

MINUTES OF MEETING  
LANE TRANSIT DISTRICT BOARD OF DIRECTORS  
FINANCE COMMITTEE

Monday, June 12, 2017

Pursuant to notice given to *The Register-Guard* for publication on June 7, 2017, and distributed to persons on the mailing list of the District, the Board Finance Committee for the Lane Transit District (LTD) held a meeting on Monday, June 12, 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  
Carl Yeh  
Ed Necker

LTD Staff Mark Johnson, Assistant General Manager of Service Delivery  
Purchasing Manager, Collina Washington  
Theresa Brand, Transportation Options Manager  
Edward McGlone, Director of Public Affairs  
Cosette Reese, Accessible and Customer Service Manager  
John Ahlen, Accessible Services Specialist  
Kris Lyon, Human Services Transportation Coordinator

Others Dwight Purdy, Legal Counsel

**I. CALL TO ORDER/ROLL CALL**

Mr. Wildish called the meeting of the Board Finance Committee to order at 4:04 p.m. and called the roll. All members of the LTD Board Finance Committee were present.

**II. APPROVAL OF MEETING MINUTES**

Mr. Necker moved, seconded by Mr. Yeh, to approve the May 8, 2017, LTD Finance Committee meeting minutes as submitted. The motion passed unanimously, 3:0.

**III. INTERGOVERNMENTAL AGREEMENTS—SAFE ROUTES TO SCHOOL PROGRAM**

Ms. Brand described the evolution of the ten-year old program. LTD was the grant agent and distributed funds quarterly to Eugene, Bethel, and Springfield school districts and the City of Eugene River House program (which provided in-school bike training).

Ms. Washington noted in the future the Safe Route To School Program intergovernmental agreements (IGAs) were to be renewed on a biennial basis.

When Mr. Wildish asked if the LTD Board was to vote on each item or if the contracts and IGAs were part of the consent agenda, Mr. McGlone explained that all were in the consent agenda except for the RideSource Call Center and Special Transportation Fleet Operations contract (2017-01).

Mr. Necker moved, seconded by Mr. Yeh, to forward the Safe Routes to Schools contracts 2016-69, 2016-70, 2016-71, and 2017-06 to the Board of Directors with a recommendation of approval. The motion passed unanimously, 3:0.

**IV. CONTRACT AMENDMENT 2007-12—ACCESSIBLE SERVICES RIDESOURCE, OAKRIDGE, AND CALL CENTER OPERATIONS**

Ms. Reese said LTD staff was exercising an option in the existing contract to extend it through August 31, 2017 to enable a smooth transition from Special Mobility Services (SMS) to Medical Transportation Management (MTM).

Mr. Yeh moved, seconded by Mr. Necker, to forward Amendment 14 to Contract 2007-12 to the Board of Directors with a recommendation of approval. The motion passed unanimously, 3:0.

**V. CONTRACT 2017-01—ACCESSIBLE AND CUSTOMER SERVICES RIDESOURCE CALL CENTER AND SPECIAL TRANSPORTATION FLEET OPERATIONS**

Ms. Reese described the extensive Request for Proposal (RFP) process LTD staff had used to determine the recommended vendor, MTM. It was a four-year contract that could be extended in increments of two years for up to six additional years.

When Mr. Wildish acknowledged the difficulties of ending the long-term relationship with SMS, staff concurred. Ms. Washington noted LTD staff had conducted an extensive debrief of the process and decision factors with the SMS manager.

Responding to Mr. Necker's question regarding MTM's intentions regarding current SMS employees, Ms. Reese said MTM management had expressed interest in reaching out to current employees. Ms. Lyon added MTM had already put job postings on their web site.

Mr. Necker moved, seconded by Mr. Yeh, to forward Contract 2017-01 to the Board of Directors with a recommendation of approval. The motion passed unanimously, 3:0.

**VI. CONTRACT AMENDMENT 2013-19—COMMUNITY TRANSPORTATION SERVICES, FLORENCE-RHODY EXPRESS**

Ms. Reese explained the contract combined two existing contracts for vehicles and services in Florence by the Rhody Express. The service was very well received in the community. When Mr. Necker asked what type of service was provided and if a local match was required, Ms. Reese responded it was a fixed route service within the city limits. The City of Florence provided a match.

Mr. Yeh moved, seconded by Mr. Necker, to forward the Amendment to Contract No. 2013-19 to the Board of Directors with a recommendation of approval. The motion passed unanimously, 3:0.

