

MINUTES OF FINANCE COMMITTEE MEETING

LANE TRANSIT DISTRICT

Monday, December 4, 2017

Pursuant to notice given to *The Register-Guard* for publication on November 20, 2017, and distributed to persons on the mailing list of the District, the Finance Committee of the Lane Transit District held a meeting on Monday, December 4, 2017, beginning at 4:00 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

Present: Gary Wildish, Chair
Carl Yeh
Aurora Jackson, General Manager
Kristin Denmark, General Counsel
Lynn Taylor, Minutes Recorder

Absent: Ed Necker, Secretary

CALL TO ORDER/ROLL CALL: Mr. Wildish convened the meeting and called the roll.

MOTION APPROVAL OF MEETING MINUTES: Mr. Yeh moved to approve the minutes of the November 13, 2017, Finance Committee meeting as presented. Mr. Wildish provided the second.

VOTE The motion passed as follows:
AYES: Wildish, Yeh (2)
NAYS: None
ABSTENTIONS: None
EXCUSED: Necker (1)

CONTRACT APPROVAL – 2017-18 COMPREHENSIVE OPERATIONS ANALYSIS (COA): Ms. Jackson stated that four responsive bids for the contract had been received. Following interviews with proposers and a comprehensive evaluation of each firm in the areas of strengths, weaknesses, opportunities and threats Jarrett Walker & Associates, Inc. was determined to be the most responsive and responsible proposer with the highest score. She said the proposed contract amount was \$692,000, which required approval by the Board of Directors. She said funding for the contract would come from the General Fund and Surface Transportation Block Grant dollars, as part of the project included a pedestrian network analysis.

Mr. Yeh asked how the cost of the Jarrett Walker & Associates' proposal compared to the other proposals. Ms. Jackson said all four of the proposals were within competitive range, with Jarrett Walker & Associates being in the middle of that range.

Ms. Jackson said the \$692,000 was for services over a five-year period, with approximately \$300,000 to be spent in the first year for the initial COA. The remaining funds were for additional years that could be exercised at LTD's discretion. She said the Board would be asked to approve the entire amount; based on the first year's work LTD would determine if additional work was required.

Mr. Yeh summarized that the contract would be for five years, with \$300,000 committed to conduct the COA in the first year and the option to continue services in subsequent years up to a total of \$692,819. Ms. Jackson confirmed that was correct. She said staff could provide additional information in the presentation to the Board.

Mr. Yeh asked for specific information on services and deliverables during the next four years and how funds would be spent.

Ms. Jackson said the initial product in the first year would be the COA, the purpose of which was to produce a report and analysis of options the District could adopt. She stressed that contract language would prohibit the contractor from financially benefitting from the work; if LTD moved forward with any of the recommendations or options in the final report, Jarrett Walker & Associates could not provide that service. She said if a different firm was selected to assist LTD in implementing options, Jarrett Walker & Associates could be retained as an owner agent representing LTD to assist in evaluating the other firm and provide technical assistance. She stressed that LTD was not obligated to use Jarrett Walker & Associates during years two through five and the contract gave LTD the maximum amount of control.

Ms. Denmark asked if the Board would be asked to approve the additional scope of work. Ms. Jackson replied that the contract was for the entire scope of work.

Mr. Wildish asked if a Request for Proposals (RFP) or Request for Qualifications (RFQ) had been used to solicit bids. Purchasing Manager Collina Beard said an RFP was the procurement instrument.

Mr. Yeh asked that the presentation to the Board use a slide presentation to demonstrate the scope of work in the contract and the specific deliverables that LTD would receive. Mr. Wildish understood why the Board was being asked to approve the full five-year contract, but asked that the presentation also identify what services and deliverables might be expected from the contractor if LTD exercised its options in years two through five of the contract.

Ms. Jackson commented that the pricing of bids was within LTD's expectations because this was LTD's first COA and the contractor would not have a prior COA to update. She said in future years the pricing of bids to conduct a COA would be lower because contractors would be asked to update, rather than create, COA components.

MOTION Mr. Yeh moved to forward the contract related to the Comprehensive Operations Analysis to the Board of Directors with a recommendation of approval. Mr. Wildish provided the second.

VOTE The motion passed as follows:
AYES: Wildish, Yeh (2)
NAYS: None
ABSTENTIONS: None
EXCUSED: Necker (1)

NEXT MEETING: Mr. Wildish said the Finance Committee would meet in January 2018 on a date to be determined.

ADJOURNMENT: Mr. Wildish adjourned the meeting at 4:15 p.m.

(Recorded by Lynn Taylor)