

## MINUTES OF FINANCE COMMITTEE MEETING

### LANE TRANSIT DISTRICT

Monday, April 9, 2018

Pursuant to notice given to *The Register-Guard* for publication on April 2, 2018, and distributed to persons on the mailing list of the District, the Finance Committee of the Lane Transit District held a meeting on Monday, April 9, 2018, beginning at 4:00 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

Present: Gary Wildish, Chair  
Carl Yeh  
Ed Necker  
Aurora Jackson, General Manager  
Camille Gandolfi, Clerk of the Board  
Lynn Taylor, Minutes Recorder

**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 January 8, 2018, Finance Committee meeting as presented. Mr. Necker provided the second.

**VOTE** The motion passed as follows:  
AYES: Wildish, Necker, Yeh (3)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

**CONTRACT AMENDMENT – ELMS LANDSCAPING** — Director of Facilities Joe McCormack said the contract with Elms Landscaping was solicited and awarded in 2017 and the contract noted that some new infrastructure would be added in 2018. Those included EmX West and the Willow Creek facility, as well as the new office building on the Glenwood campus. He said those were identified in the contract but no value was established as the facilities were not yet completed. The amendment would add the value of maintaining those two completed pieces of infrastructure to the current contract.

Mr. Wildish asked if \$16,000 was the estimated cost for maintaining the two new pieces of infrastructure. Mr. McCormack said \$16,000 was Elms' proposed cost for the additional infrastructure in the first year. He said that the building code required new infrastructure to have storm water treatment on site and that was a substantial part of landscape maintenance costs now. He said Elms' estimate was based on square footage costs of existing LTD facilities and applying that to the two new facilities and the proposed costs were appropriate and slightly less than LTD staff had estimated. The amendment would increase the contract by \$83,667 over its five-year term, bringing the total contract value up to \$514, 049.

**MOTION** Mr. Yeh moved to forward the amended contract between the Elms Landscaping and LTD to the Board of Directions with a recommendation of approval. Mr. Necker provided the second.

VOTE      The motion passed as follows:  
              AYES: Wildish, Necker, Yeh (3)  
              NAYS: None  
              ABSTENTIONS: None  
              EXCUSED: None

**CONTRACT APPROVAL – WHA INSURANCE** — Director of Human Resources and Risk Management David Collier explained that LTD had solicited proposals from qualified firms or teams to provide services related to being the Insurance Agent of Record for its healthcare, property, and liability insurances. He said WHA Insurance had previously been LTD's broker and handling liability as one contract and healthcare as a secondary contract. LTD staff decided to combine those into one contract in the new solicitation.

Mr. Collier said there were three responses to the solicitation and WHA was chosen as the best value. He pointed out that while the proposal from Brown & Brown was the lowest cost, it did not include third party administrator (TPA) services and other respondents did.

Purchasing Manager Collina Beard said in order to have three bidders and conduct an appropriate comparison, Brown & Brown was included in the evaluation of proposals even though it could have been eliminated as nonresponsive. A footnote in the agenda item summary provided a full explanation of the process. She said all LTD solicitations included language that allowed it to waive any irregularities for the purpose of maintaining competitiveness.

Mr. Yeh asked if there was a cost savings by combining the services into one contract. Mr. Collier said the combined contract cost was close to the total of two contracts. He noted that WHA had been the provider for several years. It was a local firm and while that was not one of the criteria, it did allow for rapid response when contacted. He said they had been extremely responsive in the past.

Mr. Necker asked if despite the small difference in cost, the evaluation team believed WHA was the preferable choice. Mr. Collier said that was correct. Ms. Beard added that the bargaining unit representatives on the evaluation team also felt that WHA was the best choice.

MOTION    Mr. Yeh moved to forward the contract between WHA Insurance and LTD to the Board of Directors with a recommendation of approval. Mr. Necker provided the second.

VOTE      The motion passed as follows:  
              AYES: Wildish, Necker, Yeh (3)  
              NAYS: None  
              ABSTENTIONS: None  
              EXCUSED: None

Mr. Wildish asked who was on the evaluation team. Ms. Beard said for the insurance component it was Mr. Collier, Assistant General Manager Administrative Services Roland Hoskins, Carl Faddis and Bill Bradley representing Amalgamated Transit Union (ATU), and Steve Rayack of Risk Management. She explained that she tried to make the composition of evaluation teams well rounded, with at least two subject matter experts from the user or requesting department,

representatives from other departments that were affected by the service and another member with an interest in the topic who could bring a different perspective to the table.

Mr. Wildish appreciated the efforts by staff to assure the evaluation process was as thorough and objective as possible.

**ADJOURNMENT**

Mr. Wildish adjourned the meeting at 4:17 p.m.