

MINUTES OF MEETING  
LANE TRANSIT DISTRICT BOARD OF DIRECTORS  
FINANCE COMMITTEE

Monday, May 8, 2017

Pursuant to notice given to *The Register-Guard* for publication on May 3, 2017, and distributed to persons on the mailing list of the District, the Board Finance Committee for the Lane Transit District held a meeting on Monday, May 8, 2017, beginning at 4:00 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

LTD Board Finance Committee

Present: Gary Wildish (via teleconference)  
Ed Necker

LTD Staff Assistant General Manager Administrative Services Roland Hoskins  
Purchasing Manager Collina Washington  
Compliance Manager Debera Massahos  
Internal Auditor Cheryl Munkus  
Director of Facilities Management Joe McCormack  
Marketing Manager Meg Kester  
Director of Public Affairs Edward McGlone

**CALL TO ORDER/ROLL CALL:** Mr. Necker called the meeting of the Board Finance Committee to order at 4:07 p.m. and called the roll. Carl Yeh was not present.

**APPROVAL OF MEETING MINUTES:** Mr. Wildish moved, seconded by Mr. Necker, to approve the April 10, 2017 minutes of the Finance Committee as submitted. The motion carried unanimously (2:0).

**REVIEW OF CONTRACTS:** Ms. Washington reviewed the contracts and contract amendments included in the agenda packet. Staff requested that the Finance Committee forward the contracts to the full Board with a recommendation of approval.

Contract - Janitorial Services and Supplies for Glenwood and RideSource Facilities

Ms. Washington noted only one proposal had been submitted for the Request for Proposal (RFP). Ninfa's Elite Janitorial Services' proposal was deemed responsive and responsible. She emphasized the 15.7 percent decrease over the current contract value. When Mr. Wildish asked about the contract amount and if it met the threshold for Board review (\$149,999), Mr. McCormack explained the five-year contract was \$410,000.

Mr. Necker moved, seconded by Mr. Wildish, to forward the Janitorial Services and Supplies for Glenwood and RideSource Facilities contract to the Board with a recommendation of approval. The motion carried unanimously (2:0).

Contract Amendment - Janitorial Services and Supplies for Eugene Station, Springfield Station, Neighborhood Stations, and EmX Stations

Ms. Washington said the contract amendment was being requested so staff had time to release RFPs for the remaining facilities as standalone contracts. The intent was to encourage

emerging businesses and provide LTD staff with better oversight. Responding to Mr. Necker's question about how the the new Santa Clara station was to be incorporated into the Neighborhood Stations RFP, Mr. McCormack noted the RFP would include the River Road station as long as it was operational and then switch to the Santa Clara station. Ms. Washington added they had estimated probable costs for the Santa Clara station based on other similar neighborhood stations. Mr. Wildish supported breaking the larger contract into four RFPs.

Mr. Wildish moved, seconded by Mr. Necker, to forward the contract amendment for Janitorial Services and Supplies for the Eugene Station, Springfield Station, Neighborhood Stations, and EmX Stations to the Board with a recommendation of approval. The motion carried unanimously (2:0).

Contract - Landscape Services for District Facilities

Ms. Washington reviewed the information on the Agenda Item Summary (AIS), highlighting there were three responses to the RFP, two of which had been judged responsive. The recommended contract resulted in a 13.5 percent reduction compared to the previous contract. The contract was for two years, with an option to renew for another three years. Mr. Necker noted the contractor selected, Elms Landscape Services, Inc., had a higher score and lower base cost.

Mr. Wildish moved, seconded by Mr. Necker to forward the Landscape Services for District Facilities contract to the Board with a recommendation of approval. The motion carried unanimously (2:0).

Contract - On-call Contracting Services for LTD Facilities

Ms. Washington noted the proposed contract had not been included in the agenda packet and would be distributed to Finance Committee members via e-mail. She referenced the AIS, highlighting the types of potential projects the contractor might be requested to do. Mr. McCormack emphasized the list was meant to be illustrative of possible projects. On-call contracting services augmented LTD staff for major corrective work. When Mr. Wildish asked who was recommended contractor, Ms. Washington said Chambers Construction was deemed the most responsive and responsible of the two firms who had submitted proposals.

Mr. Wildish, stating he was on the Board of Directors for Chambers Construction, declared a conflict of interest and excused himself from the vote. Mr. Hoskins, noting the Finance Committee no longer had a quorum, recommended the contract be considered by the Board without a recommendation from the committee. Finance Committee members concurred.

Contract - Facilities Maintenance Building and Bus Lot Expansion

Ms. Washington distributed the proposed contract (*LTD Contract No. 2017-23*) to accompany the AIS in the agenda packet. Mr. Wildish was pleased three companies had responded to the RFP. When he asked why Wildish had been deemed unresponsive, Ms. Washington explained the company had not submitted all the background information required.

Mr. Hoskins, noting Chambers Construction was the recommended contractor, suggested forwarding the contract to the Board without committee action. Those present agreed.

Change Order - Wildish Building Company Construction Manager/General Contractor (CM/GC) for West Eugene EmX Project

Mr. McCormack discussed the change order. An RFP for the Willow Creek Terminus and Driver Building had two responsive bids. Essex General Construction was the lowest responsive and responsible bidder. The \$1,139,456.68 bid was ten percent over the engineer's original estimate. Mr. McCormack explained that Essex General Construction would be a subcontractor to Wildish Building Company, whose fee was not included in the change order submitted. When Mr. Wildish stated that the change order should include the fee, Mr. McCormack shared that he planned to add the fee based on the overage and submit it to the Board for their approval at the May 17 meeting.

Mr. Wildish moved, and Mr. Necker seconded, the Wildish Building Company CM/GC for West Eugene EmX Project change order be forwarded to the Board with a recommendation of approval. The motion carried unanimously (2:0).

Contract - University of Oregon (UO) Graduate Student and Faculty Group Pass

Ms. Washington noted the intergovernmental agreement in the agenda packet was for 2016-2017 and she would distribute the updated agreement via e-mail. The AIS had the correct amount the contract generated in revenue to LTD, \$366,955.68. Mr. Wildish asked if staff knew how many boardings the contract reflected and if there was a way to encode group pass cards to collect the data. Mr. Hoskins thought Tom Schwetz had the information and agreed to check with him and forward it. Ms. Kester added that LTD's origination and destination (O & D) studies provided good estimates. Mr. Hoskins described the fare management systems on the market today. They provided better data as well as the ability to validate pass users' program eligibility.

Mr. Necker moved, and Mr. Wildish seconded, the University of Oregon Graduate Student and Faculty Group Pass contract be forwarded to the Board with a recommendation of approval. The motion carried unanimously (2:0).

**NEXT MEETING:** No decision was made on scheduling the next meeting of the LTD Board Finance Committee. Mr. Wildish thanked staff. He referenced an earlier conversation with Mr. Hoskins during which they discussed putting the contracts and change orders recommended for approval in the consent portion of the Board agenda.

**ADJOURNMENT:** Mr. Necker adjourned the meeting at 4:55 p.m.

*(Recorded by Beth Bridges)*