



LANE TRANSIT DISTRICT BOARD OF DIRECTORS REGULAR MEETING

Wednesday, May 19, 2021 5:30 – 7:30 p.m.

VIRTUAL MEETING

Zoom details for viewing and public participation provided on the web calendar at www.LTD.org.

Watch live (viewing only no participation) on channel 21 or via link: https://metrotv.ompnetwork.org/

AGENDA

Table with columns: ITEM, Time, Page. Includes items I through IX with descriptions and times.

	<u>Time</u>	<u>Page</u>
X. CONSENT CALENDAR:	5:55 p.m.	7
<b>Action Needed:</b> Approval		
1. Delegated Authority Report – APRIL 2. Contract No. 2021-25: Gloria Gallardo dba DBS Consulting 3. Contract No. 2021-05: Mobility Management Strategy 4. Contract No. 2017-02: Ninfa's Elite Janitorial Service 5. FY 2022 Annual Budget 6. FY 2021-2030 Amended Community Investment Plan 7. FY 2021-2030 Long Range Financial Plan		
XI. GENERAL MANAGER UPDATE - <i>Materials Included</i> [Aurora Jackson]	6:00 p.m.	31
<b>Action Needed:</b> Information and Discussion		
XII. GENERAL MANAGER EVALUATION: <i>Materials Provided as a Handout</i> [Kristen Denmark]	6:10 p.m.	
<b>Action Needed:</b> Information and Discussion		
XIII. STATE AND FEDERAL LEGISLATIVE UPDATE: <i>Materials Included</i> [Tiffany Edwards]	6:30 p.m.	36
<b>Action Needed:</b> None. Information Only		
XIV. FY 2022 SERVICE UPDATE: <i>Materials Included</i> [Tom Schwetz]	7:00 p.m.	37
<b>Action Needed:</b> None. Information Only		
XV. WRITTEN REPORTS – RESPOND IF QUESTIONS		
A. MONTHLY FINANCIAL REPORT - MARCH [Christina Shew]		52
<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>		
B. MONTHLY CASH DISBURSEMENTS - APRIL [Christina Shew]		56
<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>		
C. QUARTERLY GRANT REPORT – PRESENTED: MARCH/JUNE/SEPTEMBER/DECEMBER [Christina Shew]		
<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>		
D. MONTHLY PERFORMANCE REPORTS - MARCH [Aurora Jackson]		61
<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>		

	<u>Time</u>	<u>Page</u>
E. MONTHLY DEPARTMENT REPORTS – MAY [Aurora Jackson] <i>Monthly department activity reports, and reports throughout the District, are provided for the Board's information.</i>		65
F. BOARD ANNUAL WORKING AGENDA <i>Attached is a calendar of Action or Information items that will be included on the agenda for future Board meetings.</i>		69
XX. ADJOURNMENT	7:30 p.m.	
<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>		



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 19, 2021

**ITEM TITLE:** BOARD MEMBER REPORTS

**PREPARED BY:** Camille Gandolfi, Clerk of the Board

**ACTION REQUESTED:** None. Information Only

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**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. **LCOG Board of Directors:** LTD Board Member Josh Skov represents LTD on the LCOG Board of Directors as a non-voting member; Board Member Susan Cox is the alternate. The LCOG Board of Directors meets five times per year on the 4<sup>th</sup> Thursday of: February, April, June, September and December. At the April 22 meeting, committee members received a presentation on the Park Place Building; held a public hearing on and adopted the FY21 Revised Budget; reviewed quarterly financials. The next meeting is scheduled for June 24. For more information about LCOG Board meeting, please go to: <https://www.lcog.org/343/Board-of-Directors>.
2. **Strategic Planning Committee (SPC):** This committee generally meets monthly and is composed of Board Members Caitlin Vargas and Emily Secord, members of local units of government, and community representatives. The committee chair/vice chair will provide a verbal update. At the May 4 meeting, committee members received a presentation on the status of the development of the Strategic Business Plan. The next meeting is scheduled for June 1.
3. **Metropolitan Policy Committee (MPC):** Board members Josh Skov and Caitlin Vargas are LTD's MPC representative; the alternate Board member is Steven Yett; General Manager Aurora Jackson is the District's ex-officio attendee. MPC meetings are held on the first Thursday of each month. At the May 6 meeting, committee members approved the Unified Planning Work Program; received a presentation on the FY2024-2027 State Transportation Improvement Program; discussed a future discussion with Chair of Oregon Transportation Commission; and received an update on the LTD Sustainability Program. The next meeting is scheduled for June 3. For more information about MPC, please go to: <https://www.lcog.org/346/Metropolitan-Policy-Committee>.
4. **LTD Board Contract Committee:** The Board Contract Committee is composed of Board Members Michelle Webber, Emily Secord, and Steven Yett. The committee meetings are scheduled for the second Monday of each month. At the May 10 meeting, committee members reviewed one contract for LCOG intergovernmental agreement for Regional Safe Routes to School Program to be presented to the Board for approval. The next meeting is scheduled for June 14.
5. **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 May 11 meeting, committee members reviewed and discussed investment and cash balance reports for the salaried and union pension trusts as well as other plan business. The next meeting is scheduled for August 19.

6. **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, Aurora Jackson is the alternate. At the May 12 meeting, committee members held discussion on the Oregon Transportation Commission Chair Van Brocklin to prepare for a June 3 discussion; and discussed Area Strategy. The next meeting is scheduled for June 9. For more information about LaneACT, please go to: [https://www.oregon.gov/ODOT/Get-Involved/Pages/ACT\\_Lane.aspx](https://www.oregon.gov/ODOT/Get-Involved/Pages/ACT_Lane.aspx).

7. **Ad Hoc GM Evaluation Committee**: This ad hoc committee has been created for the purpose of the General Managers review process. The committee is composed of Board members Caitlin Vargas, Joshua Skov, and Michelle Webber. At the May 14 meeting, committee members discussed and reviewed the fiscal year 2021 review process for the General Manager. The next meeting has not been scheduled.

**No Meetings were held for the following committees:**

1. **Comprehensive and Accessible Transportation Committee (CATC)**: The Comprehensive and Accessible Transportation Committee advises and assists the Board in considering the impacts of potential, proposed, or actual service changes on individuals who are transit-dependent, especially those who are older adults or people with disabilities. Board Members Susan Cox, Don Nordin, and Michelle Webber serve as LTD's representatives. The next meeting is scheduled for July 20.

2. **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 Caitlin Vargas attends the committee meetings as LTD's representative. The next meeting is scheduled for July 30. For more information about OMPOC, please go to: <https://www.ompoc.org/>.

3. **Ad Hoc Sustainability Committee**: This ad hoc committee has been created for the purpose of reviewing the District's sustainability Policies. The committee is composed of Board members Don Nordin, Joshua Skov, and Michelle Webber. The next meeting has not been scheduled.

4. **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 is scheduled for October 7.

5. **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 and Michelle Webber serve as LTD's representative. The second Board member seat is vacant. The next meeting has not been scheduled. For more information about Main Street, please go to: <http://ourmainstreetspringfield.org/>.

8. **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 Caitlin Vargas. The next meeting has not been scheduled. For more information about STIF, please go to: <https://www.lcog.org/1010/Statewide-Transportation-Improvement-Fun>.

6. **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 Michelle Webber. The next meeting has not been scheduled.

7. **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 Susan Cox serve as LTD's representatives. The next meeting has not been scheduled. For more information about MovingAhead, please go to: <http://www.movingahead.org/>.

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; Aurora Jackson is the alternate. The next meeting has not been scheduled. For more information about Vision Zero, please go to: <https://www.eugene-or.gov/4270/Vision-Zero>.



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 19, 2021

**ITEM TITLE:** CONSENT CALENDAR

**PREPARED BY:** Camille Gandolfi, Clerk of the Board

**ACTION REQUESTED:** Adoption

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**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 May 19, 2021, consists of:

- Approval of Delegated Authority Report – APRIL
- Approval of Contract No. 2021-25: Gloria Gallardo dba DBS Consulting
- Approval of Contract No. 2021-05: Mobility Management Strategy
- Approval of Contract No. 2017-02: Ninfa's Elite Janitorial Service
- Approval of FY 2022 Annual Budget
- Approval of FY 2021-2030 Amended Community Investment Plan
- Approval of FY 2021-2030 Long Range Financial Plan

**ATTACHMENT:**

- 1) Delegated Authority Report - April
- 2) Contract No. 2021-25: Gloria Gallardo dba DBS Consulting
- 3) Contract No. 2021-05: Mobility Management Strategy
- 4) Contract No. 2017-02: Ninfa's Elite Janitorial Service
- 5) FY 2022 Annual Budget
- 6) FY 2021-2030 Amended Community Investment Plan
- 7) FY 2021-2030 Long Range Financial Plan

**PROPOSED MOTION:** I move adoption of LTD Resolution No. 2021-05-19-021; It is hereby resolved that the Consent Calendar for May 19, 2021, is approved as presented [amended].

**LANE TRANSIT DISTRICT  
DELEGATED AUTHORITY REPORT  
April 2021**

Contracts								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	SIGNER	NOTES
3/29/2021	Alternative Work Concepts	Transit Host and Travel Training Services	Amendment	July 1, 2019 - June 30, 2023			A.Jackson	extending term
3/29/2021	White Bird Clinic	Urgent-Need Transportation	Amendment	July 1, 2019 - June 30, 2023			A.Jackson	extending term
3/31/2021	Aivia Corporation	Coaching for Marketing	Amendment	Dec 20, 2019 - until completed		\$ 20,200.00	A.Jackson	extending term, and added tasks
3/31/2021	Pacific Crest Bus Lines	Diamond Express and Dial-A-Ride	Amendment	July 17, 2018 - June 30, 2023		\$ 229,884.00	A.Jackson	extending term
4/1/2021	River Cities Taxi	Rhody Express	Amendment	July 18, 2018 - June 30, 2021		\$ 181,783.08	A.Jackson	extending term
4/4/2021	Securance, LLC	IT Steering Committee Governance	Amendment	Nov. 15, 2019 - Nov. 14, 2021		\$ 42,400.00	A.Jackson	amending scope
4/6/2021	Aevis, LLC	IT Database Administrator	Personal Services	Apr. 8, 2021 - Apr. 7, 2023		\$ 120,000.00	A.Jackson	new contract
4/12/2021	CTE	Analysis Electric Bus Deployment	Amendment	May 1, 2018 - June 30, 2021		\$ 420,000.00	A.Jackson	Additional tasks to scope
4/13/2021	Link Oregon	Class II.A Member Agreement (Network Access)	Agreement	July 1, 2021 - June 30, 2022		\$ 8,000.00	A.Jackson	New contract
4/15/2021	TransPro Consulting	Strategic Business Plan	Amendment	Jan. 12, 2021 - Jan. 11, 2022		\$ 125,000.00	A.Jackson	Added to the scope of work
4/26/2021	ODOT	Transportation Options Grant	Amendment	Jul. 1, 2018 - Jun. 30, 2022		\$ 246,046.64	A.Jackson	extending term
4/26/2021	Upward Inc.	Landscaping, Irrigation Maintenance, and On-Call Services	Professional Services	Jul. 1, 2021 - Jun 30, 2023		\$ 810,000.00	A.Jackson	new contract
4/26/2021	Gloria Gallardo	Grant Consulting Services	Amendment	Apr. 20, 2020 - month-to-month		\$ 120,000.00	A.Jackson	extending contract to month-to-month
Group Pass/Non-Profit Program								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	SIGNER	NOTES





## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 19, 2021

**ITEM TITLE:** CONTRACT 2021-25: GLORIA J. GALLARDO DBA DBS CONSULTING

**PREPARED BY:** Christina Shew, Director of Finance

**DIRECTOR:** Mark Johnson, Assistant General Manager

**ACTION REQUESTED:** Adoption

*Please disclose any actual or potential conflict of interest.*

**PURPOSE:** To authorize the general manager to execute a Personal Services Contract with Gloria J. Gallardo dba DBS Consulting for the purpose of providing on-call grant management assistance and consulting services.

**CONTRACT TYPE:** Personal Services Contract

**REASON FOR CONTRACT TYPE:** A Personal Services Contract is the best contract type for obtaining services where the skill, ability, resources, knowledge or expertise of an independent contractor are of paramount importance. LTD's Procurement Policy Section 9.4(b) – Personnel Services Contract Selection Procedures allows for award to a contractor who 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 interest.

**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.

**HISTORY/DESCRIPTION/JUSTIFICATION:** In early 2016, the District lost all personnel having expertise to handle the District's grant programs. As a result, an emergency sole source procurement was conducted in which Lopez and Company, LLP was brought in to temporarily provide these services at a rate of \$204.25/hour plus the cost of travel. A new Finance Director and Controller were hired in the fall of 2016, however neither possessed grant expertise nor the bandwidth to take on this highly technical, specialized and critically important duty. At that time, a longer term solution was sought.

In April 2016, Request for Quotes No. 2016-29 was let to procure on-call grant management assistance services. Gloria Gallardo dba DBS Consulting was the single bidder. A single bidder analysis was performed and the rates bid were determined to be fair and reasonable. The initial Contract Term was for 12 months, with one option to renew for an additional 12 months. The original Contract Compensation was for a weekday hourly rate of \$95 per hour and a weekend/evening hourly rate of \$115 per hour plus the cost of travel which was limited to the General Service Administration (GSA) rates for Eugene, Oregon.

In April 2017, the Contract was renewed and then further amended based upon the past year experience. The amendment

- Revised the Contract Type from a Firm, Fixed Labor Hour agreement to a Firm, Fixed Price agreement. Contract Compensation was revised to a flat monthly fee of \$10,000 per month or \$120,000 over a 12 month period. This flat fee was inclusive of all direct and indirect costs, including monthly travel.
- The final option to renew was exercised, extending the Contract Term to April 2018.

Based upon, the rarity of finding the level of expertise that the District required to manage and oversee its very complex federal and state grants programs, subsequent Contracts with DBS Consulting have been executed on an annual basis as a sole source procurement under the District's Delegated Authority. The District's medium-term plan is to continue to recruit for and eventually hire a Grants Manager. Current efforts to recruit have been disappointing, as well as additional efforts to identify other qualified contractors. Given the complexities, critical nature and specialization of transit grants work, our intention is to utilize DBS Consulting in parallel with the Grants

Manager, once recruited, for up to a full annual cycle to ensure a smooth transition, maximization of grant funds and strategy, and continuation of the positive momentum in relationship building with the Federal Transit Administration, the Metropolitan Planning Organization (MPO) and the State of Oregon.

The Compensation for the new contract with DBS Consulting will remain the same; however, the Contract Term will be for a base contract period from April 20, 2020 through April 19, 2022. There will also be three (3)-12 month options to renew.

**FINANCIAL IMPACT/FUNDING SOURCE:** The Total Contract Value shall not exceed \$600,000 over the entire Contract Term:

- Base Term (2 years) = not to exceed (NTE) \$240,000
- Option Year 1-3 = NTE \$120,000 each

This fee is already programmed into the Finance Departments Materials & Services for the Adopted FY21 Budget and is included in the proposed FY22 Budget.

**CONSIDERATIONS:** Gloria Gallardo dba DBS Consulting has provided outstanding service to the District. A few notable outcomes:

- Clean-up and drawdown lapsing funds from 2015+ and get the District on a minimum of monthly drawdown cadence both increasing the funds available for service (lapsing funds) and shortening the time between general fund expenditure and drawdown
- Provide strategic consultation to maximize use of grant opportunities
- Apply for both Federal and State grants for major projects including electric bus procurements, Santa Clara Transit Station, etc.
- Improved the partnership and relationship with the Federal Transit Administration (FTA), the Metropolitan Planning Organization (MPO) and the State of Oregon
- Provided on-time grant reporting and meets all grant deadlines
- Develop a by Project grant report for the Board
- Hold monthly grant meetings with the Project Managers to ensure project manager/grant alignment

**ALTERNATIVES:**

1. Deny approval of updated contract. This would result in lack of regulatory grant compliance, delay grant drawdowns and hinder in process applications for new grants
2. Renew for a shorter timeframe and simultaneously resolicit to obtain an alternative grant management consultant provider.

**SUPPORTING DOCUMENTATION:**

1. DBS Consulting Statement of Qualifications
2. Resolution No. 2021-04-21-015

**PROPOSED MOTION:** I move adoption of LTD Resolution No. 2021-04-21-015:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2021-25 as presented [amended].

**STATEMENT OF QUALIFICATIONS**  
**Gloria J. Gallardo**

I have extensive Transit grant management/administration experience gained during my employment with the City of Montebello, Montebello Bus Lines, (2011-2017); as well as with the Lane Transit District (April 2016 – Present) (Consultant). Additionally, I have grant management/administration experience from my experience with the California Department of Justice (January 1996 – July 2011). I have also undergone a rigorous testing process through the Grant Professional's Certification Institute to attain my Grant Professional Credential (NV110041). I am a member of the National Grant Professional's Association (GPA) and a member of the GPA Inland Empire chapter where I served as Vice-President for two years. I also chaired the National GPA Law Enforcement Special Interest Group and I have served as a grant peer reviewer for the Federal Department of Justice, Bureau of Justice Assistance; the Office of National Drug Control Policy, Los Angeles High Intensity Drug Trafficking Areas; and the Southwest Border Money Laundering Alliance.

I have been a Grant Administrator (Consultant) for the Lane Transit District, Eugene, OR since April of 2016. In this capacity, I perform complex duties related to Federal, State and local grant/contract administration, including but not limited to preparation of grant applications, amendments and budget revisions; manage and report on Federal, State and local grants; develop monthly, quarterly, and annual reports; prepare all Metropolitan Planning Organization documents for the Statewide Transportation Improvement Plan to ensure eligibility for federal funds; develop quarterly Capital Improvement Project (CIP) Grant Board Reports; brief/advise and make recommendations to executive management; review budget and CIP documents; review Request for Procurement Action documents; communicate verbally and in writing with agency staff, regulatory agencies, public entities and executive management; and attend meetings as requested.

I retired as the Transit Administration Manager for the City of Montebello, Department of Transportation, Montebello Bus Lines (MBL), where I organized, planned and directed Administration Division staff whose roles and responsibilities support the Montebello Department of Transportation's goals and objectives in a wide variety of core functions that include *Budget Development/Fiscal Management and Payroll; Contract and Grant Administration; Customer Service; Performance Management; Procurement; Public Outreach; Regulatory Compliance; and Service Planning and Scheduling.*

As a working manager, I was directly responsible for administering the Federal Transportation Administration (FTA), Department of Homeland Security, California Office of Emergency Services, and California Department of Transportation grants, as well as local fund sources (Proposition A, B, C, Measure R, etc.). In this capacity, I prepared all grant applications and associated paperwork; reviewed and tracked all expenditures to ensure that costs were allowable and within the grant budget; processed all requests for reimbursement; and prepared required reports. I also wrote the Department's Grant Administration Manual.

With respect to FTA grants, I was the designated Disadvantaged Business Enterprise (DBE) Liaison Officer. In this capacity, I prepared all reporting documents to ensure compliance with established DBE goals. As the contract administrator for all capital projects, I also monitored prompt payment and ensured that DBE contractors were utilized as stated in the contractors' proposals; and I have written policies and procedures in this regard. In addition, I was the Title VI Officer and wrote the Department's Title VI Program that was approved by the FTA Region IX Civil Rights Office, as well as the Equal Employment Opportunity (EEO) Officer and also wrote the EEO Plan.

I prepared MBL's required Short Range Transportation Plan and all Los Angeles County Metropolitan Transportation Authority (LACMTA) Transportation Improvement Program (TIP) documents to ensure eligibility for Federal and State funding. I also served as the Vice-Chair and Secretary for the LACMTA Bus Operations Subcommittee charged with the review and evaluation of various transportation policies, operating issues, and transportation financing programs in Los Angeles County.

Prior to my employment with the City of Montebello, I worked for the California Department of Justice, Bureau of Narcotic Enforcement (BNE), as an Associate Governmental Program Analyst. I was assigned to the Los Angeles Interagency Metropolitan Police Apprehension Crime Task Force (LA IMPACT) where I managed the regional office budget and Federal/State grants. My responsibilities included preparation of grant applications; tracking and verifying all grant expenditures to ensure compliance with grant guidelines and policies; and preparation of quarterly financial reports. I also coordinated with grant fiduciaries (cities of Hawthorne and La Verne) and provided weekly briefings to the LA IMPACT Director.

LA IMPACT is one of thirteen initiatives under the Los Angeles High Intensity Drug Trafficking Areas (HIDTA) comprised of Federal, State, and local law enforcement agencies in four counties (Los Angeles, Orange, Riverside and San Bernardino) and the Regional Methamphetamine Task Force (Los Angeles and Riverside/San Bernardino). I served as the HIDTA Finance Manager and ensured that all participating agencies were in compliance with HIDTA Program Policy and Guidance. I also regularly provided briefings to law enforcement executives and the LA HIDTA Director/Executive Board.

I also supported the Office of the Chief, BNE. In this capacity, I managed the Gang Suppression Enforcement Program and COPS grants. I also sought funding for the new BNE Money Laundering Enforcement Task Force and provided grant application assistance to outside law enforcement agencies.

## ***EDUCATION***

Bachelor of Arts, Public Administration  
University of La Verne, La Verne, California

Certificate in Human Resource Management  
Cal Poly Pomona, Pomona, California



## **PROPOSED FINDINGS OF FACT FOR AWARDING A CONTRACT FOR GOODS AND/OR SERVICES WITHOUT COMPETITION AND THROUGH A SOLE-SOURCE PROCUREMENT**

The Oregon Revised Statutes require that all contracts for goods and/or services be based upon competitive bids or proposals. An exception to this requirement is permitted when the goods or services are only available from one source. Sole-source procurements must be justified by "Findings" pursuant to Oregon law. The following are those "findings."

### **The Services Required Are Available From Only One Source:**

- 1. Finding:** Public Interest. It is not in the public's best interest to resolicit these services as grant management is a critical role within LTD. Administration requires close coordination with the Federal Transit Administration, the Metropolitan Planning Organization, ODOT and local partners as well as compliance with all grant terms and conditions, including on-time reporting, purchasing, internal control and audit requirements. DBS Consulting has extensive knowledge of LTD's projects and the transit industry; DBS has built important relationships necessary to execute this role efficiently and effectively.
- 2. Finding:** Follow-on Contract – Substantial Duplication of Costs. DBS Consulting has specialized knowledge. This critical role must understand complex Federal, State and local grant programs, as well as the transit industry and LTD's projects, in order to strategically maximize grant dollar leverage. This role utilizes the Community Investment Plan (CIP) to find grants to pay for our projects. This role not only researches available grants, but it also prepares the grant applications and administers the awarded grants. Finding a new consultant with such specialized knowledge will be costly and could not guarantee the same level of expertise provided by DBS Consulting.
- 3. Finding:** Follow-on Contract – Unacceptable Delay. It would put the District at risk should someone without this experience work within this role. Finding a consultant with this specialized knowledge will be very difficult and would require LTD to extensively train a new consultant to cover the same work DBS Consulting has been performing for the last five years.

### **CONCLUSIONS OF LAW**

The above "Findings" show that the sole-source procurement process to retain the legal services of DBS Consulting relating to Grant Management Consulting Services complies with the requirements of Oregon law for award of a contract for goods or services without competition.



**RESOLUTION NO. 2021-04-21-015**

**GRANTING AWARD OF A CONTRACT FOR GOODS AND/OR SERVICES WITHOUT COMPETITION AND THROUGH A SOLE-SOURCE PROCUREMENT**

**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**, the LTD Board of Directors, acting as the LTD Contract Review Board, has authority to award certain contracts without competition pursuant to ORS 279B;

**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 ten-percent (10%) 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;

**WHEREAS**, the Contract Committee reviewed the proposed contract between LTD and DBS Consulting on April 12, 2021, and recommended adoption; provided, the Board adopt findings authorizing a sole-source procurement of the contract; and,

**WHEREAS**, the Board has determined that the retaining the services of DBS Consulting, relating to Grant Management Consulting Services should be procured through the sole-source procurement process.