**VII. INTERGOVERNMENTAL AGREEMENT 2014-43—CITY OF FLORENCE**

Ms. Reese noted the IGA documented the aforementioned match by the City of Florence.

Mr. Yeh moved, seconded by Mr. Necker, to forward Intergovernmental Agreement 2014-43 to the Board of Directors with a recommendation of approval. The motion passed unanimously, 3:0.

**VIII. CONTRACT 2017-35—PURCHASE OF NEW AND REPLACEMENT VEHICLES FOR ACCESSIBLE AND CUSTOMER SERVICES**

Ms. Reese reviewed the funding sources for the nine vehicles, seven of which were for the Eugene/Springfield metropolitan area, one for Willamalane, and one for the Yachats/Florence pilot project. Were the pilot not continued, its vehicle would be added to the *RideSource* fleet.

Mr. Wildish noted the vendor, Schetky Northwest, and referenced the base price and options information in the contract. He asked if the new vehicles were consistent with the existing fleet.

Ms. Reese assured him they were harmonious. She added that LTD had ordered one thousand pound lifts to accommodate heavier personal mobility vehicles and factory-installed Novus equipment and radios. Ms. Washington added vehicle integrity was better ensured if the equipment was installed at the factory. Mr. Wildish and Mr. Necker concurred with both decisions.

Mr. Necker moved, seconded by Mr. Yeh, to forward the Sales Agreements for the *RideSource*, Willamalane, and Florence/Yachats vehicles using Oregon State Agreement 4729 to the Board of Directors with a recommendation of approval. The motion passed unanimously, 3:0.

**IX. INTERGOVERNMENTAL AGREEMENT—WILLAMALANE PARK AND RECREATION DISTRICT**

Ms. Reese described the services provided by Willamalane, including a Friday shuttle from the LTD Springfield Station to the Willamalane Senior Center. She highlighted the cost efficiencies.

Mr. Wildish shared he had found it insightful to read the IGAs. They demonstrated ways in which LTD served the community in addition to the more visible transit services.

Mr. Yeh moved, seconded by Mr. Necker, to forward the Intergovernmental Agreement between the Willamalane Park and Recreation District and Lane Transit District to the Board of Directors with a recommendation of approval. The motion passed unanimously, 3:0.

**X. INTERGOVERNMENTAL AGREEMENT 2002-25—VOLUNTEER ESCORT PROGRAM WITH LANE COUNCIL OF GOVERNMENTS**

Ms. Reese discussed the escort program. It was staffed by volunteers who provided door-to-door transportation to seniors and people with disabilities, primarily in the rural areas of Lane County. She agreed with Mr. Wildish's observation that the program served those most isolated.

Mr. Necker moved, seconded by Mr. Yeh, to forward the Intergovernmental Agreement with Lane Council of Governments to the Board of Directors with a recommendation of approval. The motion passed unanimously, 3:0.

**XI. INTERGOVERNMENTAL AGREEMENT 2006-42—DIAMOND EXPRESS**

Ms. Reese said the IGA was for the City of Oakridge match for the Diamond Express service. She anticipated returning to the Finance Committee next month with a request for a sole source contract in order to ensure no interruption in service (a fixed Eugene-Oakridge route which ran four times per day and two Dial-A-Ride routes to the LCOG meals service).

When Mr. Necker asked if Alene Goddard was to continue with Diamond Express, Ms. Reese was unsure because Ms. Goddard was employed by SMS. She noted calls for service were not handled through the RideSource call center but went directly to SMS.

Mr. Yeh moved, seconded by Mr. Necker, to forward the Intergovernmental Agreement with the City of Oakridge to the Board of Directors with a recommendation of approval. The motion passed unanimously, 3:0.

**XII. VEHICLE LEASE 2011-36—SOUTH LANE WHEELS**

Ms. Reese described the vehicles augmented South Lane Wheels' fixed routes in Cottage Grove. When Mr. Wildish asked if the lease was an extension of an existing agreement, Ms. Reese confirmed it was.

Mr. Necker moved, seconded by Mr. Yeh, to forward the Agreement 2011-36 vehicle lease and preventive maintenance agreement with South Lane Wheels to the Board of Directors with a recommendation of approval. The motion passed unanimously, 3:0.

**XIII. CONTRACT AMENDMENT 2006-45—PEARL BUCK CENTER**

Ms. Reese presented information on the pre-Kindergarten (children aged two to four) program for children of parents with developmental or intellectual disabilities. Pearl Buck Center provided a fifty percent match.

