall be set forth and governed by the Contract. The Claims Review Board shall adopt any procedure not set forth in the Contract at the time of the appeal.

SECTION 22 – CONTRACT TYPES AND CONTRACT PAYMENTS

22.1 Contract Types. The Solicitation Documents must state the type of contract that will be awarded.

a. Typical Contract Types. Contract types may include, but are not limited to, the following:

- i. Firm Fixed Price. A firm fixed price contract includes a price that remains fixed irrespective of the contractor's cost experience in performing the contract. A firm fixed price contract may include an economic price adjustment provision, incentives, or both.
- ii. Cost Reimbursement. A cost-reimbursement contract provides for payment of the contractor's allowable incurred costs, to the extent prescribed in the contract. Allowable costs may include incentives if LTD believes they can prove helpful. Cost-reimbursement contracts are suitable for use only when uncertainties involved in contract performance do not permit costs to be estimated with sufficient accuracy to use any type of fixed price contract.
- iii. Revenue Contracts. A revenue contract is a contract in which the recipient or subrecipient provides access to public transportation assets for the primary purpose of either producing revenues in connection with an activity related to public transportation, or creating business opportunities with the use of FTA assisted property. The recipient has broad latitude in determining the extent and type of competition appropriate for a particular revenue contract. Nevertheless, to ensure fair and equal access to FTA assisted property and to maximize revenue derived from such property, the recipient should conduct its revenue contracting as follows:
 1. Limited Contract Opportunities. If there are several potential competitors for a limited opportunity (such as advertising space on the side of a bus),

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then the recipient should use a competitive process to permit interested parties an equal chance to obtain that limited opportunity. **See Section 8 for Oregon requirements on procurement methods (other than full and open competition).**

2. Open Contract Opportunities. If, however, one party seeks access to a public transportation asset (such as a utility that might seek cable access in a subway system), and the recipient is willing and able to provide contracts or licenses to other parties similarly situated (since there is room for a substantial number of such cables without interfering with transit operations), then competition would not be necessary because the opportunity to obtain contracts or licenses is open to all similar parties. **See Section 7 for Oregon requirements on procurement methods (full and open competition).**
- b. Prohibited or Restricted Contract Types. The following contract types are restricted or prohibited:
- i. Cost Plus a Percentage of Cost – Prohibited
 - ii. Percentage of Construction Cost – Prohibited
 - iii. Time and Materials – Restricted. The use of these contracts is permissible only:
 1. After determining that no other contract type is suitable; and
 2. If the contract specifies a ceiling price that the contractor may not exceed at its own risk.

22.2 Contract Payment Provisions. If LTD intends to use FTA assistance, or expects to be reimbursed with FTA assistance, or dedicates its local share funds to support contract costs it has financed, the payment provisions must be structured in accordance with FTA Circular 4220.1F and the provisions set forth in this Section.

- a. Advance Payments. LTD may not use FTA assistance to make payments to a third party contractor before the contractor has incurred the costs for which payments would be attributable unless an exception applies.
- b. Progress Payments. Progress payments are payments for contract work that has not been completed. LTD may use FTA assistance to support progress payments provided LTD obtains adequate security for those payments and has sufficient written documentation to substantiate the work for which payment is requested.
 - i. Adequate Security for Progress Payments. Adequate security for progress payments may include taking title, obtaining a letter of credit, or taking equivalent measures to protect LTD's financial interest in the progress payment.
 - ii. Adequate Documentation. Sufficient documentation is required to demonstrate completion of the amount of work for which progress payments are made.
 - iii. Percentage of Completion Method. Any progress payments for construction contracts shall be made on a percentage of completion method. LTD may not make progress payments for other than construction contracts based on this percentage method.

SECTION 23 – CONTRACT ADMINISTRATION

23.1 Contract Files. LTD must establish files containing the records of all procurement and contract

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actions. Contract files should be organized as to allow a file reviewer to reconstruct and understand the history of the procurement and Contract in the absence of the Contract Administrator. All personnel who deal with the Contractor should maintain records of contract activity, particularly those project personnel who are involved in monitoring the Contractor's performance. Maintenance of records will include notations of any problems or unusual occurrences, so that it is possible to recreate the circumstances surrounding any area of controversy or dispute that might arise. Different staff will be involved in any particular procurement (maintenance, QA, engineers, inspectors, financial, DBE office, legal, etc.) and each may have their own individual files relating to the contract, reflecting their involvement with the administration of the contract, but it is important for the procurement office to maintain the "official" contract file. The "official" file would include all official correspondence relating to the administration of the contract so as to verify the contractor's adherence to the terms of the contract and demonstrate that the agency is following good administrative practice and sound business judgment in settling all contractual and administrative issues arising during contract performance.

a. Above Micro-Purchase Threshold. For all contracts above the micro-purchase level, the Procurement Manager will ensure that the contract administration file includes the following:

- i. The executed contract and notice of award;
- ii. Performance and payment bonds, bond-related documentation, and correspondence with any sureties;
- iii. Contract-required insurance documentation;
- iv. Post-award (pre-performance) correspondence from or to the contractor or other Governmental agencies;
- v. Notice to proceed;
- vi. Approvals or disapprovals of contract submittals required by the contract and requests for waivers or deviations from contractual requirements;
- vii. Modifications/changes to the contract including the rationale for the change, change orders issued, and documentation reflecting any time and or increases to or decreases from the contract price as a result of those modifications;
- viii. Documentation regarding settlement of claims and disputes including, as appropriate, results of audit and legal reviews of the claims and approval by the proper authority (i.e., FTA, board of directors, executive director) of the settlement amount;
- ix. Documentation regarding stop work and suspension of work orders and termination actions (convenience as well as default); and
- x. Documentation relating to contract close-out.

b. Micro-Purchases. For micro-purchases, the buyer will ensure that the file contains a receiving report with a signature of the person inspecting and accepting the items delivered. The signature will certify that the items ordered meet the purchase order requirements with respect to quantities ordered/delivered and are of satisfactory quality.

23.2 Monitoring of Contracts. Inspection of goods and services shall be performed routinely during the life of the Contract by the Contract Manager, or his/her designees, to ensure conformance with the specifications of the Contract. The reviews and inspections shall be performed as often as is reasonably necessary during the life of the Contract to ensure conformance. Records of such inspections shall be part of the contract file. Inspections and tests shall not unduly delay

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23.3 Contract Administration Functions. Every type of contract will have different contract administration actions and the documentation required to support that administration will differ as well. Supply contracts have different specific administrative actions than construction contracts do, just as fixed-price contracts are administered differently than cost-reimbursement contracts. The Procurement Manager will delegate certain contract administration functions to the Contract Manager. The delegation must be in writing and must inform the Contract Manager what his/her duties are for that specific contract. When applicable, a delegation of authority document will be executed.

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23.4 Written Procurement History. A record shall be maintained detailing the history of a procurement. At a minimum, the records shall include:

- a. The rationale for the method of procurement;
- b. Selection of contract type;
- c. Reasons for Contractor selection or rejections; and
- d. The basis for the contract price.

SECTION 24 – EVALUATING CONTRACT OPTIONS

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24.1 Contract Options. An option is a unilateral right in a contract by which, for a specified time, the buyer may elect to purchase additional equipment, supplies, or services called for by the contract, or may elect to extend the term of the contract. The use of options must comply with the requirements of this Section.

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- a. Only Those Goods or Services Required. The use of options must be limited to quantities of goods or services that are reasonably anticipated to be required by LTD during the term of the contract. Options may not be included solely with the intent of assigning them to another entity in the future; however, contracts may include a provision allowing assignment to other agencies in the event of a change in LTD's anticipated requirements, in accordance with FTA regulations and guidance.
- b. Evaluate Options Pre-Contract Award. The option quantities or periods MUST be defined in the solicitation, contained in the offer upon which a contract is awarded; and evaluated as part of the initial award process (i.e., the options MUST be evaluated in combination with bid prices for the base quantity to determine the low bidder).
- c. If An Option is Not Evaluated: Sole Source. When an option has not been evaluated to determine the low bidder for award of the contract, exercise of the option will be considered a sole source procurement and must be justified as such. See Section 9.5 (a)(iii), regarding Sole Source Procurements.
- d. Exercising an Option. The exercise of an option must be in accordance with the terms and conditions of the option as stated in the initial contract, and an option may not be exercised unless it is determined that the option price is better than prices available in the market or that the option is the more advantageous offer at the time the option is exercised, cost and other factors considered. If sequential options (e.g., a series of one-year extensions) exist, the failure to timely and properly exercise any option will void all subsequent options.

24.2 **Piggybacking.** LTD may exercise option contracts of other public agencies ("piggybacking") in accordance with FTA regulations and guidance. **See Section 10.5 regarding Existing Contracts.**

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SECTION 25 – CONTRACT MODIFICATION

This Part 22 shall be read broadly to include any change to a Contract, which shall include, but is not limited to: Contract Amendment, Change Order, Extra Work, Field Orders or any other changes in the Contract Documents.

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25.1 Contract Modification Process. Before an amendment or change order (change notice) to a contract or purchase order can be approved, the following steps must occur.

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- a. Identify the Need for the Change. The Contract Manager shall identify the need for change, in writing. The Contract Manager shall determine that the change is desired or required and that it falls within the original scope of the project (as stated in the Solicitation Documents). If the change is beyond the scope of the contract, it must be analyzed as a sole source award. See Section 8.2, regarding Sole Source Awards. Unforeseen conditions that occur in a construction project that must be remedied to proceed with construction are allowable.
- b. Perform Independent Cost Estimate. The Contract Manager must make an independent estimate of the cost of the change. This cost estimate shall be in writing. Refer to Section 6 regarding requirements for an Independent Cost Estimate.
- c. Verify Change is Permitted by Law. The Contract Manager, in consultation with the Procurement Manager as necessary, shall verify the proposed change is permitted (without additional competition) in accordance with FTA Circular 4220.1F, Oregon law, and this Policy.
- d. Contracts Authorized by Board. For contracts authorized by the LTD Contract Review Board, individual or cumulate contract amendments cannot exceed the lesser of \$150,000 or ten percent (10%) of the initial contract.
- e. Submission to Contractor / Consultant. Once the steps outlined in (a)-(d) are completed, the request for a proposal for the change must go to the Contractor or Consultant on the project, consistent with the terms of the contract, and giving a description of the change in whatever terms are needed to allow the Contractor/Consultant to respond.
- f. Contractor's/Consultant's Proposal. The Contractor's/Consultant's responding proposal should contain supporting documentation for costs of materials or for any subcontractor work proposed. It should also contain pertinent drawings or other supplemental information needed to identify the work.
- g. Review of Contractor's/Consultant's Proposal. The Contract Manager shall review the Contractor's/Consultant's Proposal and perform a Cost or Price Analysis. Refer to Section 9 regarding requirements for a Cost or Price Analysis. This complete packet makes up the change order request package, which will be submitted to the Procurement Manager for review and approval.

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25.2 Cost Restrictions. The cost of the change, modification, change order, or constructive change must be allowable, allocable, within the scope of the FTA grant or cooperative agreement, and reasonable for completion of project scope.

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SECTION 26 – ELECTRONIC COMMERCE SYSTEM

26.1 Annual Notice of Intent to Advertise on Electronic System. At least annually, LTD shall

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advertise its Notice of Intent to Advertise procurements on its electronic procurement system. The Notice shall be published weekly, for not less than four (4) consecutive weeks, in at least one newspaper of general circulation for the Eugene/Springfield area. The Notice shall also be posted on LTD's website for not less than four (4) consecutive weeks. The Notice shall invite prospective contractors to request input into LTD's electronic procurement system, so that the prospective contractor receives notice of LTD's procurements that are posted on such system. LTD may indicate in the Notice that any contractors already receiving electronic notice of LTD's procurements will continue to do so and need not respond to the Notice of Intent to Advertise.

~ END OF POLICY~



**LTD RESOLUTION NO. 2020-09-16-054
ADOPTION OF THE REVISED PROCUREMENT POLICY**

WHEREAS, the Lane Transit District (“LTD” or “District”) Board of Directors (“Board”) acts as the LTD Contract Review Board;

WHEREAS, the Board, acting as the LTD Contract Review Board, may adopt rules by Resolution;

WHEREAS, the LTD Contract Review Board previously adopted the Oregon Model Rules, Division 46, 47, 48, and 49, adopted by the Attorney General under Oregon Revised Statutes (“ORS”) 279A, 279B, and 279C, as they may be amended from time to time, as LTD’s Public Contracting Rules;

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

1. Procurement Policy. The Procurement Policy shall be revised to reflect the changes stated herein.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THE 16th DAY OF SEPTEMBER, 2020.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: September 16, 2020

ITEM TITLE: STRATEGIC PLANNING COMMITTEE MEMBER APPOINTMENT

PREPARED BY: Aurora Jackson, General Manager

DIRECTOR: N/A

ACTION REQUESTED: Adoption

PURPOSE: To request that the Board approve the appointment of the below noted applicants to the Strategic Planning Committee (SPC).

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

HISTORY: The SPC currently has four (4) vacancies as follows:

Seat #	Former Member	Term Expiration
Seat 5	Lindsey Hayward	12/31/2022
Seat 7	Annie Loe	12/31/2020
Seat 8	Julia Hernandez	12/31/2021
Seat 9	Sam Miller	12/31/2021

The applicants being proposed are as follows:

Seat #	Recommended Applicant	Representation	Term Expiration
Seat 5	Alma Hesus	United Way Representation	12/31/2022
Seat 7	Pete Knox	Active member on: <ul style="list-style-type: none"> • Active Transportation Committee • Affordable Housing Trust Fund Advisory Committee for the City of Eugene 	12/31/2020
Seat 8	Phillip Shinhue	St. Vincent de Paul	12/31/2021
Seat 9	Aliza Whalen	UO Student – Transportation Researcher	12/31/2021

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

ALTERNATIVES:

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

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

SUPPORTING DOCUMENTATION:

- 1) SPC Roster
- 2) Member Applications
- 3) Resolution No. 2020-09-16-055

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-09-16-055:

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



**LTD BOARD OF DIRECTORS
STRATEGIC PLANNING COMMITTEE
MEMBERSHIP ROSTER**

The Committee shall include as voting members no more than two members of the LTD Board of Directors as well as one representative from each of its key partners, but shall not include a quorum of any policymaking body.

- | | |
|--------------------------|-------------------------------------|
| Eugene City Council | Lane County Board of Commissioners |
| Springfield City Council | Oregon Department of Transportation |

The Committee also should include a diverse set of stakeholders. The targeted interest areas include, but are not limited to, the following:

- | | |
|--|--|
| Business/Chambers/Industry/Large Employers | Neighborhood/Neighborhood Leaders Council/ LTD Service Districts |
| Minority/Persons with Disabilities/ Low-Income/ Gender/Age | Transportation Options/Cyclist/ Pedestrian/ Carpool/ Vanpool |
| LTD Customers / Frequent Transit Riders | Safe Routes to School |
| Housing/Development/Affordable Housing | Student |
| Non-profit | Sustainability/Equity/Environmental Justice |
| Public Health | Rural |
| Tourism | Transit Advocate |

A member representing a targeted area of interest must be representative of the industry, or area of interest, and have applicable experience in the respective field.

	Name	Representing	Term #	Term Start	Term End
Core SPC Members	Sheri Moore	Springfield City Councilor	---	---	---
	Frannie Brindle	Oregon Department of Transportation	---	---	---
	Greg Evans	Eugene City Councilor	---	---	---
	Joe Berney	Lane County Commissioner	---	---	---
	Carl Yeh	LTD Board Member	---	---	---
	Emily Secord	LTD Board Member	---	---	---
1	Gerry Gaydos	Gaydos, Churnside & Balthrop, P.C.	2	1/1/2020	12/31/2022
2	Mike Eyster	Former LTD Board Member	2	1/1/2020	12/31/2022
3	Leah Rausch (chair)	University of Oregon - Student	2	1/1/2020	12/31/2022
4	Amy Cabbage	Cornerstone Community Housing	2	1/1/2020	12/31/2022
5*	Vacant		1	1/1/2017	12/31/2020
6*	Marianne Nolte (vice chair)	Better Eugene Springfield Transit	1	1/1/2017	12/31/2020
7*	Vacant			1/1/2017	12/31/2020
8	Vacant		1	1/1/2019	12/31/2021
9	Vacant		1	1/1/2019	12/31/2021

* Initial seat term is 3 years for the purpose staggering. All subsequent terms will be for 2 years.



Employment Application | Submitted: 25-Aug-2020

AAA

Alma Hesus

**Volunteer Committee Opportunity:
Strategic Planning Committee**

Job Location - Eugene, OR

Department - Community Advisory Committees

Resume

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

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

File Name

Link

Hesus resume.docx

[Q Preview](#)
[Download](#)

Text Only Resume

No Text Only Resume on File

Committee Questions

Tell Us More About You | Score Total - 0

Question	Answer	Score	Disqualifier?
Preferred Name:	Alma		
Preferred Pronoun:	she	0	
What is your current occupation? *	Associate Director of Resource Development		
Who is your current employer?	United Way of Lane County		

Availability | Score Total - 0

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

LTD REGULAR BOAR MEETING - REVISED

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

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

This question was not answered.

0

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

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

Question	Answer	Score Disqualifier?
<p>What experiences / training / qualifications do you have for this particular committee? *</p>	<p>I've lived and worked in Lane County for over 20 years. My work at United Way of Lane County has helped me develop a deeper understanding around the needs of many of our marginalized neighbors: communities of color, rural populations and those living in poverty. Accessible public transportation is one of the keys to ensuring a thriving and healthy ecosystem. I have also served on numerous leadership teams including as both a volunteer and a staff members so my strength is in looking at the bigger picture and thinking more holistically at issues.</p>	
<p>What specific contribution do you hope to make? *</p>	<p>I can be a connector to voices in our community who have not traditionally been in these discussions. Especially voices of more marginalized people.</p>	
<p>What community topics concern you that relate to this committee? Why do you want to become a member? *</p>	<p>With the housing crisis, more people are moving out of the Eugene/Springfield area to communities where housing is relatively more affordable - Junction City, Cottage Grove and Veneta, for example. Without knowing all the members of the current committee, I would love to make sure we are thinking about those who commute to Eugene/Springfield for work but live in more affordable communities. I also think about the experience for communities of color who utilize our public transit services. I want to become a member of this committee because I have a strong network that includes a variety of diverse voices that keep me grounded and help me provide an well-rounded lens when solving problems. I'm also a multiracial, 40-something female who grew up in poverty on an island and is now a</p>	

	homeowner in Eugene. I want to ensure taxpayer dollars are helping to build resilient and equitable communities.	
<p>The Strategic Planning Committee (SPC) seeks to have a diverse membership. Please check all categories you are interested in:</p>	<p>Housing / Development / Affordable Housing , Non- Profit, Public Health, Rural , Sustainability/ Equity/ Environmental Justice</p>	<p>0</p>
<p>For the categories above, please provide a brief description of how you represent each category selected:</p>	<p>In my work at United Way of Lane County (non-profit) and I have had the humbling opportunity to learn about the level of need in our rural communities. I've also been involved with our Community Health Needs Assessment and Improvement Plan (CHNA/CHIP) with is a partnership between Lane County Public Health and number of other organizations in our community. We need to look at our community as an interconnected, interdependent ecosystem. I also believe that equity should not just be a category but embedded into the foundation of all categories listed. All volunteers should be working to develop their equity lens.</p>	



Employment Application | Submitted: 27-Aug-2020

AAA

Pete Knox

Volunteer Committee Opportunity:
Strategic Planning Committee

Job Location - Eugene, OR

Department - Community Advisory Committees

Resume

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

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

File Name

Link

resume.pdf

Preview

Download

Text Only Resume

No Text Only Resume on File

Committee Questions

Tell Us More About You | Score Total - 0

Question	Answer	Score	Disqualifier?
Preferred Name:	Pete Knox		
Preferred Pronoun:	He	0	
What is your current occupation? *	IT Consultatn		
Who is your current employer?	Self Employed		

Availability | Score Total - 0

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

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

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

This question was not answered.

0

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

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

Question	Answer	Score	Disqualifier?
What experiences / training / qualifications do you have for this particular committee? *	Along with being a lifetime transit user I have many years of experience working with diverse public policy issues.		
What specific contribution do you hope to make? *	I would like to bring the perspectives of both a regular LTD rider and Neighborhood associations to LTD's planning process		
What community topics concern you that relate to this committee? Why do you want to become a member? *	We Live in a community that values different modes of transportation. I would like to help ensure that the options that are available are sustainable and valuable to all populations as the community grows.		
The Strategic Planning Committee (SPC) seeks to have a diverse membership. Please check all categories you are interested in:	Transportation Options / Bike / Ped / Carpool / Vanpool, LTD Customers / Frequent Riders, Housing / Development / Affordable Housing , Neighborhood / Neighborhood Leaders Council/ LTD Service Districts	0	
For the categories above, please provide a brief description of how you represent each category selected:	I have been a bus rider for almost 40 years and have ridden many transit systems in the US. I am currently on the Active Transportation Committee and the Affordable Housing Trust Fund Advisory Committee for the city of Eugene, I have been a Neighborhood leader for eight years including being chair of two neighborhood and serving as Co-Chair of Neighborhood Leaders Council for two terms.		



Employment Application | Submitted: 06-Jul-2020

AAA

Phillip Shimhue

Volunteer Committee Opportunity:
Strategic Planning Committee

Job Location - Eugene, OR

Department - Community Advisory Committees

Committee Questions

Tell Us More About You | Score Total - 0

Question	Answer	Score	Disqualifier?
Preferred Name:	Phillip Shim-Hue		
Preferred Pronoun:	He	0	
What is your current occupation? *	Property Manager		
Who is your current employer?	St. Vincent de Paul		

Availability | Score Total - 0

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

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

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

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



Employment Application | Submitted: 14-Jul-2020

AAA

Aliza Whalen

**Volunteer Committee Opportunity:
Strategic Planning Committee**

Job Location - Eugene, OR

Department - Community Advisory Committees

Resume

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

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

File Name

Link

Whalen_Aliza.pdf

[Q Preview](#)
[Download](#)

Text Only Resume

No Text Only Resume on File

Committee Questions

Tell Us More About You | Score Total - 0

Question	Answer	Score	Disqualifier?
Preferred Name:	Aliza Whalen		
Preferred Pronoun:	she	0	
What is your current occupation? *	Student/Student Researcher		
Who is your current employer?	University of Oregon		

Availability | Score Total - 0

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

LTD REGULAR BOAR MEETING - REVISED

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

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

This question was not answered.

0

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

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

Question	Answer	Score	Disqualifier?
<p>What experiences / training / qualifications do you have for this particular committee? *</p>	<p>I contributed to a transit feasibility study for the 99W corridor between Junction City and McMinnville (including attending local ACT meetings and facilitating TAC meetings). I have completed coursework in Transportation Planning. I am a co-president of the student active transportation group, LiveMove, I participate in the UO Transportation Research Group, I am a BEST advisor, and am currently working as a student researcher examining COVID-era street re-designs. I have a good understanding of transit planning and am enthusiastic to both learn and contribute.</p>		
<p>What specific contribution do you hope to make? *</p>	<p>I hope to center and amplify transportation equity, ensuring that the needs of the most vulnerable community members are heard and considered.</p>		
<p>What community topics concern you that relate to this committee? Why do you want to become a member? *</p>	<p>In my experience with LTDs planning, community members seem concerned about how to bridge where we are now with where we will be in 20 years (for example, service cuts associated with MovingAhead). I want to become a member to help consider and advocate for systems that support community members in these transitions, again focusing on transportation equity.</p>		
<p>The Strategic Planning Committee (SPC) seeks to have a diverse membership. Please check all categories you are interested in:</p>	<p>Transit Advocate, Transportation Options / Bike / Ped / Carpool / Vanpool, Student</p>	<p>0</p>	
<p>For the categories above, please provide a brief description of how you represent each category selected:</p>	<p>Transit Advocate - As a BEST advisor, I am aware and supportive of current issues and events regarding transportation in Eugene. Transportation Options / Bike / Ped / Vanpool</p>		

- Through my experience with the 99W transit feasibility study and my role as the LiveMove co-president, I am both passionate and knowledgeable about transportation options. Specifically, I understand the land use, environmental, social, and infrastructure needs and implications for different modes.

Student - I am a rising second year graduate student in Community and Regional Planning at the UO. I have a strong focus on transportation and tailor my academic and career opportunities to advance my understanding of transportation planning.



LTD RESOLUTION NO. 2020-09-16-055

NEW MEMBER APPOINTMENTS TO THE STRATEGIC PLANNING COMMITTEE

WHEREAS, by Resolution No. 2016-12-12-041, the Board of Directors created the Strategic Planning Committee (SPC) to provide independent advice on strategic planning issues related to advancing the goals of the Long-Range Transit Plan, including but not limited to, developing the Frequent Transit Network, making better connections, reducing trip and wait times, bridging the first and last mile, creating safer ways to access service, and optimizing solutions for urban and rural areas;

WHEREAS, by Resolution No. 2016-12-12-041, the Board of Directors directed the general manager, with the advice and consent of the LTD Board of Directors, to appoint members of the Strategic Planning Committee to serve renewable two-year terms. ;

WHEREAS, by Resolution No. 2016-12-12-041, SPC shall include at least two members of the LTD Board of Directors as well as representatives from its key partners: the Eugene City Council, Springfield City Council, Lane County Board of Commissioners, and the Oregon Department of Transportation, but shall not include a quorum of any policymaking body. The Committee should also include a diverse set of stakeholders;

WHEREAS, the SPC currently has four (4) vacancies;

WHEREAS, staff recommend the appointment of Alma Hesuse, Pete Knox, Phillip Shimhue, Aliza Whalen to the SPC; and,

WHEREAS, SPC appointments to are for a two-year term.

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

Appointing Alma Hesuse, Pete Knox, Phillip Shimhue, Aliza Whalen to two-year renewable terms on the Strategic Planning Committee

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 16TH DAY OF SEPTEMBER, 2020.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: September 16, 2020
ITEM TITLE: BOARD MEMBER COMMITTEE ASSIGNMENTS
PREPARED BY: Camille Gandolfi, Clerk of the Board
DIRECTOR: Aurora Jackson, General Manager
ACTION REQUESTED: Discussion and Approval

PURPOSE: Annual Board member committee assignments.

ROLE OF THE BOARD: The Board's role in this instance is to perform a Board governance action.

HISTORY: The Board president, or the Directors by resolution, may appoint committees to make investigations, to study problems, and to make recommendations to the LTD Board of Directors. Advisory committees may include persons who are not Directors. Each year Board members review their current committee assignments and make any desired adjustments.