**THE BOARD** finds as follows:

1. The Board adopts the specific "Findings of Fact" set forth above.
2. The "Findings" show that the award of the contract without competition and through a sole-source procurement complies with the requirements of Oregon law for sole-source procurements.

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

- 1) The contracts shall be in compliance with all applicable laws and regulations.
- 2) Provided that no protests to the sole-source procurement are received, or that any such protests are resolved, the General Manager, or her designee, is hereby authorized to: (a) execute a contract, through the sole-source procurement process, with DBS Consulting for the purpose of Grant Manager Consultant work, and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10% of the initial contract price or \$150,000, whichever is less.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 21st DAY OF APRIL 2021.

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Board President, Caitlin Vargas



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 19, 2021

**ITEM TITLE:** CONTRACT NO. 2021-05: MOBILITY MANAGEMENT STRATEGY

**PREPARED BY:** Andrew Martin, Development Planner

**DIRECTOR:** Tom Schwetz, Director of Planning and Development

**ACTION REQUESTED:** Adoption

*Please disclose any actual or potential conflict of interest.*

**PURPOSE:** To authorize the general manager to execute a contract with Toole Design Group for the purpose of purchasing consulting services to produce a Mobility Management Strategy.

**CONTRACT TYPE:** New Contract

**REASON FOR CONTRACT TYPE:** N/A

**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.

**HISTORY/DESCRIPTION/JUSTIFICATION:** LTD has always been a pioneer in providing mobility to Lane County. Recognizing the confluence of many trends – including an increasing number and diversity of options to offer to the community, new partnership models, and changing expectations of community members – LTD proposed to develop a strategy that would help to illuminate some of the tradeoffs in venturing into new modes and technologies that the agency has not engaged in before.

The Mobility Management Strategy (MMS) will help to provide a framework to guide the agency when evaluating new opportunities to serve the community. The MMS will not only address the service types available, but also evaluate how LTD can be successful in delivering service through increased use of partnerships, which roles LTD can be successful in while engaged in those partnerships, and what the impacts to LTD as an organization will be. Rather than focus on technologies available today, the MMS will be useful into the future. However, lessons learned from the MMS process can be applied quickly. In order to test the evaluation framework, staff and consultants will be developing a list of projects that could be implemented in the near future. All of this work will be conducted with public and stakeholder engagement.

To procure a consultant, LTD staff performed a Request for Proposal (RFP). Three responses were received; all three vendors were invited to post-proposal interviews. After an evaluation of all materials and information provided, Toole Design Group was selected as the most qualified proposer.

**FINANCIAL IMPACT/FUNDING SOURCE:** The total contract value is up to \$220,000. The project is funded through the Statewide Transportation Improvement Fund (STIF) and has funding available in FY21, FY22, and FY23. The majority of the work and funding will take place in FY22.

**CONSIDERATIONS:** Based on the assessment and rationale, the Board is being advised to take the following action: authorize the general manager to enter into contract with Toole Design Group for the purpose of purchasing consulting services to develop a Mobility Management Strategy.

**ALTERNATIVES:**

1. The committee could deny forwarding the contract to the Board and request staff to conduct another RFP process or to not complete the plan, leaving STIF money unspent for the next biennium.

**SUPPORTING DOCUMENTATION:**

1. Resolution No. 2021-05-19-023

**PROPOSED MOTION:** I move adoption of LTD Resolution No. 2021-05-19-023:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2021-05 as presented [amended].





**RESOLUTION NO. 2021-05-19-023**

**APPROVAL OF CONTRACTUAL SERVICES BETWEEN LANE TRANSIT DISTRICT AND TOOLE DESIGN GROUP**

**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**, the Contract Review Board has authorized the LTD Contract Committee to review and recommend action on contracts prior to those contracts being presented to the LTD Board for review and approval; and

**WHEREAS**, the Contract Committee reviewed the proposed contract between LTD and Toole Design Group on May 10, 2021 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 shall be in compliance with all applicable laws and regulations.
- 2) Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into a contract with Toole Design Group for the purpose of developing a Mobility Management Strategy; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10 percent of the initial contract price or \$150,000, whichever is less.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 19<sup>TH</sup> DAY OF MAY 2021.

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Board President, Caitlin Vargas



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 19, 2021  
**ITEM TITLE:** CONTRACT NO. 2017-02: NINFA'S ELITE JANITORIAL SERVICE  
**PREPARED BY:** Sonny Melhorn, Facilities Service Specialist  
**DIRECTOR:** Joe McCormack, Director of Facilities Management  
**ACTION REQUESTED:** Adoption

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***Please disclose any actual or potential conflict of interest.***

**PURPOSE:** To authorize the general manager to execute a contract amendment with Ninfa's Elite Janitorial Service to satisfy the need for added contract value.

**CONTRACT TYPE:** Contract Amendment

**REASON FOR CONTRACT TYPE:** N/A

**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.

**HISTORY/DESCRIPTION/JUSTIFICATION:** This contract was awarded following a competitive solicitation 2017-02 in March 2017. Ninfa's has been a good partner to LTD during the contract period and has been very responsive to changes to the contract requirements; especially during the current global pandemic. OSHA's COVID-19 disinfecting requirements have impacted this contract greatly. Most facilities covered in this contract are staffed for more than 8 hours a day and require a high level of disinfecting as prescribed by OSHA. This amendment was triggered in response to those requirements and will require LTD to increase value to the janitorial services for the Glenwood and RideSource operational and maintenance facilities.

**FINANCIAL IMPACT/FUNDING SOURCE:** The amendment will provide the authorization to increase the contract in the amount of \$155,853.09. This will result in a total contract value not to exceed \$565,938.09. Costs associated with COVID are being tracked and funded separately from the standard operational expense general ledger so proper federal reimbursement can be pursued. This amendment value will qualify for reimbursement.

**CONSIDERATIONS:** Ninfa's Elite Janitorial Service has proven to effectively help us meet the OSHA disinfecting requirements while still provide our regular cleaning services. They are also a Woman Owned, Minority Owned, Small Business in Eugene, Oregon.

**ALTERNATIVES:**

1. Reduce the scope of work. This will result in lowering LTD's cleaning standards as well as cause LTD to be out of compliance with OSHA requirements during the global pandemic.
2. Deny approval of the amendment and allow contract to expire, then resolicit for these services.

**SUPPORTING DOCUMENTATION:**

1. Resolution No. 2021-05-19-024

**PROPOSED MOTION:** I move adoption of LTD Resolution No. 2021-05-19-024:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2017-02 as presented [amended].



**RESOLUTION NO. 2021-05-19-024**

**APPROVAL OF AMENDMENT TO CONTRACT 2017-02 FOR SERVICES BETWEEN LANE TRANSIT DISTRICT AND NINFA'S ELITE JANITORIAL SERVICES**

**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 Ninfa's Elite Janitorial Services on May 10, 2021 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 \$155,853.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 19<sup>TH</sup> DAY OF MAY 2021.

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Board President, Caitlin Vargas



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 19, 2021  
**ITEM TITLE:** PROPOSED FISCAL YEAR 2021-2022 BUDGET  
**PREPARED BY:** Christina Shew, Director of Finance  
**DIRECTOR:** Aurora Jackson, General Manager  
**ACTION REQUESTED:** Adoption

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**PURPOSE:** To request that the Board adopt the proposed FY2021-2022 (FY22) Budget.

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

**BOARD DIRECTIVE ALIGNMENT:** Lane Transit District ("LTD" or "the District") and the LTD Board of Directors are committed to following Oregon Budget Law (ORS 294.321) which is designed to encourage citizen involvement and creates the authority for the District to expend public funds. The District achieves this by: 1) vetting the Budget through a Budget Committee comprised of all 7 Board members and an equal number of appointed citizen electors, 2) holding public hearings and 3) accepting written public comments

**COMMUNICATION:**

- FY22 Budget posted for public comment on March 31, 2021
- Budget Committee Meeting held on April 7, 2021 (ORS 294.414)
- Public Comments accepted at the Budget Committee Meeting on April 7, 2021 (ORS 294.453)
- Public Hearing posted to the District website and in the Register Guard on April 12, 2021 (ORS 294.438)
- Public Hearing held on April 21, 2021 (ORS 294.453)

**DATES PRESENTED TO THE PUBLIC:**

- Budget Presentation made to the publicly held Budget Committee Meeting on April 7, 2021 (ORS 294.414)
- Public Hearing on April 21, 2021 (ORS 294.453)

**HISTORY:**

In accordance with ORS 294.408, the Board of Directors must adopt a budget for each of its five (5) funds by the close of the current fiscal year. For LTD, the fiscal year ends on June 30, 2021.

The budget for each fund reflects LTD's financial plan for the fiscal year that starts every July 1 and ends every June 30. There are 3 requirements before the LTD Board can adopt the budget: 1) Posting for public comment (ORS 294.401), 2) Approval by the Budget Committee as presented or amended (ORS 294.424), and 3) Holding a public hearing on the Budget Committee approved budget (ORS 294.453).

The proposed Budget for FY22 along with an amended 2021-2030 CIP and 2021 – 2030 LRFP was posted for public comment on Wednesday, March 31, 2021. The Budget Committee questioned, reviewed, approved and forwarded a recommendation to the Board to adopt the FY22 Budget, amended 2021-2030 CIP and the 2021-2030 LRFP as presented on April 7, 2021. A financial summary and Notice of Budget Hearing (form LB-1) was published on April 12, 2021 in accordance with ORS 294.438. Public hearings were held at both the Budget Committee Meeting and at

the regular Board meeting on April 21, 2021. The District also accepted written public testimony. No additional public testimony has been made as of the writing of this AIS.

A link to the presentation made at the April 7 Budget Committee is posted on the LTD website and provides the basis for the public hearing. The Proposed Fiscal Year 2021-2022 Budget is as follows:

	FY2021-22 Proposed		FY2021-22 Proposed
<b>GENERAL FUND - OPERATING</b>	<b>\$68,996,162</b>	<b>POINT 2 POINT FUND</b>	<b>\$708,509</b>
Transit Services	52,221,091	Transit Services	708,509
Operating Contingency	—	Operating Contingency	0
Operating Reserve - Not Appropriated	9,013,277	Operating Reserve - Not Appropriated	39,892
<b>GENERAL FUND - NON-OPERATING</b>	<b>\$16,775,071</b>	<b>CAPITAL PROJECTS FUND</b>	<b>\$37,245,418</b>
Transfer to Specialized Services Fund	3,736,631	Transit Investments	37,245,418
Transfer to Medicaid Fund	400,200	Reserve for Future Capital - Not Appropriated	13,998,403
Transfer to Point2point Fund	218,124		
Transfer to Capital Projects Fund	12,420,116		
<b>SPECIALIZED SERVICES FUND</b>	<b>\$11,714,631</b>	<b>TOTAL FY2021-22 PROPOSED APPROPRIATION</b>	<b>\$133,581,940</b>
Transit Services	11,714,631	<b>TOTAL FY2021-22 RESERVE - NOT APPROPRIATED</b>	<b>\$24,043,093</b>
Operating Contingency	0		
Operating Reserve - Not Appropriated	744,612	<b>TOTAL FY2021-22 TOTAL</b>	<b>\$157,625,034</b>
<b>MEDICAID FUND</b>	<b>\$14,917,220</b>		
Transit Services	52,221,091		
Operating Contingency	—		
Operating Reserve - Not Appropriated	9,013,277		

**CONSIDERATIONS:** Staff recommends that the Board adopt the proposed FY2021-2022 Budget as presented.

**ALTERNATIVES:** The Board may adopt the proposed FY2021-2022 Budget as presented or amend the Budget and adopt the amended budget

**NEXT STEPS:** Once adopted, the FY2021-2022 Budget will be filed the with the State of Oregon, as required by Oregon Budget Law, and the new budget will become the FY22 business plan beginning July 1, 2021 will be sent to the State of Oregon Department of Revenue and will be posted to the LTD website.

**SUPPORTING DOCUMENTATION:**

- 1) Proposed 2021-2022 Budget Book
- 2) Proposed Budget Presentation 2021-2022
- 3) Resolution No. 2021-05-19-025

**PROPOSED MOTION:** I move adoption of LTD Resolution No. 2021-05-19-025:

It is hereby resolved that the LTD Board of Directors adopts the proposed FY2021-2022 Budget as presented [amended].



**RESOLUTION NO. 2021-05-19-025**

**ADOPTION OF THE FISCAL YEAR 2021-2022 (FY22) ANNUAL BUDGET**

**WHEREAS**, annually, in accordance with ORS 294.408, the Board of Directors must adopt a self-balancing (resources>= expenditure) budget for each of its five funds (OAR 150-294.352(1)-(A)) by the close of the current fiscal year;

**WHEREAS**, the fiscal year ends on June 30, 2021;

**WHEREAS** the budget for each fund reflects LTD's financial plan for the fiscal year that starts every July 1 and ends every June 30;

**WHEREAS**, each of the five funds have their own budget and the resources and expenditures within those funds must balance in order for the budget to be adopted;

**WHEREAS**, there are 3 requirements before the LTD Board can adopt the budget: 1) Posting for public comment (ORS 294.401), 2) Approval by the Budget Committee as presented or amended (ORS 294.424), and 3) Holding a public hearing on the Budget Committee approved budget (ORS 294.453);

**WHEREAS**, Oregon Budget Law is designed to encourage citizen involvement in the control and expenditure of public funds by requiring a Budget Committee comprised of the LTD Board of Directors and an equal number of appointed electors to receive, consider and approve the proposed budget as presented or amended by the Budget Officer;

**WHEREAS**, the proposed FY22 Budget was posted for public comment on March 31, 2021;

**WHEREAS**, a public hearing was held at the Budget Committee meeting which was approved and forwarded to the Board for adoption;

**WHEREAS**, a public hearing on the FY22 Budget was held at the April 21, 2021 Board meeting;

**NOW, THEREFORE, BE IT RESOLVED** that the Lane Transit District Board of Directors, approves a resolution as follows:

- Adopting the Fiscal Year 2021-2022 Budget with a total appropriation of \$133,581,940.



	FY2021-22 Proposed		FY2021-22 Proposed
<b>GENERAL FUND - OPERATING</b>	<b>\$68,996,162</b>	<b>POINT 2 POINT FUND</b>	<b>\$708,509</b>
Transit Services	52,221,091	Transit Services	708,509
Operating Contingency	—	Operating Contingency	0
Operating Reserve - Not Appropriated	9,013,277	Operating Reserve - Not Appropriated	39,892
<b>GENERAL FUND - NON-OPERATING</b>	<b>\$16,775,071</b>	<b>CAPITAL PROJECTS FUND</b>	<b>\$37,245,418</b>
Transfer to Specialized Services Fund	3,736,631	Transit Investments	37,245,418
Transfer to Medicaid Fund	400,200	Reserve for Future Capital - Not Appropriated	13,998,403
Transfer to Point2point Fund	218,124		
Transfer to Capital Projects Fund	12,420,116		
<b>SPECIALIZED SERVICES FUND</b>	<b>\$11,714,631</b>	<b>TOTAL FY2021-22 PROPOSED APPROPRIATION</b>	<b>\$133,581,940</b>
Transit Services	11,714,631	<b>TOTAL FY2021-22 RESERVE - NOT APPROPRIATED</b>	<b>\$24,043,093</b>
Operating Contingency	0		
Operating Reserve - Not Appropriated	744,612	<b>TOTAL FY2021-22 TOTAL</b>	<b>\$157,625,034</b>
<b>MEDICAID FUND</b>	<b>\$14,917,220</b>		
Transit Services	52,221,091		
Operating Contingency	—		
Operating Reserve - Not Appropriated	9,013,277		

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 19<sup>th</sup> DAY OF MAY, 2021.

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Board President, Caitlin Vargas





## AGENDA ITEM SUMMARY

<b>DATE OF MEETING:</b>	May 19, 2021
<b>ITEM TITLE:</b>	FY2021-2030 AMENDED COMMUNITY INVESTMENT PLAN
<b>PRESENTER:</b>	Christina Shew, Director of Finance
<b>DIRECTOR:</b>	Aurora Jackson, General Manager
<b>ACTION REQUESTED:</b>	Adoption

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**PURPOSE:** To request that the Board of Directors adopt the fiscal year 2021-2030 Amended Community Investment Plan (CIP).

**ROLE OF THE BOARD:** The Board's role in this instance is to adopt the 2021-2030 Amended CIP after considering input from riders, community partners, the general public, and the Budget Committee

**BOARD DIRECTIVE ALIGNMENT:** Lane Transit District ("LTD" or "the District") and the LTD Board of Directors are committed to the financial health of the District. This is achieved through both short-term budgeting and medium to long-range financial planning. One critical financial planning document is our CIP.

### **COMMUNICATION:**

- Proposed 2021-2030 CIP posted for public comment on September 16, 2020
- 2021-2030 CIP reviewed at Budget Committee meeting held on October 7, 2020
- Public Hearing on 2021-2030 CIP on October 21, 2020
- 2021-2030 CIP adopted on November 18, 2020
- 2021-2030 Amended CIP posted for public comment on March 31, 2021
- 2021-2030 Amended CIP reviewed at Budget Committee Meeting held on April 7, 2021
- Public Comments accepted on 2021-2030 Amended CIP at the Budget Committee Meeting on April 7, 2021
- 2021-2030 Amended CIP Public Hearing held on April 21, 2021

### **DATES PRESENTED TO THE PUBLIC:**

- 2021-2030 Amended CIP presentation made to the publicly held Budget Committee Meeting on April 7, 2021
- 2021-2030 Amended CIP Public Hearing on April 21, 2021

**HISTORY:** The proposed fiscal year 2021-2030 Amended CIP is a 10-year framework that provides direction and guidance for LTD's capital and other investments. The 2021-2030 CIP was reviewed in detail by the Budget Committee on October 7, 2020 and was adopted by the LTD Board of Directors on November 18, 2020. The 2021-2030 Amended CIP was revised to reflect updates to grant funding available, project timing adjustments, new projects and alignment with the proposed FY22 budget. The CIP represents a plan to prioritize resources to achieve improvements in the context of the District's long-term transportation and livability goals.

Projects included in our CIP vary in size, cost and community benefit. Some projects are to maintain existing capital assets while others assist LTD in making the delivery of its service more efficient, safe and attractive. All projects either maintain our current infrastructure or respond to the changing needs of our riders and our community

The CIP has two fundamental objectives: 1) to make efficient use of LTD's financial resource, and 2) to implement regional priorities that anticipate the need for public transportation in the future. The CIP supports the collaborative efforts of the local and regional transportation plans. In that context, all projects are vetted against 7 criteria:



- 1) **Project Deferral Implication:** To what extent will deferring a project create unsafe conditions and/or cause noticeable disruption to the level of service or user benefits and/or put the District out of compliance with legal, compliance or regulatory mandates?
- 2) **Feasibility of Implementation:** What is the likelihood that the project will be completed within the requested budget and schedule?
- 3) **Operating Budget Impact:** What impact will the project have on the operating budget of the District and will the ongoing costs be sustainable given the projected incoming revenue sources?
- 4) **Ridership/Quality of Service Delivery:** What impact will this project have on ridership, quality of service delivery and benefits to the community?
- 5) **Economic Contribution:** How will a project increase the District’s revenue, create jobs, and/or improve the local economy?
- 6) **Environmental Stewardship:** How will a project preserve the natural environment, conserve natural resources, reduce pollution, or otherwise contribute to a sustainable community?
- 7) **Other Benefits:** What benefits (beyond ridership/quality of service delivery) does the project have to the community (e.g. data insight, better transparency)?

All projects are also organized into three tiers based on their funding status as follows:

**Tier I:** Full funding has been secured.

**Tier II:** Funding is in the application process and/or funding source has been identified.

**Tier III:** Funding source has not yet been identified

The CIP has no spending authority. LTD’s final decision to commit funds occurs through the annual budget process. Although the CIP is the starting point for the annual budget, the projects budgeted each year vary from those proposed in the CIP as a result of available funding and the funding needs of existing projects already underway. Projects proposed in the CIP reflect the planned project cost. The budget for the current state of a project may change between CIP adoption and project implementation

**Posting for public comment:** The proposed fiscal year 2021-2030 Amended CIP was posted for public comment on March 31, 2021.

**Approval by the Budget Committee:** The Budget Committee, which is comprised of all 7 Board members and an equal number of appointed citizen electors, met on April 7, 2021, to review and approve the proposed fiscal year 2021-2030 Amended CIP. The proposed fiscal year 2021-2030 Amended CIP was approved and forwarded to the LTD Board of Directors with a recommendation for adoption.

**Public Comments and Public Hearing:** On April 21, 2021, at the regular Board of Directors meeting, a public hearing was held on the proposed fiscal year 2021-2030 Amended CIP. No Board revisions were requested.

**CONSIDERATIONS:** Staff recommends that the Board adopt the proposed fiscal year 2021-2030 Amended CIP. CIP details are posted on the LTD website.

**ALTERNATIVES:** The Board may:

1. Hold additional public hearings.
2. Hold additional Budget Committee meetings.
3. Postpone adoption of the 2021-2030 proposed Amended CIP to an alternate date.
4. Amend and adopt the 2021-2030 Amended CIP as amended.

**NEXT STEPS:** After the 2020-2029 Amended CIP adoption, staff will post the final 2021-2030 Amended CIP on the LTD website. The adopted CIP will become the official guiding CIP. The adopted CIP has no spend authority.

**SUPPORTING DOCUMENTATION:**

- 1) FY2021–2030 Amended Community Investment Plan
- 2) Resolution No. 2021-05-19-026

**PROPOSED MOTION:** I move adoption of LTD Resolution No. 2021-05-19-026:

It is hereby resolved that the LTD Board of Directors approves the Fiscal Year 2021-2030 Amended CIP as presented [amended].



**RESOLUTION NO. 2021-05-19-026**

**ADOPTION OF THE FISCAL YEAR 2021-2030 AMENDED COMMUNITY INVESTMENT PLAN**

**WHEREAS**, Lane Transit District (“LTD” or “the District”) and the LTD Board of Directors are committed to the financial health of the District;

**WHEREAS**, This is achieved through both short-term budgeting and medium to long-range financial planning;

**WHEREAS** One critical financial planning document is our 2021-2030 Amended Community Investment Plan (CIP);

**WHEREAS**, the proposed 2021-2030 Amended Community Investment Plan (CIP) plan was posted for public comment on March 31, 2021;

**WHEREAS**, a public hearing was held at the Budget Committee meeting which was approved and forwarded to the Board for adoption;

**WHEREAS**, a public hearing on the 2021-2030 Amended Community Investment Plan (CIP) was held at the April 21, 2021, Board meeting;

**NOW, THEREFORE, BE IT RESOLVED** that the Lane Transit District Board of Directors, approves a resolution as follows:

- Adopting the 2021-2030 Amended Community Investment Plan.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 19<sup>th</sup> DAY OF MAY, 2021.

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Board President, Caitlin Vargas



## AGENDA ITEM SUMMARY

<b>DATE OF MEETING:</b>	May 19, 2021
<b>ITEM TITLE:</b>	FY2021-2030 LONG-RANGE FINANCIAL PLAN
<b>PRESENTER:</b>	Christina Shew, Director of Finance
<b>DIRECTOR:</b>	Aurora Jackson, General Manager
<b>ACTION REQUESTED:</b>	Adoption

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**PURPOSE:** To request that the Board of Directors adopt the fiscal year 2021-2030 Long-range Financial Plan (LRFP).

**ROLE OF THE BOARD:** The Board's role in this instance is to adopt the 2021-2030 LRFP after considering input from riders, community partners, the general public, and the Budget Committee

**BOARD DIRECTIVE ALIGNMENT:** Lane Transit District ("LTD" or "the District") and the LTD Board of Directors are committed to the financial health of the District. This is achieved through both short-term budgeting and medium to long-range financial planning. One critical financial planning document is our 2021-2030 Long-range Financial Plan (LRFP).