Mr. Wildish, a member of the Pearl Buck Board of Directors, commented the pre-school was the only one of its kind in the United States and received no public funding. The program had a huge impact on the children's school readiness.

Mr. Necker moved, seconded by Mr. Yeh, to forward the Amendment of Contract No. 2006-45 with Pearl Buck Center to the Board of Directors with a recommendation of approval. The motion passed unanimously, 3:0.

**XIV. INTERGOVERNMENTAL AGREEMENT 2010-34—CITY OF EUGENE/HILYARD COMMUNITY CENTER**

Ms. Reese noted the IGA was a consolidation of prior service, vehicle, and preventative maintenance agreements. She described the Hilyard Community Center and its programs, noting the vehicle lease allowed for a more cost-efficient service delivery to their clients with disabilities.

Mr. Yeh moved, seconded by Mr. Necker, to forward Intergovernmental Agreement 2010-34 with the City of Eugene Hilyard Community Center Adaptive Recreation Program to the Board of Directors with a recommendation of approval. The motion passed unanimously, 3:0.

**XV. INTERGOVERNMENTAL AGREEMENT 2011-30—CITY OF COTTAGE GROVE**

Ms. Reese reported the IGA was for the operations component of South Lane Wheels. The City of Cottage Grove had assumed more administrative roles (e.g., managing the 5311 funds). LTD staff continued to provide marketing assistance.

Mr. Necker moved, seconded by Mr. Yeh, to forward Intergovernmental Agreement 2011-30 with the City of Cottage Grove to the Board of Directors with a recommendation of approval. The motion passed unanimously, 3:0.

**XVI. CONTRACT AMENDMENT 2013-18—WHITE BIRD CLINIC**

Ms. Reese observed White Bird Clinic served people in mental health crises. Their clients were not able to successfully use public transit options. White Bird Clinic also conducted the required mental health disability assessments.

Responding to Mr. Necker's question if the contract included Crises Assistance Helping Out On The Streets (CAHOOTS), Ms. Reese explained it did not.

Mr. Yeh moved, seconded by Mr. Necker, to forward the Amendment to Contract 2013-18 with White Bird Clinic to the Board of Directors with a recommendation of approval. The motion passed unanimously, 3:0.

**XVII. CONTRACT AMENDMENT 2013-20—FIXED ROUTE TRANSIT HOST AND ASSOCIATED SERVICES**

Ms. Reese explained there were three components to the contract: travel training to help people use the fixed route system (a program unique to LTD); transit hosts at the Eugene Station; and in-person eligibility assessments of people with multiple and severe disabilities.

When Mr. Wildish asked if the transit host program was to be extended to facilitate West Eugene EmX transfers, Ms. Reese replied additional funds had been budgeted in the current year to train the trainers on the revised routes and mid-service transfers.

Mr. Necker advocated for announcements to be made on the buses before the mid-service transfers. He was especially concerned about the transfers on Route 41—Barger/West 11<sup>th</sup>.

Mr. McGlone announced the LTD Board would receive a report in June on ways staff planned to communicate about the transfers, including on-board announcements, street teams at the stations, printed material, and signage.

Mr. Yeh moved, seconded by Mr. Necker, to forward the Amendment to Contract 2013-20 with Alternative Work Concepts to the Board of Directors with a recommendation of approval. The motion passed unanimously, 3:0.

**XVIII. PROCESS REVIEW**

Mr. Wildish observed the Intergovernmental Agreements did not meet the \$150,000 threshold set for Board approval of contracts. He had found the information in the IGAs useful, but noted the overall size of the agenda packet was formidable.

When Mr. Purdy suggested an option was to only include the agenda item summaries in the packet, not copies of the actual contracts and IGAs, Finance Committee members concurred. Mr. Yeh reserved the option to request any contract or IGA should questions arise.

Mr. McGlone noted the packet for the next Board meeting included the contracts and IGAs as per their original direction.

Mr. Yeh moved, seconded by Mr. Necker, the Finance Committee recommend to the LTD Board of Directors they receive Agenda Item Summaries only, not the full contracts and Intergovernmental Agreements. Either was available on request. The motion passed unanimously, 3:0.

**XIX. NEXT MEETING**

Mr. McGlone announced the next meeting of the LTD Board Finance Committee was tentatively scheduled for July 10, 2017. No meeting was planned for August.

**XX. ADJOURNMENT**

Mr. Wildish adjourned the meeting at 5:27 p.m.

*(Recorded by Beth Bridges)*