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

NEXT STEPS: N/A

SUPPORTING DOCUMENTATION:

- 1) Board Member Committee Assignments

PROPOSED MOTION: N/A



BOARD OFFICERS
(Terms expire 12/30/2021)

President – Carl Yeh
 Vice President – Caitlin Vargas

Secretary – Joshua Skov
 Treasurer – Don Nordin

STRATEGIC PLANNING COMMITTEE (SPC)

(meets every other month on 1st Tuesday)
 Carl Yeh, Emily Secord

AD HOC SUSTAINABILITY COMMITTEE

(Meetings scheduled as needed)
 *Vacant, Joshua Skov, Don Nordin

COMPREHENSIVE & ACCESSIBLE TRANSPORTATION COMMITTEE (ATC)

(meets on the 3rd Tuesday of each month)
 *Carl Yeh, Don Nordin, Caitlin Vargas

MAIN STREET-MCVAY GOVERNANCE COMMITTEE

(Meetings scheduled as needed)
 Steven Yett, Vacant

BUDGET COMMITTEE

(Meets a minimum of twice per year)
 All Board members

MOVINGAHEAD OVERSIGHT COMMITTEE

(Meetings scheduled as needed)
 Don Nordin, Carl Yeh

PENSION TRUSTS

(generally meets quarterly)
 Steven Yett

VISION ZERO TASK FORCE

(Meetings scheduled as needed)
 Joshua Skov
 Alternate: Aurora Jackson

STATE TRANSPORTATION IMPROVEMENT FUND (STIF) ADVISORY COMMITTEE

(Meets a minimum of twice per year)
 Ex officio: Emily Secord
 Ex officio: Carl Yeh

METROPOLITAN POLICY COMMITTEE (MPC)

(meets 1st Thursday of the month)
 Carl Yeh
 Vacant

SPECIAL TRANSPORTATION FUND (STF) ADVISORY COMMITTEE

(Meets a minimum of twice per year)
 Ex officio: Don Nordin

Alternate: Steven Yett

Ex officio: Aurora Jackson

LANE COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS (LCOG)

(meets every other month on 4th Thursday)
 Don Nordin
 Alternate: Caitlin Vargas

CONTRACT COMMITTEE

(meetings scheduled as needed)
 *Carl Yeh, Emily Secord, Joshua Skov

LANE AREA COMMISSION ON TRANSPORTATION (LANEACT)

(meets on the 2nd Wednesday of each month)
 Don Nordin
 Alternate: Aurora Jackson

AD HOC COMMUNICATIONS COMMITTEE

(Meetings scheduled as needed)
 *Vacant, Joshua Skov, Caitlin Vargas

AD HOC FARE POLICY COMMITTEE

(Meetings scheduled as needed)
 *Carl Yeh, Vacant

OREGON METROPOLITAN PLANNING ORGANIZATION CONSORTIUM (OMPOC)

(Meetings scheduled as needed)
 Carl Yeh

AD HOC SPC TOPICS COMMITTEE

(Meetings scheduled as needed)
 Joshua Skov, Emily Secord, Vacant



AGENDA ITEM SUMMARY

DATE OF MEETING: September 14, 2020

ITEM TITLE: IGA AMENDMENT: IGA No. 2019-07 City of Cottage Grove Mobility on Demand Pilot Project

PREPARED BY: John Ahlen, Accessible Services Program Supervisor

DIRECTOR: Cosette Rees, Director of Customer and Specialized Services

ACTION REQUESTED: Forward to the Board of Directors with a recommendation of approval

Please disclose any actual or potential conflict of interest.

PURPOSE: To authorize the general manager to execute a contract IGA amendment with the City of Cottage Grove for the continuation of services for the Mobility on Demand pilot through June 30, 2021.

CONTRACT TYPE: Sole Source

REASON FOR CONTRACT TYPE:

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 Cottage Grove mobility on demand (MOD) pilot project is a transportation option that uses smart technology and special vehicles to provide a service that has no fixed schedules, no fixed-routes, and an infinite number of on-demand stops. Passengers share their ride and save money.

When this on-demand service model was launched in January 2019, LTD discontinued the circulation of Route 98 through the city during service hours of the on-demand pilot. In response to peak demand, LTD temporarily authorized the City of Cottage Grove to test the addition of a second vehicle to meet anticipated service levels within reasonable wait times. Staff monitored this enhancement and confirmed there was a sustained demand, which justified the need for a second vehicle on an ongoing basis.

As LTD monitored ridership on both our fixed route system and our on-demand pilot, the District identified a notable decrease in ridership on fixed Route 98. In February 2020, LTD restored the circulator on the fixed route and intended to monitor to see if ridership on Route 98 would come back, and what the continued demand would be for the on-demand service.

Extending the pilot would allow LTD to test the effects of operating both the circulator on Route 98 and the on-demand service. Extending the pilot gives LTD further opportunities to test emerging technologies and collect additional data, which will inform the decision points that will be made if the pilot program is formally established.

FINANCIAL IMPACT/FUNDING SOURCE:

History:

- In January, 2019, LTD created the IGA for Cottage Grove in the amount of \$146,760.00 to complete a one year pilot.

- In October the Board approved extending the term to expire on August 28, 2020 and to increase the value of the contract amount by \$175,000.00, bringing the new NTE amount to \$321,760. This was extended to coincide with the EmGo on-demand pilot in Eugene
- In March 2020, as a result of COVID-19, LTD placed this service on hold; leaving \$89,850 on the agreement.

Current request: LTD is requesting Board approval to authorize the general manager to add \$35,220 to the value of the contract, and extend the pilot phase of the program through June 30, 2021. This brings the not-to-exceed value of the agreement to a total of \$446,830.

This project and the funds are included in our current approved budget, and funded through Statewide Transportation Improvement Funds (STIF).

CONSIDERATIONS: If approved, staff will bring an update to the Board in late 2020 to decide whether to move this service out of the pilot phase. If approved, LTD would move forward with a competitive procurement process.

ALTERNATIVES:

- Deny approval of the extension of time and additional dollars for the Cottage Grove on-demand pilot program, essentially ending the service;
- Approve extension of the Cottage Grove on-demand pilot program through June 30, 2021, with a not-to-exceed amount of \$446,830

SUPPORTING DOCUMENTATION: N/A

- 1) Resolution No. 2020-09-16-053

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-09-16-053:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Amended IGA No. 2019-07 as presented [amended].



RESOLUTION NO. 2020-09-16-053

**APPROVAL OF AN INTERGOVERNMENTAL AGREEMENT BETWEEN LANE TRANSIT DISTRICT
AND THE CITY OF COTTAGE GROVE**

WHEREAS, Lane Transit District (LTD) is authorized to enter into intergovernmental agreements (“IGAs”) with other units of local government pursuant to ORS 190.010;

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 IGAs exceeding \$149,999;

WHEREAS, for those IGAs authorized by the LTD Board of Directors, the LTD Board of Directors must approve individual or cumulative contract amendments that exceed the lesser of \$150,000 or 10 percent of the initial IGA;

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

WHEREAS, the Contract Committee reviewed the proposed contract amendment between LTD and the City of Cottage Grove on 9/14/20, 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 amendment of the IGA between LTD and the City of Cottage Grove regarding Mobility on Demand services shall be in compliance with all applicable laws and regulations.
- 2) The General Manager, or her designee, is hereby authorized to execute this contract amendment in the amount of \$35,220 in additional STIF funds.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 16th DAY OF SEPTEMBER, 2020.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: September 16, 2020

ITEM TITLE: POLICY UPDATE: DIVERSITY POLICY

PREPARED BY: David Collier, Director of Human Resources, Staff Advisor to Diversity Council
Collina Beard, Director of Business Services, Co-Chair Diversity Council

DIRECTOR: Mark Johnson, Assistant General Manager

ACTION REQUESTED: Adoption

PURPOSE: Provide the Board with a recommendation to update and modernize its existing Diversity Policy from 2007.

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

HISTORY: LTD's Diversity Council was first formed in 2004 with a membership consisting of eight (8) employees from Operations and Administration. In 2007, LTD's Board of Directors approved The Diversity Policy (see below). Additionally, the Diversity Council was charged with helping to implement the Policy into the District's operations. As of the beginning of 2019, the Diversity Council was reformed and began updating the District's Diversity Plan. In 2020, new members were again added and the general manager provided new guidance to the purpose and function of the Diversity Council.

LTD's 2007 DIVERSITY POLICY–

Lane Transit District demonstrates its commitment to diversity in the way it provides services and through its employment practices by:

- a) Ensuring that all LTD services, programs, and activities are sensitive to and responsive to cultural differences;
- b) Demonstrating a commitment to workplace diversity through recruitment, hiring, and promotions; and
- c) Maintaining a respectful environment free from all forms of harassment, hostility, and violence.

As of June 17, 2020, the general manager has asked the Diversity Council to review all policies LTD is accountable to including this Board-level Diversity Policy as well as several others including: Title VI, Equal Employment Opportunity (EEO), Disadvantaged Business Enterprise (DBE), Americans with Disabilities Act (ADA). The general manager has also asked the Council to make recommendations to incorporate industry best practices, remove euphemistic phrases, evaluate LTD's adherence to each policy, identify and recommend revisions to existing policies, or develop any new policies that should be created.

Additionally, it is important to note that diversity, equity and inclusion issues also matter to many of LTD's partner jurisdictions. The City of Eugene passed a 2009-2014 Diversity and Equity Strategic Plan¹ that contains specific Action Items, Assigned Leads (City groups who are responsible for handling and reporting on specific Action Items) and Measurements. The City of Springfield's Council has committed to "foster an environment that values diversity

¹ City of Eugene Diversity and Equity Strategic Plan 2009-2014: <https://www.eugene-or.gov/DocumentCenter/View/515/DESP?bidId=>

and inclusion” in its City Council Goals. Most recently, on June 9, 2020, the Lane County Board of Commissioners passed the following Order and Resolution².

NOW, THEREFORE, the Board of County Commissioners of Lane County ORDERS and RESOLVES as follows:

1. To work with community members and staff to acknowledge and address the root causes of inequities in Lane County services and outcomes.
2. To work with community members and staff to invent or find antiracist policies that can eliminate the racial inequities that exist.
3. To use an antiracist and racial equity lens to assess current and future policies and programs.
4. To communicate with the community, including county employees about the root causes of racial inequities as well as the corrective action that has been or will be taken.
5. When policies fail, Lane County will wholeheartedly and enthusiastically start over and seek out new and more effective antiracist policies until they work.

CONSIDERATIONS: Since 2007, much work has been done nationally to explore what makes a successful workplace diversity program. Review of best practices show that simply focusing on increasing diversity is not sufficient. Successful programs must work to focus on diversity and representation, systemic equity issues, and promotion of inclusion activities that span both internal and external areas of operations. It is for these reasons that the Diversity Council feels the existing policy is both out of date and not comprehensive enough in its scope. For these reasons the Council presents an updated policy for the Board’s review and approval.

Recommended new Diversity, Equity and Inclusion Policy³:

LTD recognizes the importance of Diversity, Equity and Inclusion in both its internal and external operations. The District defines these terms as following⁴:

Diversity is the presence of differences that may include race, gender, religion, sexual orientation, ethnicity, nationality, socioeconomic status, language, (dis)ability, age, religious commitment, or political perspective. It also includes populations that have been and remain underrepresented among practitioners in the field and marginalized in the broader society.

Equity is promoting justice, impartiality and fairness within the procedures, processes, and distribution of resources by institutions or systems. Tackling equity issues requires an understanding of the root causes of outcome disparities within our society.

Inclusion is an outcome to ensure those that are diverse actually feel and/or are welcomed. Inclusion outcomes are met when you, your institution, and your program are truly inviting to all. Inclusion relates to the degree to which diverse individuals are able to participate fully in the decision-making processes and development opportunities within an organization or group.

With these definitions in mind, LTD shall:

- Demonstrate its commitment to diversity, equity and inclusion principles within both internal (staff focused) and external (community focused) activities of the District.
 - Examples of internally focused activities could include but are not limited to:

² Lane County, Oregon Board of Commissioners Order and Resolution No: 20-06-09-06:
https://lanecounty.org/UserFiles/Servers/Server_3585797/File/Government/BCC/2020/2020_ORDERS/060920/20-06-09-06.pdf

³ Staff recommends update of policy name to “Diversity, Equity and Inclusion Policy” to more broadly embrace the scope of the direction provided to the Diversity Council at this time.

⁴ Definitions of Diversity, Equity and Inclusion come from The Cooperative Extension, in partnership with Tuskegee University: <https://dei.extension.org/>

- recruiting/hiring/promoting activities
- writing/reviewing job descriptions and expectations
- monitoring working conditions
- providing ongoing staff education, development and training opportunities
- reviewing internal policies and norms
- internal communications
- Examples of externally focused activities could include but are not limited to:
 - All external-facing communications,
 - Project planning and implementation
 - Information accessibility and transparency
 - Selecting, hiring and working with external vendors
 - Maintaining all community infrastructure (buses, stops/stations, facilities, etc.)
 - Working with partner jurisdictions
 - Working within the transportation and public transit industry
- Develop a Diversity, Equity and Inclusion (DEI) Plan that will outline specific and measurable goals to ensure continuous improvement in addressing diversity, equity and inclusion principles and outcomes. Goals will focus on both internal and external activities of the District.

ALTERNATIVES:

- Adopt the recommended update to the District's 2007 Diversity Policy as presented.
- Make different changes to the existing District's 2007 Diversity Policy.
- Request additional research or changes from staff to come back with new recommendations at a future meeting.
- Do not update the District's 2007 Diversity Policy at this time.

NEXT STEPS: Upon adoption of the revised policy, Human Resources, with the assistance of the Diversity Council, will move forward with the development of the DEI Plan.

SUPPORTING DOCUMENTATION:

- 1) Resolution No. 2020-09-16-057

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-09-16-057:

It is hereby resolved that the LTD Board of Directors adopts the updated Diversity Policy as presented [amended].



RESOLUTION NO. 2020-09-16-057

**ADOPTION OF LANE TRANSIT DISTRICT'S REVISED
DIVERSITY, EQUITY AND INCLUSION (DEI) POLICY**

WHEREAS, LTD's Board of Directors adopted a Diversity Policy in 2007;

WHEREAS, in June 2020 LTD's General Manager requested that the Diversity Council review the Diversity Policy and its associated Plan and Goals;

WHEREAS, the Diversity Council has recommended revision of the Diversity Policy more fully address diversity and representation, systemic equity issues, and promotion of inclusion activities that span both internal and external areas of operations; and

WHEREAS, LTD has revised the Diversity Policy to reflect this expanded scope. The revised Diversity Policy reflecting this change is set forth in Exhibit A – Diversity, Equity and Inclusion Policy.

NOW, THEREFORE, BE IT RESOLVED, LTD hereby adopts the Diversity, Equity and Inclusion Policy as set forth in Exhibit A, which is attached hereto and is incorporated herein by this reference.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 16th DAY OF SEPTEMBER, 2020.

Board President, Carl Yeh



EXHIBIT A
DIVERSITY, EQUITY AND INCLUSION POLICY

LTD recognizes the importance of Diversity, Equity and Inclusion in both its internal and external operations. The District defines these terms as following¹:

Diversity is the presence of differences that may include race, gender, religion, sexual orientation, ethnicity, nationality, socioeconomic status, language, (dis)ability, age, religious commitment, or political perspective. It also includes populations that have been and remain underrepresented among practitioners in the field and marginalized in the broader society.

Equity is promoting justice, impartiality and fairness within the procedures, processes, and distribution of resources by institutions or systems. Tackling equity issues requires an understanding of the root causes of outcome disparities within our society.

Inclusion is an outcome to ensure those that are diverse actually feel and/or are welcomed. Inclusion outcomes are met when you, your institution, and your program are truly inviting to all. Inclusion relates to the degree to which diverse individuals are able to participate fully in the decision-making processes and development opportunities within an organization or group.

With these definitions in mind, LTD shall:

- Demonstrate its commitment to diversity, equity and inclusion principles within both internal (staff focused) and external (community focused) activities of the District.
 - Examples of internally focused activities could include but are not limited to:
 - recruiting/hiring/promoting activities
 - writing/reviewing job descriptions and expectations
 - monitoring working conditions
 - providing ongoing staff education, development and training opportunities
 - reviewing internal policies and norms
 - internal communications
 - Examples of externally focused activities could include but are not limited to:
 - All external-facing communications,
 - Project planning and implementation
 - Information accessibility and transparency
 - Selecting, hiring and working with external vendors
 - Maintaining all community infrastructure (buses, stops/stations, facilities, etc.)
 - Working with partner jurisdictions
 - Working within the transportation and public transit industry
- Develop a Diversity, Equity and Inclusion (DEI) Plan that will outline specific and measurable goals to ensure continuous improvement in addressing diversity, equity and inclusion principles and outcomes. Goals will focus on both internal and external activities of the District.

¹ Definitions of Diversity, Equity and Inclusion come from The Cooperative Extension, in partnership with Tuskegee University: <https://dei.extension.org/>



AGENDA ITEM SUMMARY

DATE OF MEETING: September 16, 2020
ITEM TITLE: FIINANCIAL UPDATE
PREPARED BY: Christina Shew, Director of Finance
DIRECTOR: Mark Johnson, Assistant General Manager
ACTION REQUESTED: None. Information Only

PURPOSE: To provide the Board with a FY21 Financial Update.

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

HISTORY: To meet the ORS 294.408 requirement, the LTD Board of Directors adopted a budget for each of LTD's five funds on June 24, 2020. This Budget was developed and adopted with the best information available, but was prepared amidst global economic instability driven by the COVID 19 pandemic. Lane County was in a recession and Lane County unemployment was in the double digits. The depth and timing of the recession as well as the economic recovery was uncertain.

In Mid-August LTD received the first glimpse of our Q4 payroll tax revenues and on August 27, 2020 staff met with the Department of Revenue to discuss the preliminary Q4 FY20 and FY20 annual results. The information in the FY21 Financial update is a projection based on the preliminary Q4 FY20 results and the best information that we have today about the pandemic, the economy, ridership and service hours.

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

NEXT STEPS: Staff will provide additional updates throughout the fiscal year.

SUPPORTING DOCUMENTATION:

- 1) September Board Finance Presentation

PROPOSED MOTION: N/A



AGENDA ITEM SUMMARY

DATE OF MEETING: September 16, 2020
ITEM TITLE: FY2021 COVID-19 PLAN
PREPARED BY: Aurora Jackson, General Manager
DIRECTOR: N/A
ACTION REQUESTED: Adoption

PURPOSE: To provide the Board a recommended plan for FY2021 COVID-19 Plan.

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

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 30 and April 8, the Board of Directors held special Board meetings via video and audio technology (Zoom) to address the District's needs and address matters affected by COVID-19. LTD's concentrated efforts were focused on the health and safety of its employees and customers. A series of procedures were implemented to reduce the risk of spreading COVID-19 including reducing transit service levels to encourage riders to take only essential trips.

At the April 15 Regular Board of Directors meeting, the Board provided direction for the development of the FY2021 Budget in consideration of COVID-19 impacts on unemployment, LTD's primary revenue source for operating expenses. The Board direction was to take the most conservative revenue projection so as to make decisions with a long-term vision for financial sustainability.

At the June 24 Board of Directors Special Board meeting, the Board approved a FY2021 Budget of approximately \$132 million in accordance with Oregon statutes. In the middle of August, the first round of revenues impacted by the pandemic were received with higher than projected results. In a separate agenda item, the Director of Finance will provide FY2021 financial status and a forecast.

Given LTD's FY2021 financial position and the knowledge known to date about the operational impacts of COVID-19, the following recommendations were developed:

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

CONSIDERATIONS: After six-months of COVID-19 operating conditions, bus operators have expressed frustration over the lack of ability to enforce safety measures. Recommendations provided in this report directly address those concerns. LTD's financial status is able to return employees back to work in a sustainable manner.

ALTERNATIVES:

- The Board may request additional action items for addressing COVID-19.

NEXT STEPS: If approved, a plan for implementing additional services will commence and staff will provide an update to the Board at a future Board of Directors' Special Board meeting.

SUPPORTING DOCUMENTATION:

- 1) Example of operational decisions needed to support COVID-19 transit services.
- 2) Resolution No. 2020-09-16-056

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-09-16-056:

It is hereby resolved that the LTD Board of Directors adopts the FY2021 COVID-19 Plan as follows:

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

EXAMPLE OF UPCOMING OPERATIONAL CHANGES

Regular Board of Directors meeting – September 19, 2020

Administration

- Eliminate furlough days for the remainder of FY2021 for Administrative personnel (non-union). This will allow existing employees to effectively absorb the work from laid-off employees and manage COVID-19 working conditions.
- Hire a finance employee to manage state grants primarily for STIF discretionary competitive grants and changes in regulations due to COVID-19.
- Eliminate hiring freeze for future vacancies.

Maintenance

- Eliminate hiring freeze
- Hire two (2) budgeted support positions to ensure frontline employees are adequately supported. Currently, four (4) administrative employees support thirty (30) frontline employees spanning seven days a week for the majority of the hours in a day.

Operations

- Rehire 12 Bus Operators to support the added service for September and to continue a joint effort between the union and the District to utilize the existing employees to sanitize buses in accordance the state's four-hour directive coaches.
- Hire two (2) public safety officers. One position will replace an employee who has submitted his resignation and the second position is an additional position need to assist with the challenges of managing COVID19 safety conditions.
- Rehire a Transit Operations Supervisor and increase the hours for temporary supervisors to assist with the challenges of managing COVID19 safety conditions.
- Hire a temporary contracted operations manager to replace the current operations manager who has been off from work for over five months with no return date.



RESOLUTION NO. 2020-09-16-056

FISCAL YEAR 2020-2021 (COVID-19) PANDEMIC PLAN

WHEREAS, on March 8, 2020, Governor Kate Brown declared an emergency due to the public health threat posed by the novel infectious COVID-19 virus pandemic;

WHEREAS, on March 12, 2020, Governor Brown prohibited gatherings of 250 or more people;

WHEREAS, on March 30 and April 8, the Board of Directors held special Board meetings via video and audio technology (Zoom) to address the District's needs and address matters affected by COVID-19;

WHEREAS, LTD's concentrated efforts were focused on the health and safety of its employees and customers;

WHEREAS, a series of procedures were implemented to reduce the risk of spreading COVID-19 including reducing transit service levels to encourage riders to take only essential trips;

WHEREAS, at the April 15 Regular Board of Directors meeting, the Board provided direction for the development of the FY2021 Budget in consideration of COVID-19 impacts on unemployment, LTD's primary revenue source for operating expenses;

WHEREAS, the Board's direction was to take the most conservative revenue projection so as to make decisions with a long-term vision for financial sustainability;

WHEREAS, at the June 24 Board of Directors Special Board meeting, the Board approved a FY2021 Budget of approximately \$132 million in accordance with Oregon statutes.

WHEREAS, LTD's FY2021 financial position and the knowledge known to date about the operational impacts of COVID-19 allows for sustainable planning; and,

WHEREAS, certain projects may resume operation or activities if projects are deemed essential during

NOW, THEREFORE, BE IT RESOLVED that the LTD Board of Directors, adopts a resolution approving the FY2021 COVID-19 Plan as follows:

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

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 16TH DAY OF SEPTEMBER, 2020.

Board President, Carl Yeh

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

DRAFT

Fiscal Year: P1 2021 July 31, 2020)

Year to date through: 7/31/2020

	Annual Budget	P1			
		YTD Budget	YTD Actuals	% of Budget	YTD B/(W) than Budget
					(pts)

GENERAL FUND

General Fund Resources	64,759,744	5,396,645	985,232	2%	-7 pts	(4,411,413)
General Fund Expenditures	64,759,744	5,396,645	4,068,627	6%	2 pts	1,328,018
General Fund Revenues higher/(lower) than	0	0	(3,083,395)			
<p>Excluding beg WC, expenditures are higher than resources by \$3M primarily due to payroll-type taxes (\$2.4M) and grant assistance timing. Payroll taxes collected in July & August are for Q4 2020. FY21 payroll taxes do not start to be received until September & October. Self-employment taxes are primarily received in April.</p> <p>Expenditures are favorable by \$1.3M, inclusive of the operating reserve (not appropriated). Excluding this reserve, expenditures are favorable by \$0.6M due to the timing of service increases. Additional service will be added in the fall and Winter, skewing higher costs to later in the fiscal year</p>						

MEDICAID FUND

Medicaid Fund Resources	14,656,737	1,221,395	297,159	2%	-6 pts	(924,236)
Medicaid Fund Expenditures	14,656,737	1,221,395	226,395	2%	7 pts	995,000
Accessible Services Fund Revenues higher/(lower) than expenditures	0	0	70,764			
Resources exceed expenditures by \$71K .						

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

DRAFT

Fiscal Year: P1 2021 July 31, 2020)

Year to date through: 7/31/2020

	Annual Budget	P1				
		YTD Budget	YTD Actuals	% of Budget	YTD B/(W) than Budget	
					(pts)	\$\$

SPECIALIZED SERVICES FUND

Accessible Services Fund Resources	10,366,137	863,845	292,988	3%	-6 pts	(570,857)
Accessible Services Fund Expenditures	10,366,137	863,845	24,767	0%	8 pts	839,077
Accessible Services Fund Revenues higher/(lower) than expenditures	0	0	268,220			

Resources exceed expenditures by **\$268K**. Excluding beginning working capital and the general fund transfer, resources (\$1K) are below expenditures (\$25K) due to reimbursement timing.

P2P FUND

P2P Fund Resources	1,243,447	103,621	21,543	2%	-7 pts	(82,078)
P2P Fund Expenditures	1,243,447	103,621	6,910	1%	8 pts	96,711
P2P Fund Revenues higher/(lower) than expenditures	0	0	14,633			

Resources exceed expenditures for the P2P fund by \$15K. Majority of the resources are the transfer from the general fund. Expenditures are only \$7K due to project timing as several projects are on hold due to COVID 19

CAPITAL PROJECTS FUND

Capital Projects Fund Resources	40,833,473	3,402,789	1,356,902	3%	-5 pts	(2,045,887)
Capital Projects Fund Expenditures	40,833,473	3,402,789	131,551	0%	8 pts	3,271,238
Capital Projects Fund Revenues higher/(lower) than expenditures	0	0	1,225,351			

Resources exceed expenditures due to beginning working capital \$1.4M and transfers from the general fund. July expenditures total \$132K. There has not been a July drawdown.