**COMMUNICATION:**

- 2021-2030 Long-range Financial Plan posted for public comment on March 31, 2021
- 2021-2030 Long-range Financial Plan reviewed at Budget Committee Meeting held on April 7, 2021
- Public Comments accepted on 2021-2030 Long-range Financial Plan at the Budget Committee Meeting on April 7, 2021
- 2021-2030 Long-range Financial Plan Public Hearing held on April 21, 2021

**DATES PRESENTED TO THE PUBLIC:**

- 2021-2030 Long-range Financial Plan presentation made to the publicly held Budget Committee Meeting on April 7, 2021
- 2021-2030 Long-range Financial Plan Public Hearing on April 21, 2021

**HISTORY:** The proposed fiscal year 2021-2030 LRFP projects the anticipated resources and expenditures over a 10 year period. It is updated, at a minimum, when the Strategic Business Plan is updated, but ideally, on an annual basis. The LRFP was last updated in April 2017.

The LRFP is a 10-year framework that provides direction for the District to make budget decisions over future budget cycles. It encourages a deeper understanding of the District's service commitments and provides a plan to meet those commitments in a sustainable and responsible manner. At its core, the LRFP aligns our financial capacity with our long-term service objectives.

The District's fiscal environment is always changing, especially in the current pandemic times. The traditional budget model, budgeting for cost, leads to a spending profile that attempts to sustain existing programs and services – without the financial resources to support those services. It is important therefore, to consider what level of service is maintainable over time to avoid increases to service that must be decreased due to reliance on variable or fluctuating fund sources. The resource projections in the LRFP are a key factor in determining the planned timing of projects in the Community Investment Plan and the increases to our services.

Delivering our mission to connect our community through quality service, reliable vehicles, solid infrastructure and collaborative programs to serve our community's diverse mobility needs requires ongoing resources. The most significant ongoing resource is from payroll taxes (representing ~80% of general fund resources pre-pandemic). Our payroll tax projections are based on the projections from the Oregon State Office of Economic Forecasting using two variables: 1) Oregon Average Wages and 2) Total Nonfarm Employment. Our current budget year, FY22 is

intentionally conservatively forecasted to ensure that we continue to live within our affordable means and because there are still many uncertainties on the timing of the economic recovery as a lot depends upon the outcome of the race between the mutating virus and the vaccine's effectiveness.

In the short-term, our LRFP relies on Federal COVID-19 grant assistance to bridge revenue to expenditure gaps as ridership recovers, resources from payroll taxes and fares normalize and our COVID-19 cost increases ease.

There are 4 main sources of the District's expenditures: 1) personnel service costs, 2) materials & service costs, 3) Insurance costs and 4) transfers to cover grant matches.

Personnel services comprises 70% - 80% of our annual operating cost. The factors that dictate the increase in personnel service costs are: 1) service levels provided to the community, 2) service design, 3) wage increases and 4) medical cost increases. Increases per year are forecasted to be 2.5% and 7% for wages and medical benefits respectively. Service change increases rely primarily on projected increases in fares and payroll taxes coupled with changes to ridership demand.

Lastly, the general fund transfers for operating are forecasted to be flat. General fund transfers to the capital fund align with the requirements from the 10 year community investment plan.

The LRFP has no spending authority. The District's final decision to commit funds occurs through the annual budget process. The LRFP is the starting point for the new annual budget. This plan illustrates the interconnections between our revenues, anticipated expenditures (to maintain or expand our services) and the timing of our community investments. As the anticipated resources and economic conditions change each year from those planned in the LRFP, the proposed budget is adjusted accordingly to ensure the long-term financial well-being of the District and the sustainability of our existing services.

**Posting for public comment:** The proposed fiscal year 2021-2030 LRFP was posted for public comment on March 31, 2021.

**Approval by the Budget Committee:** The Budget Committee, which is comprised of all 7 Board members and an equal number of appointed citizen electors, met on April 7, 2021, to review and approve the proposed fiscal year 2021-2030 LRFP. The proposed fiscal year 2021-2030 LRFP was approved and forwarded to the LTD Board of Directors with a recommendation for adoption.

**Public Comments and Public Hearing:** On April 21, 2021, at the regular Board of Directors meeting, a public hearing was held on the proposed fiscal year 2021-2030 LRFP. No Board revisions were requested.

**CONSIDERATIONS:** Staff recommends that the Board adopt the proposed fiscal year 2021-2030 Long-range Financial Plan. 2021-2030 Long-range Financial Plan details are posted on the LTD website.

**ALTERNATIVES:** The Board may:

1. Hold additional public hearings.
2. Hold additional Budget Committee meetings.
3. Postpone adoption of the 2021-2030 Long-range Financial Plan to an alternate date.
4. Amend and adopt the 2021-2030 Long-range Financial Plan as amended.

**NEXT STEPS:** After the 2021-2030 Long-range Financial Plan adoption, staff will post the final 2021-2030 Long-range Financial Plan on the LTD website. The adopted 2021-2030 LRFP will become the official guiding LRFP. The adopted 2021-2030 LRFP has no spend authority.

**SUPPORTING DOCUMENTATION:**

- 1) FY2021–2030 Long-range Financial Plan
- 2) Resolution No. 2021-05-19-027

**PROPOSED MOTION:** I move adoption of LTD Resolution No. 2021-05-19-027:

It is hereby resolved that the LTD Board of Directors approves the Fiscal Year 2021-2030 Long-range Financial Plan as presented [amended].



**RESOLUTION NO. 2021-05-19-027**

**ADOPTION OF THE FISCAL YEAR 2021-2030 LONG-RANGE FINANCIAL PLAN**

**WHEREAS**, Lane Transit District (“LTD” or “the District”) and the LTD Board of Directors are committed to the financial health of the District;

**WHEREAS**, This is achieved through both short-term budgeting and medium to long-range financial planning;

**WHEREAS** One critical financial planning document is our 2021-2030 Long-Range Financial Plan (LRFP);

**WHEREAS**, the proposed 2021-2030 Long-Range Financial Plan was posted for public comment on March 31, 2021;

**WHEREAS**, a public hearing was held at the Budget Committee meeting which was approved and forwarded to the Board for adoption;

**WHEREAS**, a public hearing on the 2021-2030 Long-Range Financial Plan was held at the April 21, 2021 Board meeting;

**NOW, THEREFORE, BE IT RESOLVED** that the Lane Transit District Board of Directors, approves a resolution as follows:

- Adopting the 2021-2030 Long-range Financial Plan.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 19<sup>th</sup> DAY OF MAY, 2021.

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Board President, Caitlin Vargas



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 19, 2021  
**ITEM TITLE:** GENERAL MANAGER'S UPDATE  
**PREPARED BY:** Aurora Jackson, General Manager  
**DIRECTOR:** N/A  
**ACTION REQUESTED:** Adoption

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**PURPOSE:** To provide the Board of Directors with monthly updated information on the FY2020-2021 six-month general manager's goals.

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

**HISTORY:** The General Manager's Employment Contract was effective December 1, 2018, and terminates June 30, 2021. The beginning of the fiscal year sets the timeline for the general manager's performance review and development of the upcoming year's goals. Due to the COVID-19 pandemic, the Board of Directors postponed the general manager's performance review and goals from July 2020 to December 2020 in order to prioritize the health and safety of LTD employees and customers.

At the December 16, 2020, Board of Directors' meeting, the Board adopted six-month's goals for the general manager.

At the January Board of Directors' meeting, the General Manager provided the first communication about setting up a communication channel that would be helpful to the Board of Directors in adequately tracking the General Manager's performance. The Board acknowledged a monthly update included in the Board packet was acceptable.

At the February and March Board of Directors' meeting, the General Manager provided monthly updates of the status of each goal.

At the March 29 Ad Hoc GM Evaluation Committee, the committee engaged the General Manager in discussion about the progress of the adopted goals. The committee agreed to flag the monthly GM update for the Board of Directors in order to remind them to provide their input or ask questions about the status of the adopted goals in advance of developing the General Manager's final evaluation in July 2021.

At the April Board of Directors' meeting, the General Manager provided a monthly update and the Board was invited to provide feedback to the General Manager. The next Ad Hoc GM Evaluation Committee meeting is scheduled for May 14.

The information provided below represents the specific goals and monthly status:

**GOAL 1:** The General Manager will implement a crisis communication strategy with respect to public communication.

### **Achievement Plan:**

- At the February 17 Board of Directors' meeting, LTD's contracted Public Information Officer, Pat Walsh presented a draft Crisis Communication Plan that included response to emergencies and to crises that impact LTD's public perception. The presentation included a well-defined timeline for implementing and finalizing the plan. The draft Crisis Communications Plan will be implemented in April 2021 which will include an orientation to Leadership Council, supervisory personnel and a table-top exercise. Input and lessons learned from the orientations and table-top exercise will be incorporated into draft plan before the general manager approves the Final Crisis Communications Plan in May 2021.

- The Crisis Communications Plan has been presented to Leadership Council and will be used in future supervisory trainings. Table-top exercise will be scheduled once in-person meetings resume in September 2021. The Crisis Communications Plan will be managed within the Marketing and Communication Department as delegated in the Organizational Management Responsibilities document.
- Goal 1 has been completed.

**GOAL 2:** It is the general manager's role to establish and maintain effective relationships with community members, riders and employees:

**Achievement Plan:**

Community Involvement - May Summary

- **Federal Activities:** The general manager attended monthly meetings with each of the following organizations as part of her continuous work to represent LTD at the federal level regarding matters of regulation, advocacy and influence.
  - American Public Transportation Association – This month, Ms. Jackson attended one meeting related to COVID-19's (APTA Bus Operations COVID-19 bi-weekly meetings). There was no new information related to COVID-19 but several general managers voiced their challenges in recruiting bus operators during the pandemic. LTD has faced similar experiences having hoped to hire 20 bus operators, yet were only able to recruit nine qualified candidates.
  - American Public Transportation Fund – Ms. Jackson is a Board member on APTF. This is an excellent opportunity for Ms. Jackson and other CEOs/GMs to support the development of future transit professionals. This month, the focus of the Board was on developing a strategy to increase CEO/GM annual contributions.
  - The Bus Coalition – Ms. Jackson serves on the Board Directors for this coalition, which focuses on advocacy for more transportation funding for bus replacement dollars. These are bi-weekly meetings. This month, the coalition was focused on regulatory matters.
  - Latinos In Transit (LIT) – As a former and founding Board member, Ms. Jackson is active in attending monthly meetings for Latinos in Transit. At the April meeting, LIT hosted APTA staff members who provided a presentation about opportunities available for members.
- **Oregon Activities:** The general manager attended monthly meetings with each of the following organizations as part of her continuous work to represent LTD at the state level regarding matters of legislation, advocacy and influence.
  - Global Warming Commission – Ms. Jackson is a commissioner on this body. At the May meeting, agenda topics included: Potential to Increase Carbon Dioxide Sequestration on Federal Lands; Discussion Regarding a Proposed Natural and Working Lands Goal; and, Review of Tribal and Stakeholder Input on Practices, Policies, and Program Investments.
  - Oregon Transit Association – Ms. Jackson serves as a Board member for this association. A primary focus of the May meeting was the end of the legislative session. The LTD Board will be provided a brief overview of Oregon's legislative session by Tiffany Edwards at the May LTD Board of Directors' meeting.
  - American Leadership Forum (ALF) (Oregon) – Ms. Jackson is a Senior ALF Fellow of Class 33. Her involvement in these meetings is important to statewide support of transit funding, reduction of greenhouse gas emissions, and promotion of diversity, equity and inclusion.
- **Lane County Activities:** The general manager attended monthly meetings for each of the following organizations as part of her continuous representation of LTD within Lane County's government organizations, nonprofit organizations, and private business community.



- Springfield Chamber of Commerce – Ms. Jackson is a Board member who is actively involved in discussions related to business recovery and new grant opportunities. Ms. Jackson's presence and contribution with the Chamber will be vital to LTD's image.
- Cornerstone Community Housing – Ms. Jackson is a Board member and is active in approving investments in affordable housing. In addition to her role on the Board, Ms. Jackson is the chairperson for the governance committee. The next Board meeting is scheduled for May 24.
- United Way – Ms. Jackson is a Board member and is active in approving funding for nonprofit organizations and individuals who have been affected by COVID-19 and the wildfires. In addition to her work on the Board, Ms. Jackson began her new duties in resource development and Diversity, Equity and Inclusion.
- Springfield, Eugene, Lane County, LCOG, LTD Monthly Meetings – Ms. Jackson represents LTD as part of this monthly collaboration of leaders who discuss matters related to COVID-19, state and federal legislative matters, and all matters related to public partnerships. There are numerous meetings to discuss topics of mutual interest. This month, several meetings were focused MovingAhead and the Franklin Transformation project as they relate to the upcoming RISE grant.

Riders:

- At the February 17 Board of Directors' meeting, the Director of Specialized Services, Cosette Rees, presented a comprehensive Riders' Marketing Plan to the Board of Directors that consists of purposeful communication founded upon LTD's mission, vision and values. The Board of Directors was provided an opportunity to offer input.
- There have not been any changes to the plan; however, there is a lot of work taking place to communicate with riders about the COVID-19 vaccine and the continued requirement for wearing masks. Riders were also asked to respond to the ABBG survey. Staff reports record levels of responses.
- This portion of Goal 2 has been completed.

Employees:

- On March 24, the General Manager sent the results of the LTD 2021 Employee Survey Annual Report to the Board of Directors. The report was also made available to all LTD employees.
- This portion of Goal 2 has been completed.

**GOAL 3:** The General Manager will advance the Board-approved Climate Action Policy Statement and Goals set forth in Resolution 2020-06-17-038, including: (a) taking steps to maximize public transportation ridership and support low-carbon active transportation modes; and (b) reducing the greenhouse gas emissions and consumption of fossil fuels from fleet vehicle as quickly as possible in a financially and socially responsible manner.

**Achievement Plan:**

- In consideration of the COVID-19 pandemic, maximizing public transportation ridership will be deferred until Lane County is cleared by the Governor's office for normal business, OSHA passenger load restrictions are lifted, and social distancing requirements terminate.
- At the February 24 Ad Hoc Sustainability meeting, Sustainability Manager, Kelly Hoell, presented the status of LTD's work in meeting the Board-approved Climate Action Policy Statement. Ms. Hoell reported that the short-term goals would be exceeded and the all other goals were are target to be met. The committee was provided an opportunity to offer input.
- At the March 8 Contract's Committee, Sustainability Manager, Kelly Hoell, presented a recommendation to award a contract to WSP for the development of a Fleet Replacement Plan that would support the work

needed to meet the Board-approved Climate Action Policy Statement and Goals. The committee approved the recommendation to forward the contract to the Board of Directors for approval.

- At the May 19 Board of Directors' meeting, the Community Investment Plan and Long-Range Financial Plan will be presented to the Board of Directors and will include a financially and socially responsible plan for reducing greenhouse gas emissions and consumption of fossil fuels from fleet vehicles.
- At the June 16 Board of Directors' meeting, GOAL 3 will be placed on the agenda for approval.

**GOAL 4:** The General Manager will ensure LTD acts as a steward of its financial resources, while prioritizing the health, safety, and wellbeing of LTD riders and employees.

**Achievement Plan:**

- At the May 19 Board of Directors' meeting, the FY2022 Budget, the Community Investment Plan, and the Long-Range Financial Plan that display sound financial stewardship, while prioritizing the health, safety, and wellbeing of LTD riders and employees will be presented to the Board of Directors.
- At the June 16 Board of Directors' meeting GOAL 4 will be placed on the Consent Calendar for approval.

**GOAL 5:** The General Manager shall provide the Board with a roadmap towards adopting a Strategic Business Plan.

**Achievement Plan:**

- At the February 17 Board Work Session, the Board received a presentation on the Strategic Business Plan.
- At the March 2 and April 6 Strategic Planning Committee (SPC) meetings, the consultant, Transpro, presented information on the Strategic Business Plan including information about a communications plan.
- At the April 21 Board of Director's meeting, the Board received a presentation regarding the Strategic Business Plan communications, which includes a Gant chart of activities for completing the Strategic Business Plan.
- Goal 5 has been completed.

**NEXT STEPS:** The general manager will continue to provide monthly updates.

**SUPPORTING DOCUMENTATION:**

1. Resolution No. 2021-05-19-028

**PROPOSED MOTION:** I move adoption of LTD Resolution No. 2021-05-19-028:

It is hereby resolved that the LTD Board of Directors approves the completion of the General Manager's six-month FY2020-2021 Goal 1, Goal 2 – Riders, Goal 2 – Employees, and Goal 5 as presented [amended].



**RESOLUTION NO. 2021-05-19-028**  
**APPROVAL OF THE GENERAL MANAGER'S COMPLETION OF SIX-MONTH FY 2020-2021 GOALS**

**WHEREAS**, on September 19, 2018, the Lane Transit District ("LTD") Board of Directors (the "Board") approved the General Manager's Employment Contract dated December 1, 2018;

**WHEREAS**, the General Manager's Employment Contract sets the beginning of the fiscal year as the timeline for the general manager's performance review and upcoming year's goals to be completed;

**WHEREAS**, due to the COVID-19 pandemic, the Board of Directors postponed the general manager's FY2020-2021 performance review and new goals in order to prioritize the health and safety of LTD employees and customers;

**WHEREAS**, at the December 16, 2020, the Board of Directors adopted six-month goals for FY2020-2021;

**WHEREAS**, at the January Board of Directors' meeting, the Board acknowledged receiving a written report in the Board packet was an acceptable method for the General Manager to communicate the status and progress of the General Manager's goals;

**WHEREAS**, the General Manager provided a monthly written report at the February, March, April and May Board of Directors' meetings;

**WHEREAS**, the Board of Directors were provided an opportunity to provide input to the General Manager;

**WHEREAS**, the General Manager did not receive input;

**WHEREAS**, the General Manager's report in May indicates completion of Goal 1, Goal 2 – Riders, Goal 2 – Employees, and Goal 5;

**WHEREAS**, at the June Board of Directors' meeting, General Manager will report on Goal 2 – Community Involvement, Goal 3, and Goal 4; and

**WHEREAS**, the Board of Directors will present a performance review to the General Manager at the July Board of Directors' meeting.

**NOW, THEREFORE, BE IT RESOLVED** that the Lane Transit District Board of Directors passes a Resolution as follows:

Approving the completion of the General Manager's six-month FY2020-2021:

- Goal 1,
- Goal 2 – Riders,
- Goal 2 – Employees, and
- Goal 5.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 19<sup>TH</sup> DAY OF MAY, 2021.

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Board President, Caitlin Vargas



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 19, 2021  
**ITEM TITLE:** STATE AND FEDERAL LEGISLATIVE UPDATE  
**PREPARED BY:** Tiffany Edwards  
**DIRECTOR:** Aurora Jackson  
**ACTION REQUESTED:** None. Information Only

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**PURPOSE:** To provide the LTD Board with a high-level status update on state legislation, federal priorities advocacy efforts through our state and regional partnerships.

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

**BOARD DIRECTIVE ALIGNMENT:** Annual update on current status of legislative priorities and actions.

**COMMUNICATION:** Seasonal communication.

**DATES PRESENTED TO THE PUBLIC:** NA

**HISTORY:** The 2021 Legislative session convened on January 21, 2021 and will adjourn on June 28, 2021. At the May meeting of the LTD Board of Directors, an annual update on the status of legislation that has been tracked, will be provided. At this point in time, several critical deadlines will have passed and the Board will receive a report on the status of legislation that may impact the District as well as an estimated timeline for any relevant rulemaking processes.

Additionally, the Board will be provided with a Federal legislative update on the current status of proposed legislation and a recap of meetings with Congressional delegates, federal agencies and other partners, with whom LTD Board President Caitlin Vargas, General Manager Aurora Jackson and Intergovernmental Relations Manager Tiffany Edwards participated as part of the annual United Front "Fly-in". These meetings were held virtually for 2021.

LTD partners with both state and federal organizations such as the Oregon Transit Association, American Public Transportation Association, The Bus Coalition and United Front Partners (City of Eugene, City of Springfield, Lane County, Willamalane and the Springfield School District) in advocating for policies, funding and initiatives that support transit at every level of government.

The Board will have an opportunity to ask questions. Additional or detailed questions may be directed at: Aurora Jackson, General Manager and Tiffany Edwards, Intergovernmental Relations Manager.

**CONSIDERATIONS:** NA

**ALTERNATIVES:** NA

**NEXT STEPS:** NA

**SUPPORTING DOCUMENTATION:** NA

**PROPOSED MOTION:** NA



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 19, 2021

**ITEM TITLE:** FY 22 SERVICE PLAN

**PREPARED BY:** Tom Schwetz, Director of Planning and Development

**DIRECTOR:** Aurora Jackson, General Manager

**ACTION REQUESTED:** None. Information Only

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**PURPOSE:** To provide the board with an overview of LTD's plan for service in FY22

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

**BOARD DIRECTIVE ALIGNMENT:** N/A

**COMMUNICATION:** N/A

**DATES PRESENTED TO THE PUBLIC:** N/A

**HISTORY:** The board has received regular updates on LTD's ridership during the pandemic period. The impact of the pandemic on LTD's ridership started being seen approximately halfway through March 2020. Overall, every mode of transit operated by or under contract to LTD experienced ridership reductions. With respect to LTD's fixed-route service, EmX and LTD's core routes saw heavy reductions. Fixed-route ridership dropped from an average of about 35,000 boardings per day on an average weekday in 'normal' times to a low in April 2020 of approximately 8,500 boardings on an average weekday. This represented about a 70% reduction in ridership; similar to what was being seen across the country.

Over the past year, ridership productivity was not the goal. During that period LTD needed to make sure that it was providing a 'useful' level of service - one that met the demands we were observing during this period. In addition, LTD needed to limit the ridership load on its buses run enough frequency to avoid too many people on a bus at one time. LTD began managing loads on April 4, 2020. LTD is still limiting 40 foot buses to 20 passengers and 60 foot buses to 30 passengers. In addition, on April 9, 2020, LTD began requiring that all passengers wear masks while on LTD property or vehicles. This was characterized as a "Public Health First" approach to service deployment - safely operate the minimum level of service that can be provided for essential trip making in the region.

**CONSIDERATIONS:** As of the first week in May, 2021, average weekday ridership on LTD's fixed route service (including EmX) had increased to 13,000, an increase of approximately 53% above the low in April, 2020; but still 63% below pre-Covid ridership levels seen in February, 2020. Attachment 1 provides a Ridership Report for the last month.

As the region begins to pivot toward a 'new normal', staff have been planning for the increase in service from current levels in a manner that anticipates the region's need for increased mobility. While there are uncertainties in the level and pace of recovery, staff have been in contact with the University of Oregon (UO) and Lane Community College (LCC) contacts to determine the level of on-campus activity anticipated this fall. Both institutions indicated uncertainty in what attendance levels would look like. At this point, the UO indicated that they would have 90% of their classes in person this coming fall. This compares to 97% in-person classes in 2019. Overall enrollment was described as "robust" in that it is expected be similar to 2019 enrollment. Facing similar types of uncertainties, LCC is estimating between 65 and 75% of pre-Covid enrollment. School District 4J as indicated that they are planning to have 100% in person classes starting fall 2021.

Service increases scheduled to be implemented on June 13 (summer bid) will increase service levels to 85% of pre-Covid conditions. Increases being planned for the fall bid (September 2020) will increase service levels to 90%

of pre-Covid conditions; and increases planned for the winter bid (February 2021) will increase service levels to 96% of pre-Covid conditions.

A presentation will be provided to describe the general plan for service increases over the course of FY22. The presentation will include a brief update on the current status of LTD's fixed route and RideSource services, as well as a brief overview of the other modes of transit operated by or under contract to LTD (as specified within the National Transit Database (NTD) process). Attachment 2 provides a summary of Monthly Ridership & Service (compared to pre-COVID levels) since January 2021 for all six modes of transit operated or under contract to LTD.

**ALTERNATIVES:** N/A

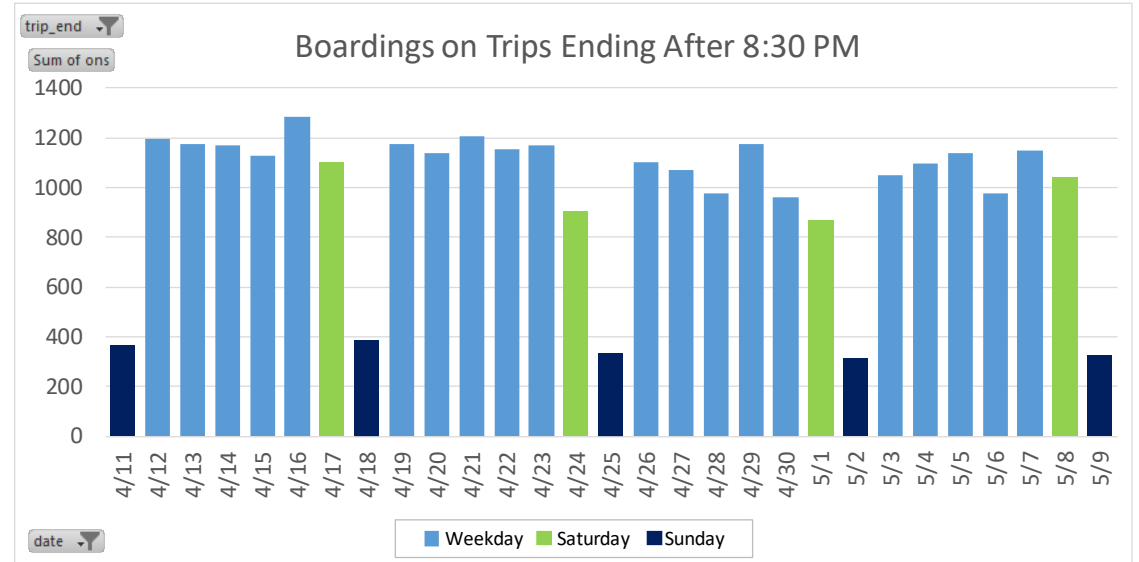
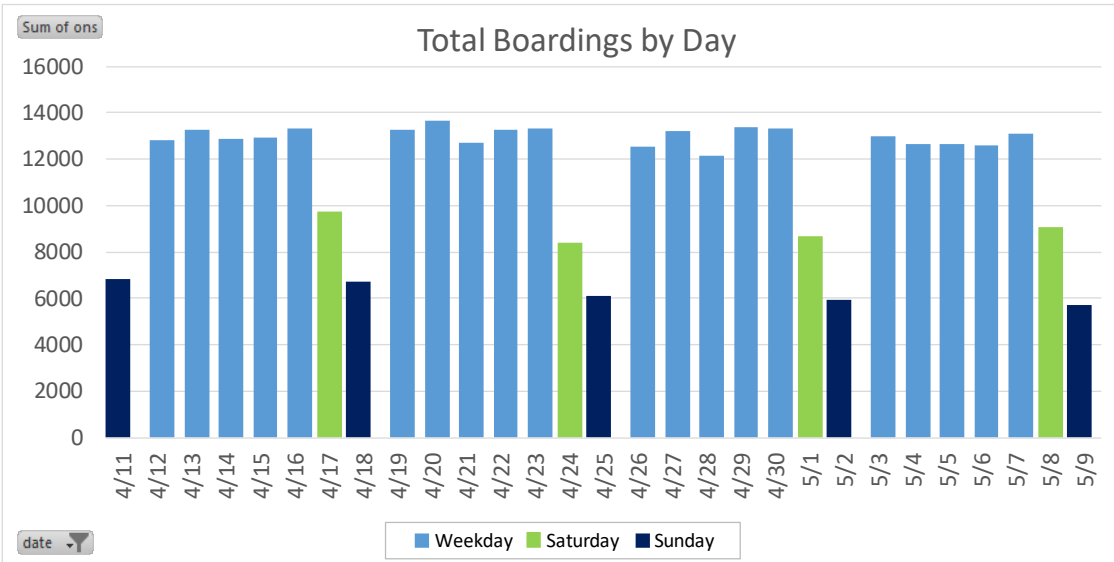
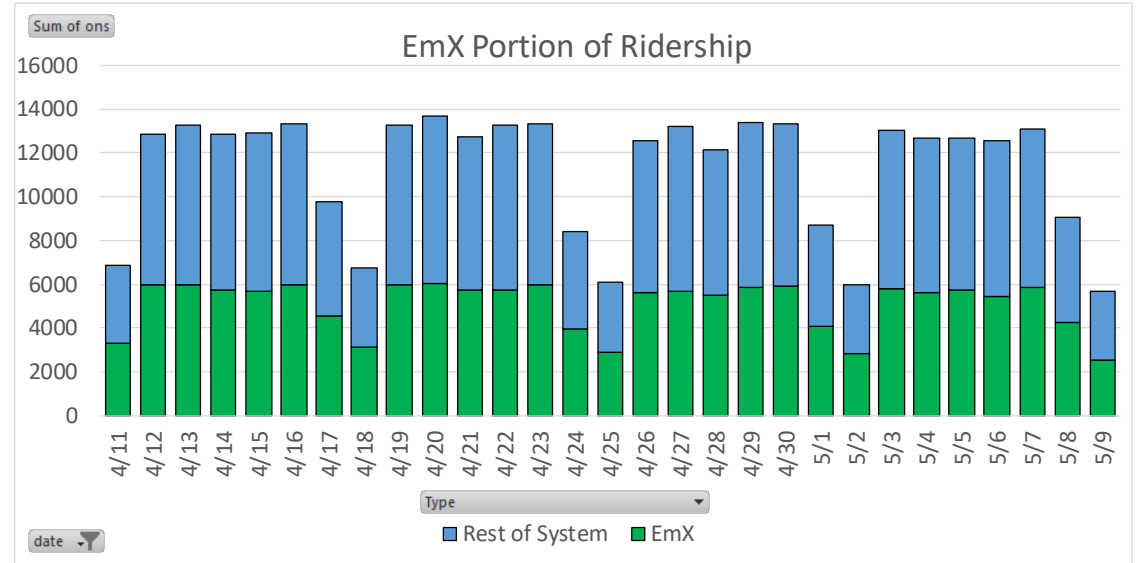
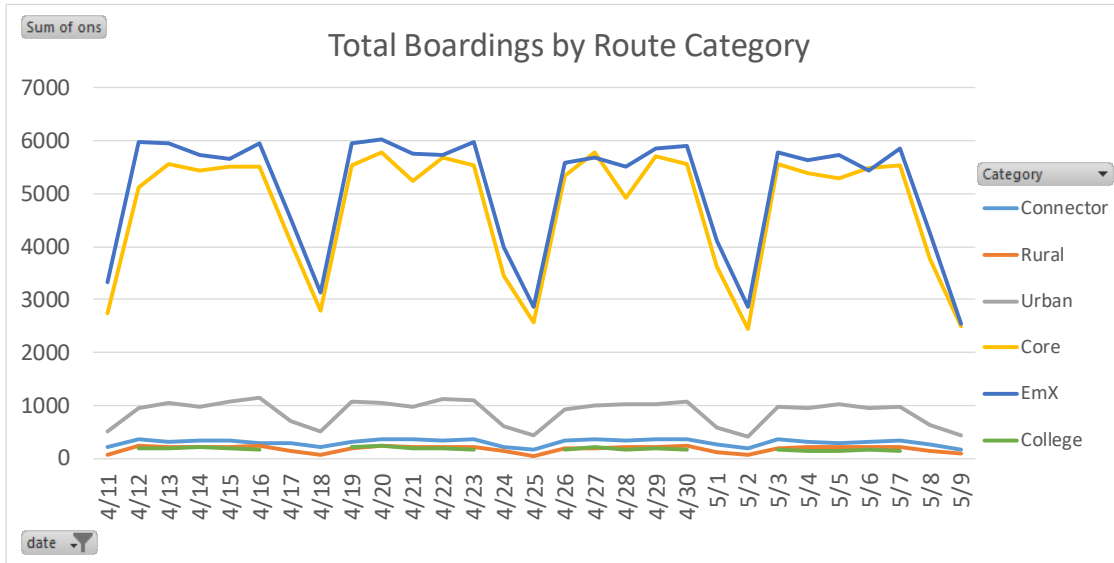
**NEXT STEPS:** N/A

**SUPPORTING DOCUMENTATION:**

- 1) Attachment 1: COVID-19 Report May 10
- 2) Attachment 2: LTD National Transit Database (NTD) Monthly Ridership & Service (compared to pre-COVID levels)

**PROPOSED MOTION:** N/A

# Figure 1 – Summary of Boarding Activity



March 23-27, 2020 – LTD began operating a Saturday level of service Mon-Fri, Sunday level of on Saturday and temporarily discontinued service on Sundays.  
 March 30 - April 25, 2020 – LTD operated a modified Sunday level of service Mon-Fri which added some AM and PM trips to manage loads, Sunday Service on Saturday, and discontinued Sunday Service.  
 April 26 – Sept 26, 2020 – LTD operated an **Enhanced Sunday** Service Mon-Sat which added back more AM and PM service and increased EmX service to 10 minutes. During this period, LTD reinstated a Sunday level of service on Sundays beginning June 7th.  
 Sept 27, 2020 – Jan 23, 2021 – LTD operated Fall Bid service with Post-COVID weekday level of service Mon-Fri adding AM and PM trips on core routes to manage loads during peak periods, a Post-COVID Saturday level of service which reduced EmX to 15 minute service, and Pre-COVID Sunday level of Service on Sundays.  
 January 24, 2021 - Current - LTD operated Winter Bid service adding AM and PM trips on core routes Mon-Fri and Saturday to manage loads during peak periods, and Sunday service remains at Pre-COVID levels. Trips were added to the 98 and 91 to provide additional COVID level service.

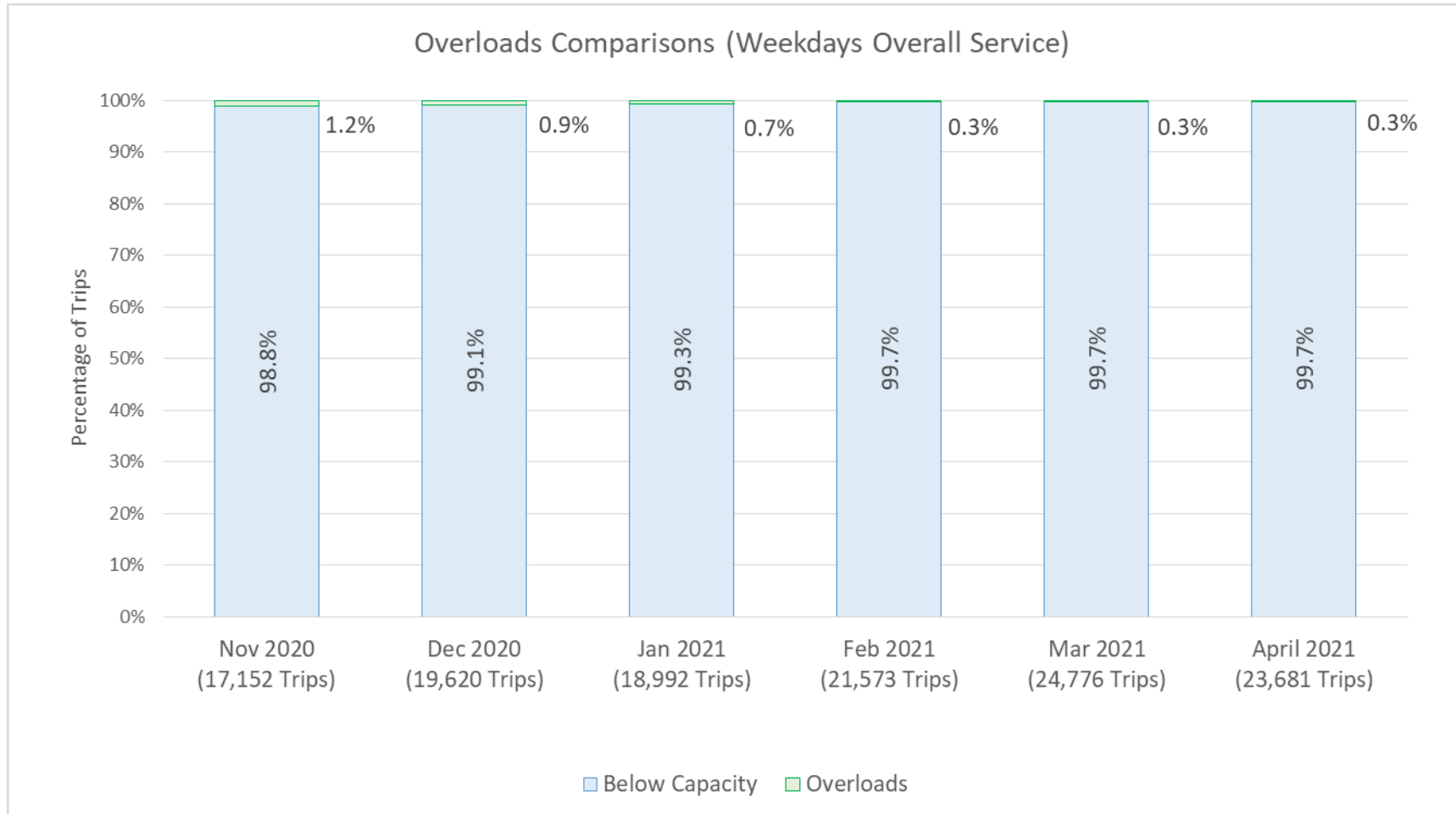
LTD REGULAR BOARD MEETING  
 May 10, 2021 page 9 of 71

# COVID Service Change Descriptions

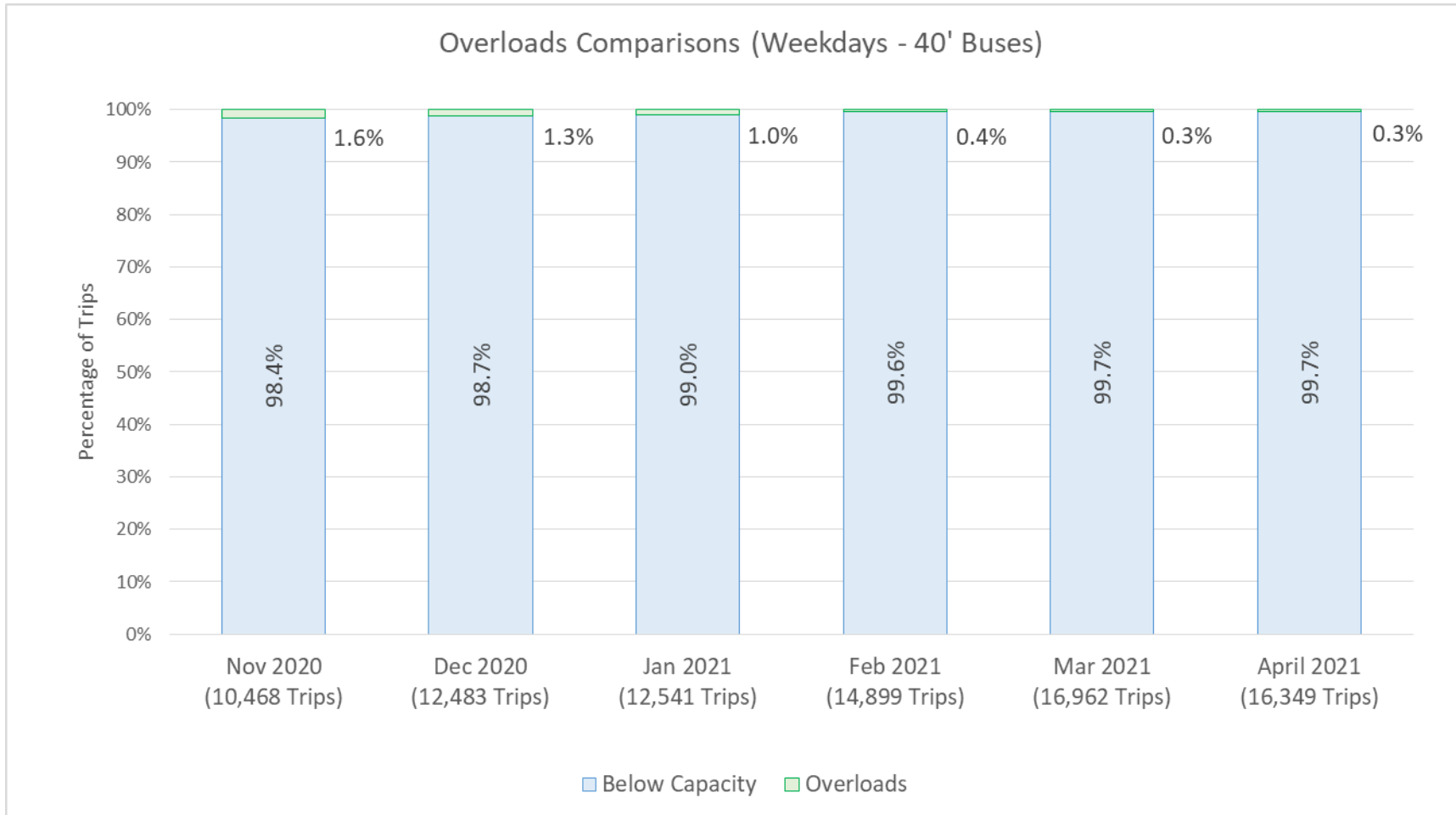
- March 23-27
  - Weekdays: Saturday level of service
  - Saturday: Sunday level of Service
  - Sunday: Temporarily discontinued
- March 30 - April 25
  - Weekdays: Modified Sunday level of service
    - Added some AM and PM trips to manage loads
  - Saturday: Sunday Service
  - Sunday: Discontinued Service
- April 26 – Sept 27
  - Weekdays: Enhanced Sunday Service Mon-Sat
    - Added back more AM and PM trips and increased EmX service to 10 minutes
  - Saturday: Enhanced Sunday Service
  - Sunday: Reinstated Sunday level of service beginning June 7th
- Sept 27, 2020 – January 23, 2021
  - Weekdays: Post-COVID weekday level of service
    - Added AM and PM trips on core routes to manage loads during peak periods
  - Saturday: Post-COVID Saturday level of service
    - Reduced EmX to 15 minute service
  - Sunday: Pre-COVID Sunday level of Service
- January 24, 2021 – Current
  - Weekdays:
    - Added AM and PM trips on core routes to manage loads during peak periods
  - Saturday: Post-COVID Saturday level of service
    - Added AM and PM trips on core routes to manage loads during peak periods
  - Sunday: Pre-COVID Sunday level of Service
  -
- **Next Service Change - June 13, 2021**



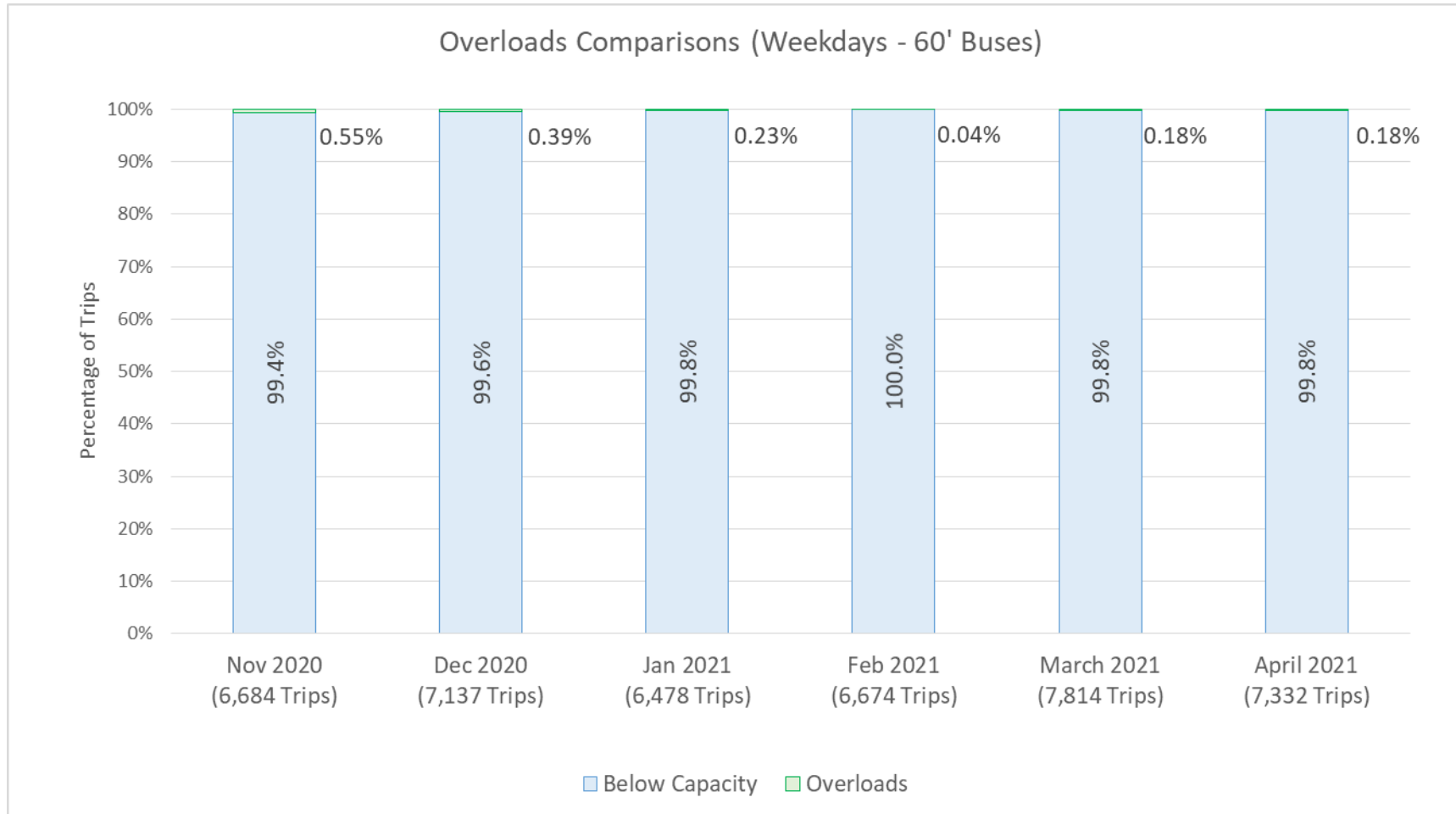
# Overload Comparisons (Weekday Service)