FY21 Resources

FY21 Adopted Budget
RESOLUTION NO.
2020-06-24-040 June
24, 2020

	FY21 Adopted Budget	FY21 YTD Budget 31-Jul-20	FY21 Actuals as of: 31-Jul-20	Better/(Worse) than Budget	Description
GENERAL FUND					
Beginning Working Capital	\$ 11,320,433	\$ 943,369	\$ 943,369	\$ -	- As budgeted. Updated when CAFR published
Operating Revenues					
Cash Fares & Passes	2,429,638	202,470	0	(202,470)	We are not collecting any fares
Group Passes	1,677,077	139,756	0	(139,756)	We are not collecting any fares
Advertising	322,000	26,833	25,462	(1,371)	Roughly in line with budget
Special Services	0	0	0	-	
Total Operating Revenues	\$ 4,428,715	\$ 1,312,429	\$ 25,462	\$ (343,598)	
Nonoperating Revenues					
Payroll Taxes	27,117,649	2,259,804	0	(2,259,804)	Taxes collected in July and Augusts are for April - June. Q1 FY21 taxes will start to be reflected in September & October
Self-employment Taxes	1,388,463	115,705	(0)	(115,705)	Taxes collected in July and Augusts are for April - June. Self-employment taxes peak in April
State-in-Lieu	315,751	26,313	0	(26,313)	Taxes collected in July and Augusts are for April - June. Q1 FY21 taxes will start to be reflected in September & October
Grant Assistance	19,866,166	1,655,514	0	(1,655,514)	Timing of drawdowns
Miscellaneous	270,067	22,506	2,166	(20,340)	Roughly in line with budget.
Interest	52,500	4,375	14,235	9,860	Roughly in line with budget. Current LGIP rate is 1.3%
Sale of Assets	-	0	0	-	
Total Non-operating	\$ 49,010,596	\$ 4,084,216	\$ 16,401	\$ (4,067,816)	
Total General Fund Resources	\$ 64,759,744	\$ 6,340,015	\$ 985,232	\$ (5,354,783)	
SPECIALIZED SERVICES FUND					
Beginning Working Capital	561,794	46,816	46,816	-	- Based on adopted budget estimate
Operating Revenues	6,862,260	571,855	998	(570,857)	Timing of the quarterly invoice (Oct). Mostly farebox cash in July
Transfer from the General Fund	2,942,083	245,174	245,174	-	- As budgeted.
Total Resources	\$ 10,366,137	\$ 863,845	\$ 292,988	\$ (570,857)	
MEDICAID FUND					
Beginning Working Capital	79,834	6,653	6,653	-	- As budgeted. Updated when CAFR published
Operating Revenues	14,179,770	1,181,648	257,412	(924,236)	Represents per member per month administrative revenue only
Transfer from the General Fund	397,133	33,094	33,094	-	- As budgeted
Total Resources	\$ 14,656,737	\$ 1,221,395	\$ 297,159	\$ (924,236)	
POINT2POINT FUND					
Beginning Working Capital	131	11	11	-	- As budgeted. Updated when CAFR published
Operating Revenues	984,937	82,078	-	(82,078)	Reimbursement timing. Expenditures through July total \$7K
Transfer from the General Fund	258,379	21,532	21,532	-	- As budgeted
Total Resources	\$ 1,243,447	\$ 103,621	\$ 21,543	\$ (82,078)	
CAPITAL PROJECTS FUND					
Beginning Working Capital	10,827,898	902,325	902,325	-	- As budgeted. Updated when CAFR published
Grants	24,550,644	2,045,887	-	(2,045,887)	Only \$132K of expenditures through July. July drawdown has not yet been made
Transfer from the General Fund	5,454,931	454,578	454,578	-	- As budgeted
Total Resources	\$ 40,833,473	\$ 3,402,789	\$ 1,357,481	\$ (2,045,887)	

FY21 Expenditures

	FY21 Adopted Budget RESOLUTION NO. 2020-06-24-040 June 24, 2020	FY21 YTD Budget 31-Jul-20	FY21 Actuals as of: 31-Jul-20	Better/(Worse) than Budget	Description
GENERAL FUND - OPERATING					
Transit Services	\$ 47,491,902	\$ 3,957,659	\$ 3,314,250	\$ 643,409	Personnel services are lower than budgeted due to service timing. Additional service will be added in the Fall and Winter, skewing the costs to later in the fiscal year
GENERAL FUND - NON-OPERATING					
Transfer to Specialized Services Fund	2,942,083	245,174	245,174		- As budgeted
Transfer to Medicaid Fund	397,133	33,094	33,094		- As budgeted
Transfer to Point2point Fund	258,379	21,532	21,532		- As budgeted
Transfer to Capital Projects Fund	5,454,931	454,578	454,578		- As budgeted
Operating Contingency	-	-	-		- Contingency for FY21
Total Non-operating	\$ 9,052,526	\$ 754,377	\$ 754,377	\$ -	
Operating Reserve	\$ 8,215,316	\$ 684,610		684,610	Not authorized to use in FY20
Total General Fund	\$ 64,759,744	\$ 5,396,645	\$ 4,068,627	\$ 1,328,018	
SPECIALIZED SERVICES FUND					
Transit Services	9,865,583	822,132	24,767	797,364	Timing of invoice payments. July has not been paid yet
Operating Contingency	-	-	-	-	
Operating Reserve	500,554	-		-	- Not authorized to use in FY21
Total Accessible Services Fund	\$ 10,366,137	\$ 822,132	\$ 24,767	\$ 797,364	
MEDICAID FUND					
Transit Services	14,520,170	1,210,014	226,395	983,619	COVID 19 lower ridership
Operating Contingency	-	-	-	-	
Operating Reserve	136,567	-	-	-	
Total Medicaid Fund	\$ 14,656,737	\$ 1,210,014	\$ 226,395	\$ 983,619	
POINT2POINT FUND					
Transit Services	1,209,819	100,818	6,910	93,909	Payment & project timing.
Operating Contingency	-	-	-	-	
Operating Reserve	33,628	-	-	-	
Total Point2point Fund	\$ 1,243,447	\$ 100,818	\$ 6,910	\$ 93,909	
CAPITAL PROJECTS FUND					
Capital Outlay	30,005,575	2,500,465	131,551	2,368,913	Payment & project timing.
Capital Reserve	10,827,898	-	-	-	- Not authorized to use in FY21
Total Capital Projects Fund	\$ 40,833,473	\$ 2,500,465	\$ 131,551	\$ 2,368,913	



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104256	08/06/2020	BETHEL SCHOOL DISTRICT #52	20,688.77
104257	08/06/2020	BUILDER'S ELECTRIC, INC.	858.71
104258	08/06/2020	CINTAS CORPORATION	1,101.58
104259	08/06/2020	FASTENAL COMPANY	118.49
104260	08/06/2020	LLC FUSSY'S @ VALLEY RIVER PLAZA	60.85
104261	08/06/2020	MCKENZIE SEW-ON	312.00
104262	08/06/2020	MID-STATE INDUSTRIAL SERVICE	544.00
104263	08/06/2020	OREGON TRANSIT ASSOCIATION	21,000.00
104264	08/06/2020	PITNEY BOWES, INC.	201.00
104265	08/06/2020	RECORDXPRESS OF CALIFORNIA,LLC	726.52
104266	08/06/2020	SHI INTERNATIONAL CORP	2,983.50
104267	08/06/2020	STATE OF OREGON-EMP DEPT	83,184.53
104268	08/06/2020	VERIZON WIRELESS	275.54
104269	08/06/2020	WYATT'S TIRE COMPANY	8,649.72
104270	08/06/2020	THE AFTERMARKET PARTS COMPANY LLC	14,543.46
104271	08/06/2020	BUCK'S SANITARY SERVICE, INC.	896.05
104272	08/06/2020	C & K PETROLEUM EQUIPMENT CO,	313.40
104273	08/06/2020	THE ENVIRONMENT CENTER FOR TRANSPORTATION AND	3,209.98
104274	08/06/2020	CHAVES CONSULTING, INC.	370.20
104275	08/06/2020	CITY OF SPRINGFIELD	2,496.00
104276	08/06/2020	CUMMINS NORTHWEST, INC.	92,175.00
104277	08/06/2020	GILLIG CORPORATION	9,327.85
104278	08/06/2020	GRAINGER INC	198.46
104279	08/06/2020	JERRY'S HOME IMPROVEMENT CTR	200.75
104280	08/06/2020	LANE COUNCIL OF GOVERNMENTS	17,431.71
104281	08/06/2020	MUNCIE TRANSIT SUPPLY	68.16
104282	08/06/2020	NCH CORPORATION	1,450.74
104283	08/06/2020	NINFA'S ELITE CORPORATION	31,667.89
104284	08/06/2020	OXLEY & ASSOCIATES, INC.	5,000.00
104285	08/06/2020	PACIFIC POWER GROUP, LLC	64.40
104286	08/06/2020	ROADRUNNER DELIVERY	259.10
104287	08/06/2020	SECURANCE LLC	496.00
104288	08/06/2020	SEON DESIGN (USA) INC.	255.00
104289	08/06/2020	SMITH DAWSON & ANDREWS, INC.	2,500.00
104290	08/06/2020	SPRAGUE PEST SOLUTIONS	115.00
104291	08/06/2020	UPWARD, INC.	424.00
104292	08/06/2020	WOODBURY ENERGY CO. INC.	55,240.00
104293	08/13/2020	AMERICAN FAMILY LIFE	1,842.98
104294	08/13/2020	BARRETT BUSINESS SERVICES INC	1,800.00
104295	08/13/2020	CANNON LAW ASSOCIATES	482.06
104296	08/13/2020	CHAPTER 13 TRUSTEE	346.16
104297	08/13/2020	CINTAS CORPORATION	1,101.16
104298	08/13/2020	CITY OF EUGENE	38,515.08
104299	08/13/2020	CITY OF EUGENE	527.00
104300	08/13/2020	CITY OF EUGENE	4,120.76
104301	08/13/2020	COMCAST	164.94
104302	08/13/2020	CROCKETTS INTERSTATE TOWING	500.00
104303	08/13/2020	DISH NETWORK	123.04
104304	08/13/2020	EUGENE WATER & ELECTRIC BOARD	1,303.08
104305	08/13/2020	FASTENAL COMPANY	401.61
104306	08/13/2020	LANE COUNTY SCHOOL DISTRICT4J	12,749.91
104307	08/13/2020	LIFEMAP ASSURANCE COMPANY	1,455.59
104308	08/13/2020	MARKETING & TECHNICAL MATERIAL	171.80
104309	08/13/2020	NORTHWEST NATURAL GAS	1,175.36



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104310	08/13/2020	OREGON POWDER COATING &	5,090.00
104311	08/13/2020	PETERSON TRUCKS INC.	75.38
104312	08/13/2020	PROTECTIVE SERVICE LLC	42.00
104313	08/13/2020	QUADIENT LEASING USA, INC	708.48
104314	08/13/2020	RFI ELECTRONICS, INC.-OREGON	1,076.40
104315	08/13/2020	SANIPAC	3,033.67
104316	08/13/2020	SPECIAL DISTRICTS INSURANCE SV	40,000.00
104317	08/13/2020	SPRINGFIELD UTILITY BOARD	0.00
104318	08/13/2020	SPRINGFIELD UTILITY BOARD	19,077.09
104319	08/13/2020	SYSTEMS WEST ENGINEERS, INC.	3,000.00
104320	08/13/2020	THOMSON REUTERS - WEST	167.56
104321	08/13/2020	VALLEY CREDIT SERVICE, INC.	593.45
104322	08/13/2020	THE AFTERMARKET PARTS COMPANY LLC	10,118.59
104323	08/13/2020	AIVIA CORPORATION	351.00
104324	08/13/2020	BEDFORD FALLS, LLC	10,000.00
104325	08/13/2020	C & K PETROLEUM EQUIPMENT CO,	1,277.72
104326	08/13/2020	CAIC PRIMARY	1,350.08
104327	08/13/2020	CUMMINS NORTHWEST, INC.	3,040.54
104328	08/13/2020	EUROFINS ANA LABORATORIES, INC	389.40
104329	08/13/2020	GILLIG CORPORATION	1,002.95
104330	08/13/2020	GRAINGER INC	535.07
104331	08/13/2020	JERRY'S HOME IMPROVEMENT CTR	64.16
104332	08/13/2020	LTD & ATU PENSION TRUST	44,668.52
104333	08/13/2020	LTD EMPLOYEES FUND	148.00
104334	08/13/2020	LTD SALARIED EMP. PENSION PLAN	12,875.47
104335	08/13/2020	MODA HEALTH	35,518.50
104336	08/13/2020	MOHAVE AUTO PARTS, INC.	1,660.13
104337	08/13/2020	MOTION & FLOW CONTROL PRD, INC	64.18
104338	08/13/2020	NINFAS ELITE CORPORATION	9,443.64
104339	08/13/2020	OIL PRICE INFORMATION SERVICE	284.00
104340	08/13/2020	ONE CALL CONCEPTS, INC.	48.00
104341	08/13/2020	PARKEON, INC.	2,590.00
104342	08/13/2020	PRE-PAID LEGAL SERVICES INC.	191.45
104343	08/13/2020	UNITED WAY OF LANE COUNTY	684.00
104344	08/13/2020	WOODBURY ENERGY CO. INC.	525.31
104345	08/20/2020	CASCADE CENTERS	452.20
104346	08/20/2020	CASCADE TITLE & ESCROW	300.00
104347	08/20/2020	CENTURY LINK	2,731.86
104348	08/20/2020	CROCKETTS INTERSTATE TOWING	250.00
104349	08/20/2020	ERGOFLEX CONSULTING, INC.	201.25
104350	08/20/2020	EUGENE WATER & ELECTRIC BOARD	0.00
104351	08/20/2020	EUGENE WATER & ELECTRIC BOARD	9,274.51
104352	08/20/2020	FASTENAL COMPANY	100.06
104353	08/20/2020	KAISER BRAKE & ALIGNMENT INC.	121.90
104354	08/20/2020	LIFEMAP ASSURANCE COMPANY	11,187.18
104355	08/20/2020	OFFICE DEPOT	325.69
104356	08/20/2020	READY ROOTER DRAIN CLEANING &	432.00
104357	08/20/2020	THE AFTERMARKET PARTS COMPANY LLC	606.33
104358	08/20/2020	AIVIA CORPORATION	7,687.86
104359	08/20/2020	C & K PETROLEUM EQUIPMENT CO,	3,449.00
104360	08/20/2020	CBT NUGGETS, LLC	1,797.00
104361	08/20/2020	CRITERIA CORP	7,400.00
104362	08/20/2020	CUMMINS NORTHWEST, INC.	5,472.06
104363	08/20/2020	DEPARTMENT OF HUMAN SERVICES	23,414.16

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104364	08/20/2020	GILLIG CORPORATION	1,635.99
104365	08/20/2020	GRAYBAR ELECTRIC COMPANY INC	18,792.68
104366	08/20/2020	JERRY'S HOME IMPROVEMENT CTR	100.30
104367	08/20/2020	LTD SALARIED EMP. PENSION PLAN	94,361.00
104368	08/20/2020	MODA HEALTH	1,982.32
104369	08/20/2020	MUNCIE TRANSIT SUPPLY	573.60
104370	08/20/2020	NEOPART TRANSIT LLC	925.14
104371	08/20/2020	NORTH COAST ELECTRIC	85.16
104372	08/20/2020	PACIFIC POWER GROUP, LLC	12,542.37
104373	08/20/2020	PACIFICSOURCE HEALTH PLANS	461,415.13
104374	08/20/2020	SITECRAFTING, INC.	872.00
104375	08/20/2020	THORP, PURDY, JEWETT, URNESS,	4,453.32
104376	08/20/2020	UPWARD, INC.	7,985.00
104377	08/20/2020	VISION SERVICE PLAN	3,720.26
104378	08/27/2020	AMAL TRANSIT UNION #757	11,833.56
104379	08/27/2020	CANNON LAW ASSOCIATES	432.99
104380	08/27/2020	CHAPTER 13 TRUSTEE	346.16
104381	08/27/2020	EUGENE WATER & ELECTRIC BOARD	830.11
104382	08/27/2020	FEI TESTING & INSPECTION, INC.	1,604.38
104383	08/27/2020	KOCER CRANE & TRAINING, LLC	1,390.70
104384	08/27/2020	LITHIA TOYOTA-SPRINGFIELD #65	1,942.81
104385	08/27/2020	ROWELL BROKAW ARCHITECTS,PC	19,457.07
104386	08/27/2020	SPRINGFIELD UTILITY BOARD	81.61
104387	08/27/2020	C & K PETROLEUM EQUIPMENT CO,	465.22
104388	08/27/2020	COMMSTRUCTURE CONSULTING, LLC	2,748.75
104389	08/27/2020	DEPARTMENT OF HUMAN SERVICES	24,734.80
104390	08/27/2020	DUNCAN AND BROWN, LLC	3,800.00
104391	08/27/2020	GLORIA, J GALLARDO	10,000.00
104392	08/27/2020	GRAINGER INC	39.24
104393	08/27/2020	JERRY'S HOME IMPROVEMENT CTR	18.99
104394	08/27/2020	KUHN INVESTMENTS, INC.	15,827.89
104395	08/27/2020	LANE COUNCIL OF GOVERNMENTS	1,137.75
104396	08/27/2020	LTD & ATU PENSION TRUST	204,242.73
104397	08/27/2020	LTD SALARIED EMP. PENSION PLAN	12,130.57
104398	08/27/2020	MOSS ADAMS LLP	7,000.00
104399	08/27/2020	NORTH COAST ELECTRIC	64.48
104400	08/27/2020	RICOH USA, INC.	565.34
104401	08/27/2020	ROADRUNNER DELIVERY	249.50
104402	08/27/2020	THORP, PURDY, JEWETT, URNESS,	3,346.40
104403	08/27/2020	TRANSLOC INC.	2,000.00
104404	08/27/2020	UNITED WAY OF LANE COUNTY	684.00
104405	08/27/2020	UPWARD, INC.	800.00
91090120	08/31/2020	BENEFIT PLANS ADMIN SVCS, LLC	36,930.00
92090120	08/31/2020	BENEFIT PLANS ADMIN SVCS, LLC	3,520.00
803729569	08/14/2020	VALIC %CHASE BANK OF TEXAS	69,535.42
803746735	08/28/2020	VALIC %CHASE BANK OF TEXAS	67,462.13
811464616	08/20/2020	NEOPOST USA INC.	1,000.00
812111155	08/14/2020	MASS MUTUAL FINANCIAL GROUP	2,498.17
813330160	08/28/2020	MASS MUTUAL FINANCIAL GROUP	2,533.56
814385394	08/24/2020	BANK OF AMERICA	35,042.21
821205397	08/03/2020	BANK OF AMERICA	67.49
821205398	08/03/2020	BANK OF AMERICA	19.75
830515789	08/28/2020	INTERNAL REVENUE SERVICE-EFTPS	148,765.00
832888064	08/20/2020	OREGON DEPARTMENT OF REVENUE	12.85

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842989568	08/28/2020	OREGON DEPARTMENT OF REVENUE	38,077.08
851141610	08/20/2020	INTERNAL REVENUE SERVICE-EFTPS	59.92
851571972	08/14/2020	OREGON DEPARTMENT OF JUSTICE	1,152.00
851828375	08/28/2020	OREGON DEPARTMENT OF JUSTICE	1,152.00
871769225	08/14/2020	INTERNAL REVENUE SERVICE-EFTPS	150,075.87
880717312	08/14/2020	OREGON DEPARTMENT OF REVENUE	38,532.30
168 Checks			\$2,264,741.76

LTD CIP 2021

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 2021

PROJECT DESCRIPTIONS

Improvement Projects - Facilities

Eugene Station Modernization				#21-ESMODN-0301001
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	3,000,000		FY 2021-2023	Business Case Justification
Total Project	3,000,000			

Improvements and maintenance at the Eugene Station located at 11th Avenue and Willamette Street in downtown Eugene. Improvement to the site is broken into two categories: exterior and building improvements. These improvements are to improve customers' experience in the station as well as maintaining/updating the station's components to keep it in a state of good repair. The list below is not an exhaustive list but does capture the majority of scope.

Passenger/Exterior Improvements: (1) 10th & Olive as a "welcome mat" for Eugene; (2) additional parking for District vehicle parking and employee parking; (3) sign updates (information, rules, etc.); (4) update crosswalks; (5) wayfinding updates; (6) refreshing coating on site furniture; (7) IT improvements - PA system, real time signs, and dynamic displays; and (8) security improvements.

Building Improvements: (1) CSC downstairs kitchenette and cash room redesign; (2) CSC elevator proximity card; (3) CSC real-time displays; (4) CSC public restroom updates; (5) operator lounge updates; (6) trash enclosure expansion; (7) re-roof; (8) lockers for Operations employees; (9) energy-efficient lighting fixtures; and (10) CSC upstairs kitchen update.

Passenger Boarding Improvements				#19-PBIMPR-0301002
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	1,000,000		FY 2019-2028	Project Initiation
Total Project	1,000,000			

Improve amenities and support infrastructure at passenger boarding areas such as assessable pathway, shelter, furniture, and/or signage.

Bus Lift for Maintenance Bay 1				#20-LIFTB1-0301003
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	450,000		FY 2020-2021	Business Case Justification
Total Project	450,000			

Acquire and install new vehicle lift for equipment in Bay 1 to expand vehicle maintenance capacity. Currently, LTD has four 60-foot lifts. As the fleet trends to include more 60-foot buses, adding this capacity will be necessary to maintain the aging fleet. Additionally, 60-foot lifts have the flexibility to lift all bus sizes.

Operation Command Control				#23-OPERCC-0301004
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	3,500,000		FY 2023-2024	Business Case Justification
Total Project	3,500,000			

Expand Administration Building to include modern operations dispatch, operator report area, training classrooms, restrooms/showers, and recovery areas.

Santa Clara Transit Station - Key: 20947				#17-SCTSTA-0301005
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LTD CIP 2021

PROJECT DESCRIPTIONS

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
5307 Formula/OR-2020-040-00	3,000,000	3,000,000	FY 2017-2021	Planning, Design and Construction
XFER 5307/OR-2020-040-00	600,000	600,000		
ConnectOregon - 31655	3,000,000	1,651,486		
LTD Match	3,700,000	3,329,329		
Total Project	10,300,000	8,580,815		

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. LTD awarded several Purchase Orders in support of the construction activities during the reporting period. The FTA grant (OR-2020-040) was also awarded July 21, 2020.

System Facilities Improvements #19-SYSFAC-0301006

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	1,000,000	1,000,000	FY 2019-2028	Project Initiation
Total Project	1,000,000	1,000,000		

Continued improvement of transit facilities and support infrastructure primarily comprised of projects that respond to changes in internal and external needs.

UO Station South #20-UOSTNS-0301007

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	3,000,000		FY 2020-2021	Business Case Justification
Total Project	3,000,000			

Replace the current UO Station South as a result of the University of Oregon's new Classroom and Faculty Office Building site that will be built within the current PLC parking lot.

Hunsaker Development Project #16-HUNSKR-0301008

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	2,208,993	235,000	FY 2016-2022	Planning
Total Project	2,208,993	235,000		

Disposition of remaining property adjacent to the Santa Clara Transit Station to allow for future development of

LTD CIP 2021

PROJECT DESCRIPTIONS

Improvement Projects - Frequent Transit Network

Existing EmX Corridor Improvement #20-FKLNXI-0301009

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	10,650,000		FY 2020-2024	Business Case Justification
Total Project	10,650,000			

Bus lane and station capacity improvements to accommodate higher bus frequency and increased passenger demands.

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	Project Close-out
ConnectOregon - 30139	648,000	0		
Total Project	935,000	0		

Construct two EmX stations (one for either direction of travel) within the City of Springfield's revised roadway layout. The project has progressed as scheduled. The final invoice has been processed and the grant close-out is in progress. The Acceptance Report has been completed and accepted by ODOT; the Performance Report is in progress.

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match (In-Kind)	245,542	14,733	FY 2013-2021	Planning
5339/OR-39-0007	750,000	0		
XFER 5307/OR-2018-035-00	315,000	128,717		
Total Project	1,310,542	143,450		

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. As previously reported, the transit element of the Main Street Corridor has been delayed until such time that the Main Street Safety Project is completed. The COVID-19 pandemic has further delayed this project.

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match (In-Kind)	34,200	24,021	FY 2019-2021	Planning
TOD/OR-2017-019-00	450,000	117,308		
City of Eugene	79,800	0		
Total Project	564,000	141,329		

Collaborative effort between the City of Eugene and LTD to enable transit-oriented development along the River Road Corridor. The project has progressed as scheduled. The IGA with the City of Eugene has been extended until project completion which is anticipated by the end of the calendar year.

LTD CIP 2021

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 2012-2021	Project Close-out
ConnectOregon - 30136	2,866,645	0		
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	2,310,405		

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 currently undergoing review.**

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	263,245	50,948	FY 2019-2021	Planning
XFER 5307/OR-2018-025-00	2,300,000	443,902		
Total Project	2,563,245	494,850		

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 is progressing; however, public meetings have been suspended due to the COVID-19 health crisis. The project completion date, which had been extended to the end of the year, will likely be further delayed until such time that public hearings are able to resume.**

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	205,342	205,342	FY 2020-2022	Planning
STBG/1738-2020-5	329,468	329,468		
5307/1738-2020-5	670,532	670,532		
Total Project	1,205,342	1,205,342		

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. The replacement of displays along the WEEE corridor has been completed and the repair of pavers at the Eugene Station is in progress. In addition, activities necessary in order to process the required request to transfer FHWA funds to FTA are in progress.**

LTD CIP 2021

PROJECT DESCRIPTIONS

Improvement Projects - Technology Infrastructure & Systems

Fare Management System				#19-FAREMS-0301016
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	765,000	68,577	FY 2019-2020	Project Close-out
Total Project	765,000	68,577		

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 progressed as scheduled and is fully implemented.**

Software - CRM				#22-CRMSFT-0301017
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	75,000		FY 2022	Business Case Justification
Total Project	75,000			

Purchase and implementation of contact management software to manage communications with LTD customers, community members, and stakeholders, and ensure a more unified communications strategy. Contacts can then be tracked through multiple different arms of the agency to provide a more comprehensive and coordinated approach to communicating both inside and outside the agency.

Software - NOVUS Modules				#19-NOVUSM-0301018
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
5310/1738-2020-10	76,000	76,000	FY 2019-2022	Project Initiation
General Fund	324,000	324,000		
Total Project	400,000	400,000		

Software in support of the RideSource center, allocated to purchase various modules in NOVUS. **During the reporting period, LTD learned that the Technology Innovation project (NOVUS) had been selected for grant award under FTA's new Mobility for All Pilot Program. This transformative project will enhance efficiency and effectiveness in transportation services for older adults, people with disabilities, individuals and families of low income and veterans; thereby eliminating current barriers to transportation in an effort to improve health outcomes and decrease health disparities experience by disadvantaged and low-income communities. The project was not funded in its entirety; the budget has been adjusted accordingly.**

LTD CIP 2021

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	3,233	FY 2018-2021	Planning
XFER 5307/1738-2019-2 (STBG)	53,838	53,838		
Total Project	195,614	57,071		

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; the grant is currently undergoing FTA review.**

Communications Assessment #19-COMASS-0301020

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	115,000	3,882	FY 2019 - 2020	Rollout, commissioning, active
Total Project	115,000	3,882		

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 progressed as scheduled.**

Mobility as a Service (MaaS) #19-MOBSVC-0301021

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
2017 State Transportation	2,360,000		FY 2019 - 2021	Secure Funding
Total Project	2,360,000			

Procurement and operational expenses for a mobility on demand pilot project to be conducted January-December 2019; possible expansion and implementation depending on the outcome of the pilot project. Also includes developing strategic partnerships with other services that would complement our work and includes a Mobility Management Plan.

Sustainable Cities Year Program (SCYP) #20-SCYPRG-0301022

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	250,000		FY 2020 - FY 2021	Secure Funding
Total Project	250,000			

A university/community partnership program that matches the resources of the University of Oregon with one Oregon partner each year to help advance that partner's sustainability goals. Majority of work would take place in FY20, with final deliverables in early FY21.

STIF Grant Administration #19-STIFGA-0301023

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
2017 State Transportation Improvement Fund	680,000	530,496	FY 2019 - 2028	Rollout, commissioning, active
Total Project	680,000	530,496		

LTD CIP 2021

PROJECT DESCRIPTIONS

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 some project are progressing as scheduled. There have been some that have been suspended or reduced due to COVID. This will be specified under the individual project notes.**

Natural Hazards Response & Mitigation Plan				#20-NHRAMP-0301024
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	75,000		FY 2020	Secure Funding
Total Project	75,000			

LTD currently has a System Security and Emergency Preparedness Plan that addresses man-made catastrophes likely to befall the District. Part of this document is a Continuity of Operations Plan that guides the response and recovery to such incidents. Due to the growth of the District, and likelihood of a natural hazard impacting our area, it is necessary that the District also has a separate Natural Hazards Mitigation and Response Plan in place. It is to the District's benefit to retain experts in this field to assist in this effort. It will be imperative that this plan coincides with those of our partner agencies and stakeholders, resulting in the desired, coordinated results.

LTD CIP 2021

PROJECT DESCRIPTIONS

State of Good Repair - Facilities

Facilities Assessment				#22-FACASS-0302001
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	150,000		FY 2022	Business Case Justification
Total Project	150,000			

This is a Federal Transit Asset Management (TAM) requirement. Assessment will allow better prediction of corrective maintenance needs and equipment replacement timing in order to keep the facilities functional.

River Road Transit Station Disposal				#19-FACASS-0302001
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	100,000		FY2019 - 2022	Business Case Justification
Total Project	100,000			

Effort to sell the existing River Road Transit Station asset in a process that is compliant with Federal Transit Administration real estate rules. Tasks may include broker, appraisals, and recording fees. Contingency costs to accommodate asset management/investment should transit service be repositioned to the new Santa Clara Transit Station prior to sale finalization.