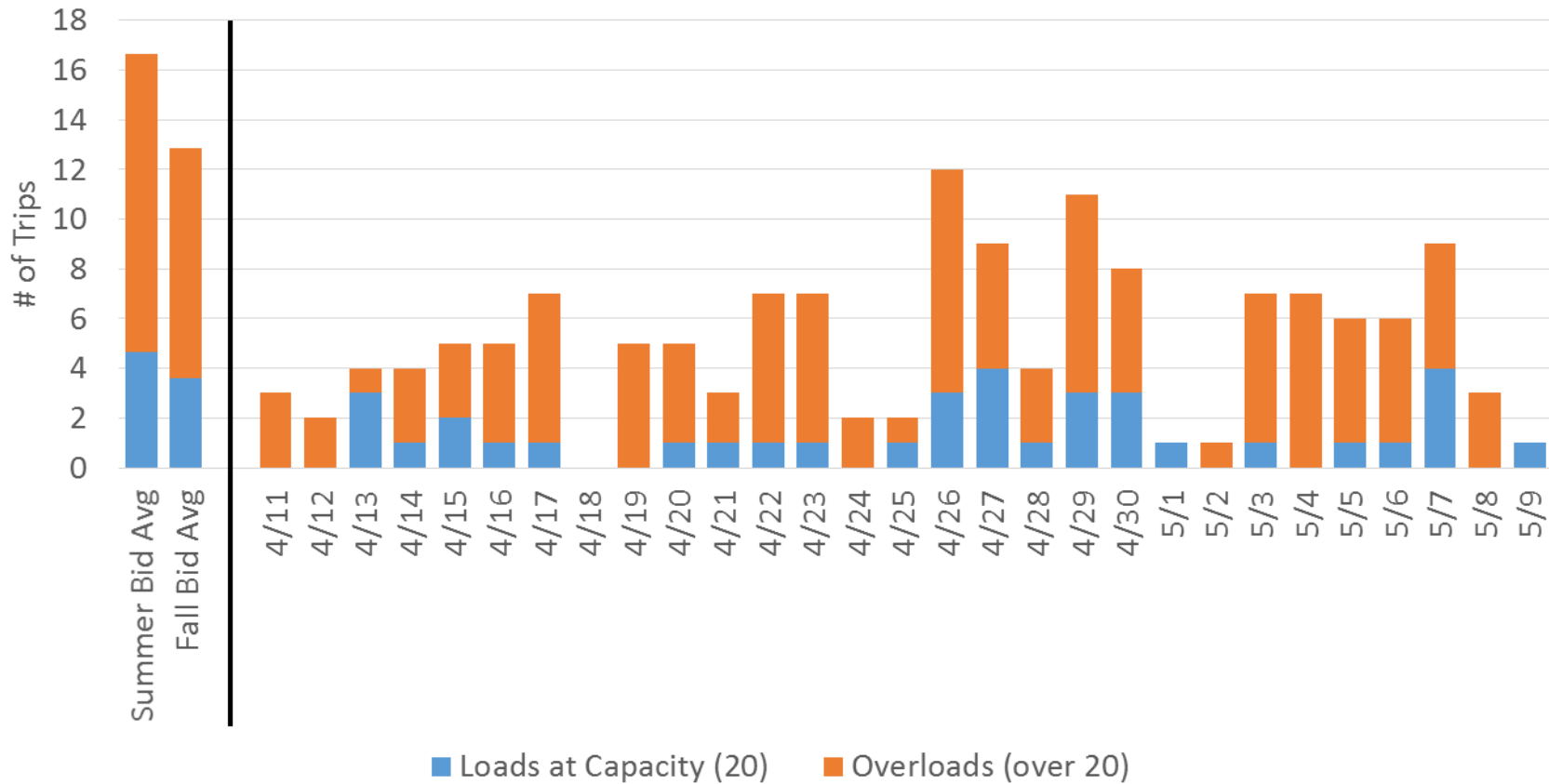
# Overload Comparisons (40' Buses)



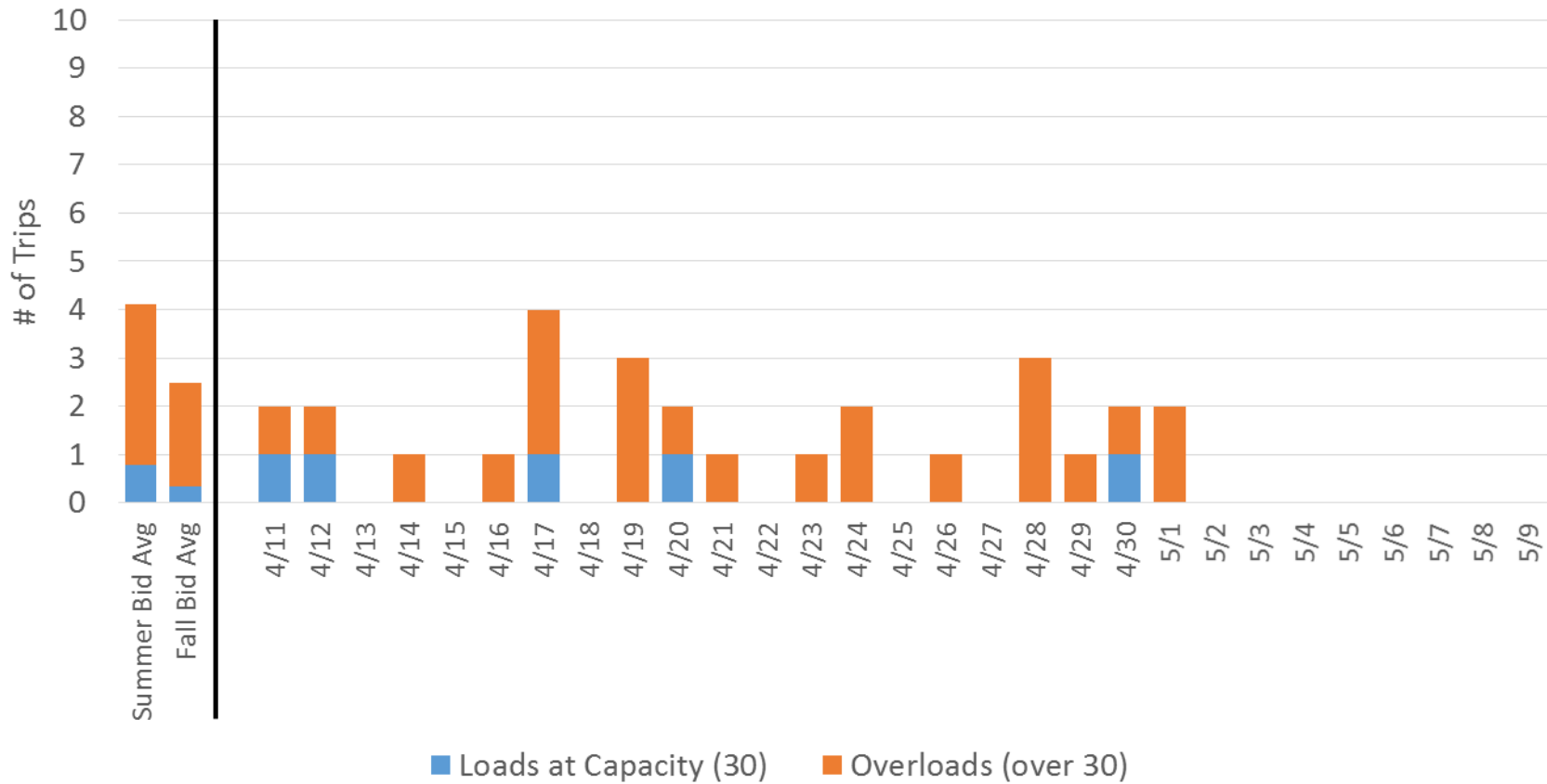
# Overload Comparisons (60' Buses)



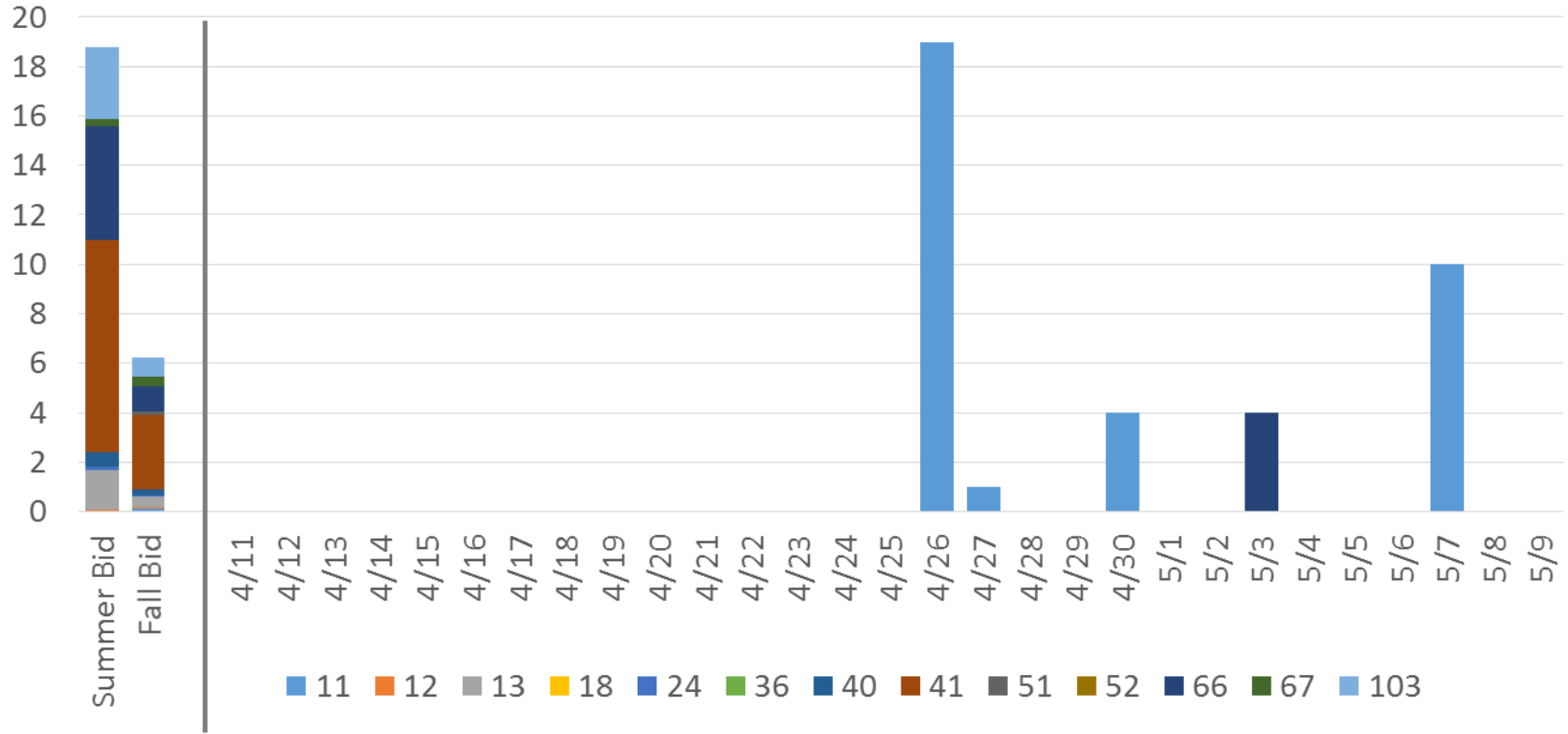
### Overloads (Over 20) and Loads at Allowable Capacity for 40' Buses

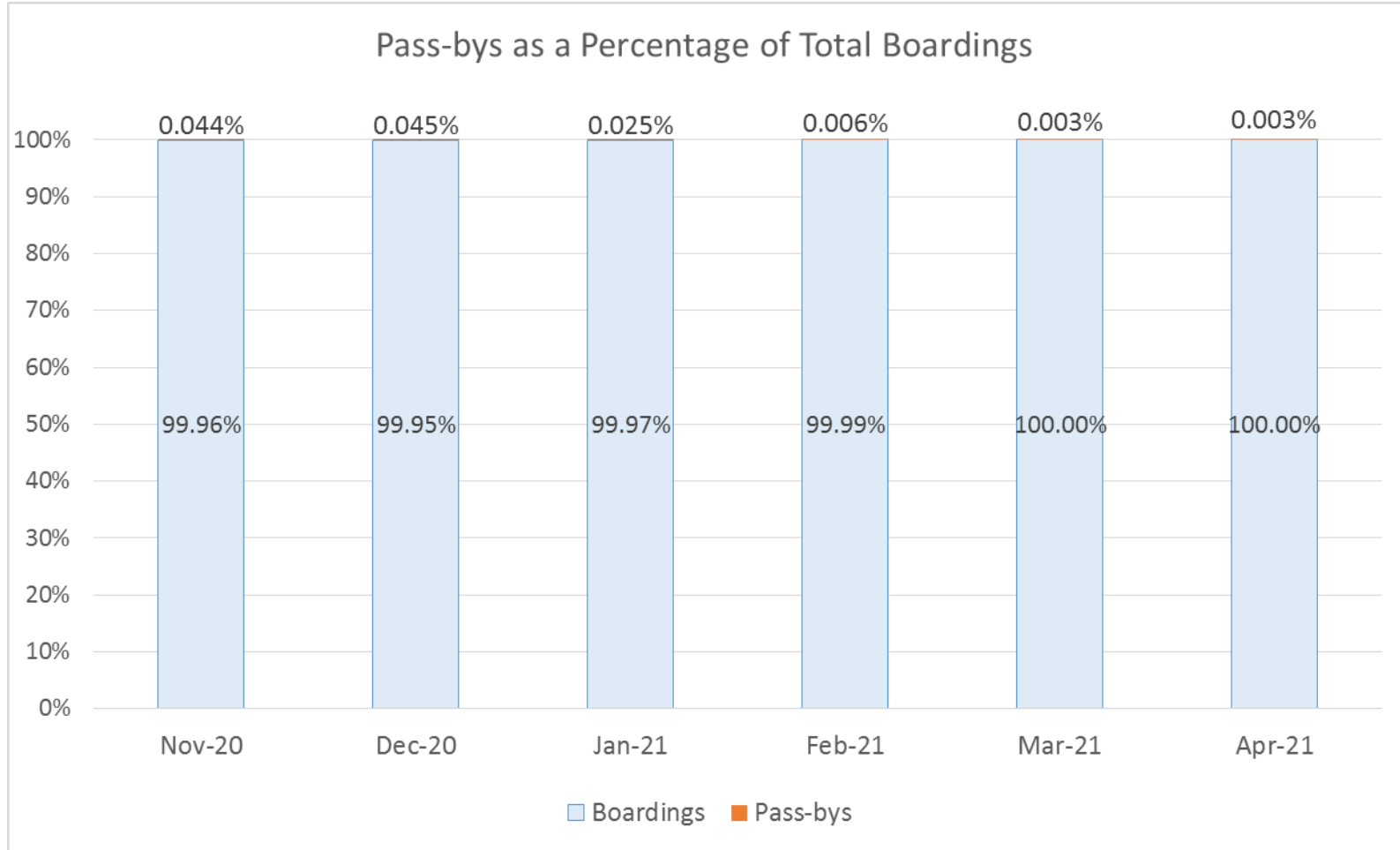


### Overloads (Over 30) and Loads at Allowable Capacity for 60' Buses



### Number of Pass-bys by Route (Weekdays)





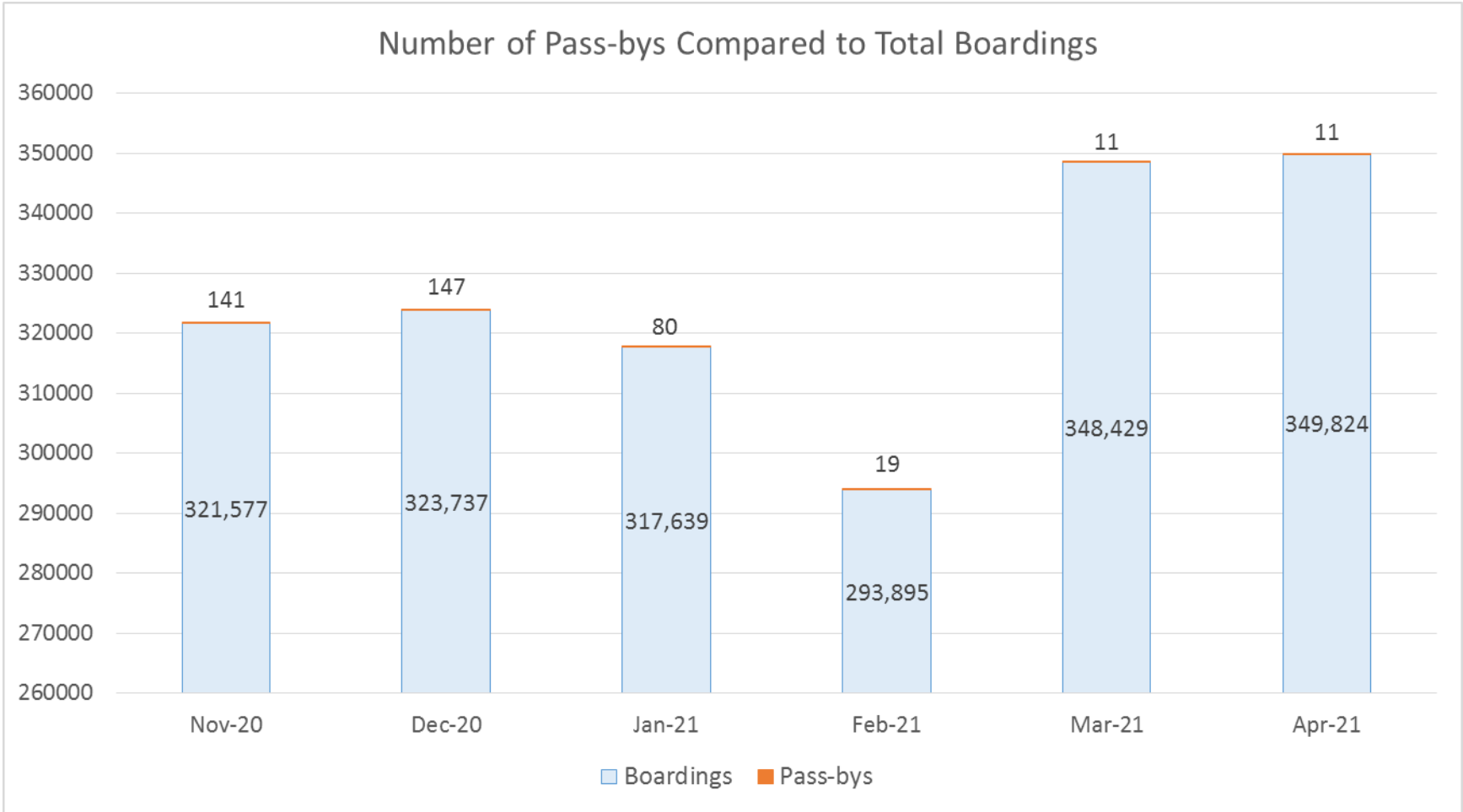
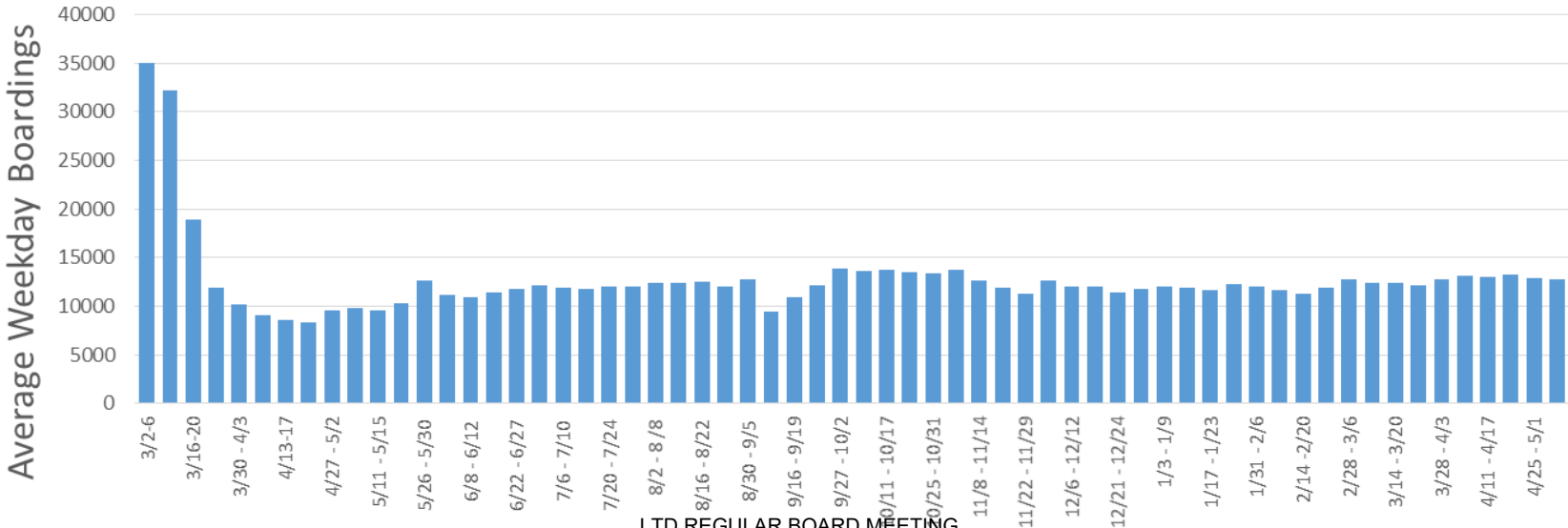
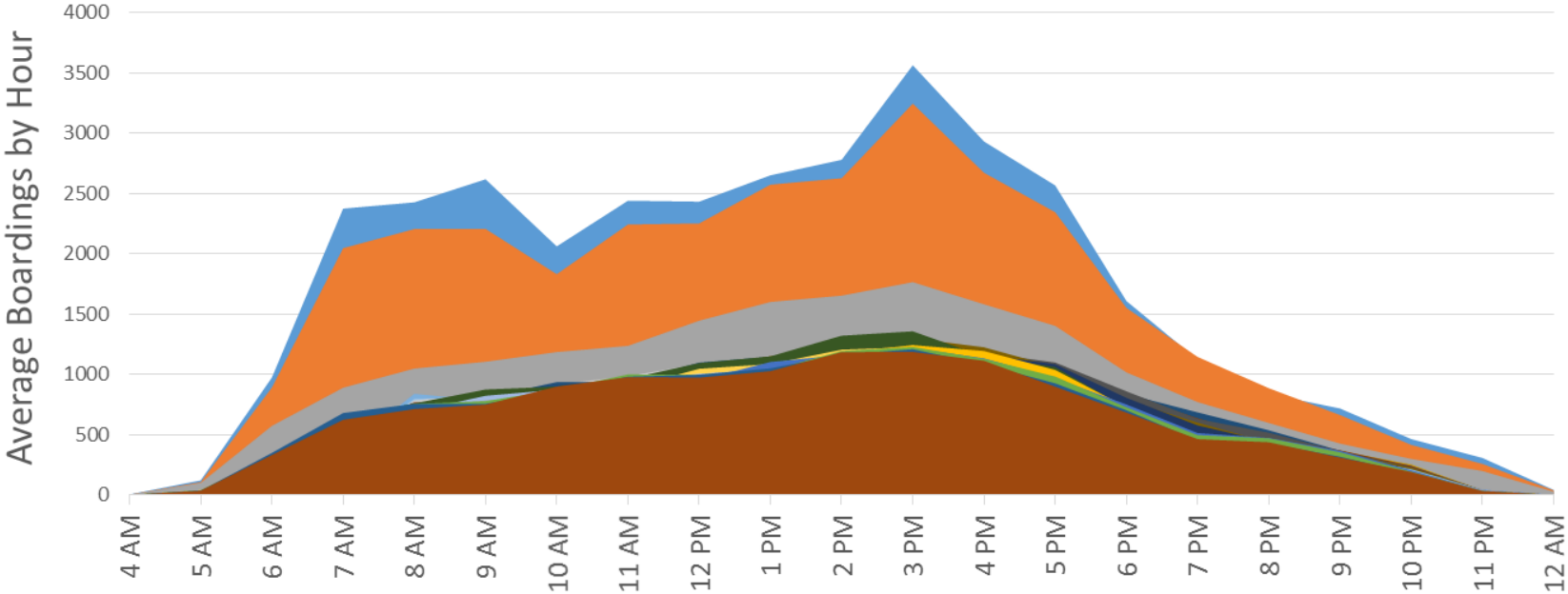
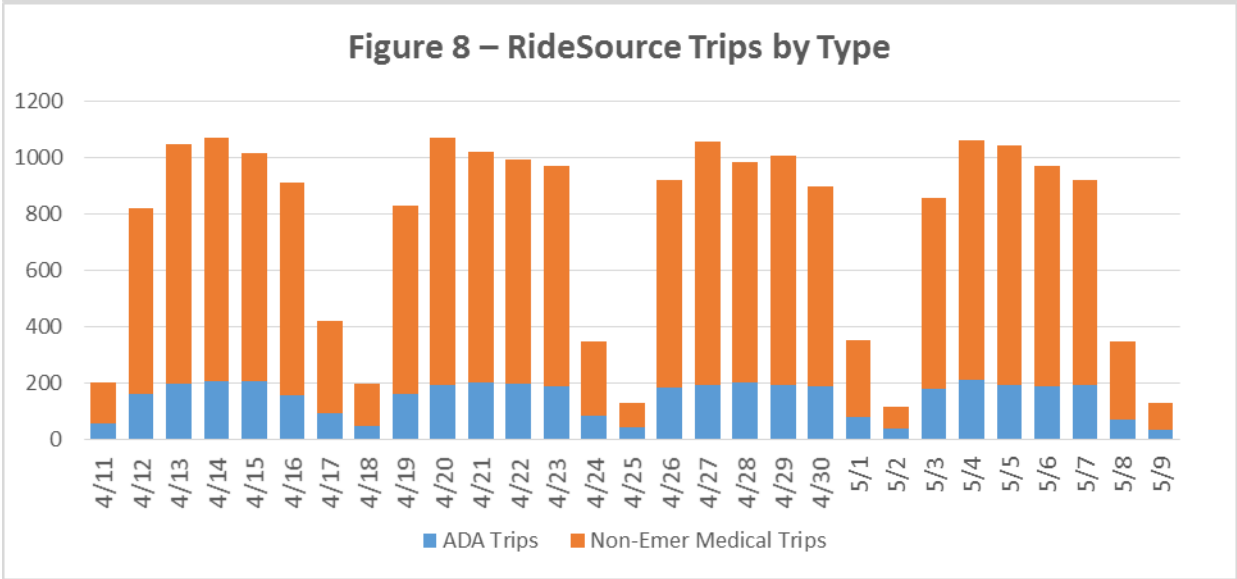
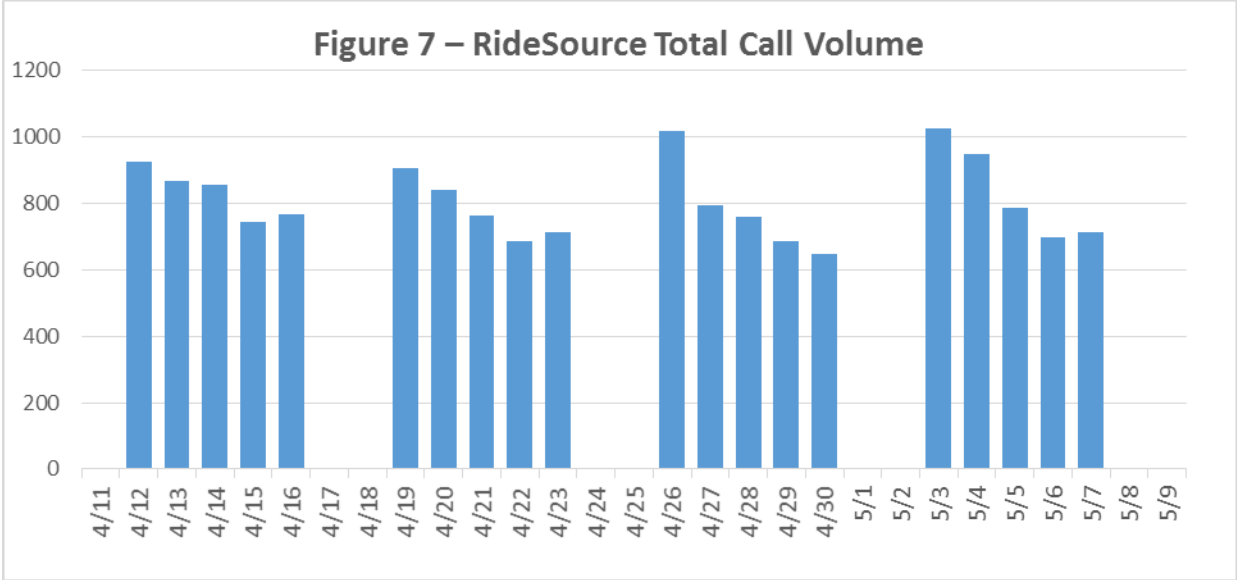




Figure 4 - Average Weekday Boardings by Hour and Average Daily Boardings

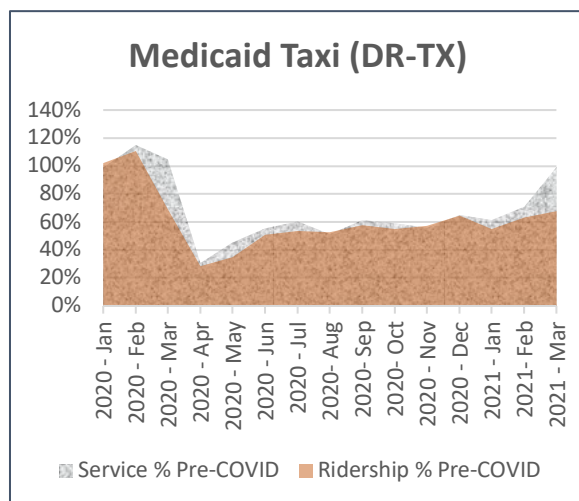
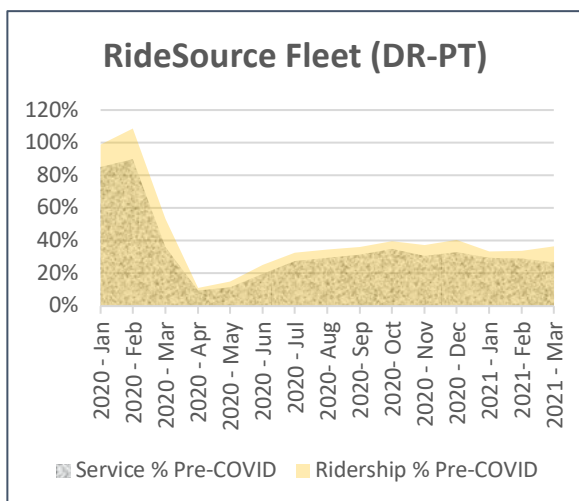
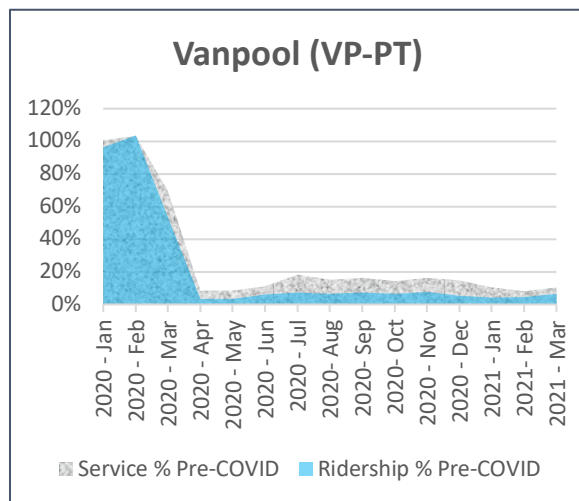
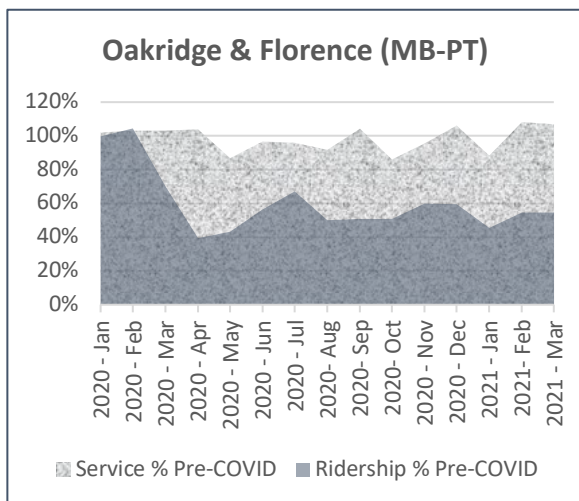
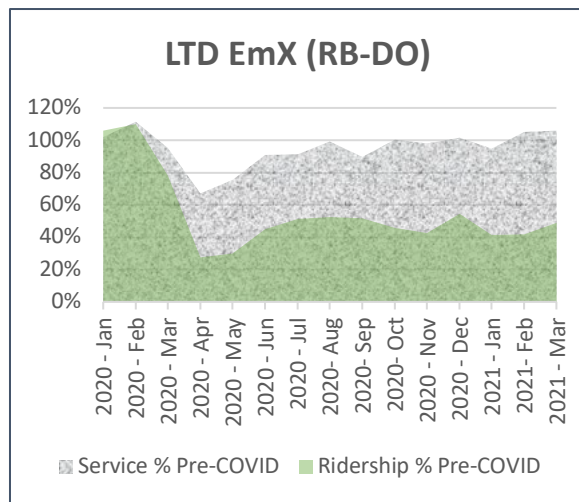
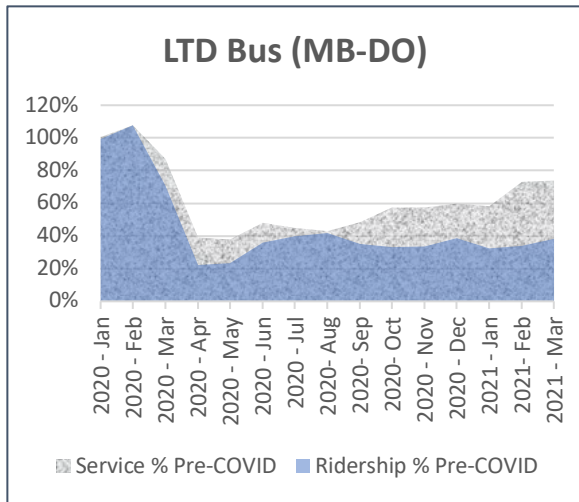




## Attachment 2

### LTD National Transit Database (NTD)

#### Monthly Ridership & Service (compared to pre-COVID levels)



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

Fiscal Year: P9 2021 March 31, 2021)

Year to date through: March 31, 2021

	Annual Budget	Amended Budget	P9					Comments
			YTD Budget	YTD Actuals	% of Budget	YTD B/(W) than Budget		
						(pts)	\$\$	

**GENERAL FUND**

General Fund Resources	64,759,744	0	48,569,808	41,437,197	64%	-11 pts	(7,132,611)	A
General Fund Expenditures	64,759,744	0	48,569,808	43,840,704	68%	7 pts	4,729,104	B
General Fund Revenues higher/(lower) than expenditures	0	0	0	(2,403,507)				
<p>Expenditures are higher than resources by \$2.4M inclusive of beginning working capital (BWC). Excluding BWC and reserve, expenditures are higher than resources by \$7.6M. We anticipate this will be recovered through fare collections and COVID operations grants.</p> <p>(A) Resources are below budget by \$7.1M. This is due to lack of fare revenue and grant reimbursement timing.</p> <p>(B) Expenditures are below budget by \$4.7M, inclusive of the operating reserve (not appropriated). Services have been returning gradually, skewing higher costs to later in the fiscal year.</p>								

**MEDICAID FUND**

Medicaid Fund Resources	14,656,737	0	10,992,553	6,656,622	45%	-30 pts	(4,335,931)	C
Medicaid Fund Expenditures	14,656,737	0	10,992,553	6,398,984	44%	31 pts	4,593,569	
Accessible Services Fund Revenues higher/(lower) than expenditures	0	0	0	257,638				
<p>(C) Resources exceed Expenditures by \$258K inclusive of BWC. Excluding BWC and transfers from the general fund, expenditures are higher than resources by \$120K due to reimbursement timing which is typically ~6 weeks. Both Revenue and Expenditures are below budget due to a decrease in demand.</p>								

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

Fiscal Year: P9 2021 March 31, 2021)

Year to date through: March 31, 2021

	Annual Budget	Amended Budget	P9					Comments
			YTD Budget	YTD Actuals	% of Budget	YTD B/(W) than Budget		
						(pts)	\$\$	

**SPECIALIZED SERVICES FUND**

Accessible Services Fund Resources	10,366,137	0	7,774,603	4,443,983	43%	-32 pts	(3,330,619)	D
Accessible Services Fund Expenditures	10,366,137	0	7,774,603	2,785,766	27%	48 pts	4,988,837	
Accessible Services Fund Revenues higher/(lower) than expenditures	0	0	0	1,658,217				
<p>(D) Resources exceed expenditures by \$1.7M inclusive of BWC. Excluding BWC and the general fund transfer, expenditures are higher than resources by \$1.1M due to reduced services and reimbursement timing which is typically ~6 weeks. Both Revenue and Expenditures are below budget.</p>								

**P2P FUND**

P2P Fund Resources	1,243,447	0	932,585	257,631	21%	-54 pts	(674,955)	E
P2P Fund Expenditures	1,243,447	0	932,585	165,726	13%	62 pts	766,859	
P2P Fund Revenues higher/(lower) than expenditures	0	0	0	91,904				
<p>(E) Resources exceed expenditures for the P2P fund by \$92K inclusive of BWC. The majority of the Resources amount is the transfer from the General Fund. Excluding BWC and the General Fund transfer, expenditures are higher than resources by \$102K. Several projects are on hold due to COVID 19.</p>								

**CAPITAL PROJECTS FUND**

Capital Projects Fund Resources	40,833,473	0	30,625,105	24,943,237	61%	-14 pts	(5,681,868)	F
Capital Projects Fund Expenditures	40,833,473	0	30,625,105	17,744,139	43%	32 pts	12,880,966	
Capital Projects Fund Revenues higher/(lower) than expenditures	0	0	0	7,199,099				
<p>(F) Resources exceed expenditures by \$7.2M inclusive of BWC. Excluding BWC and the general fund transfer, resources are below expenditures by \$7.7M due to timing of drawdowns. 69% of the spending March YTD is for vehicles and associated parts, and 25% is for the SCTS.</p>								

## FY21 Resources

	FY21 Adopted Budget RESOLUTION NO. 2020-06-24-040 June 24, 2020	FY21 YTD Budget March 31, 2021	FY21 Actuals as of: March 31, 2021	Better/(Worse) than Budget	Description
<b>GENERAL FUND</b>					
<b>Beginning Working Capital</b>	\$ 11,320,433	\$ 8,490,325	\$ 11,320,433	\$ 2,830,108	As budgeted. Updated when CAFR published
<b>Operating Revenues</b>					
Cash Fares & Passes	2,429,638	1,822,229	119,142	(1,703,086)	fares suspended until Feb 1, extended to April 1 (excludes Diamond Express)
Group Passes	1,677,077	1,257,808	0	(1,257,808)	Pass fares suspended until April 1. Group pass invoices billed after orders placed.
Advertising	322,000	241,500	231,000	(10,500)	On track to budget
Special Services	0	0	100	100	Bikelink revenues for secured bike lockers
<b>Total Operating Revenues</b>	<b>\$ 4,428,715</b>	<b>\$ 3,321,536</b>	<b>\$ 350,242</b>	<b>\$ (141,186)</b>	
<b>Nonoperating Revenues</b>					
Payroll Taxes	27,117,649	20,338,237	27,680,541	7,342,304	Payroll taxes are higher than expected likely due to Sept & Oct reflecting delayed tax payments from the quarter ending June 30, inflating Nov YTD tax collections. YTD tax total is \$590K over last year. Comparing only Mar FY20 to Mar FY21, Mar FY21 is up \$235k. Information received from State of Oregon indicates flat or a small increase in tax collections for FY21. LTD budgeted a decrease in tax collections for FY21 and we should meet or exceed budget for FY21.
Self-employment Taxes	1,388,463	1,041,347	711,283	(330,065)	Actual self-employment tax receipts are higher than FY20 due to extending the deadline last year from April to July. However, self-employment taxes typically peak in April, so we anticipate this revenue to ultimately lag behind due to the impact of COVID on this business segment. With the tax return deadline moved to May 17 this year, the peak may be delayed so we won't know the full outcome until after June 30.
State-in-Lieu	315,751	236,813	294,170	57,357	Actual State-in-lieu taxes FY21 are behind FY20 by \$28K. This revenue is received quarterly with the largest payment received in April. We expect this payment to also be delayed to May21.
Grant Assistance	19,866,166	14,899,625	851,867	(14,047,758)	Timing of drawdowns.
Miscellaneous	270,067	202,550	104,586	(97,964)	Misc income is for insurance claims, facility rental, scrap sales, SAIF dividends, misc income is primarily for facility rental.
Interest	52,500	39,375	124,075	84,700	Current LGIP rate is .75%, but interest is higher than projected due to higher cash balance than budgeted due to favorable payroll taxes and grant drawdowns from prior year activity.
Sale of Assets	-	0	0	-	
<b>Total Non-operating</b>	<b>\$ 49,010,596</b>	<b>\$ 36,757,947</b>	<b>\$ 29,766,522</b>	<b>\$ (6,991,425)</b>	
<b>Total General Fund Resources</b>	<b>\$ 64,759,744</b>	<b>\$ 48,569,808</b>	<b>\$ 41,437,197</b>	<b>\$ (7,132,611)</b>	
<b>SPECIALIZED SERVICES FUND</b>					
Beginning Working Capital	561,794	421,346	561,794	140,449	As budgeted.
Operating Revenues	6,862,260	5,146,695	1,675,627	(3,471,068)	Timing of the quarterly invoices. Partial revenue to date, but expenditures are through March. Ridership is also lower due to COVID 19.
Transfer from the General Fund	2,942,083	2,206,562	2,206,562	-	As budgeted.
<b>Total Resources</b>	<b>\$ 10,366,137</b>	<b>\$ 7,774,603</b>	<b>\$ 4,443,983</b>	<b>\$ (3,330,619)</b>	
<b>MEDICAID FUND</b>					
Beginning Working Capital	79,834	59,876	79,834	19,959	As budgeted.
Operating Revenues	14,179,770	10,634,828	6,278,938	(4,355,889)	Lower ride volume due to COVID 19. Staff turnover has slowed some claims submission.
Transfer from the General Fund	397,133	297,850	297,850	-	As budgeted
<b>Total Resources</b>	<b>\$ 14,656,737</b>	<b>\$ 10,992,553</b>	<b>\$ 6,656,622</b>	<b>\$ (4,335,931)</b>	
<b>POINT2POINT FUND</b>					
Beginning Working Capital	131	98	131	33	As budgeted.
Operating Revenues	984,937	738,703	63,715	(674,987)	Programs reduced or eliminated. Expenses are \$165k through Mar21.
Transfer from the General Fund	258,379	193,784	193,784	-	As budgeted
<b>Total Resources</b>	<b>\$ 1,243,447</b>	<b>\$ 932,585</b>	<b>\$ 257,631</b>	<b>\$ (674,955)</b>	
<b>CAPITAL PROJECTS FUND</b>					
Beginning Working Capital	10,827,898	8,120,924	10,827,898	2,706,975	As budgeted.
Grants	24,550,644	18,412,983	10,024,141	(8,388,842)	\$17.7M of expenditures through March. Resource/expenditure difference is due to drawdown
Transfer from the General Fund	5,454,931	4,091,198	4,091,198	-	As budgeted
<b>Total Resources</b>	<b>\$ 40,833,473</b>	<b>\$ 30,625,105</b>	<b>\$ 24,943,237</b>	<b>\$ (5,681,868)</b>	

## FY21 Expenditures

	FY21 Adopted Budget	FY21 YTD Budget	FY21 Actuals as of:	Better/(Worse) than Budget	Description
	RESOLUTION NO. 2020-06-24-040 June 24, 2020	March 31, 2021	March 31, 2021		
<b>GENERAL FUND - OPERATING</b>					
Transit Services	\$ 47,491,902	\$ 35,618,927	\$ 30,889,823	\$ 4,729,104	Transit services are lower than budgeted due to service timing. Additional service was added in the Fall and Winter, skewing the costs to later in the fiscal year. Personnel expenses \$2.6M less than prior year. M&S expenses \$1.6M less than prior year.
<b>GENERAL FUND - NON-OPERATING</b>					
Transfer to Specialized Services Fund	2,942,083	2,206,562	2,206,562	-	- As budgeted
Transfer to Medicaid Fund	397,133	297,850	297,850	-	- As budgeted
Transfer to Point2point Fund	258,379	193,784	193,784	-	- As budgeted
Transfer to Capital Projects Fund	5,454,931	4,091,198	4,091,198	-	- As budgeted
Operating Contingency	-	-	-	-	- Contingency for FY21
Total Non-operating	\$ 9,052,526	\$ 6,789,395	\$ 6,789,395	\$ -	
Operating Reserve	\$ 8,215,316	\$ 6,161,487	\$ 6,161,487	-	- Not authorized to use in FY20
<b>Total General Fund</b>	<b>\$ 64,759,744</b>	<b>\$ 48,569,808</b>	<b>\$ 43,840,704</b>	<b>\$ 4,729,104</b>	
<b>SPECIALIZED SERVICES FUND</b>					
Transit Services	9,865,583	7,399,187	2,785,766	4,613,421	Lower activity due to COVID 19. Ridership is ~40% of pre-COVID-19 levels
Operating Contingency	-	-	-	-	
Operating Reserve	500,554	-	-	-	- Not authorized to use in FY21
<b>Total Accessible Services Fund</b>	<b>\$ 10,366,137</b>	<b>\$ 7,399,187</b>	<b>\$ 2,785,766</b>	<b>\$ 4,613,421</b>	
<b>MEDICAID FUND</b>					
Transit Services	14,520,170	10,890,128	6,398,984	4,491,144	COVID 19 lower ridership. Ridership is ~40% of pre-COVID-19 levels
Operating Contingency	-	-	-	-	
Operating Reserve	136,567	-	-	-	
<b>Total Medicaid Fund</b>	<b>\$ 14,656,737</b>	<b>\$ 10,890,128</b>	<b>\$ 6,398,984</b>	<b>\$ 4,491,144</b>	
<b>POINT2POINT FUND</b>					
Transit Services	1,209,819	907,364	165,726	741,638	Timing of projects impacted by COVID 19. Projects on hold may return before end of fiscal year but timing is still unclear.
Operating Contingency	-	-	-	-	
Operating Reserve	33,628	-	-	-	
<b>Total Point2point Fund</b>	<b>\$ 1,243,447</b>	<b>\$ 907,364</b>	<b>\$ 165,726</b>	<b>\$ 741,638</b>	
<b>CAPITAL PROJECTS FUND</b>					
Capital Outlay	30,005,575	22,504,181	17,744,139	4,760,043	Payment & project timing. 69% of the spending March YTD is for vehicles and associated parts and 25% is for the SCTS.
Capital Reserve	10,827,898	-	-	-	- Not authorized to use in FY21
<b>Total Capital Projects Fund</b>	<b>\$ 40,833,473</b>	<b>\$ 22,504,181</b>	<b>\$ 17,744,139</b>	<b>\$ 4,760,043</b>	