Bus Wash Improvements				#22-BUSWSH-0302003
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	750,000		FY 2022-2023	Business Case Justification
Total Project	750,000			

Remove existing bus wash equipment and replace with new. The current manufacturer of our existing system is out of business which does not allow LTD to find replacement parts for their proprietary parts. We are on the last set of brushes and are anticipating another four years of useful life.

LED Light Upgrade				#25-LEDUPG-0302004
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	500,000		FY2025 - 2026	Business Case Justification
Total Project	500,000			

Replace light fixtures to LED technology for increased energy efficiency in the Glenwood Administration and Fleet Buildings.

Glenwood Fire System Update				#22-FIREUP-0302005
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	150,000		FY 2022	Business Case Justification
Total Project	150,000			

Modify existing fire systems to an addressable system with strobes and horns to meet current fire code requirements for new buildings.

Welding Bay Relocation				#22-WELDBR-0302006
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	150,000		FY 2022	Business Case Justification
Total Project	150,000			

Relocate welding bay to a well ventilated area that does not conflict with other work flows.

Clock Improvements				#25-CLOCK1-0302007
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE

LTD CIP 2021

PROJECT DESCRIPTIONS

General Fund	100,000		FY 2025	Business Case Justification
Total Project	100,000			

Replace the existing/original clocks throughout the Eugene Station. This is to provide reliable/accurate information for passengers and operators.

Heat Pump Replacement - Eugene Station #20-ESHTPR-0302008

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	230,000		FY 2020-2021	Business Case Justification
Total Project	230,000			

Replace existing heat pumps throughout both buildings. Existing heat pumps that are original to the buildings have reached the end of their useful life; some have completely failed, which compromises the environmental controls of the internal space. According to the Air Conditioning, Heating & Refrigeration Institute (AHRI), the average lifespan of a heat pump is approximately 14-15 years.

Overhead Door Replacement #20-OVDRRP-0302009

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	250,000		FY 2020-2021	Business Case Justification
Total Project	250,000			

Replace all original overhead doors and operators throughout the Glenwood Operational Campus to improve reliability. This systems is original to the building and has reached its useful life; failures to these components are trending upwards and having down bays impacts our service delivery.

Bus Gate Improvements #20-BUSGTI-0302010

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	550,000		FY 2020-2021	Business Case Justification
Total Project	550,000			

Provide reliable automated bus yard entrance gates that secure the perimeter, allow for a staging area that does not block the public right-of-way and accommodates future porter or staff access checkpoint.

Fleet Generator Fuel Tank #22-FGFTNK-0302011

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	30,000		FY 2022	Business Case Justification
Total Project	30,000			

Provide a double-walled fuel tank for the generator stored at the south side of the Fleet Building to meet updated requirements for new above-ground storage tanks.

State of Good Repair - Fleet

Accessible Services Vehicle Replacement - Keys: 19106/19107/19485/19381/21003/22203 #19-ASVEHR-0302012

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	272,477	274,222	FY 2019-2021	Acquisition
5310/OR-16-X045	304,871	0		
5309/OR-04-0049	214,057	12,716		
5310/OR-2017-026-00	232,854	74,729		
5310/OR-2019-023-00	490,749	490,749		
5310/OR-2019-023-01	522,432	522,432		
Total Project	2,037,440	1,374,848		

LTD CIP 2021

PROJECT DESCRIPTIONS

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 Services 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 OR-16-X045 has been closed. Regarding OR-04-0049, final activities in support of the project are in progress. The two open FTA grants (OR-2017-026 and OR-2019-023) will fund Ridesource vehicles in support of the Specialized Services Program. The purchase order for the vehicles has been issued to Schetky NW Sales.

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 purchase order for the vehicle has been issued to Schetky NW Sales.**

Mobility as a Service Vehicle #19-MOBVEH-0302016

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
STIF - 2019	100,000		FY 2019	Secure Funding
Total Project	100,000			

The purchase of a new vehicle for the provision of mobility on demand services.

Miscellaneous Equipment #19-MISCEQ-0302017

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
TBD	100,000		FY 2019-2020	Business Case Justification
Total Project	100,000			

The purchase of miscellaneous equipment for the administration/operation of transportations services. This includes equipment to service vehicles to keep them in good repair and equipment to increase safety and bus maintenance.

Non-Revenue Vehicles #20-NREVVH-0302018

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	96,000		FY 2020-2021	Business Case Justification
TBD	384,000			

LTD CIP 2021

PROJECT DESCRIPTIONS

Total Project	480,000		
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LTD CIP 2021

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	1,125,680	FY 2019-2021	Acquisition
5339/OR-2018-012-00	3,479,675	3,377,041		
Total Project	4,639,566	4,502,721		

Procurement of five additional 40-foot electric buses to replace aging fleet. The project is progressing as scheduled. As previously reported, a purchase order was issued to New Flyer of America. 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. CTE continues to support LTD in this regard.

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	852,745	552,883	FY 2019-2021	Acquisition
5307/OR-95-X055-02	2,072,328	2,050,763		
5339/OR-2017-015-00	943,814	942,041		
5337/OR-2017-016-00	331,113	330,616		
Total Project	4,200,000	3,876,303		

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 electric bus replacement project is progressing. A purchase order was issued to New Flyer of America during the previous reporting period. 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 2019-2021	Project Initiation
XFER 5307/OR-2020-041-00	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 grant was awarded July 27, 2020 and the procurement activities are in progress.

LTD CIP 2021

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
Match - STIF (2019)	585,546	585,546		
XFER 5307/OR-2020-051-00	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 has combined 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. To maximize available funding, the procurement efforts for this project are in coordination with LTD's other electric bus replacement projects as detailed above. The transfer request for the CMAQ funding has been approved; the grant is currently undergoing final FTA concurrence.

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	175,560	175,560	FY 2019-2021	Acquisition
5307 Formula/OR-2020-047-00	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 undergoing final FTA concurrence 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. All activities have been completed; the grant has been closed.

LTD CIP 2021

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	184,358	FY 2019-2021	Rollout, commissioning, active
5339/OR-2019-027-00	1,160,820	80,798		
5339/OR-2019-027-01	656,631	656,631		
5339/OR-2016-020-00	582,947	0		
5309/OR-03-0122-01	1,336,346	0		
5337/OR-2019-027	309,445	0		
Total Project	4,893,579	921,787		

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 progressed as scheduled. With the acceptance of the vehicles and payment of invoices, the grant close-out activities have been initiated for the grants in which all funds have been exhausted. LTD has issued a Purchase Order for safety barriers in response to the current health crisis. Once the barriers are installed and final training has been received, grant close-out activities will be initiated.

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

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	114,011	1,319	FY 2019-2021	Rollout, commissioning, active
5339/OR-2018-021-00	646,062	7,477		
Total Project	760,073	8,796		

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 has progressed as scheduled; the vehicle has been accepted. LTD has issued a Purchase Order for a safety barrier in response to the current health crisis. Once the barrier is installed and final training has been received, grant close-out activities will be initiated.

LTD CIP 2021

PROJECT DESCRIPTIONS

Operations

Preventative Maintenance - Key: 21534				#19-PREVMN-0103001
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
5307 Formula/OR-2020-047-00	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 (FY 19-20) on federal assets to improve their performance, safety and longevity.

The grant application is undergoing FTA review and will include the ACM project (SGR / K21326 / #19-ACMPTS-000000).

LTD CIP 2021

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	6,875	FY 2020-2021	Rollout, Commissioning, Active
Total Project	16,512	6,875		

Out-of-district paratransit and rural fleet preventative maintenance. **The project is progressing as scheduled. However, no PM was needed in Q4.**

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. See Project #20-FLOYAC-0154024.**

Oakridge Diamond Express - Key: 21005				#19-OAKDMX-0154004
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Farebox	40,000	24,173	FY 2020-2021	Rollout, Commissioning, Active
Local Funds (City of Oakridge)	24,000	12,000		
Transit Network/Intercity Connection - ODOT 33820	187,723	118,840		
ODOT 33492 - STF OUT	187,723	118,835		
Total Project	439,446	273,848		

Operations in and between Oakridge and Metro area. **The project is progressing as scheduled.**

LTD CIP 2021

PROJECT DESCRIPTIONS

Rhody Express - Key: 21007				#19-RHDYXP-0154005
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Local Funds (City of Florence)	64,000	28,000	FY 2020-2021	Rollout, Commissioning, Active
Farebox	13,000	6,233		
ODOT 33425 - 5311	176,061	88,030		
ODOT 33492 - STF OUT	137,886	68,942		
Total Project	390,947	191,205		

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. **The project is progressing as scheduled.**

Specialized 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	395,008	FY 2020-2021	Rollout, Commissioning, Active
ODOT 33492 - STF IN	73,410	45,212		
Total Project	714,798	440,220		

In-District paratransit fleet preventative maintenance. **The project is progressing as scheduled.**

Crucial Connections - Key: 20995				#19-CRUCON-0154007
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	13,460	10,627	FY 2020-2021	Rollout, Commissioning, Active
ODOT 33492 - STF IN	1,541	1,215		
Total Project	15,001	11,842		

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. **The project had been progressing; however, the current health crisis has impacted activity this reporting period.**

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. **The project is progressing as scheduled.**

LTD CIP 2021

PROJECT DESCRIPTIONS

Lane County Coordination Mobility Management - Key: 21001			#19-MOBMGT-0154009	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	220,704	146,836	FY 2020-2021	Rollout, Commissioning, Active
ODOT 33492 - STF IN	25,261	16,809		
Total Project	245,965	163,645		

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. **The project is progressing , but at a reduced rate of assessments due to COVID-19.**

Mental Health and Homeless - Key: 20995			#19-MENH&H-0154010	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	207,334	132,547	FY 2020-2021	Rollout, Commissioning, Active
ODOT 33492 - STF IN	23,730	15,171		
Total Project	231,064	147,718		

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. **The project is progressing as scheduled.**

Metro ADA Ops and Shopper Services - Key: 20991			#19-OP&SHP-0154011	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Farebox	528,314	293,846	FY 2020-2021	Rollout, Commissioning, Active
ODOT 33581 - 5310	233,124	38,279		
ODOT 33492 - STF IN	26,683	4,383		
General Funds	4,132,424	4,132,424		
Total Project	4,920,545	4,468,932		

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. **The project is progressing as scheduled.**

LTD CIP 2021

PROJECT DESCRIPTIONS

Pearl Buck - Key: 20997				#19-PRLBCK-0154012
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	177,116	94,991	FY 2020-2021	Rollout, Commissioning, Active
Local Funds	118,077	73,798		
Total Project	295,193	168,789		

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. **The project has been suspended due to COVID-19.**

South Lane Wheels Services - Key: 20991				#19-SLSRVC-0154014
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33492 - STF IN	93,375	0	FY 2020-2021	Rollout, Commissioning, Active
Total Project	93,375	0		

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. **The project is progressing as scheduled.**

Transit Host - Key: 20999				#19-TRHOST-0154015
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	144,968	101,060	FY 2020-2021	Rollout, Commissioning, Active
ODOT 33492 - STF IN	16,592	11,567		
Total Project	161,560	112,627		

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. **The project has been suspended due to COVID-19**

LTD CIP 2021

PROJECT DESCRIPTIONS

Travel Training - Key: 20999			#19-TRVLTR-0154016	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 32197 - 5310	131,468	91,534	FY 2020-2021	Rollout, Commissioning, Active
ODOT 32010 - STF	15,047	10,483		
Total Project	146,515	102,017		

Alternative Work Concepts contracts with LTD to provide travel training to people with disabilities on the fixed-route bus system. This project has been significantly reduced due to COVID-19.

Veterans Transportation - Key: 20995			#19-VETTRP-0154017	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	22,432	20,603	FY 2020-2021	Rollout, Commissioning, Active
ODOT 33492 - STF	2,567	2,354		
Total Project	24,999	22,957		

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. This project has been significantly reduced due to COVID-19.

Volunteer Reimbursement - Key: 20994			#19-VOLRMB-0154019	
	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33492 - STF IN	23,833	17,854	FY 2020-2021	Rollout, Commissioning, Active
ODOT 33581 - 5310	208,235	155,987		
Local Funds	20,400	10,200		
Total Project	252,468	184,041		

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. This project has been significantly reduced due to COVID-19.

LTD CIP 2021

PROJECT DESCRIPTIONS

Medicaid

NEMT - State Reimbursed				#19-NEMTSR-0165001
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Oregon Health Authority	548,275	145,522	ONGOING	Rollout, Commissioning, Active
General Fund	-	0		
Total Project	548,275	145,522		

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	3,354,244	ONGOING	Rollout, Commissioning, Active
General Fund	-	0		
Total Project	10,374,450	3,354,244		

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	168,456	ONGOING	Rollout, Commissioning, Active
General Fund	225,003	225,003		
Total Project	1,046,508	393,459		

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 2021

PROJECT DESCRIPTIONS

Point2point

Drive Less Connect - Key: 20969			#19-DLCONN-0146001	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 32517	304,046	170,274	FY 2019-2021	Rollout, Commissioning, Active
Total Project	304,046	170,274		

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. This program reduced due to a reduction in staff and need due to COVID-19.*

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	0	FY 2019-2020	Project close-out
General Fund (in kind)	5,238	0		
Total Project	51,000	0		

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 grant amendment to add transferred STBG funds was approved during the reporting period. All activities have been completed and grant funds have been dispersed. This grant has been closed.*

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; the grant award has been delayed pending review of environmental assessment documents by FTA.*

LTD CIP 2021

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	Rollout, Commissioning, Active
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. **The transfer request has been approved; the grant is currently undergoing FTA review.**

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	0		
MM-SRTS/XFER 5307/OR-2018-026	343,074	0		
XFER 5307/OR-2020-039-00/Springfield School District	106,268	106,268		
XFER 5307/SRTS Regional/1738-2020-4	350,000	350,000		
General Funds	110,417	68,622		
Total Project	1,320,126	668,178		

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 5307/1738-2020-2	900,000	900,000	FY 2019-2021	Rollout, Commissioning, Active
ODOT 32517	220,778	80,937		
General Funds	148,009	110,000		
Total Project	1,268,787	1,090,937		

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, the transfer request has been approved and the grant is undergoing FTA review.**

LTD CIP 2021

PROJECT DESCRIPTIONS

Point2point

UO Gateway SmartTrips - Key: 17162 #19-SMTUOG-0146010

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
STP/OR-95-X030	180,000	101,750	FY 2019-2020	Rollout, Commissioning, Active
General Funds	20,601	11,646		
Total Project	200,601	113,396		

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 had been progressing; however, outreach activities have essentially been suspended due to the current pandemic. Staff are evaluating methods of engaging the community via digital means.**

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	Rollout, Commissioning, Active
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. **The transfer request of FHWA funds has been approved; the grant is currently undergoing FTA review.**

Vanpool - Key: 19395 #19-VNPOOL-0146010

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Funds	180,452	50,437	FY 2020	Rollout, Commissioning, Active
Total Project	180,452	50,437		

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 went through 06-30-20. It is now under review due to COVID-19 and talks with Enterprise (limited capacity for social distancing).**

LANE TRANSIT DISTRICT

June 2020 Performance Report

Performance Measure	Current Month	Prior		Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change	
		Year's Month	% Change							
Fixed Route Service										
Passenger Boardings	330,880	754,413	-56.1%	8,047,918	9,923,771	-18.9%	7,624,385	9,938,136	-23.3%	
Mobility Assisted Riders	5,972	13,927	-57.1%	135,395	155,495	-12.9%	127,440	155,696	-18.1%	
<u>Average Passenger Boardings:</u>										
Weekday	12,012	28,794	-58.3%	26,485	33,161	-20.1%	25,086	33,175	-24.4%	
Saturday	9,746	16,131	-39.6%	15,018	18,004	-16.6%	14,486	17,907	-19.1%	
Sunday	6,339	11,285	-43.8%	9,264	11,799	-21.5%	8,852	11,773	-24.8%	
Monthly Revenue Hours	13,209	23,850	-44.6%	248,190	283,835	-12.6%	237,549	281,904	-15.7%	
Boardings Per Revenue Hour	25.0	31.6	-20.8%	32.43	34.96	-7.3%	32.10	35.25	-9.0%	
Weekly Revenue Hours	2,983	5,565	-46.4%	4,888	5,484	-10.9%	4,673	5,462	-14.5%	
Weekdays	23	21		253	250		255	249		
Saturdays	4	4		56	54		56	53		
Sundays	4	5		42	58		41	59		

Passenger Revenues & Sales

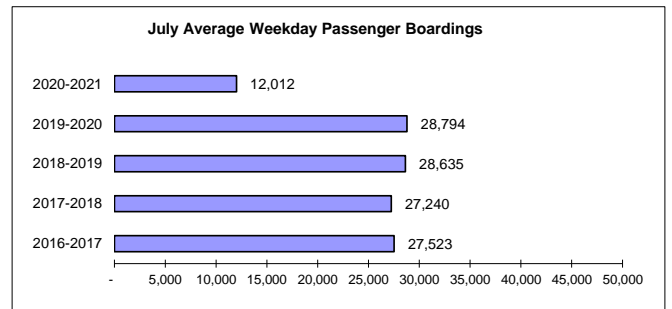
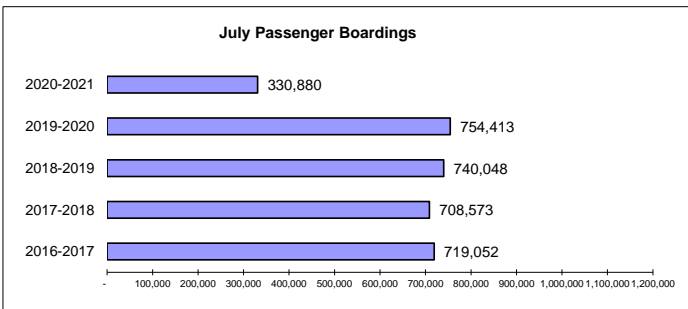
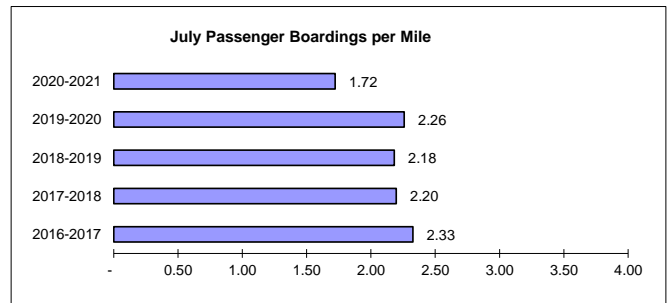
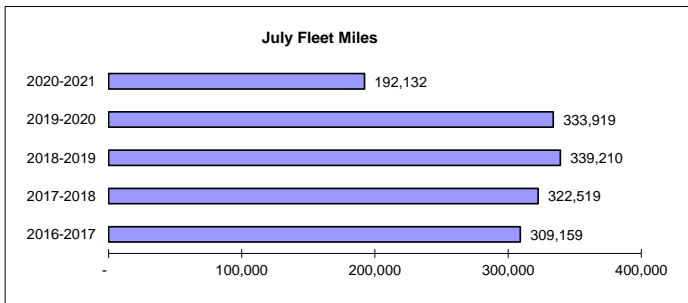
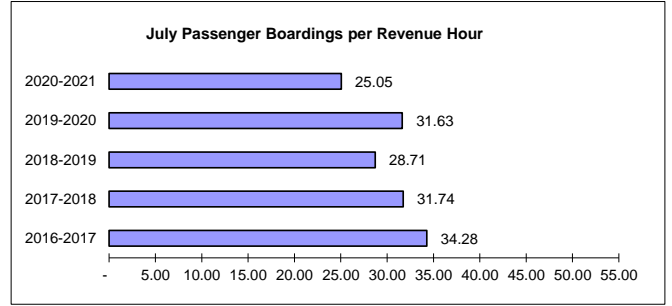
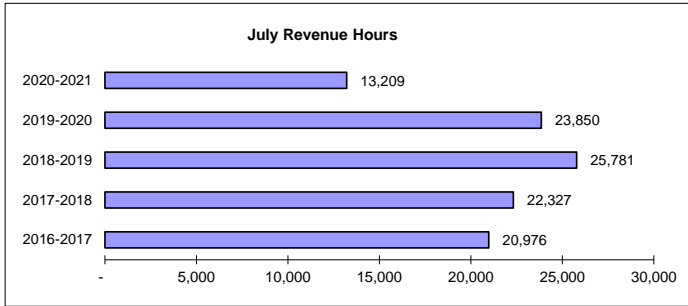
Passenger revenues will be presented in the finance report.

Fleet Services

Fleet Miles	192,132	333,919	-42.5%	3,420,369	3,896,512	-12.2%	3,278,582	3,891,221	-15.7%
Average Passenger Boardings/Mile	1.72	2.26	-23.8%	2.35	2.55	-7.6%	2.33	2.55	-8.9%
Fuel Cost	\$55,680	\$190,636	-70.8%	\$1,680,022	\$2,256,354	-25.5%	\$1,545,066	\$2,223,839	-30.5%
Fuel Cost Per Mile	\$0.290	\$0.571	-49.2%	\$0.491	\$0.579	-15.2%	\$0.471	\$0.572	-17.5%
Repair Costs	\$349,928	\$199,180	+75.7%	\$3,853,559	\$3,552,359	+8.5%	\$4,004,307	\$3,520,418	+13.7%
Total Repair Cost Per Mile	\$1.821	\$0.596	+205.3%	\$1.127	\$0.912	+23.6%	\$1.221	\$0.905	+35.0%
Preventive Maintenance Costs	\$24,341	\$39,488	-38.4%	\$389,214	\$434,433	-10.4%	\$374,068	\$439,800	-14.9%
Total PM Cost Per Mile	\$0.127	\$0.118	+7.1%	\$0.114	\$0.111	+2.1%	\$0.114	\$0.113	+0.9%
Mechanical Road Calls	5	37	-86.5%	277	418	-33.7%	245	420	-41.7%
Miles/Mech. Road Call	38,426	9,025	+325.8%	12,348	9,322	+32.5%	13,382	9,265	+44.4%

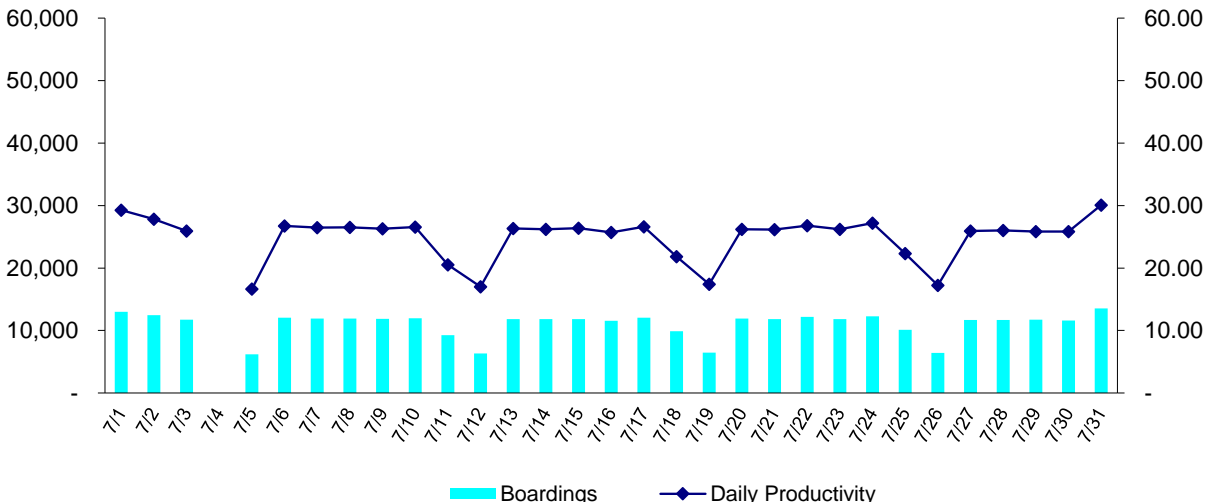
Medical Transportation Management

MTM Rides	4,983	14,166	-64.8%	119,367	160,236	-25.5%	110,184	161,476	-31.8%
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Daily Ridership Recap July 2020

Date	Day	Service	Boardings	Mobility	Revenue Hours	Daily Productivity
				Assisted Boardings		
7/1/2020	Wednesday	Sunday	13,015	245	445.00	29.25
7/2/2020	Thursday	Sunday	12,462	222	448.00	27.82
7/3/2020	Friday	Sunday	11,746	241	453.00	25.93
7/4/2020	Saturday	No Service				
7/5/2020	Sunday	Sunday	6,185	115	372.00	16.63
7/6/2020	Monday	Sunday	12,065	236	451.00	26.75
7/7/2020	Tuesday	Sunday	11,907	290	450.00	26.46
7/8/2020	Wednesday	Sunday	11,927	192	450.00	26.50
7/9/2020	Thursday	Sunday	11,854	212	451.00	26.28
7/10/2020	Friday	Sunday	11,957	195	450.00	26.57
7/11/2020	Saturday	Sunday	9,260	163	451.00	20.53
7/12/2020	Sunday	Sunday	6,304	104	371.00	16.99
7/13/2020	Monday	Sunday	11,826	214	449.00	26.34
7/14/2020	Tuesday	Sunday	11,826	237	451.00	26.22
7/15/2020	Wednesday	Sunday	11,841	232	449.00	26.37
7/16/2020	Thursday	Sunday	11,538	196	449.00	25.70
7/17/2020	Friday	Sunday	12,034	179	452.00	26.62
7/18/2020	Saturday	Sunday	9,885	182	453.00	21.82
7/19/2020	Sunday	Sunday	6,478	87	372.00	17.41
7/20/2020	Monday	Sunday	11,930	210	455.00	26.22
7/21/2020	Tuesday	Sunday	11,839	217	453.00	26.13
7/22/2020	Wednesday	Sunday	12,163	227	454.00	26.79
7/23/2020	Thursday	Sunday	11,841	205	452.00	26.20
7/24/2020	Friday	Sunday	12,285	217	452.00	27.18
7/25/2020	Saturday	Sunday	10,094	185	452.00	22.33
7/26/2020	Sunday	Sunday	6,390	87	371.00	17.22
7/27/2020	Monday	Sunday	11,674	212	450.00	25.94
7/28/2020	Tuesday	Sunday	11,699	215	450.00	26.00
7/29/2020	Wednesday	Sunday	11,721	205	454.00	25.82
7/30/2020	Thursday	Sunday	11,602	186	449.00	25.84
7/31/2020	Friday	Sunday	13,532	264	450.00	30.07
Totals			330,880	5,972	13,209	24.86



LANE TRANSIT DISTRICT

Five Year History of Passenger Boardings

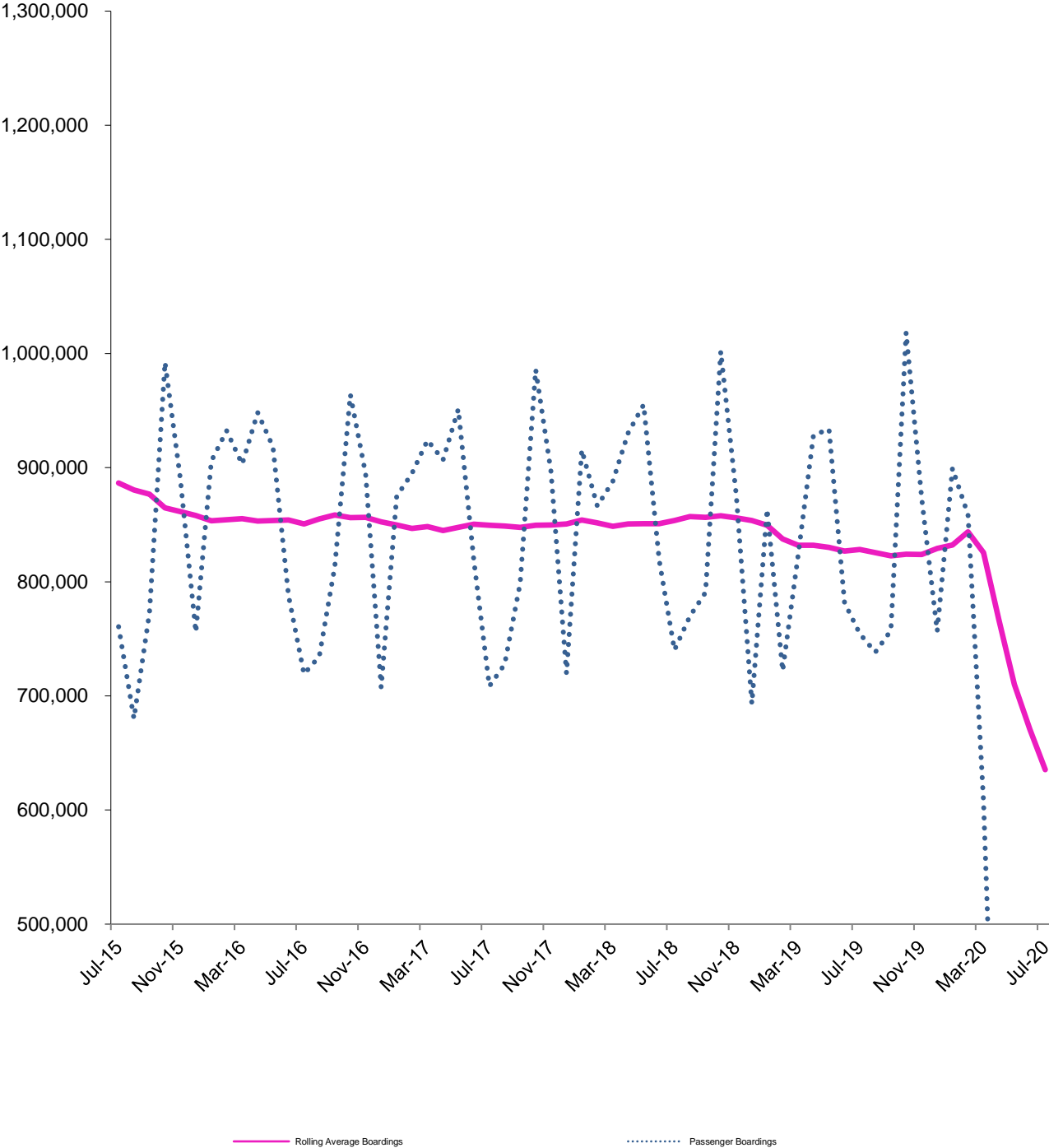


Figure 1 - Summary of Boarding Activity

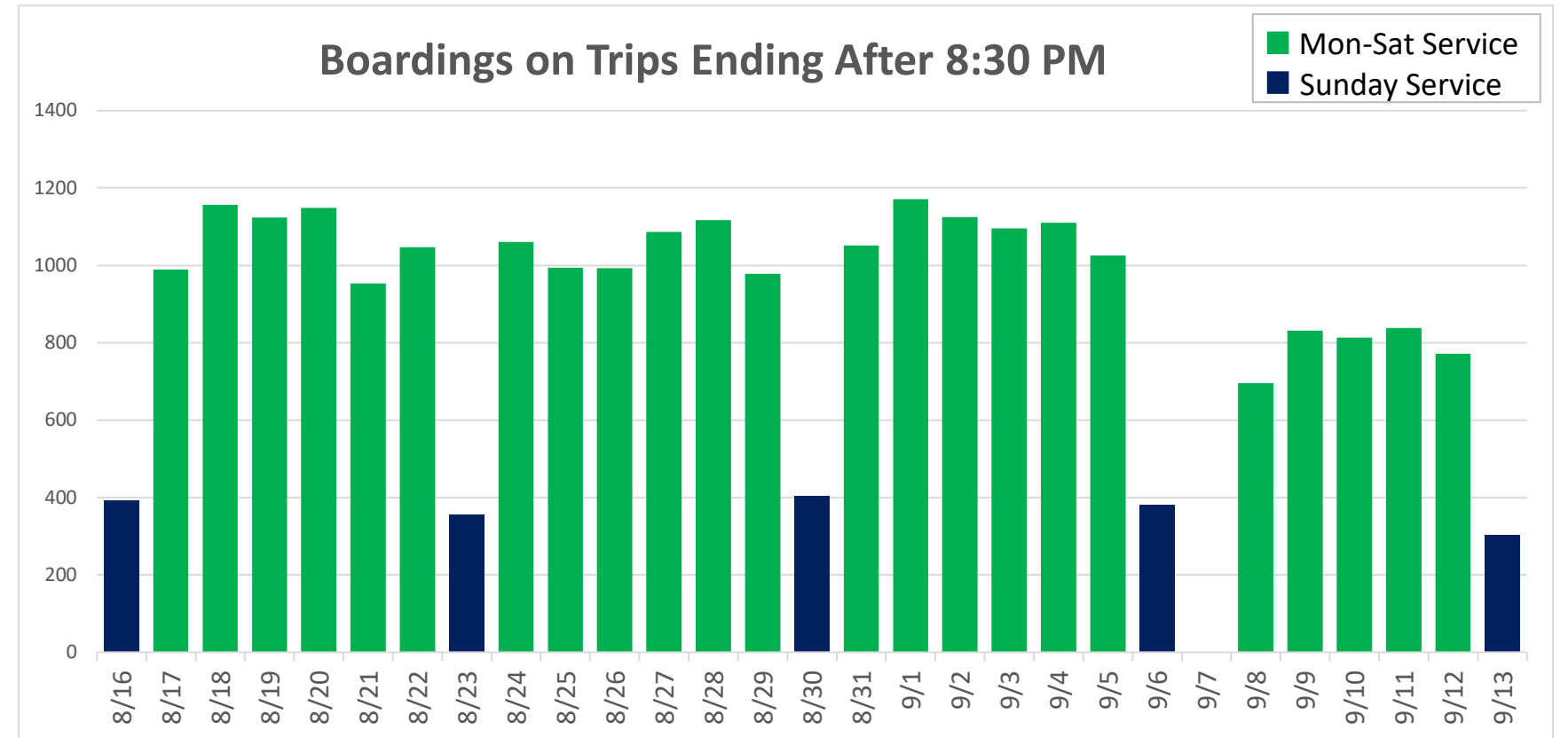
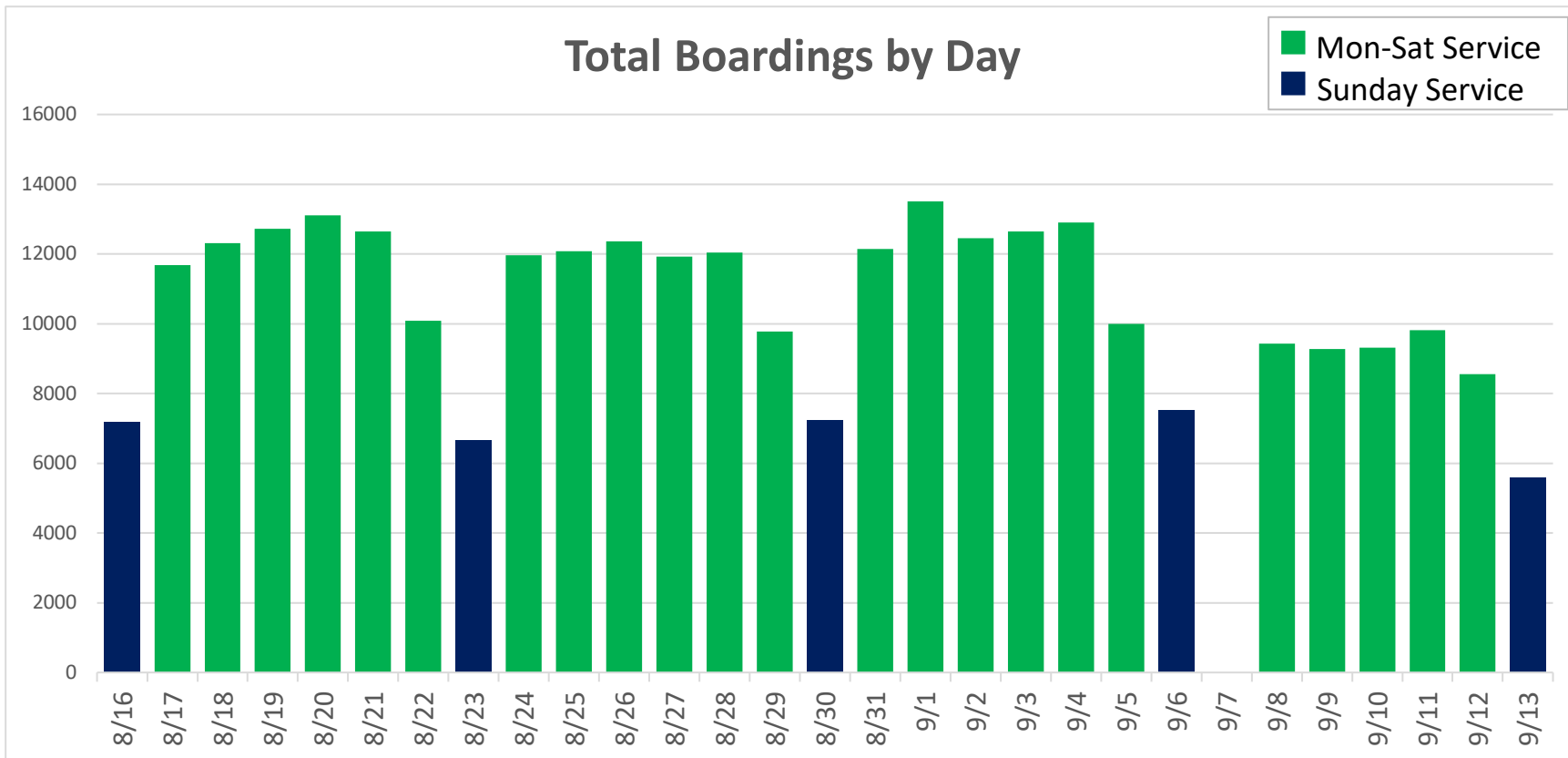
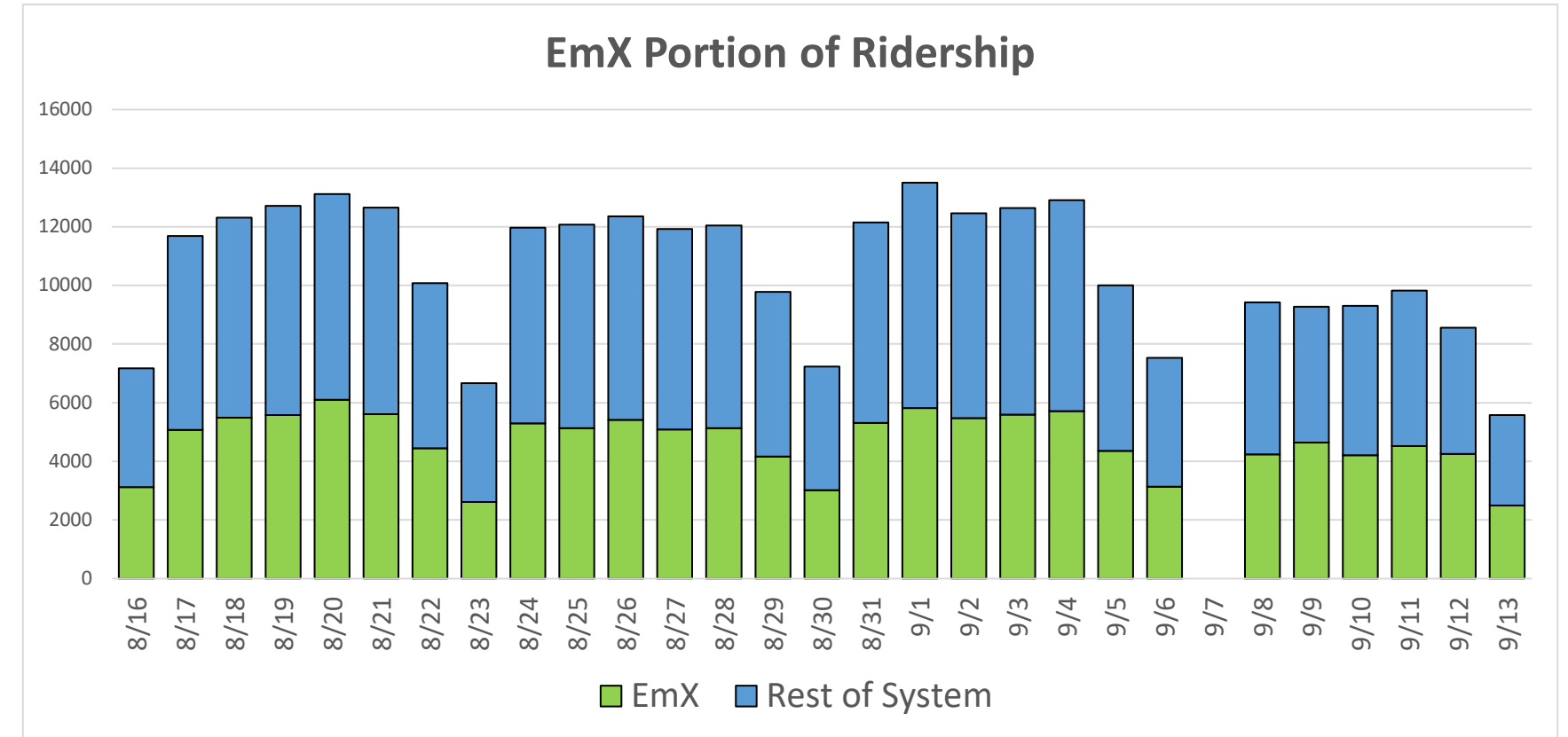
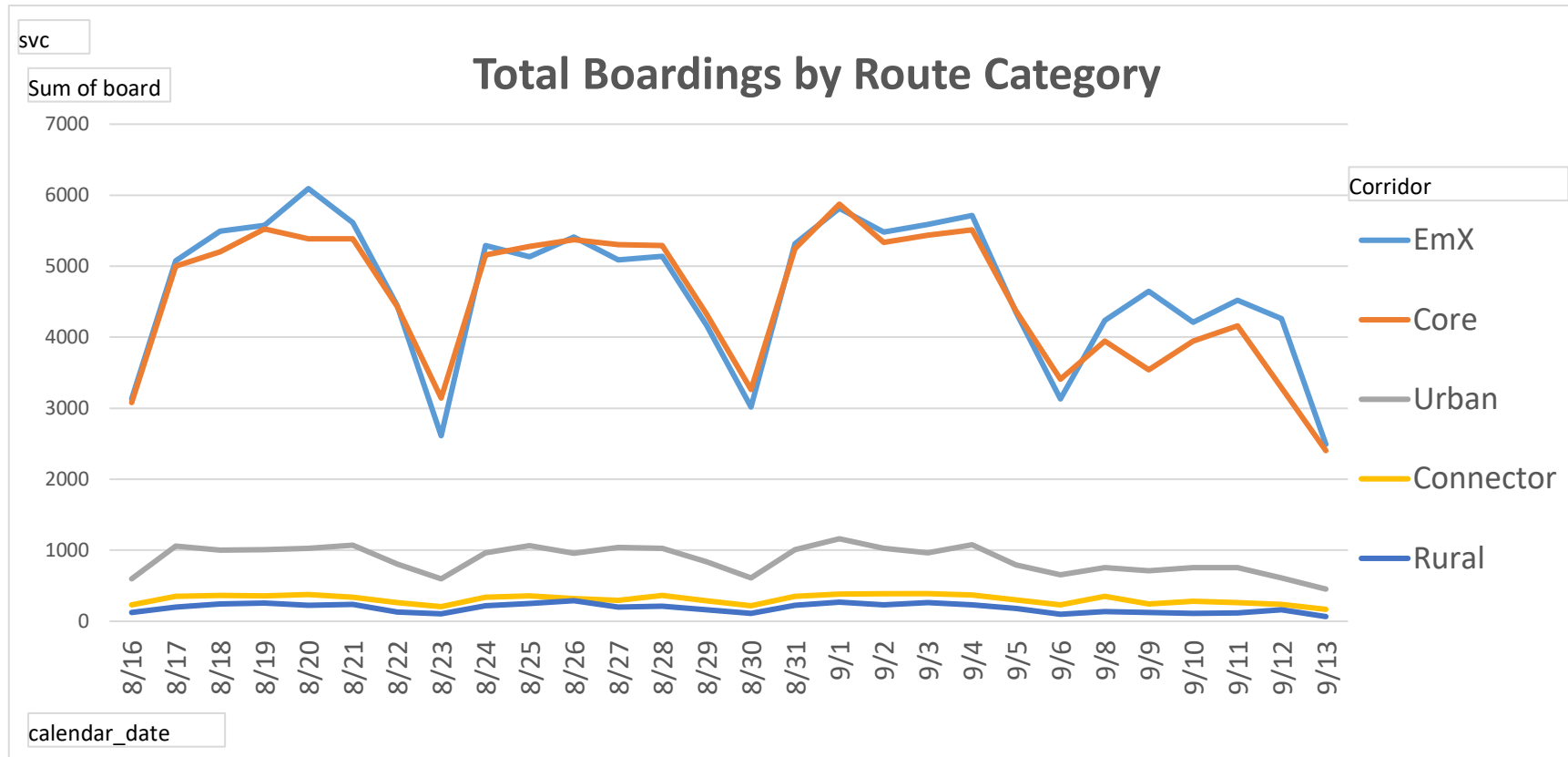
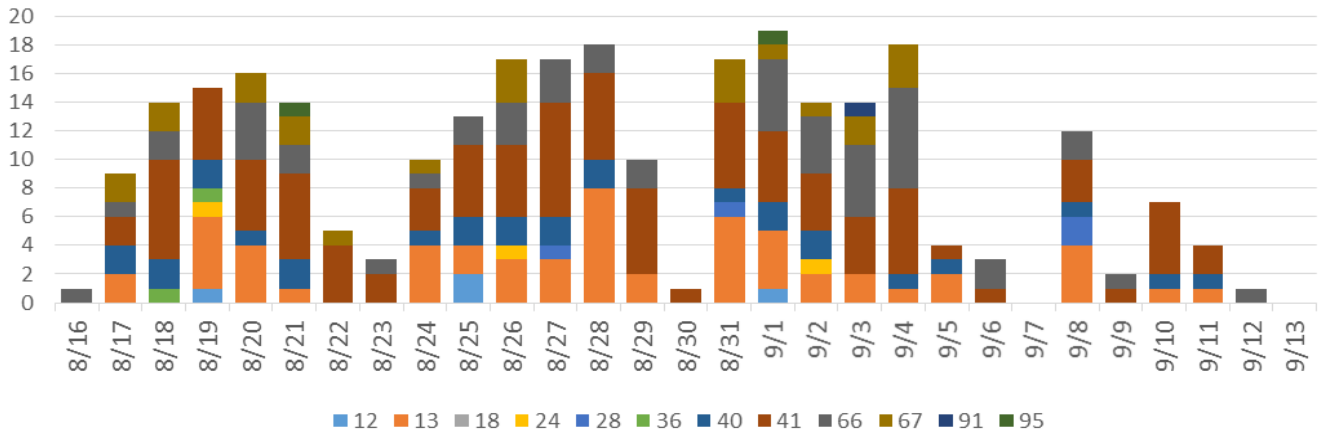
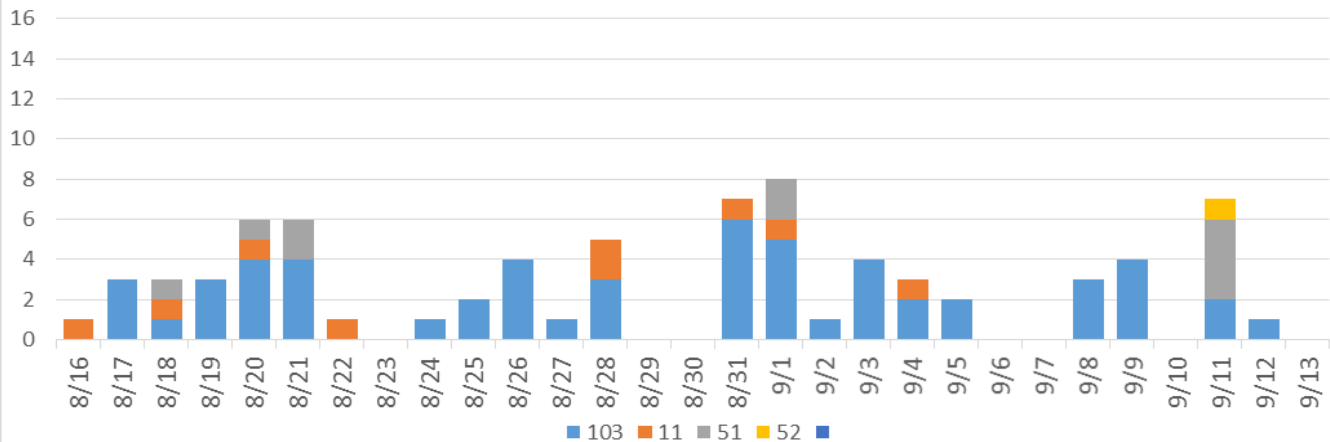


Figure 2 - Number of Trips with Passenger Loads over 20 (40' Buses)



Note: For 40' buses, there are a total of 411 bus vehicle trips on an average weekday. This translates into overloads on 40' buses being approximately 3.2% of weekday trips for the period shown.

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

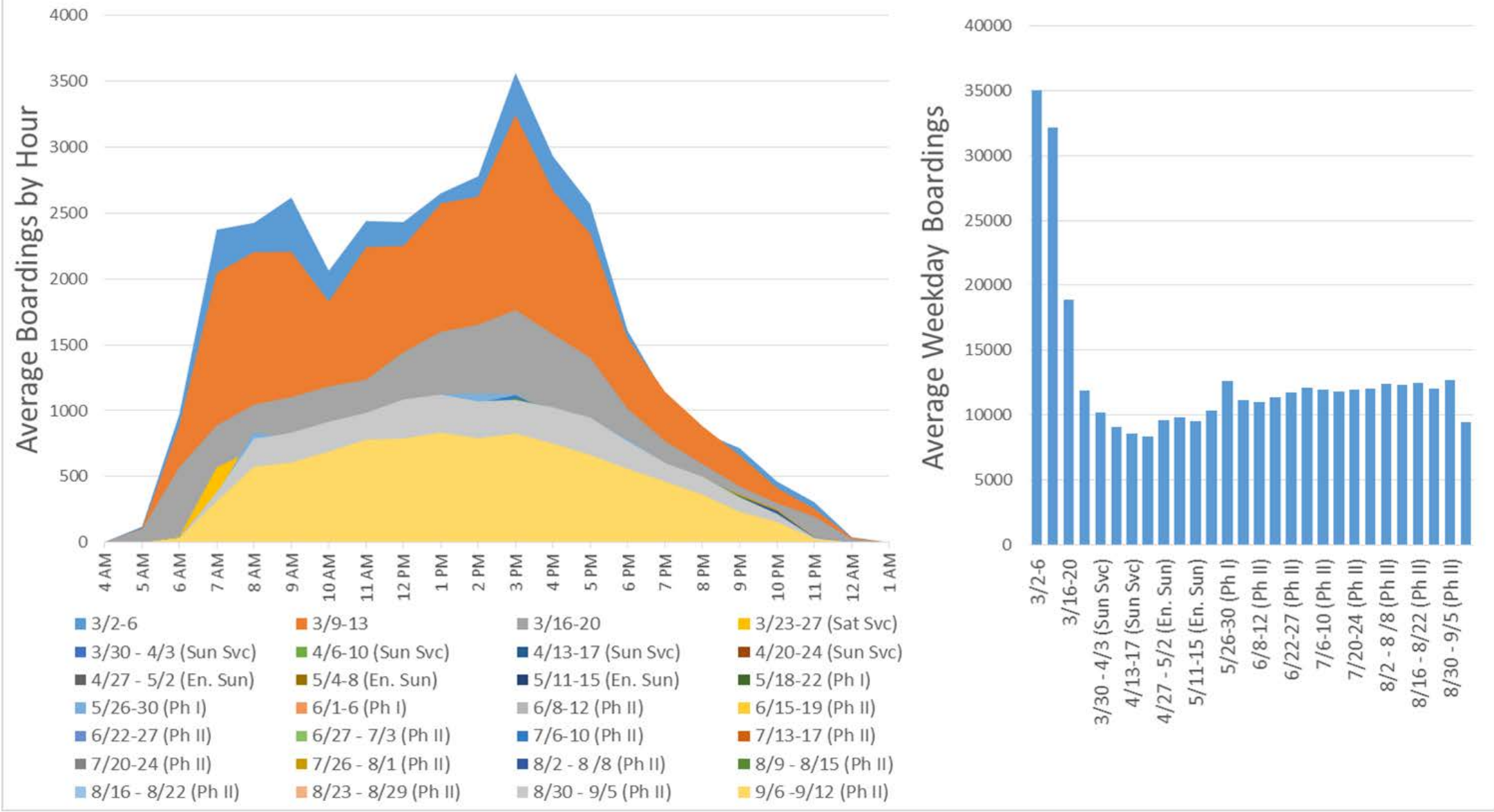


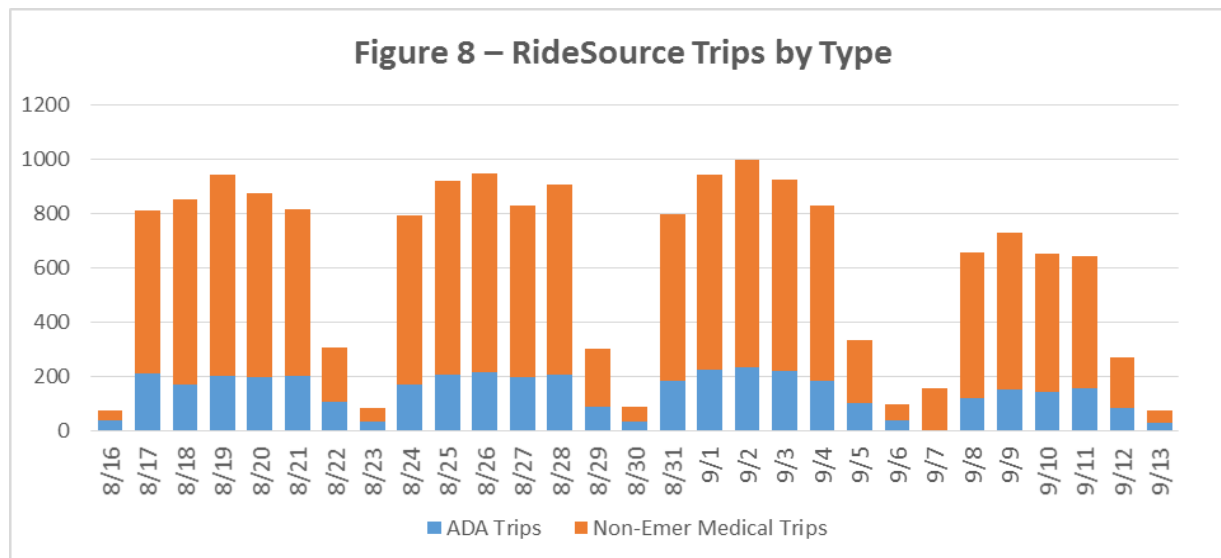
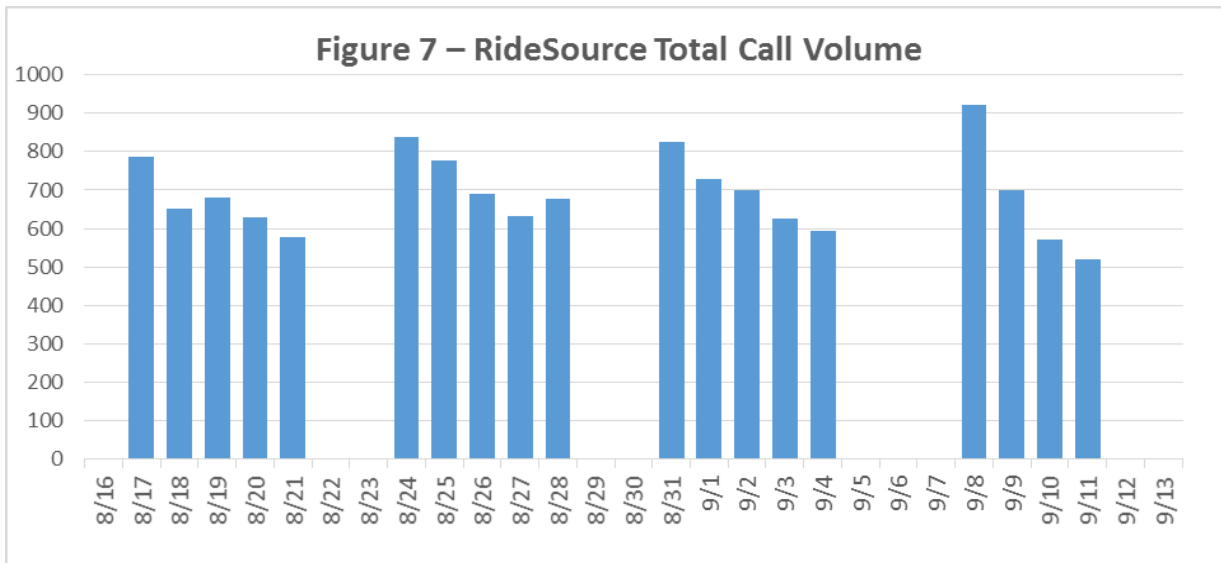
Note: For 60' buses, there are a total of 325 bus vehicle trips on an average weekday. This translates into overloads on 60' buses being approximately 1% of weekday trips for the period shown.