# Check History Listing

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
105677	04/01/2021	BARRETT BUSINESS SERVICES INC	2,320.00
105678	04/01/2021	BUILDER'S ELECTRIC, INC.	2,493.75
105679	04/01/2021	CINTAS CORPORATION	1,170.07
105680	04/01/2021	CITY OF COTTAGE GROVE	23,343.00
105681	04/01/2021	CITY OF EUGENE	1,934.13
105682	04/01/2021	COMCAST	174.02
105683	04/01/2021	DS SERVICES OF AMERICA, INC.	62.39
105684	04/01/2021	EUGENE WATER & ELECTRIC BOARD	236.51
105685	04/01/2021	KAISER BRAKE & ALIGNMENT INC.	122.59
105686	04/01/2021	KOKE NEW CENTURY, INC.	1,557.00
105687	04/01/2021	LIFEMAP ASSURANCE COMPANY	12,580.50
105688	04/01/2021	MIDWEST BUS	54.00
105689	04/01/2021	RECORDXPRESS OF CALIFORNIA,LLC	157.60
105690	04/01/2021	SPRINGFIELD UTILITY BOARD	0.00
105691	04/01/2021	SPRINGFIELD UTILITY BOARD	1,253.17
105692	04/01/2021	THERMO KING NORTHWEST, INC.	387.03
105693	04/01/2021	WSTA	5,000.00
105694	04/01/2021	THE AFTERMARKET PARTS COMPANY LLC	6,352.71
105695	04/01/2021	CUMMINS NORTHWEST, INC.	1,285.20
105696	04/01/2021	EDGE CONSTRUCTION SUPPLY INC	1,641.60
105697	04/01/2021	GILLIG CORPORATION	3,645.90
105698	04/01/2021	GRAINGER INC	529.52
105699	04/01/2021	JERRY'S HOME IMPROVEMENT CTR	40.87
105700	04/01/2021	LTD & ATU PENSION TRUST	151.68
105701	04/01/2021	MUNCIE TRANSIT SUPPLY	176.13
105702	04/01/2021	NEOPART TRANSIT LLC	5,566.35
105703	04/01/2021	THE PHILADELPHIA PIPE BENDING CO	26,950.00
105704	04/01/2021	REVOLUTION DESIGN GROUP	30,157.50
105705	04/01/2021	SPX CORPORATION	31.86
105706	04/01/2021	STAPLES BUSINESS ADVANTAGE	278.02
105707	04/01/2021	WOODBURY ENERGY CO. INC.	97,588.54
105708	04/08/2021	ALTERNATIVE WORK CONCEPTS	1,890.00
105709	04/08/2021	AMERICAN FAMILY LIFE	1,951.76
105710	04/08/2021	BARRETT BUSINESS SERVICES INC	11,980.87
105711	04/08/2021	CENTURY LINK	3,010.83
105712	04/08/2021	CHAPTER 13 TRUSTEE	346.16
105713	04/08/2021	CITY OF EUGENE	1,692.48
105714	04/08/2021	CONSOLIDATED SUPPLY CO.	90.74
105715	04/08/2021	DISH NETWORK	135.05
105716	04/08/2021	EUGENE WATER & ELECTRIC BOARD	954.05
105717	04/08/2021	FASTENAL COMPANY	448.51
105718	04/08/2021	HANNAH MOTOR COMPANY	1,120.60
105719	04/08/2021	HARVEY & PRICE COMPANY	6,203.00
105720	04/08/2021	HERSHNER HUNTER	448.00
105721	04/08/2021	SARAH J. HOWE	254.97
105722	04/08/2021	KAISER BRAKE & ALIGNMENT INC.	143.92
105723	04/08/2021	THE LAMAR COMPANIES	3,300.00
105724	04/08/2021	LIFEMAP ASSURANCE COMPANY	1,677.14
105725	04/08/2021	MID-STATE INDUSTRIAL SERVICE	442.00
105726	04/08/2021	NORTHWEST NATURAL GAS	5,990.16
105727	04/08/2021	PETTY CASH - CASSIE MOSTERT	528.63
105728	04/08/2021	PROTECTIVE SERVICE LLC	830.00
105729	04/08/2021	READY ROOTER DRAIN CLEANING &	122.00
105730	04/08/2021	RFI ELECTRONICS, INC.-OREGON	1,226.40





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105731	04/08/2021	SANIPAC	3,610.59
105732	04/08/2021	SPRINGFIELD UTILITY BOARD	20,481.75
105733	04/08/2021	TENNANT SALES AND SERVICE COMP	699.05
105734	04/08/2021	THOMSON REUTERS - WEST	172.59
105735	04/08/2021	TK ELEVATOR	714.61
105736	04/08/2021	TYLER TECHNOLOGIES, INC	297.50
105737	04/08/2021	WYATT'S TIRE COMPANY	21,844.72
105738	04/08/2021	XPO LOGISTICS FREIGHT, INC	536.00
105739	04/08/2021	THE AFTERMARKET PARTS COMPANY LLC	6.72
105740	04/08/2021	AIRGAS INC	929.38
105741	04/08/2021	ASKREPLY, INC.	21,050.50
105742	04/08/2021	BEDFORD FALLS, LLC	10,000.00
105743	04/08/2021	BUCK'S SANITARY SERVICE, INC.	775.14
105744	04/08/2021	CAIC PRIMARY	1,220.70
105745	04/08/2021	CHAVES CONSULTING, INC.	370.20
105746	04/08/2021	DELERROK INC	5,808.36
105747	04/08/2021	GLORIA, J GALLARDO	10,000.00
105748	04/08/2021	GRAINGER INC	811.84
105749	04/08/2021	GRAYBAR ELECTRIC COMPANY INC	2,941.18
105750	04/08/2021	KUHN INVESTMENTS, INC.	12,119.29
105751	04/08/2021	LTD & ATU PENSION TRUST	213,956.23
105752	04/08/2021	LTD EMPLOYEES FUND	146.00
105753	04/08/2021	LTD SALARIED EMP. PENSION PLAN	107,431.37
105754	04/08/2021	MODA HEALTH	25,510.27
105755	04/08/2021	MOHAVE AUTO PARTS, INC.	266.98
105756	04/08/2021	MOTION & FLOW CONTROL PRD, INC	82.80
105757	04/08/2021	NEW FLYER OF AMERICA, INC,	14,079.20
105758	04/08/2021	NINFAS ELITE CORPORATION	51,578.22
105759	04/08/2021	ONE CALL CONCEPTS, INC.	50.40
105760	04/08/2021	OREGON FIBER PARTNERSHIP	1,110.00
105761	04/08/2021	OXLEY & ASSOCIATES, INC.	5,000.00
105762	04/08/2021	PACIFIC ARMORED INC.	840.00
105763	04/08/2021	PARKEON, INC.	2,590.00
105764	04/08/2021	INC. PBS ENVIRONMENTAL BLDG CONSULT	745.52
105765	04/08/2021	PRE-PAID LEGAL SERVICES INC.	156.55
105766	04/08/2021	QWEST CORP	11,798.00
105767	04/08/2021	RICOH USA, INC.	1,026.02
105768	04/08/2021	SMITH DAWSON & ANDREWS, INC.	2,500.00
105769	04/08/2021	AKA: SENIOR WHEELS, INC. SOUTH LANE WHEELS	6,955.20
105770	04/08/2021	SPRAGUE PEST SOLUTIONS	115.00
105771	04/08/2021	STAPLES BUSINESS ADVANTAGE	302.63
105772	04/08/2021	TOUCHPOINT NETWORKS LLC	180.00
105773	04/08/2021	TRANSLOC INC.	1,000.00
105774	04/08/2021	TRANSPRO CONSULTING, LLC	21,440.75
105775	04/08/2021	TRANSTRACK SYSTEMS IINC	86,445.00
105776	04/08/2021	TRAPEZE ITS USA, LLC	75,579.50
105777	04/08/2021	TURELL GROUP, LLC	33,982.09
105778	04/08/2021	UNITED WAY OF LANE COUNTY	716.00
105779	04/08/2021	VIA TRANSPORTATION, INC.	12,500.00
105780	04/08/2021	WOODBURY ENERGY CO. INC.	926.71
105781	04/08/2021	ZONES, INC.	14,556.30
105782	04/15/2021	BUILDER'S ELECTRIC, INC.	340.00
105783	04/15/2021	CASCADE CENTERS	504.90
105784	04/15/2021	CINTAS CORPORATION	4,378.96

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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
105785	04/15/2021	CITY OF COTTAGE GROVE	7,699.67
105786	04/15/2021	EUGENE WATER & ELECTRIC BOARD	0.00
105787	04/15/2021	EUGENE WATER & ELECTRIC BOARD	6,522.01
105788	04/15/2021	FASTENAL COMPANY	523.25
105789	04/15/2021	LLC FUSSY'S @ VALLEY RIVER PLAZA	195.60
105790	04/15/2021	IMPERIAL COLLEGE PROJECTS LTD	23,000.00
105791	04/15/2021	LANE COUNTY PUBLIC WORKS	250.00
105792	04/15/2021	LES SCHWAB GROUP HOLDING, LLC	828.16
105793	04/15/2021	MOTOR VEHICLES DIVISION	6.00
105794	04/15/2021	NORTHWEST NATURAL GAS	615.37
105795	04/15/2021	TALLEY, INC.	124.82
105796	04/15/2021	WHITE BIRD CLINIC	8,464.77
105797	04/15/2021	WYATT'S TIRE COMPANY	1,825.50
105798	04/15/2021	THE AFTERMARKET PARTS COMPANY LLC	0.00
105799	04/15/2021	THE AFTERMARKET PARTS COMPANY LLC	5,767.21
105800	04/15/2021	AIRGAS INC	494.97
105801	04/15/2021	CITY OF COTTAGE GROVE	9,377.93
105802	04/15/2021	CUMMINS NORTHWEST, INC.	550.30
105803	04/15/2021	EAN HOLDINGS, LLC	500.00
105804	04/15/2021	EUROFINS ANA LABORATORIES, LLC	424.80
105805	04/15/2021	GILLIG CORPORATION	8,170.84
105806	04/15/2021	GRACE TOWING, LLC	400.00
105807	04/15/2021	GRAINGER INC	261.69
105808	04/15/2021	JERRY'S HOME IMPROVEMENT CTR	251.35
105809	04/15/2021	LANE COUNCIL OF GOVERNMENTS	1,016.72
105810	04/15/2021	LTD & ATU PENSION TRUST	75.84
105811	04/15/2021	MODA HEALTH	18,101.65
105812	04/15/2021	MOHAWK MANUFACTURING & SUPPLY	137.89
105813	04/15/2021	MUNCIE TRANSIT SUPPLY	2,298.93
105814	04/15/2021	NEOPART TRANSIT LLC	120.00
105815	04/15/2021	NEW FLYER OF AMERICA, INC,	1,803,933.90
105816	04/15/2021	OGLETREE, DEAKINS, NASH, SMOAK	7,652.04
105817	04/15/2021	PACIFICSOURCE HEALTH PLANS	559,052.56
105818	04/15/2021	SEON DESIGN (USA) INC.	766.25
105819	04/15/2021	STAPLES BUSINESS ADVANTAGE	170.59
105820	04/15/2021	TRAPEZE ITS USA, LLC	45,871.00
105821	04/15/2021	WANNAMAKER CONSULTING, INC.	1,840.00
105822	04/15/2021	WILLAMETTE COMM HEALTH SOLUTNS	764.00
105823	04/15/2021	WOODBURY ENERGY CO. INC.	85,256.65
105824	04/22/2021	ADVANCED SECURITY, INC.	17,056.00
105825	04/22/2021	AMAL TRANSIT UNION #757	14,511.68
105826	04/22/2021	BARRETT BUSINESS SERVICES INC	80.00
105827	04/22/2021	CHAPTER 13 TRUSTEE	346.16
105828	04/22/2021	CINTAS CORPORATION	2,506.20
105829	04/22/2021	DS SERVICES OF AMERICA, INC.	9.98
105830	04/22/2021	EDWARD PRICE CO-TRUSTEE ACCT	1,056.00
105831	04/22/2021	EUGENE WATER & ELECTRIC BOARD	1,354.53
105832	04/22/2021	LLC FUSSY'S @ VALLEY RIVER PLAZA	179.05
105833	04/22/2021	HARVEY & PRICE COMPANY	2,571.08
105834	04/22/2021	JIM BARR ENT, INC.	1,720.00
105835	04/22/2021	KIRK'S AUTOMOTIVE, INC.	2,249.00
105836	04/22/2021	OVERHEAD DOOR COMPANY	165.00
105837	04/22/2021	PACIFICSOURCE ADMINISTRATORS,	335.00
105838	04/22/2021	PETERSON TRUCKS INC.	418.92



### Check History Listing

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
105839	04/22/2021	PITNEY BOWES, INC.	201.00
105840	04/22/2021	ROWELL BROKAW ARCHITECTS,PC	2,125.14
105841	04/22/2021	SPECIAL DISTRICTS INSURANCE	12,523.00
105842	04/22/2021	SPRINGFIELD UTILITY BOARD	467.05
105843	04/22/2021	TANK TESTERS, LLC	1,408.50
105844	04/22/2021	VANNER, INC.	6,126.66
105845	04/22/2021	VERIZON WIRELESS	8,245.84
105846	04/22/2021	WSTA	1,600.00
105847	04/22/2021	MARY C ADAMS	6,000.00
105848	04/22/2021	THE AFTERMARKET PARTS COMPANY LLC	0.00
105849	04/22/2021	THE AFTERMARKET PARTS COMPANY LLC	18,324.79
105850	04/22/2021	THE ENVIRONMENT CENTER FOR TRANSPORTATION AND	8,361.61
105851	04/22/2021	CENTRO LATINO AMERICANO	102.54
105852	04/22/2021	CITY OF COTTAGE GROVE	25,587.95
105853	04/22/2021	CUMMINS NORTHWEST, INC.	7,936.31
105854	04/22/2021	GLORIA, J GALLARDO	10,000.00
105855	04/22/2021	GILLIG CORPORATION	4,462.63
105856	04/22/2021	GRAINGER INC	0.00
105857	04/22/2021	GRAINGER INC	6,202.94
105858	04/22/2021	JERRY'S HOME IMPROVEMENT CTR	157.37
105859	04/22/2021	JLA PUBLIC INVOLVEMENT	1,447.88
105860	04/22/2021	JLM CONSULTING	16,000.00
105861	04/22/2021	LANE COUNCIL OF GOVERNMENTS	2,289.92
105862	04/22/2021	LTD & ATU PENSION TRUST	53,257.17
105863	04/22/2021	LTD SALARIED EMP. PENSION PLAN	13,217.58
105864	04/22/2021	MUNCIE TRANSIT SUPPLY	422.57
105865	04/22/2021	NEW FLYER OF AMERICA, INC,	3,607,867.80
105866	04/22/2021	OIL PRICE INFORMATION SERVICE	302.00
105867	04/22/2021	ROADRUNNER DELIVERY	279.00
105868	04/22/2021	SECURANCE LLC	12,400.00
105869	04/22/2021	SITECRAFTING, INC.	832.00
105870	04/22/2021	STAPLES BUSINESS ADVANTAGE	69.69
105871	04/22/2021	TARYN M CONSULTING LLC	7,218.75
105872	04/22/2021	THORP, PURDY, JEWETT, URNESS,	6,430.80
105873	04/22/2021	TRC ENGINEERING SERVICES, LLC	875.00
105874	04/22/2021	UNITED WAY OF LANE COUNTY	721.00
105875	04/22/2021	VIA TRANSPORTATION, INC.	619.35
105876	04/22/2021	YACULTA COPMANIES, INC.	44,620.45
105877	04/28/2021	A-1 FIRE PROTECTION	484.50
105878	04/28/2021	BABB CONSTRUCTION CO.	145,275.00
105879	04/28/2021	BARRETT BUSINESS SERVICES INC	1,714.50
105880	04/28/2021	CINTAS CORPORATION	1,545.28
105881	04/28/2021	EUGENE WATER & ELECTRIC BOARD	808.19
105882	04/28/2021	FASTENAL COMPANY	624.90
105883	04/28/2021	THE LAMAR COMPANIES	4,000.00
105884	04/28/2021	LANE COMMUNITY COLLEGE	11.52
105885	04/28/2021	LES SCHWAB GROUP HOLDING, LLC	244.96
105886	04/28/2021	MARKETING & TECHNICAL MATERIAL	2,313.16
105887	04/28/2021	MIDWEST BUS	100.50
105888	04/28/2021	RECORDXPRESS OF CALIFORNIA,LLC	156.74
105889	04/28/2021	SPRINGFIELD UTILITY BOARD	626.92
105890	04/28/2021	VERIZON WIRELESS	449.63
105891	04/28/2021	VERIZON WIRELESS	245.65
105892	04/28/2021	WYATT'S TIRE COMPANY	1,704.00



### Check History Listing

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
105893	04/28/2021	THE AFTERMARKET PARTS COMPANY LLC	7,638.13
105894	04/28/2021	COMMSTRUCTURE CONSULTING, LLC	1,033.75
105895	04/28/2021	GILLIG CORPORATION	1,790.10
105896	04/28/2021	GRACE TOWING, LLC	200.00
105897	04/28/2021	GRAINGER INC	352.72
105898	04/28/2021	LANE COUNCIL OF GOVERNMENTS	8,159.33
105899	04/28/2021	MEDICAL TRANSPORTATION MGT	1,031,749.46
105900	04/28/2021	MOHAVE AUTO PARTS, INC.	933.53
105901	04/28/2021	MOTION & FLOW CONTROL PRD, INC	100.27
105902	04/28/2021	MUNCIE TRANSIT SUPPLY	198.90
105903	04/28/2021	NEW FLYER OF AMERICA, INC,	15,487.12
105904	04/28/2021	OGLETREE, DEAKINS, NASH, SMOAK	3,499.20
105905	04/28/2021	REVOLUTION DESIGN GROUP	613.75
105906	04/28/2021	SEON DESIGN (USA) INC.	2,298.75
105907	04/28/2021	STAPLES BUSINESS ADVANTAGE	354.56
105908	04/28/2021	TAC TRANSPORTATION, INC.	18,648.55
105909	04/28/2021	TRAPEZE ITS USA, LLC	7,443.00
105910	04/28/2021	UPWARD, INC.	9,457.00
105911	04/28/2021	WOODBURY ENERGY CO. INC.	502.97
105912	04/28/2021	YACULTA COPMANIES, INC.	356.40
804036626	04/09/2021	VALIC %CHASE BANK OF TEXAS	79,733.76
804037882	04/10/2021	VALIC %CHASE BANK OF TEXAS	59.61
804054051	04/23/2021	VALIC %CHASE BANK OF TEXAS	80,829.62
804282021	04/28/2021	OREGON DEPARTMENT OF REVENUE	3,961.19
806705444	04/21/2021	BANK OF AMERICA	27,368.45
813342039	04/09/2021	MASS MUTUAL FINANCIAL GROUP	3,164.14
813450496	04/09/2021	OREGON DEPARTMENT OF REVENUE	43,219.06
815040119	04/23/2021	MASS MUTUAL FINANCIAL GROUP	3,083.79
830790144	04/23/2021	OREGON DEPARTMENT OF REVENUE	43,803.90
834602155	04/10/2021	INTERNAL REVENUE SERVICE-EFTPS	116.68
840106752	04/10/2021	OREGON DEPARTMENT OF REVENUE	31.38
843621689	04/23/2021	INTERNAL REVENUE SERVICE-EFTPS	175,476.69
852963614	04/09/2021	INTERNAL REVENUE SERVICE-EFTPS	172,168.60
853131438	04/09/2021	OREGON DEPARTMENT OF JUSTICE	1,506.99
853616782	04/23/2021	OREGON DEPARTMENT OF JUSTICE	1,506.99
896098560	04/28/2021	OREGON DEPARTMENT OF REVENUE	2,670.36
<b>252 Checks</b>			<b>\$9,531,608.93</b>

**LANE TRANSIT DISTRICT**  
**March 2021 Performance Report**

Performance Measure	Current Month	Prior Year's Month	% Change	Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change
<b>Fixed Route Service</b>									
Passenger Boardings	335,558	607,081	-44.7%	2,957,028	7,263,192	-59.3%	3,741,754	9,906,992	-62.2%
Mobility Assisted Riders	5,218	9,620	-45.8%	50,106	115,132	-56.5%	70,369	153,807	-54.2%
<u>Average Passenger Boardings:</u>									
Weekday	12,433	23,325	-46.7%	12,292	31,917	-61.5%	11,766	32,666	-64.0%
Saturday	9,344	12,389	-24.6%	9,468	17,397	-45.6%	9,071	17,629	-48.5%
Sunday	6,383	11,094	-42.5%	6,786	11,744	-42.2%	5,545	11,749	-52.8%
Monthly Revenue Hours	19,093	20,962	-8.9%	139,864	212,539	-34.2%	175,515	283,822	-38.2%
Boardings Per Revenue Hour	17.6	29.0	-39.3%	21.14	34.17	-38.1%	21.32	34.91	-38.9%
Weekly Revenue Hours	4,311	4,733	-8.9%	3,631	5,451	-33.4%	3,523	5,459	-35.5%
Weekdays	23	22		191	191		253	255	
Saturdays	4	4		39	40		55	53	
Sundays	4	5		40	42		40	56	