Connector	Core	Urban	College	Rural
01 - Campbell Center	11 - Thurston	12 - Gateway	73 - UO/Willamette	91 - McKenzie Bdrge
17 - 5th St/Hayden Bridge	13 - Centennial	28 - Hilyard	78 - Seneca/Warren	92 - Lowell
18 - Mohawk	24 - Donald	40 - Echo Hollow	79x - UO/Kinsrow	93 - Veneta
27 - Fairmount	36 - W. 18th		81 - LCC/Hilyard	95 - Junction City
33 - Jefferson	41 - Barger/Commerce		82 - LCC/Pearl	96 - Coburg
55 - North Park	51 - Santa Clara		85 - LCC	98 - Cottage Grove
	52 - Irving			
	66 - VRC/Coburg Rd			
	67 - Coburg Rd/VRC			

* No Service

Figure 4 - Average Weekday Boardings by Hour and Average Daily Boardings







OFFICE OF THE GENERAL MANAGER

Aurora Jackson, General Manager

EXECUTIVE OFFICE

There is no report this month.

PLANNING AND DEVELOPMENT

Tom Schwetz, Director of Planning and development

There is no report this month.

SERVICE DELIVERY & ADMINISTRATION

Mark Johnson, Assistant General Manager

FINANCE

Christina Shew, Director of Finance

There is no report this month.

BUSINESS SERVICES

Collina Beard, Director of Business Services

There is no report this month.

INFORMATION TECHNOLOGY

Robin Mayall, Director of Information Technology & Strategic Innovation

There is no report this month.

HUMAN RESOURCES

David Collier, Director of Human Resources & Risk Management

There is no report this month.

ACCESSIBLE AND CUSTOMER SERVICE

Cosette Rees, Director of Customer & Specialized Services

Marketing and Communications

Theresa Brand, Transportation Outreach and Marketing Manager

- The Marketing Team has been created a variety of communication materials and digital media postings over the last few months for on bus and customer information giving updates on health and safety reminders and the requirements for face masks, essential trips and maintaining physical distance while riding.

- Staff has been actively coordinating communication materials and signage for the re-opening of Customer Service (August 10th), Fare collections, COVID-a19 safety, Santa Clara Station grand opening, 50th Anniversary, and the re-start of Cottage Grove Connector.
- Student Transit Pass: Staff has been actively reaching out to school districts and working with them on their plans for transportation and the use of the Student Transit Pass and getting students signed up with TouchPass and for updating any new staff contacts at each District who will help with school enrollment for the program.
- Staff continues to work with Lamar the Bus Advertising contractor both assess what level of revenue can be expected from bus advertisements along with having a current listing of bus advertising spaces that available for LTD internal usage along. These will be used this fall and winter for LTD messaging and internal LTD led campaigns such as Phase 2 Health First, TouchPass and the reintroduction of fares later this fall.
- Staff are continuing to do cross training and documentation of key Marketing Department functions in preparation for the upcoming fall bid which will require all these duties such as bus destination signs and bus announcements to be updated with any new information.

Website and Digital Media Analytics:

Traffic on the website was up over the last month has gone up and then back down with and 72.5% of the website traffic came from mobile users along with 27.5% from desktop or laptop users. There were 16,776 unique users on the website with 109,213 page views.

Device Category ?	Acquisition			Behavior		
	Users ? ↓	New Users ?	Sessions ?	Bounce Rate ?	Pages / Session ?	Avg. Session Duration ?
	16,776 % of Total: 100.00% (16,776)	13,112 % of Total: 100.05% (13,105)	40,170 % of Total: 100.00% (40,170)	47.65% Avg for View: 47.65% (0.00%)	2.72 Avg for View: 2.72 (0.00%)	00:02:42 Avg for View: 00:02:42 (0.00%)
<input type="checkbox"/> 1. mobile	12,115 (72.49%)	9,336 (71.20%)	32,829 (81.73%)	48.70%	2.61	00:02:44
<input type="checkbox"/> 2. desktop	4,186 (25.05%)	3,477 (26.52%)	6,498 (16.18%)	43.11%	3.19	00:02:30
<input type="checkbox"/> 3. tablet	412 (2.47%)	299 (2.28%)	843 (2.10%)	41.76%	3.26	00:02:40

Show row:



Facebook Analytics for July 27 – August 26, 2020

- Daily Reach = 26,860
- Engaged users (unique) = 1,235
- Impressions = 28,565
- Total Page Followers = 5,138
- Total Likes = 5,287

Vanpool

There were 3 additional Valley Vanpool vans that terminated operations, with 21 of the 38 remaining vans currently suspended. 10 of the suspended vanpools provide service in the Lane Transit District service area. In the month of July*, 3 LTD vanpools were in operation, representing 8 riders (a 5% utilization rate) completing 262 passenger boarding's and traveling 16,412 passenger miles. Commute with Enterprise notified LTD that they are currently in discussions with all suspended vans to determine if they will resume operations within the calendar year or terminate their leases. Vans which continue operations with limited ridership will be switched into more appropriately sized vans as necessary. LTD will continue to provide financial subsidies to those vans with plans to resume operations, and to those who have lost riders due to shelter in place requirements and teleworking.

*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.



Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
September 16 - Regular Board Meeting Materials Deadline :August 26			Time (minutes)	TENTATIVE: September 16 - Board Work Session Materials Deadline :August 26			Time (minutes)
Introductory Items			15				
Employee of the Month		Board President	5				
Public Hearing: None							
Board Member Reports		Camille Gandolfi	5				
Items for Action:				TOTAL TIME (60 - 120 minute max)			0
Consent Calendar:			5				
1	<i>Minutes of the May 6, 2020, Special Board Meeting</i>	Camille Gandolfi					
2	<i>Minutes of the July 15, 2020, Regular Board Meeting</i>	Camille Gandolfi					
3	<i>Minutes of the July 22, 2020, Special Board Meeting</i>	Camille Gandolfi					
4	<i>Minutes of the July 29, 2020, Special Board Meeting</i>	Camille Gandolfi					
5	<i>Minutes of the August 5, 2020, Special Board Meeting</i>	Camille Gandolfi					
6	<i>Minutes of the August 12, 2020, Special Board Meeting</i>	Camille Gandolfi					
7	<i>Delegated Authority Report – AUGUST</i>	Collina Beard					
8	<i>Contract Amendment: Contract No. 2013-32: Trapeze Software Group (Novus/TripSpark)</i>	Harry Singer					
9	<i>IGA Amendment: IGA No. 2019-07 City of Cottage Grove Mobility on Demand Pilot Project</i>	John Ahlen					
10	<i>Procurement Policy Revision</i>	Wendi Frisbie					
11	<i>Strategic Planning Committee Member Appointments</i>	David Collier					
Board Member Committee Assignments		Director Yeh					
Items for Information/Discussion:							
FY2021 COVID-19 PLAN		Aurora Jackson					
Diversity Policy Update		David Collier/ Collina Beard					
Finance Update		Christina Shew					
Written Reports:							
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							
Executive Session:							
Deliberate with persons designated by the governing body to negotiate real property transactions		Joe and Kristin	15				
			TOTAL TIME (120 minute max)				
			45				
September 23 - Special Board Meeting Materials Deadline: September 18			Time (minutes)				
Ridership and Operations Update		Tom Schwetz	20				
			TOTAL TIME (30 minute max)				
			20				
September 30 - Special Board Meeting Materials Deadline: September 25			Time (minutes)				
Ridership and Operations Update		Tom Schwetz	20				
			TOTAL TIME (30 minute max)				
			20				
October 7 - Special Board Meeting Materials Deadline: October 2			Time (minutes)				
Ridership and Operations Update		Tom Schwetz	20				
			TOTAL TIME (30 minute max)				
			20				
October 14 - Special Board Meeting Materials Deadline: October 9			Time (minutes)				
Ridership and Operations Update		Tom Schwetz	20				
			TOTAL TIME (30 minute max)				
			20				
October 21 - Regular Board Meeting Materials Deadline: September 30			Time (minutes)	TENTATIVE: October 21 Board Work Session Materials Deadline: September 30			Time (minutes)
Introductory Items			15	Mobility as a Service	Requested at December Board Retreat	Mark Johnson	30
Employee of the Month		Board President	5	Public Meeting Law Training	Requested at December Board Retreat	Kristin Denmark	60
Public Hearing: Community Investment Plan		Christina Shew	20				
Board Member Reports		Camille Gandolfi	10				
Items for Action:				TOTAL TIME (60 - 120 minute max)			90
Consent Calendar:			5				
1	<i>Minutes of the September 16, 2020, Board Work Session</i>	Camille Gandolfi					
1	<i>Minutes of the September 18, 2020, Regular Board Meeting</i>	Camille Gandolfi					
1	<i>Delegated Authority Report – September</i>	Collina Beard					
1							

Cottage Grove Connector Update

LTD Board, Sep 16th, 2020



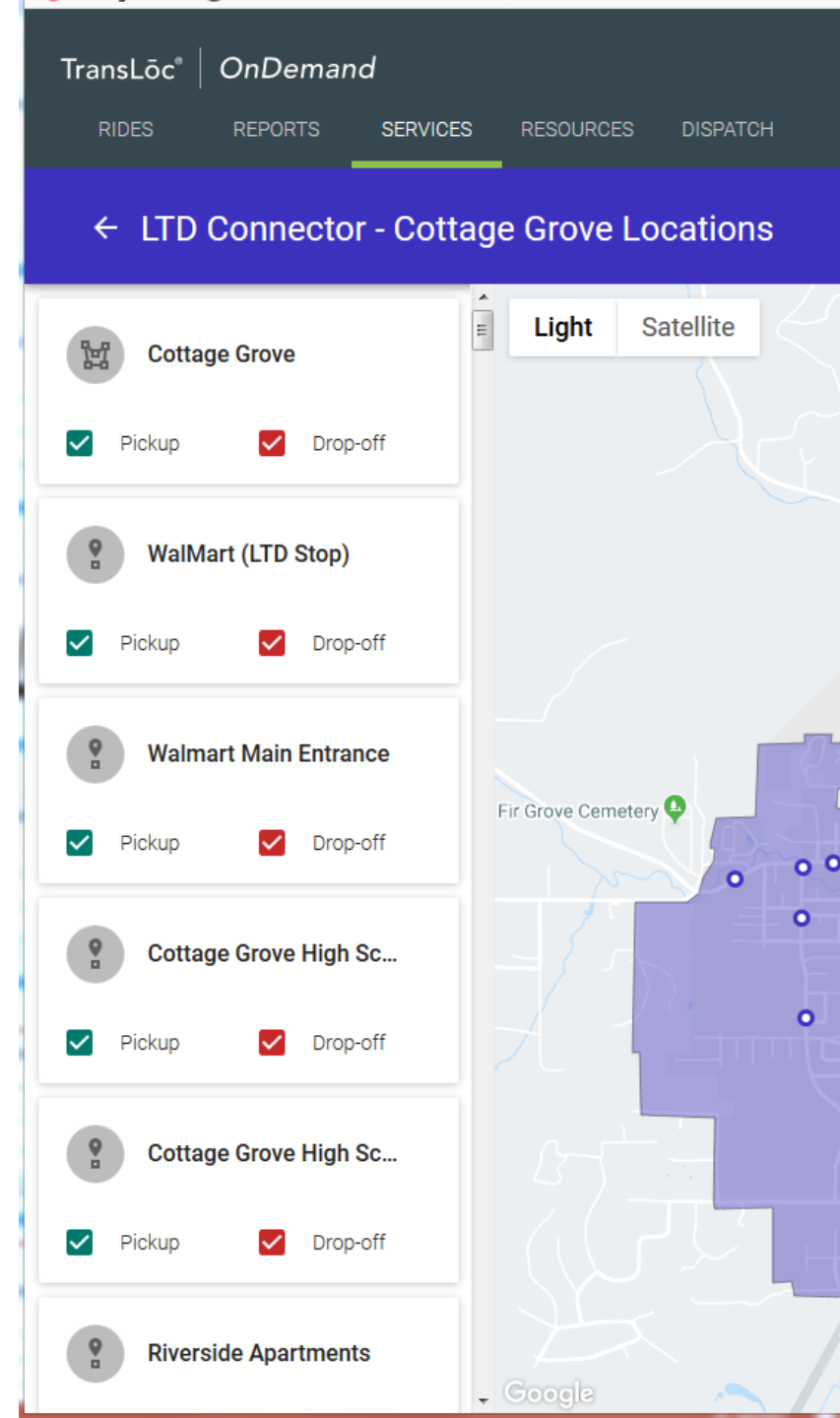
Lane Transit District

LTD.org

Mobility on Demand Cottage Grove



- Launched January 14, 2019
- Origin to destination, on-demand service
- Service suspended March 2020
- Service resumed August 2020
- Available within Cottage Grove city limits



Covid-19 Response

- Mask requirement
- Open windows and airflow
- Employee temperature checks
- Social distancing

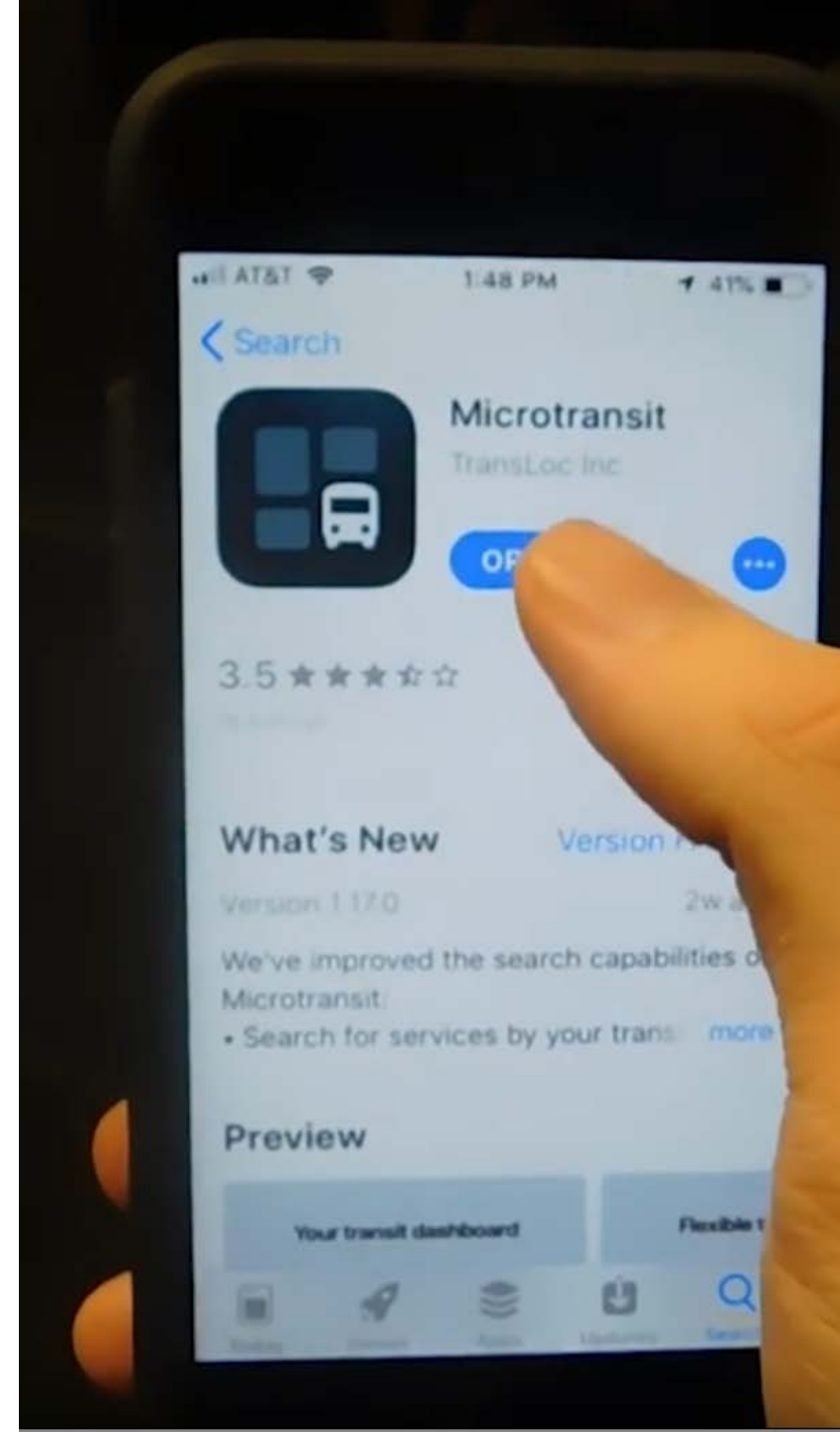


Cottage Grove Connector



Technology by TransLoc:

- Accessible via mobile app, website, and phone
- Mobile ride request, dispatch, and customer notifications
- Riders can track their trip through app and texts
- Algorithm determines routing based on opportunities for shared rides, efficiency, and service quality



Cottage Grove Connector

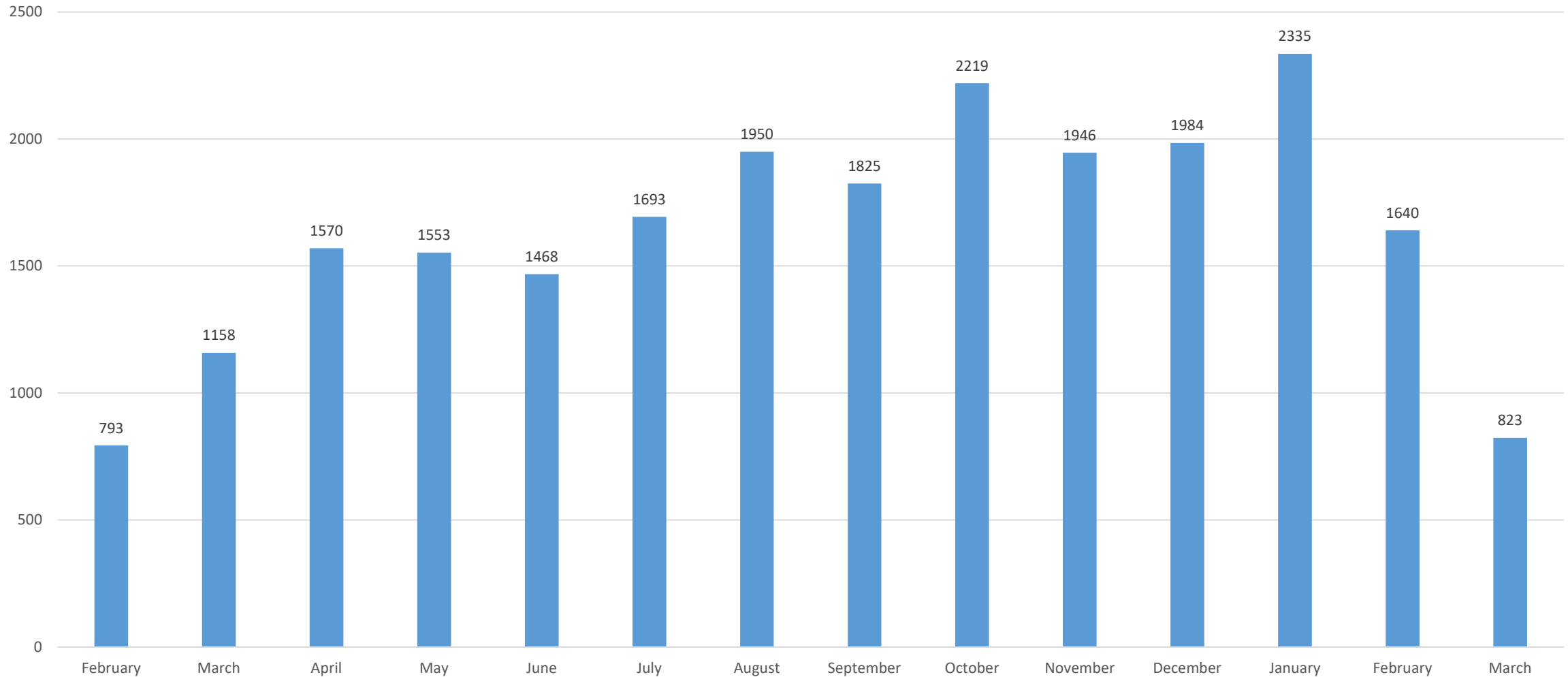


Service operates:

- Monday through Friday, 9 a.m. to 4 p.m.
- Origin and destination within city limits
- Cash fare \$1 per ride;
- Plan to incorporate TouchPass technology



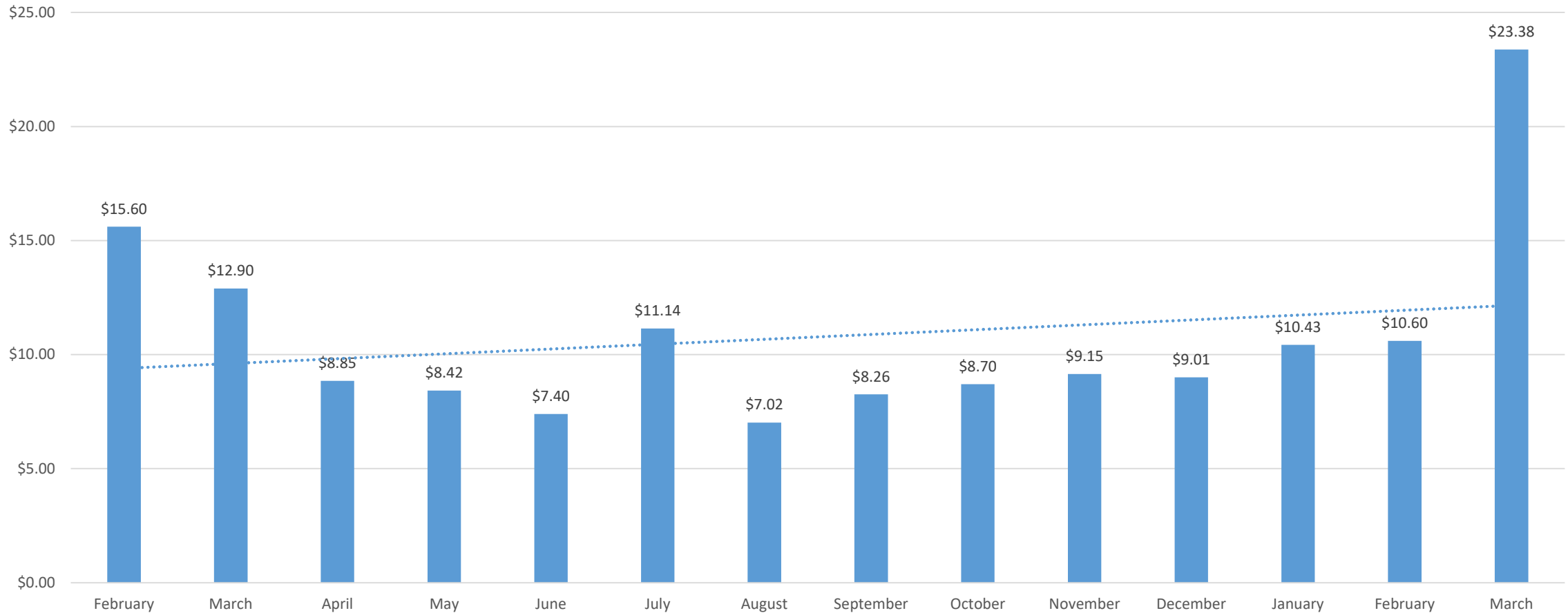
Connector Passengers



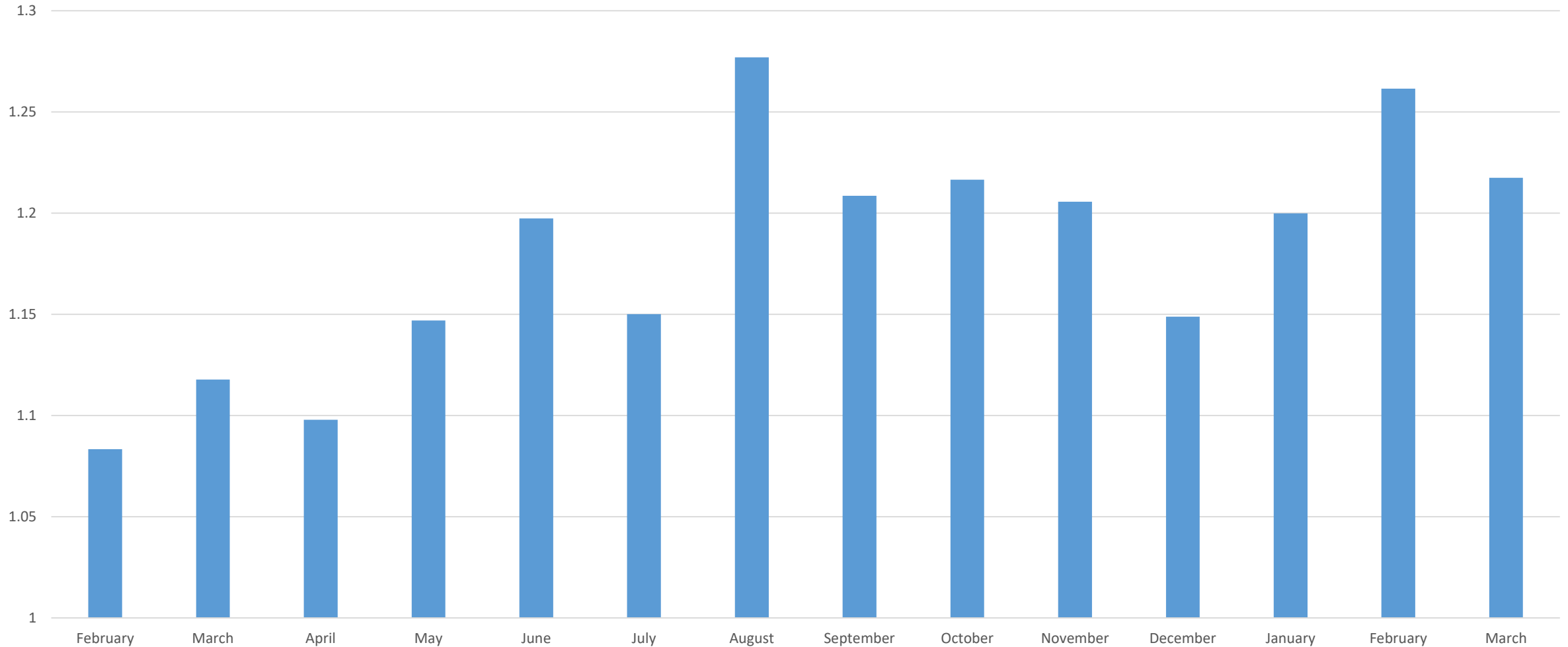
Connector Cost Per Boarding



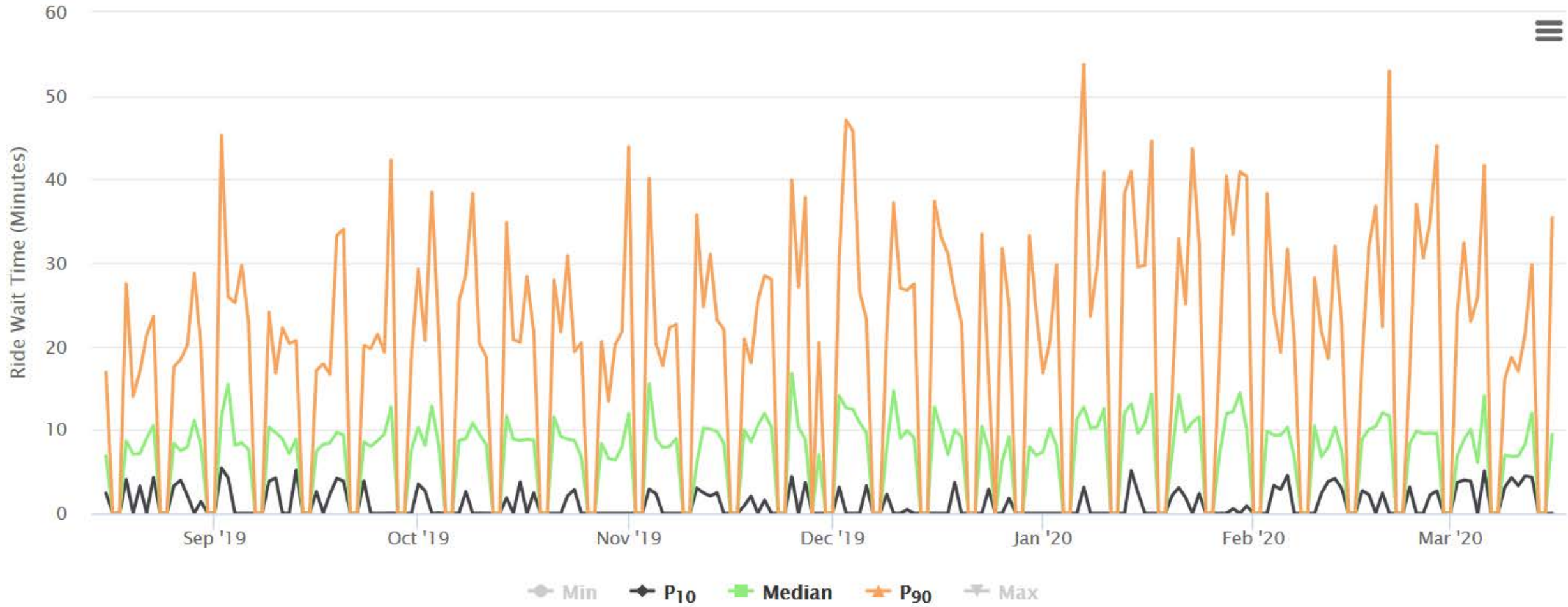
Connector Cost Per Boarding



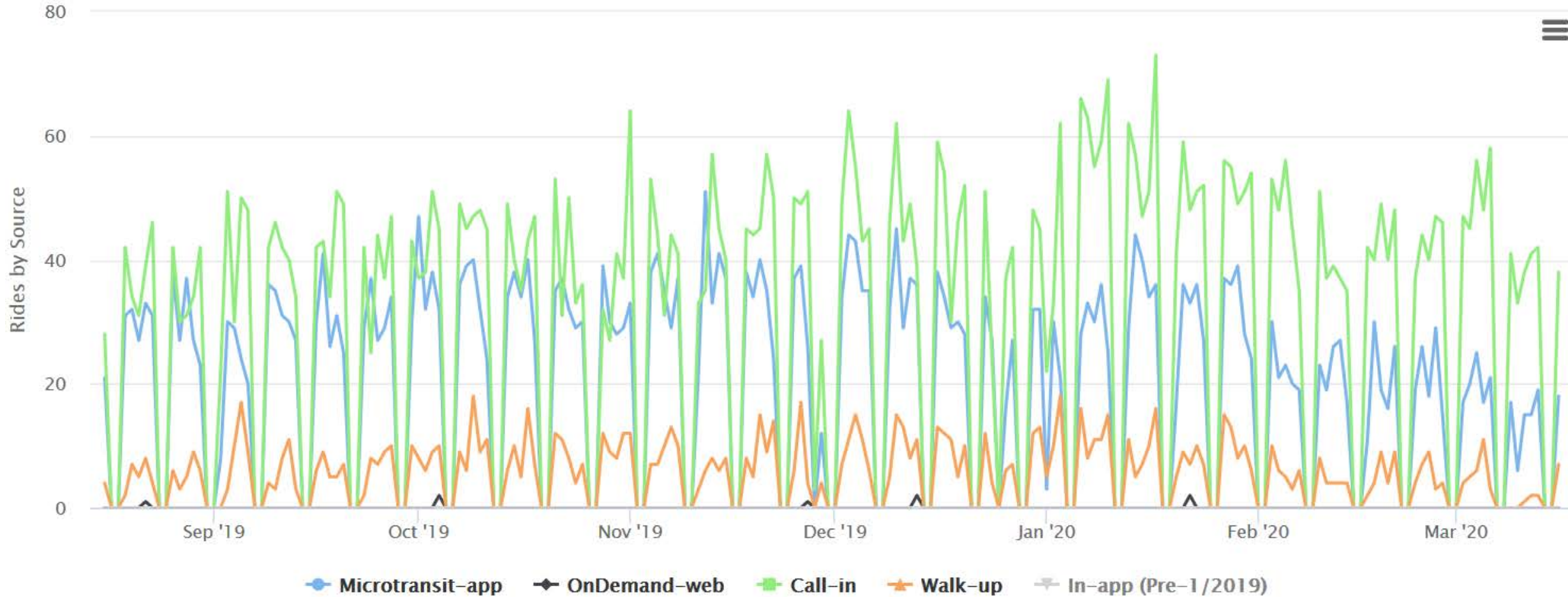
Connector Passengers Per Ride



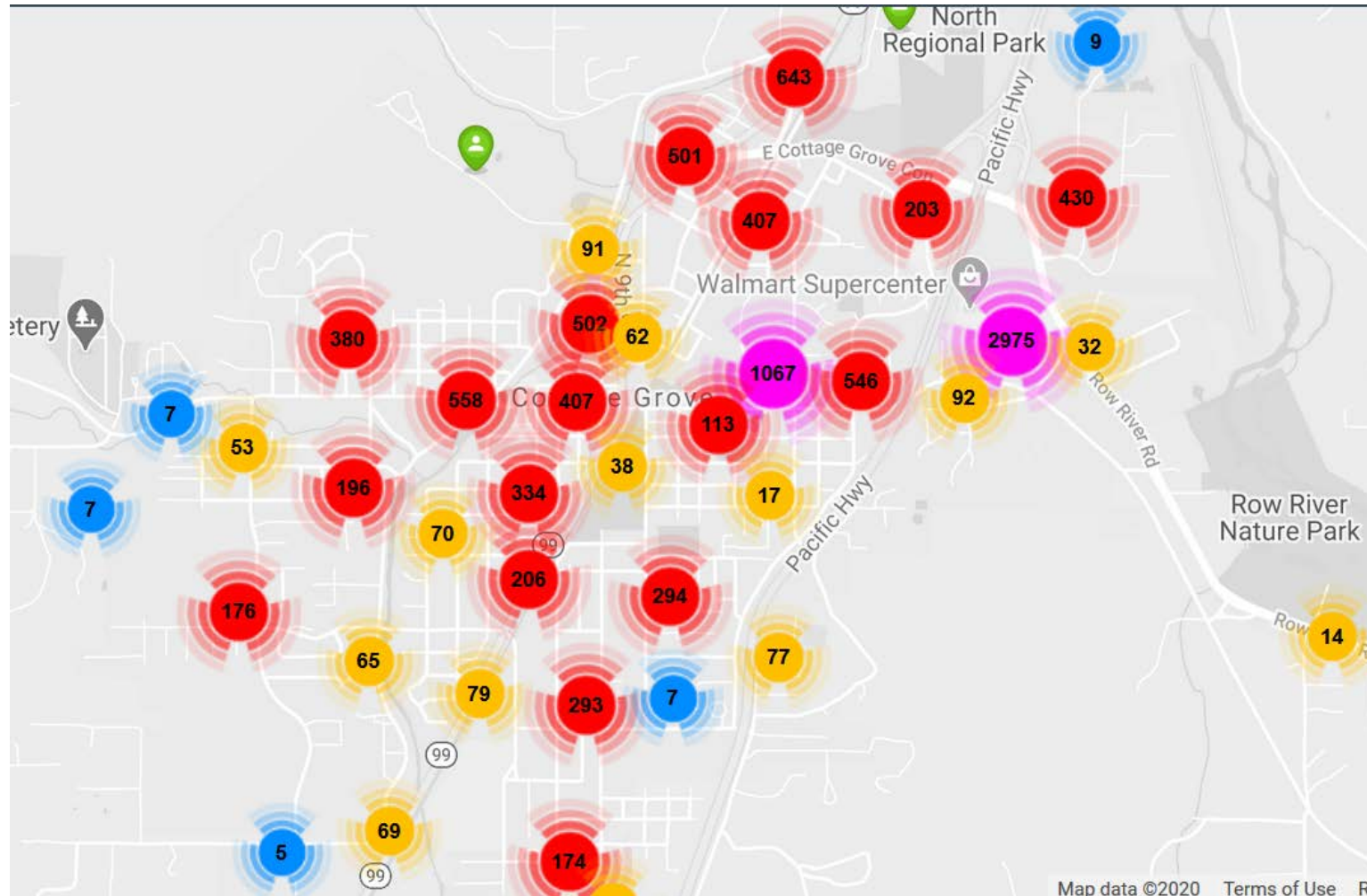
Connector Ride Wait Times



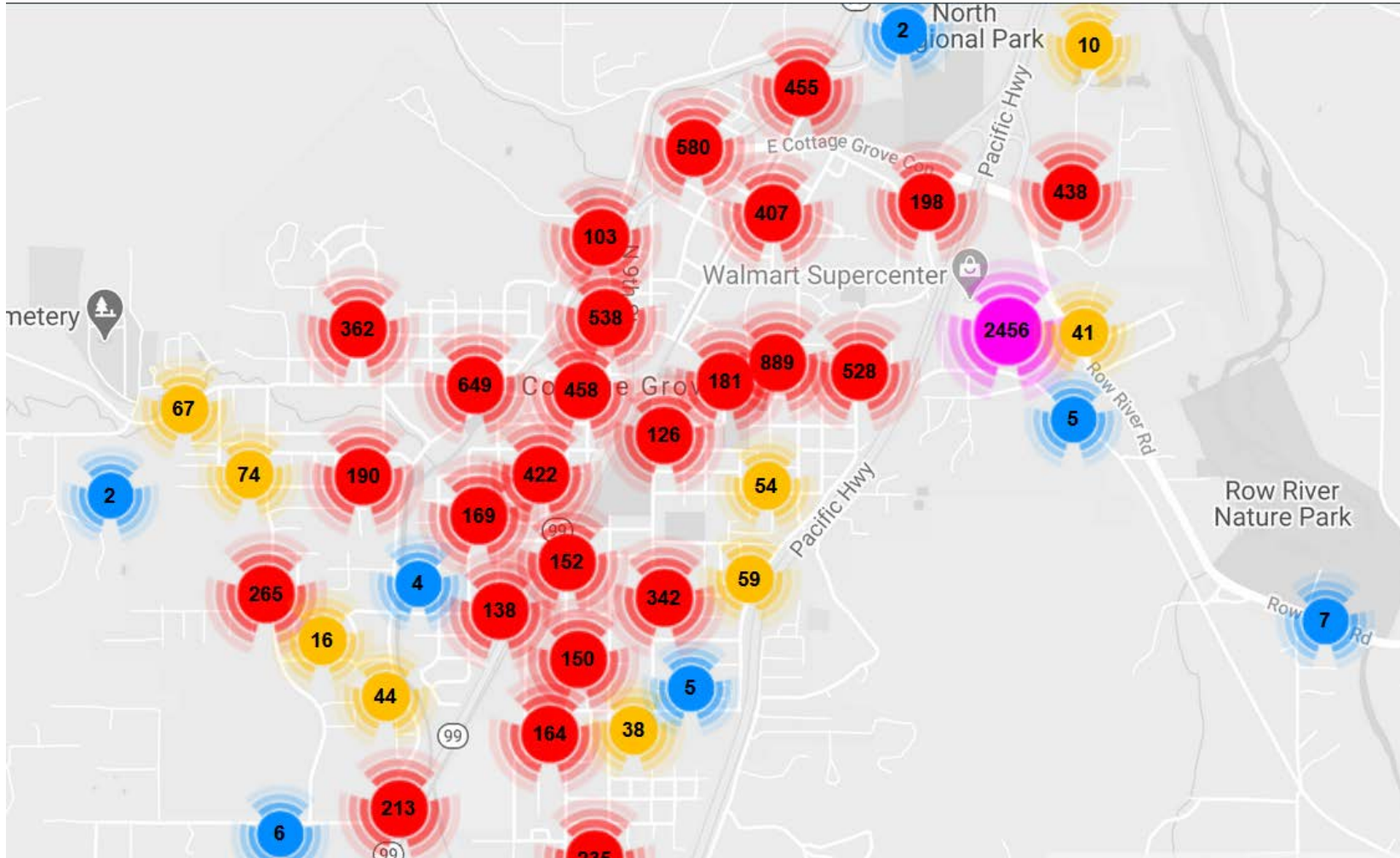
Connector Rides By Source



Connector Rides By Origin

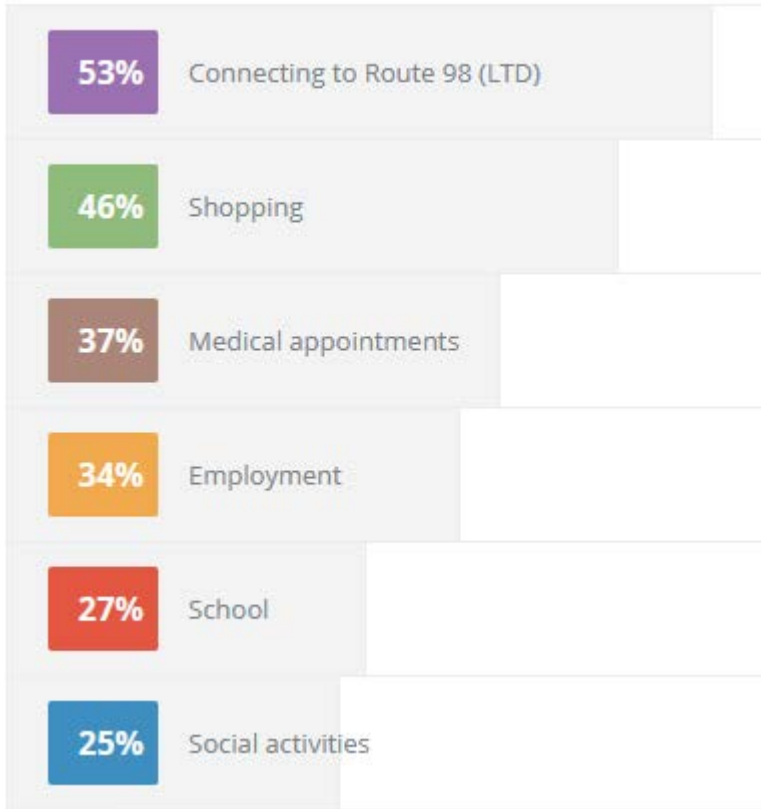


Connector Rides By Destination



Connector Survey

What do you use the service for?



1 being highly dissatisfied, 5 being highly satisfied

	1	2	3	4	5
Wait time	9% 1	15% 2	12% 3	25% 4	39% 5
Quality of ride	4% 1	5% 2	9% 3	17% 4	65% 5
Customer service	2% 1	4% 2	9% 3	16% 4	69% 5
Hours of operation	9% 1	11% 2	12% 3	26% 4	41% 5
Accessibility	7% 1	4% 2	8% 3	11% 4	69% 5
Ease of booking a trip	9% 1	7% 2	6% 3	15% 4	62% 5
Cost	3% 1	1% 2	9% 3	8% 4	78% 5
Overall	4% 1	8% 2	10% 3	17% 4	60% 5

Connector Survey

how often do you use this service?



- 34% 2-3 times per week
- 27% Several times per month
- 26% 4-5 times per week
- 14% Daily

	More	Same	Less
Driving	20% More	44% Same	36% Less
Riding Route 98	33% More	54% Same	13% Less
Access the community	55% More	37% Same	8% Less

Questions and Answers



Q

&

A

September 2020 Board Finance Update



Table of Contents

Forecast Context:

- Historical Recessions
- Unemployment & Payroll taxes
- What is a sustainable level of service?

Current FY21 General Fund forecast compared to budget:

- Non-grant annual revenues
- Requirements
- CARES Act \$\$

Uncertainties

Forecast Context

Historical recessions

- The average recession lasts 22 months
- The shortest recession lasted 6 months
- The longest recession lasted 43 months

“Oregon is in a severe recession today, the deepest on record with data going back to 1939. Recovery will take years....square root recovery where the initial bounce back is followed by a period of relative slow growth”

Office of Economic Analysis June 2020

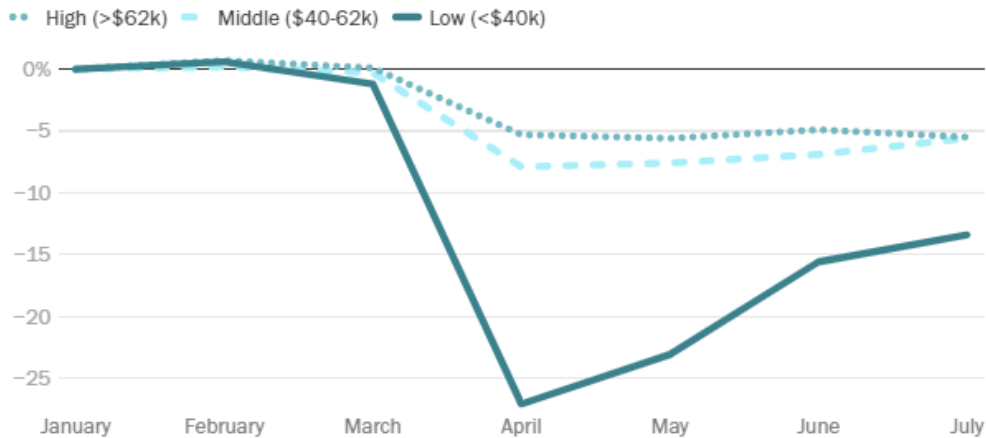
Name	Period Range	Duration (months)
Great Depression	Aug 1929–Mar 1933	3 years 7 months
Recession of 1937–1938	May 1937–June 1938	1 year 1 month
Recession of 1945	Feb 1945–Oct 1945	8 months
Recession of 1949	Nov 1948–Oct 1949	11 months
Recession of 1953	July 1953–May 1954	10 months
Recession of 1958	Aug 1957–April 1958	8 months
Recession of 1960–61	Apr 1960–Feb 1961	10 months
Recession of 1969–70	Dec 1969–Nov 1970	11 months
1973–75 recession	Nov 1973–Mar 1975	1 year 4 months
1980 recession	Jan 1980–July 1980	6 months
1981–1982 recession	July 1981–Nov 1982	1 year 4 months
Early 1990s recession	July 1990–Mar 1991	8 months
Early 2000s recession	Mar 2001–Nov 2001	8 months
Great Recession	Dec 2007–June 2009 ⁽⁷⁴⁾⁽⁷⁵⁾	1 year 6 months
COVID-19 recession	Feb 2020–present[80]	6 months

Unemployment & Payroll taxes

- Unemployment skewed towards low-wage jobs, resulting in a lower payroll tax reduction in proportion to the unemployment rate
- Jobs lost in higher income categories show no sign of returning. Jobs paying >\$62K were down from June to July
- Q4 Payroll tax decline softened by Federal stimulus

Oregon employment by wage category

Lower-income jobs fell fastest when the coronavirus hit, then recovered some of what they lost. Other income categories didn't fall nearly as far...but haven't rebounded at all.



Percent change since January

Source: Josh Lehner, Oregon Office of Economic Analysis • [Get the data](#)



What is a sustainable level of service?

Lane Transit District General Fund

Annual Resources	
Total non-grant resources	46,308,814
STIF Grant Assistance	3,500,000
Total Resources	49,808,814
Requirements	
Transit service cost @ \$166/hr	37,038,188
Operating Transfers	3,597,595
Total Annual Requirements	40,635,783
Operating reserve	6,173,031
Capital match	3,000,000
Revenue hours of service	223,122

A sustainable level of service **lives within the means of our projected annual incoming resources**

It **DOES NOT**:

- Rely on fluctuating grant dollars (e.g. CARES Act)
- Divert grant dollars for community investment projects for operations.

It **DOES**:

- Ensure that we meet a minimum reserve of 2 months
- Ensure that we have adequate grant match

Current FY21 forecast

Non-Grant Annual Revenues



**Lane Transit District
General Fund
Fiscal Year 2020-2021**

	FY2020-21 Adopted	FY2020-21 Forecast	Forecast vs. Budget
Non-Grant Annual Revenues			
Cash Fares & Passes	2,429,638	2,665,827	236,189
Group Passes	1,677,077	1,717,468	40,391
Advertising	322,000	322,000	-
Special Services	-	-	-
Payroll Taxes	27,117,649	39,259,079	12,141,430
Self-employment Taxes	1,388,463	1,388,463	-
State-in-Lieu	315,751	633,410	317,660
Misc Revenues	322,567	322,567	-
FY 2021 Non-Grant annual revenues	33,573,145	46,308,814	12,735,669

Fares & Passes:

- Ridership is ~1/3 of pre-COVID 19 levels
- No fares collected for Q1

Payroll-type taxes:

- Q4 Payroll tax impact softened by:
 - 8 week PPP
 - Main St. lending program
 - One-time recovery rebates
 - CARES Act support
- Payroll taxes seasonally decrease in Q4 to Q1 by 12% (mirrors Q4 FY19 to Q1 FY20 decrease)
- SE & state-in-lieu taxes as budgeted

RISKS:

- Economic activity declines as stimulus runs out
- Pandemic continues to drag economy
- Slow ridership recovery

Requirements



**Lane Transit District
General Fund
Fiscal Year 2020-2021**

	FY2020-21 Adopted	FY2020-21 Forecast	Forecast vs. Budget
Requirements			
Transit Service Cost	47,491,902	42,008,344	(5,483,558)
Operating Transfers	3,597,595	3,597,595	-
Total Annual Requirements	51,089,497	45,605,939	(5,483,558)
Capital match & reserve	13,670,247	13,670,247	-

Transit Service Cost:

- Annual projected cost per revenue hour of **\$208/hr**
 - Continued unemployment costs
 - COVID-19 specific costs
 - Overhead spread over fewer hours
- Annual revenue service hours:
 - Budgeted = 254,000 @ \$187/hr
 - Current = 159,237 @ \$237/hr
 - **Projected hours = 202,384 @ 208/hr**

Transfers & Reserves:

- No change

CARES Act \$\$



**Lane Transit District
General Fund
Fiscal Year 2020-2021**

CARES Act Grant	25,533,427	25,533,427	-
Utilized in FY2020	3,771,290	3,771,290	-
Estimated utilization FY2021	18,332,833	1,061,184	(17,271,649)
Available CARES Act for extended recession or long term operational cost reduction	3,429,304	20,700,953	17,271,649

OPPORTUNITY:

- Stretch the \$25.5M CARES Act \$\$ to prepare for an extended recession & reduce long-term operational cost
- Increase service only to levels that are sustainable

Uncertainties Remain

- Forecast is based annualized service projections
- Length of unemployment benefits funded by LTD
- Economic growth/decline uncertainty which impacts payroll tax revenues:
 - Federal stimulus – yes or no? Level? Transit support?
- The majority of self-employment taxes are not paid until April (in FY20 July)
- Impact of length & depth of pandemic on grants & fares:
 - Rider needs change, ridership recovery
 - Remote work, remote education
 - Social distancing restrictions
 - Consumer confidence
 - Economic structural changes, supply chain issues, traditional retail

Cottage Grove Connector Update

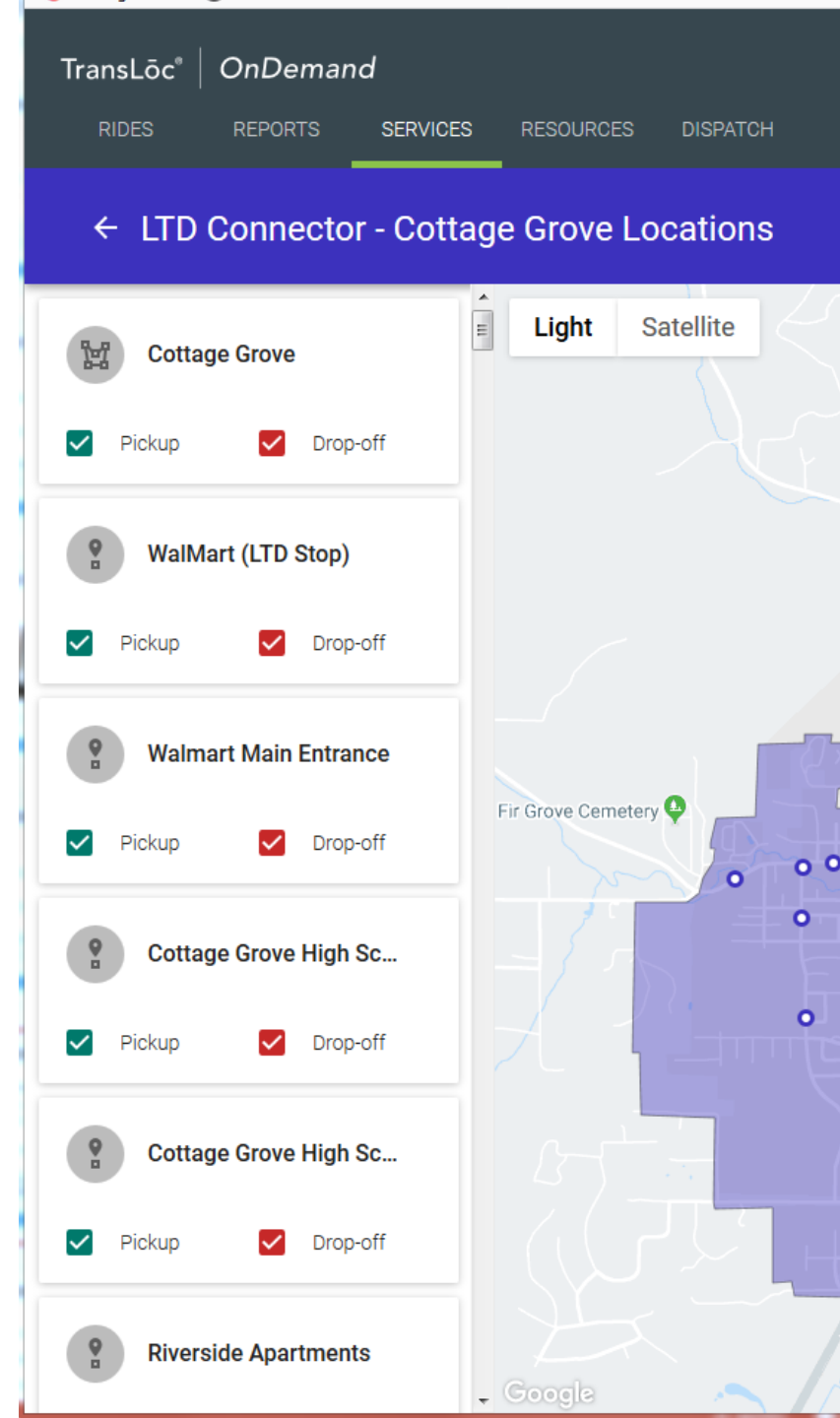
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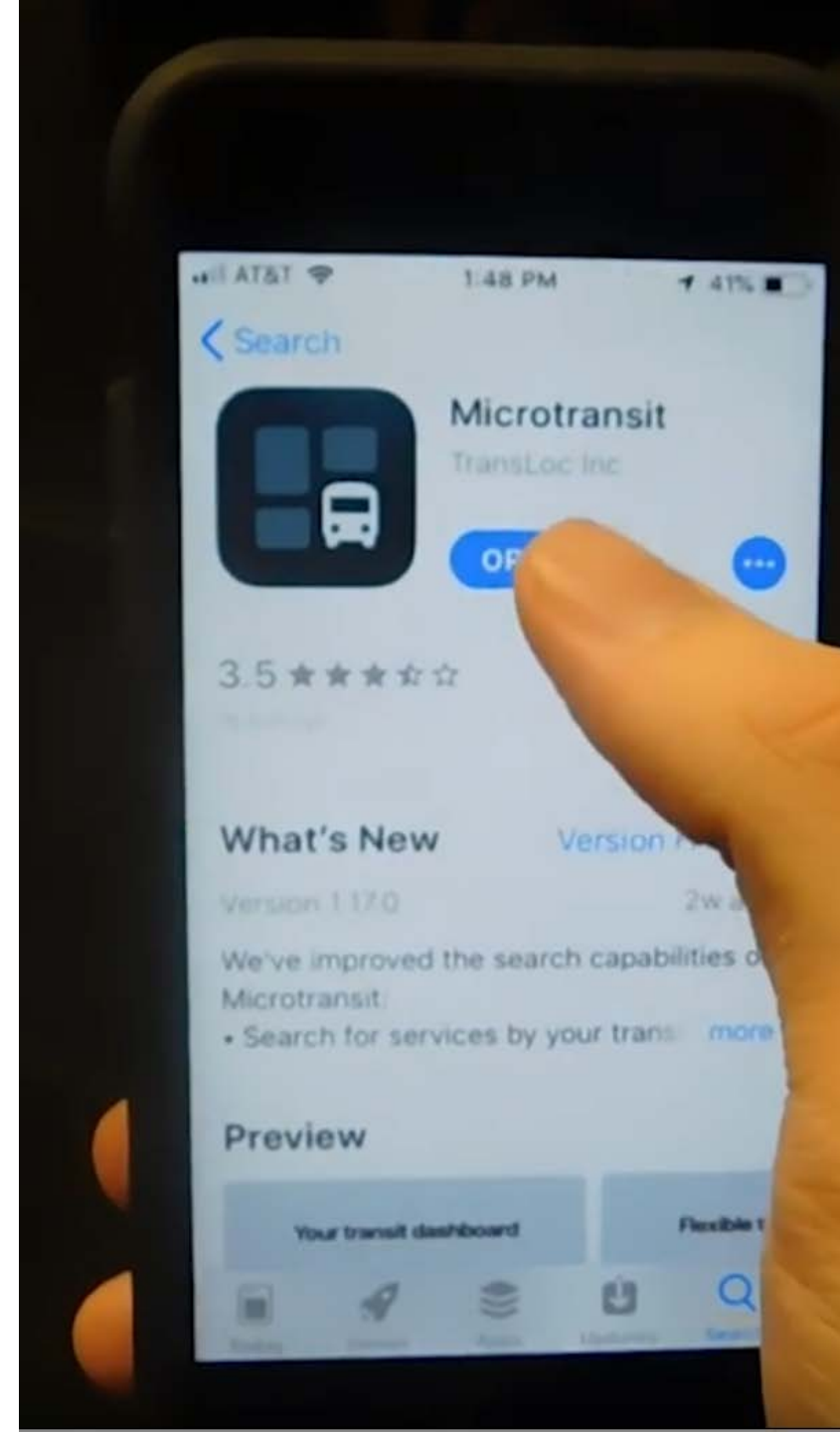


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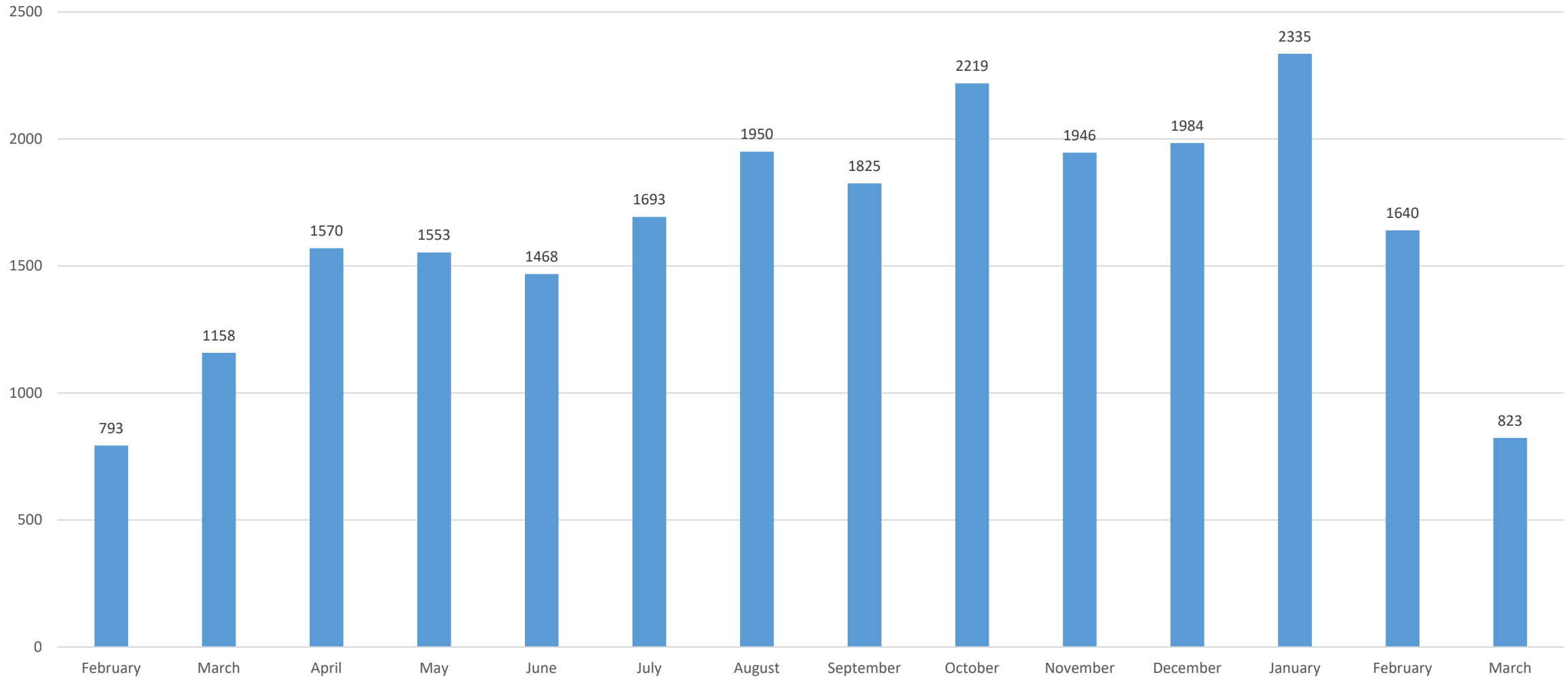


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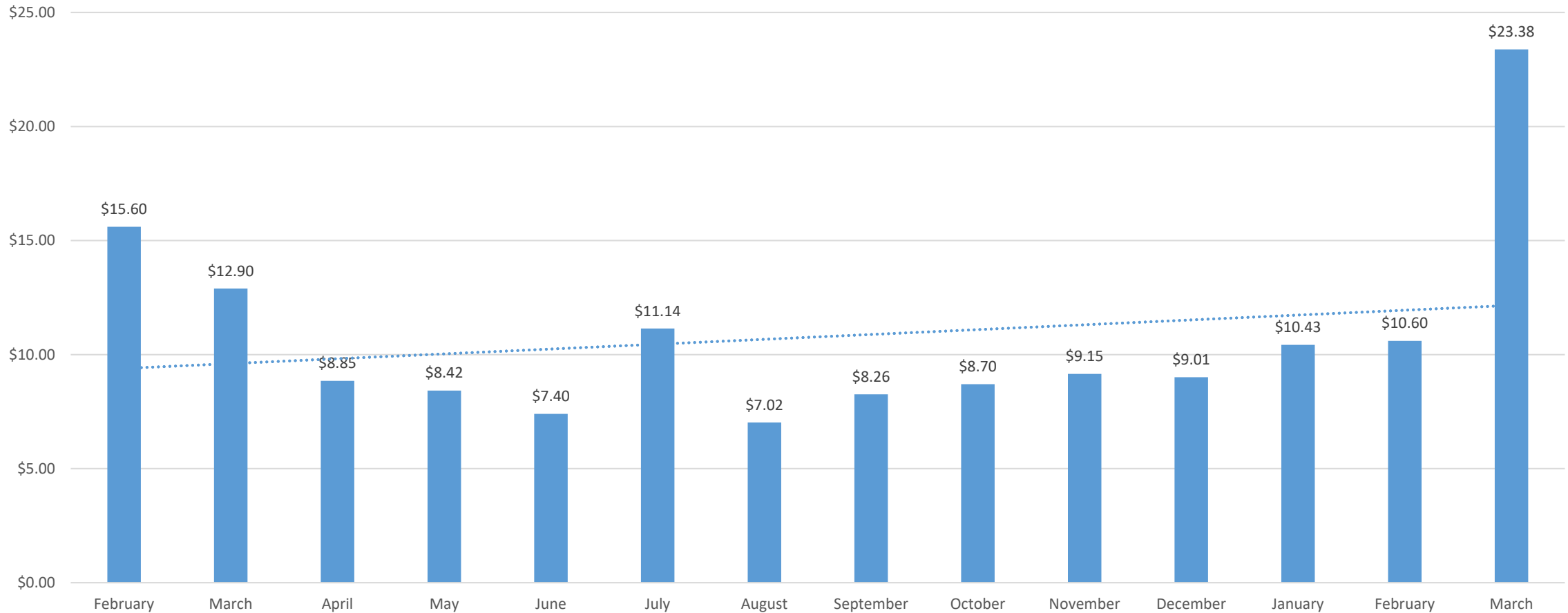
Connector Passengers



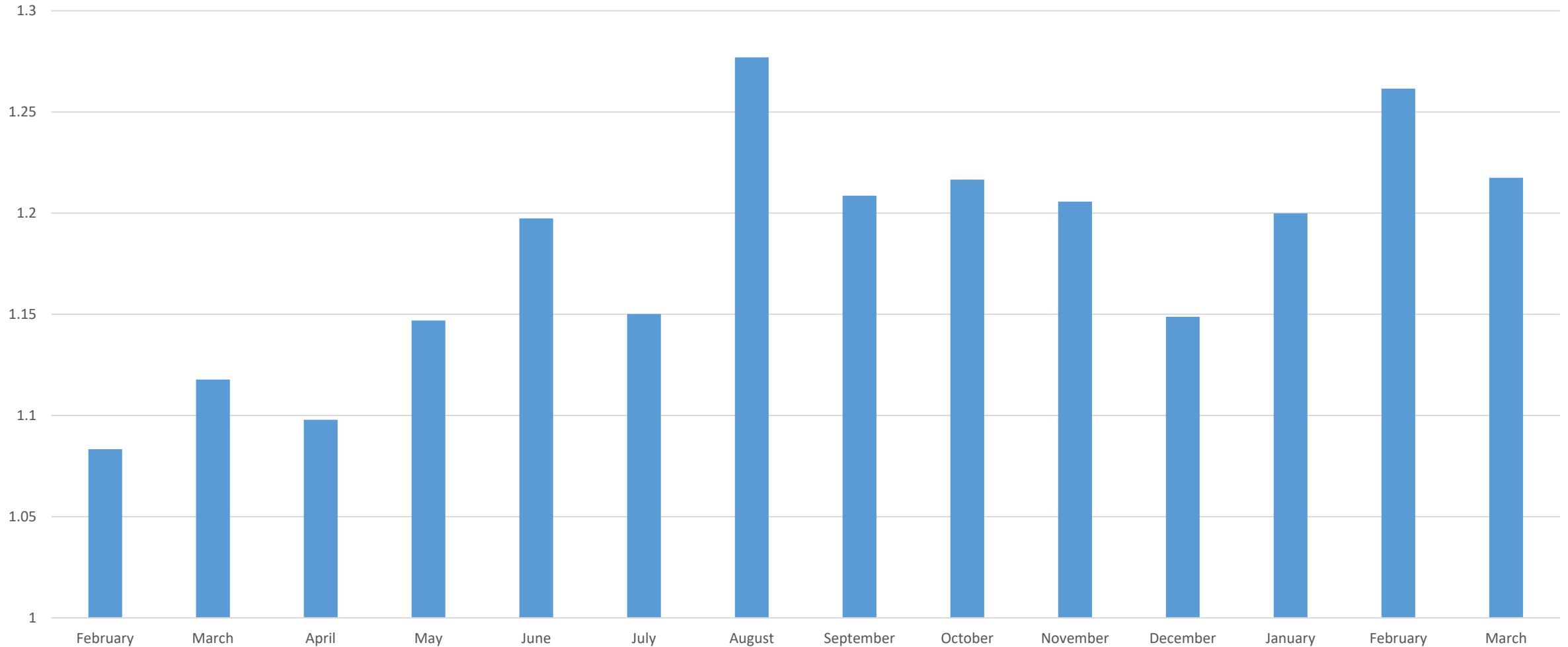
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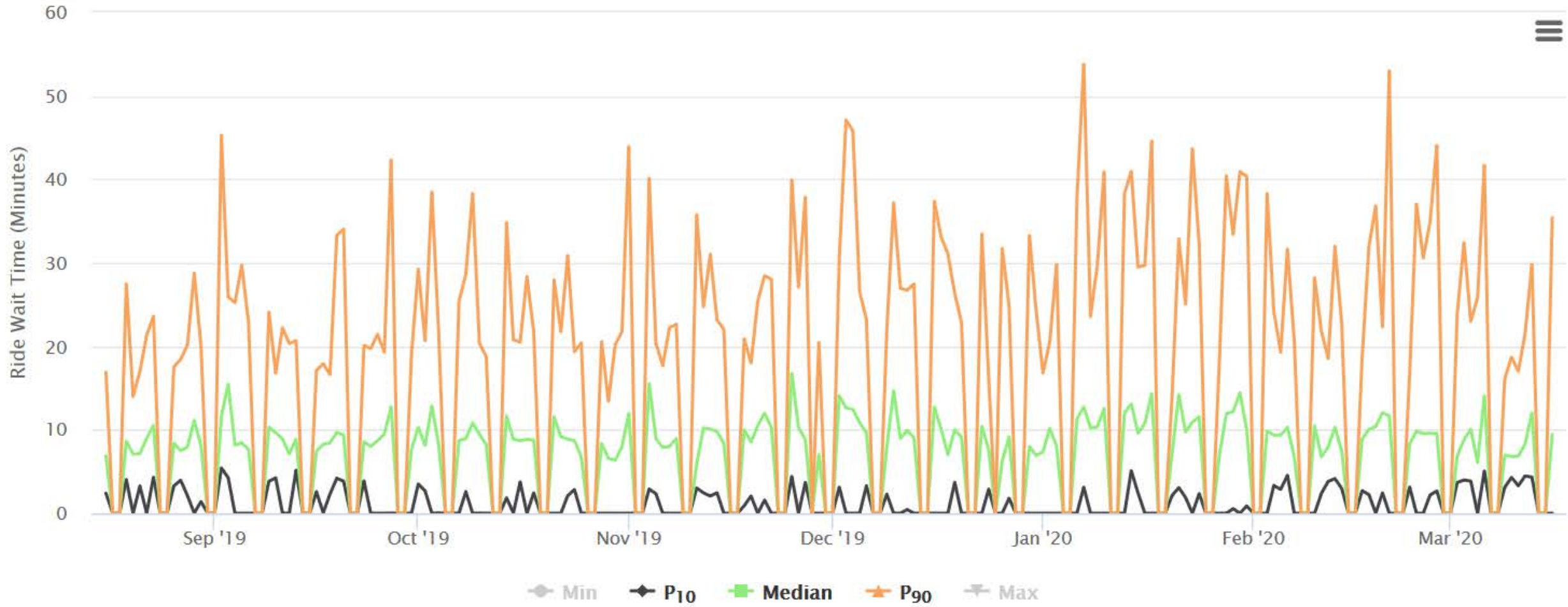
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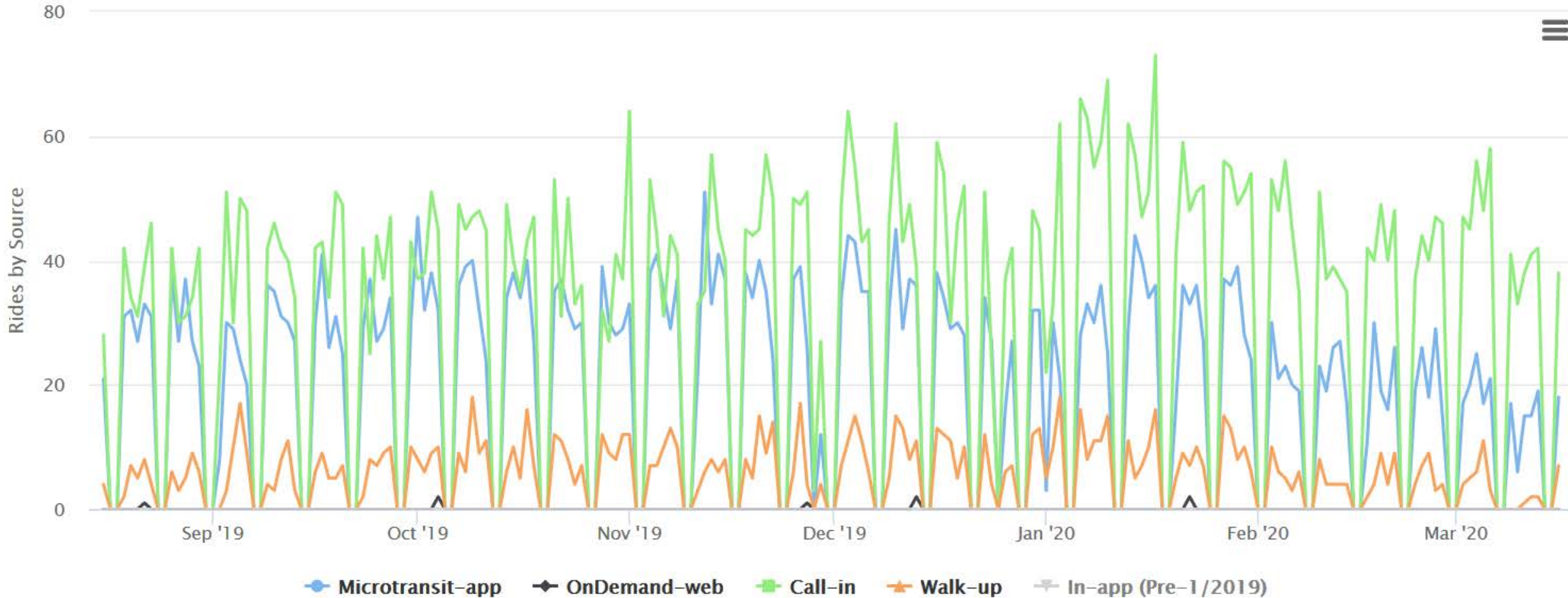
Connector Passengers Per Ride



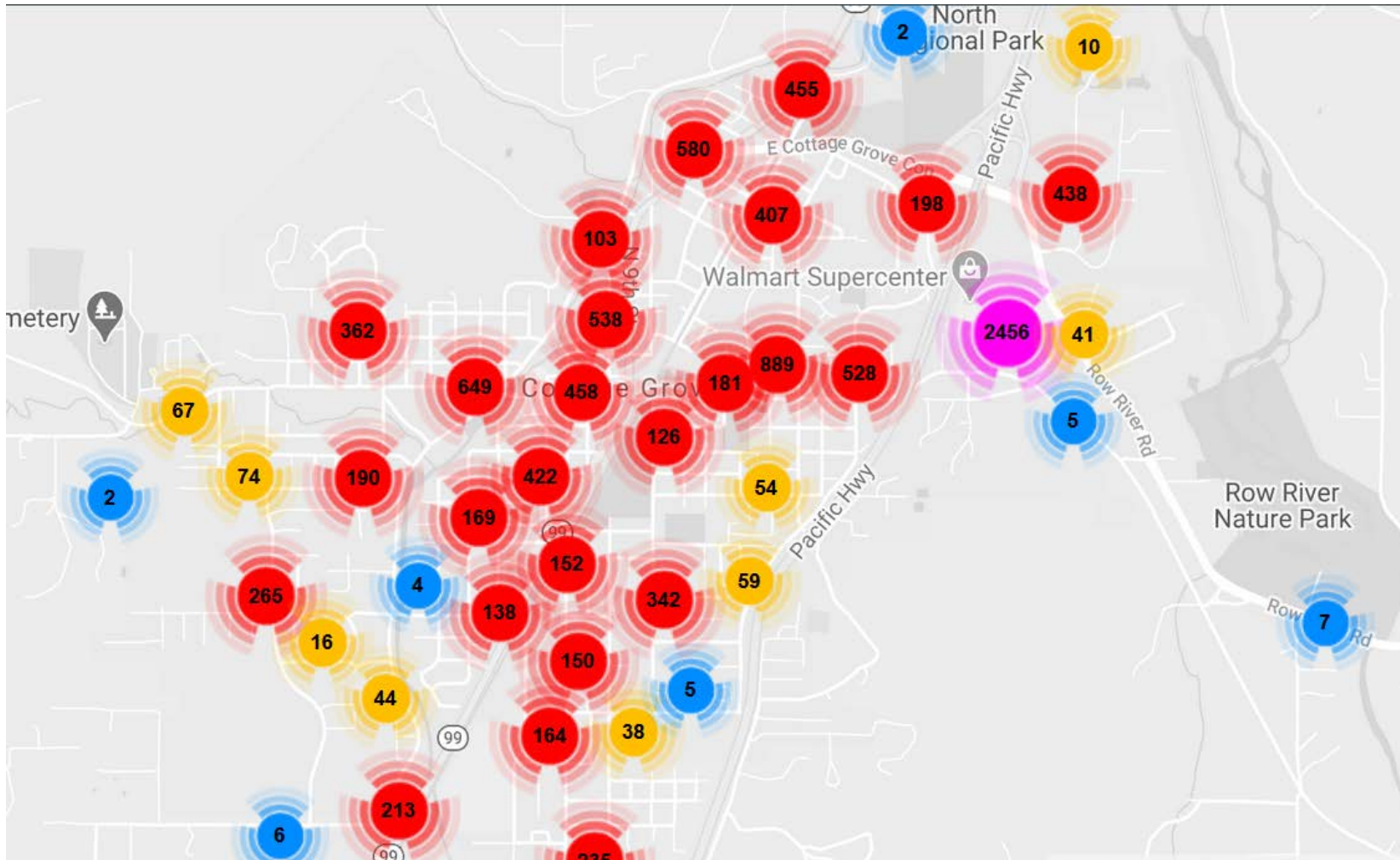
Connector Ride Wait Times



Connector Rides By Source

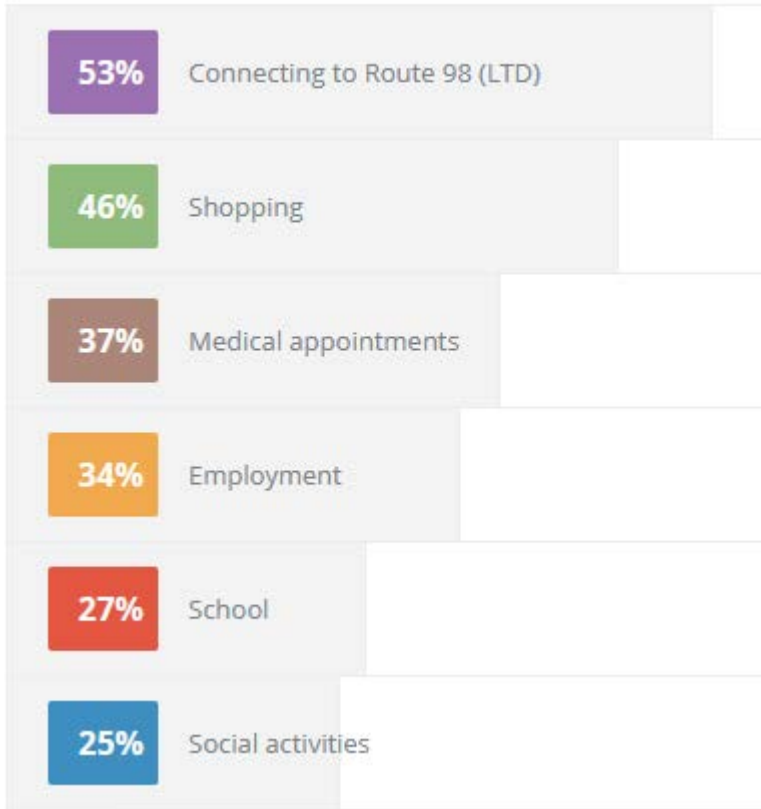


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