**Passenger Revenues & Sales**

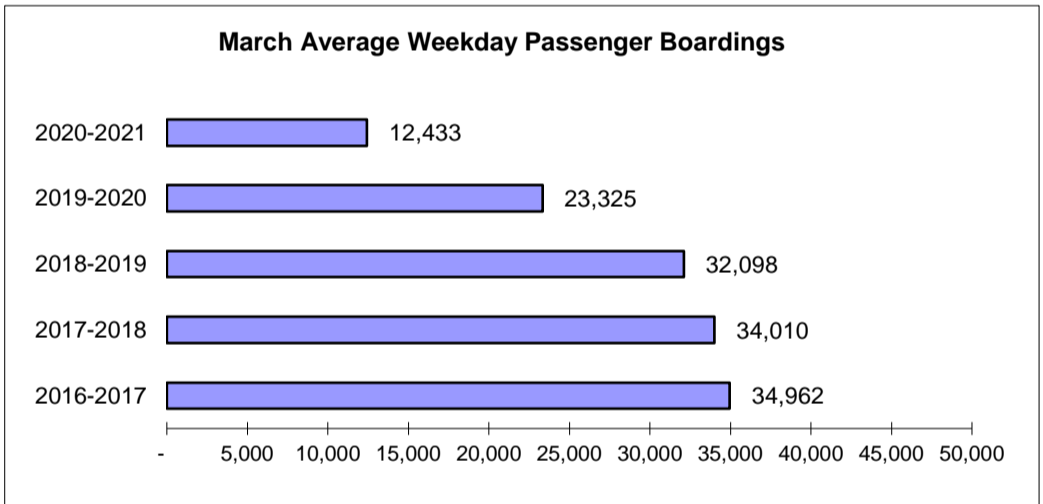
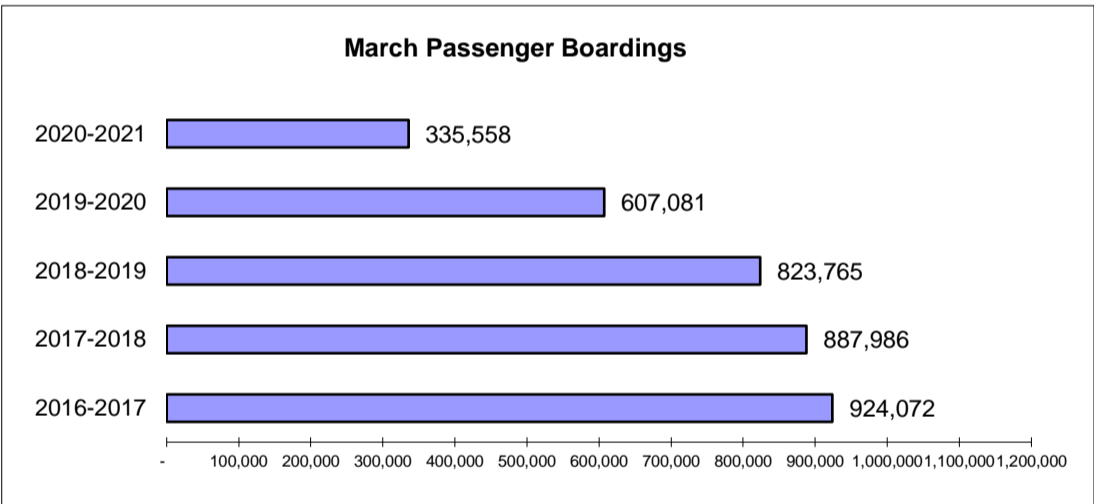
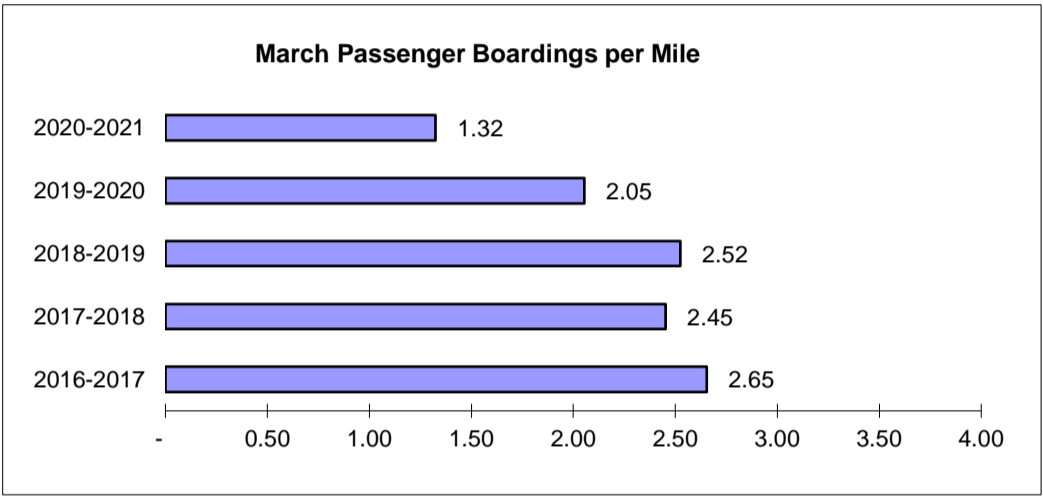
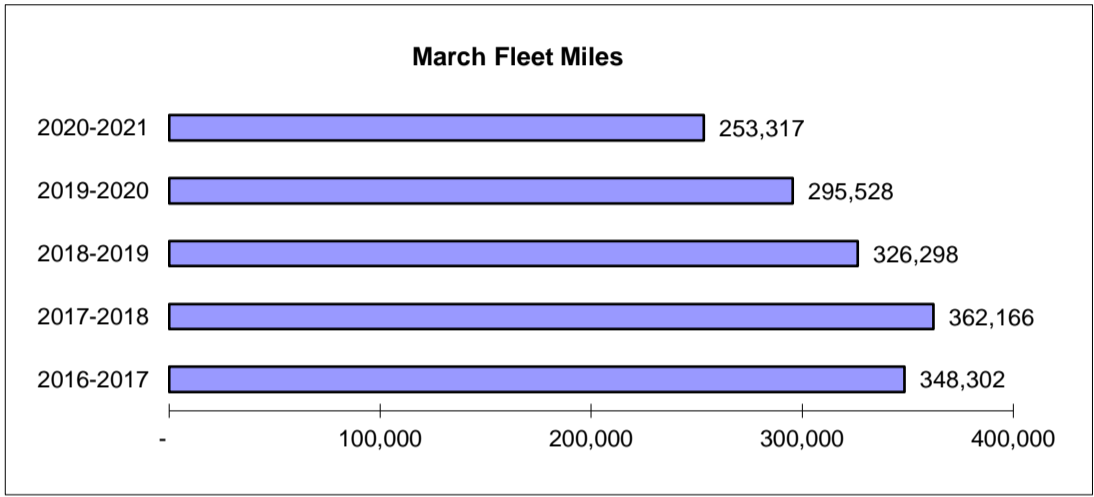
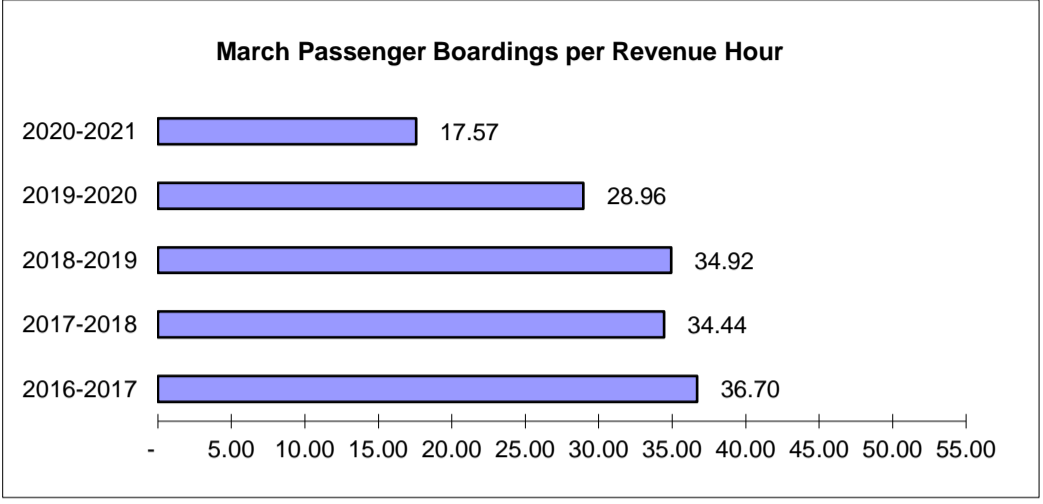
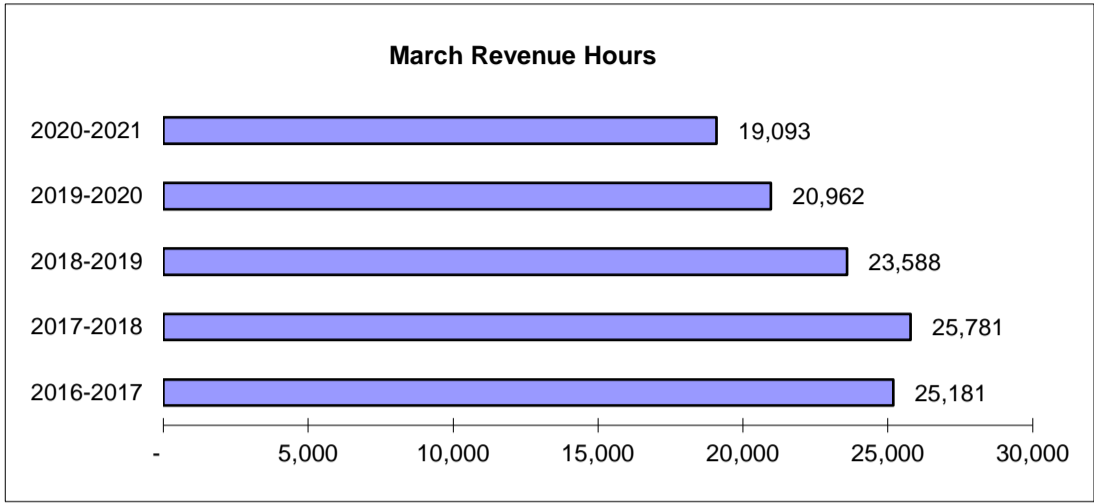
Passenger revenues will be presented in the finance report.

**Fleet Services**

Fleet Miles	253,317	295,528	-14.3%	1,997,150	2,907,364	-31.3%	2,510,155	3,881,585	-35.3%
Average Passenger Boardings/Mile	1.32	2.05	-35.5%	1.48	2.50	-40.7%	1.49	2.55	-41.6%
Fuel Cost	\$105,897	\$125,008	-15.3%	\$657,446	\$1,553,817	-57.7%	\$783,650	\$2,122,829	-63.1%
Fuel Cost Per Mile	\$0.418	\$0.423	-1.2%	\$0.329	\$0.534	-38.4%	\$0.312	\$0.547	-42.9%
Repair Costs	\$164,596	\$402,131	-59.1%	\$2,179,864	\$2,959,711	-26.3%	\$3,073,712	\$3,884,648	-20.9%
Total Repair Cost Per Mile	\$0.650	\$1.361	-52.2%	\$1.091	\$1.018	+7.2%	\$1.225	\$1.001	+22.4%
Preventive Maintenance Costs	\$34,986	\$31,881	+9.7%	\$250,706	\$327,144	-23.4%	\$312,776	\$437,703	-28.5%
Total PM Cost Per Mile	\$0.138	\$0.108	+28.0%	\$0.126	\$0.113	+11.6%	\$0.125	\$0.113	+10.5%
Mechanical Road Calls	14	16	-12.5%	158	244	-35.2%	191	343	-44.3%
Miles/Mech. Road Call	18,094	18,471	-2.0%	12,640	11,915	+6.1%	13,142	11,317	+16.1%

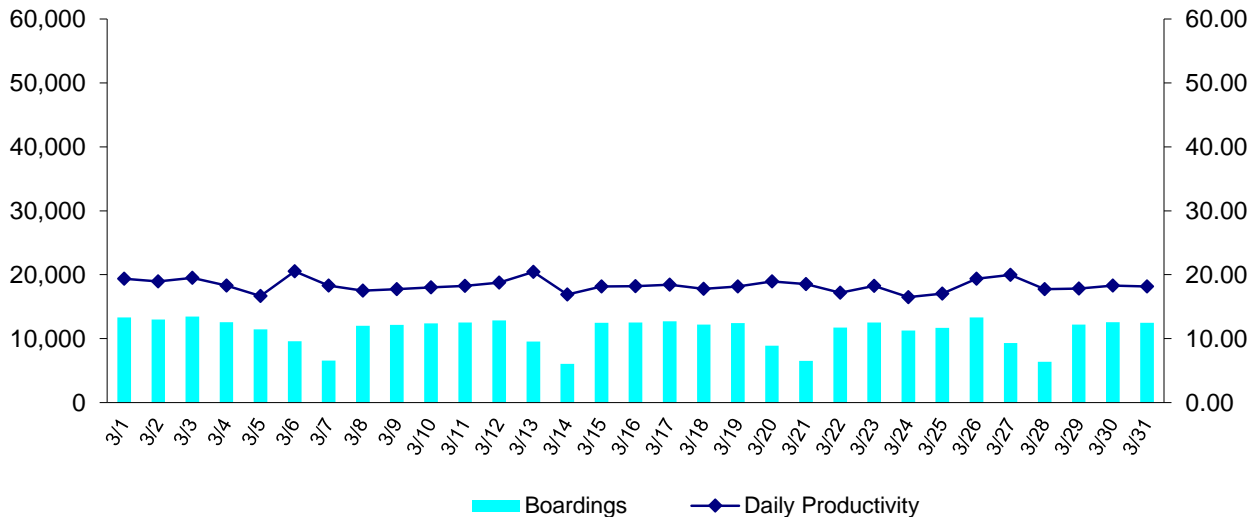
**Medical Transportation Management**

MTM Rides	5,394	7,791	-30.8%	47,954	110,915	-56.8%	56,406	153,991	-63.4%
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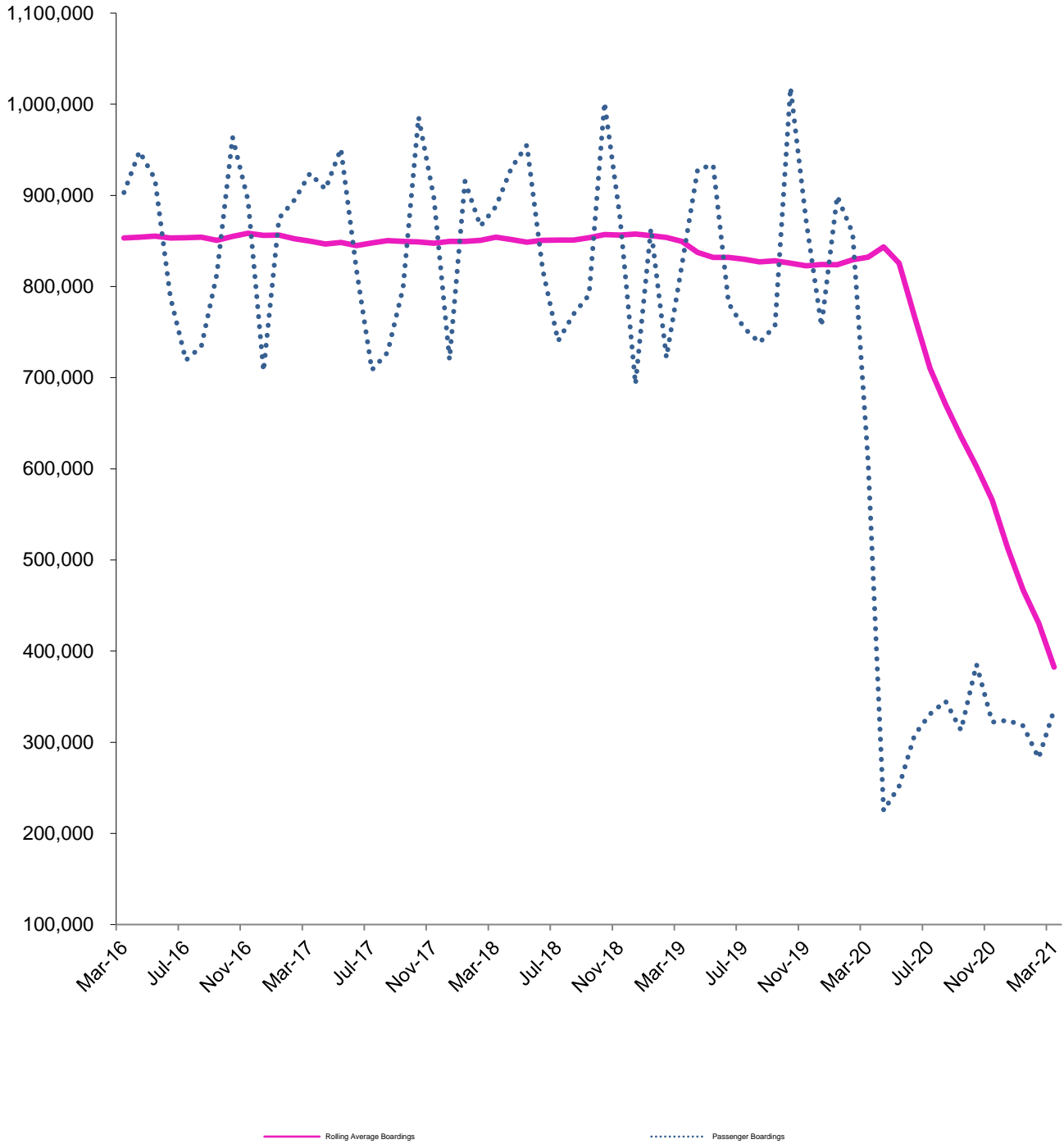
## Daily Ridership Recap March 2021

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
3/1/2021	Monday	Weekday	13,304	251	687	19.37
3/2/2021	Tuesday	Weekday	12,994	172	685	18.97
3/3/2021	Wednesday	Weekday	13,444	243	689	19.51
3/4/2021	Thursday	Weekday	12,576	179	688	18.28
3/5/2021	Friday	Weekday	11,469	113	688	16.67
3/6/2021	Saturday	Saturday	9,609	172	468	20.53
3/7/2021	Sunday	Sunday	6,548	111	358	18.29
3/8/2021	Monday	Weekday	12,007	167	686	17.50
3/9/2021	Tuesday	Weekday	12,159	148	686	17.72
3/10/2021	Wednesday	Weekday	12,388	178	687	18.03
3/11/2021	Thursday	Weekday	12,537	180	687	18.25
3/12/2021	Friday	Weekday	12,867	212	686	18.76
3/13/2021	Saturday	Saturday	9,552	166	467	20.45
3/14/2021	Sunday	Sunday	6,050	95	358	16.90
3/15/2021	Monday	Weekday	12,479	187	687	18.16
3/16/2021	Tuesday	Weekday	12,514	183	688	18.19
3/17/2021	Wednesday	Weekday	12,702	204	688	18.46
3/18/2021	Thursday	Weekday	12,225	155	687	17.79
3/19/2021	Friday	Weekday	12,447	179	686	18.14
3/20/2021	Saturday	Saturday	8,879	137	469	18.93
3/21/2021	Sunday	Sunday	6,542	132	353	18.53
3/22/2021	Monday	Weekday	11,751	157	684	17.18
3/23/2021	Tuesday	Weekday	12,551	183	688	18.24
3/24/2021	Wednesday	Weekday	11,285	129	684	16.50
3/25/2021	Thursday	Weekday	11,705	148	687	17.04
3/26/2021	Friday	Weekday	13,319	219	687	19.39
3/27/2021	Saturday	Saturday	9,335	149	467	19.99
3/28/2021	Sunday	Sunday	6,392	90	360	17.76
3/29/2021	Monday	Weekday	12,195	185	684	17.83
3/30/2021	Tuesday	Weekday	12,557	181	687	18.28
3/31/2021	Wednesday	Weekday	12,480	213	687	18.17
<b>Total</b>			<b>335,558</b>	<b>5,218</b>	<b>19,093</b>	<b>17.57</b>



## LANE TRANSIT DISTRICT

### Five Year History of Passenger 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*

**Strategic Business Plan**

There has been steady progress on the Strategic Business Plan (SBP) since the April 2021 Board of Directors meeting. At the May 4 Strategic Planning Committee meeting, TransPro facilitated discussions around agency strategic areas of focus, success outcomes, and prioritization. There were robust discussions around the draft areas of focus, which are ranked highest to lowest in priority from customer satisfaction, employee engagement, community value, financial health, to sustainability success. Specifically, some SPC members felt that community value should be prioritized at the top, whereas others were content with the current rankings. There were also discussions around whether financial health should be subsumed under sustainability success. The project team is also currently analyzing the results of the targeted stakeholder survey which would help inform the mission, vision, value statements, and strategic areas of focus.

The SBP will return to the Strategic Planning Committee at their June 1 meeting. At that meeting, the consultant is expected to share a draft Strategic Business Plan for further discussions.

**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.

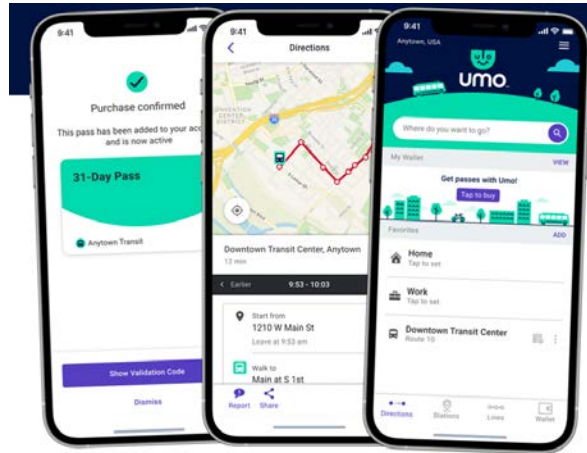
**ACCESSIBLE AND CUSTOMER SERVICE**

*Cosette Rees, Director of Customer & Specialized Services*

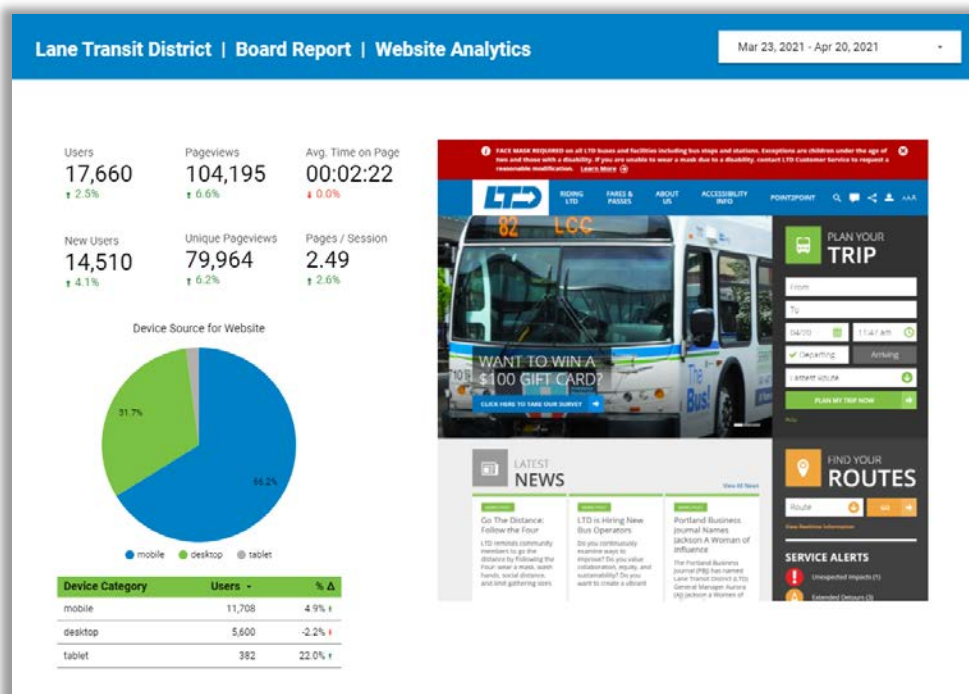
**Marketing and Communications**

*Theresa Brand, Marketing and Communications Manager*

Staff coordinated communication around the American Bus Benchmarking Group Survey (ABBG). This includes communication throughout the district, social media, community partners and community newsletters. This year’s survey has a special section within it addressing COVID-19 concerns. As of April 26<sup>th</sup>, 1, 427 riders have participated in the survey. The survey runs from April 12 – May 9.



Staff is preparing for the branding transition from TouchPass app to using a new app called, Umo. This change was necessary as the Touchpass service was bought out by the Cubic Corporation who owns the Umo app brand. Communication to the riders will begin June 1. The new Umo app offers many features that the TouchPass app did not including trip planning and viewing LTD service.

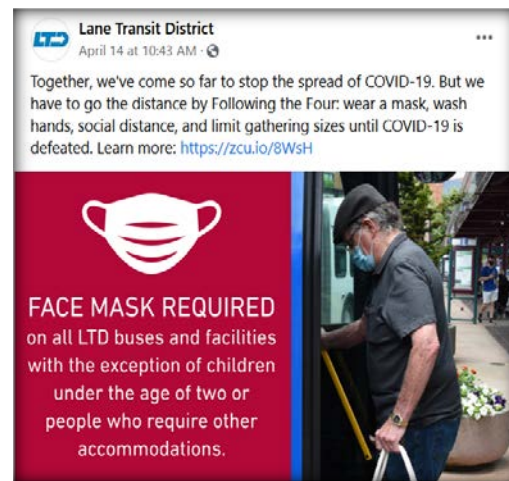
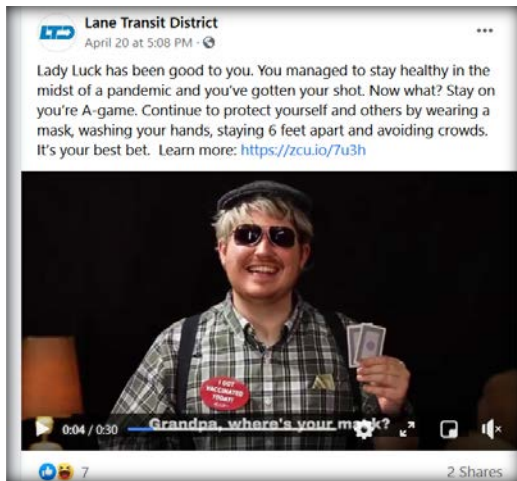


**Press Releases:**

- 6 Press Releases in April

**Facebook Analytics for March 23 – April 23 23**

- Post Reach = 11,000
- Post Engagements = 209
- Impressions = 15,000
- Total Page Followers = 5,943
- Total Likes = 5,306
- 15 posts total, 4 COVID/service related.



**Group Pass:**

Staff have been working with Lane Community College to implement TouchPass for students for the spring term. Effective March 23, 2021, LCC students are now required to have a TouchPass card or App in order to ride. Rather than receiving a student ID in fall or beginning of the term that was valid for an entire year, students will now receive a benefit code each term that will provide them a valid pass for the actual term they are registered for. Operators are encouraged to educate the students of the change and allow time for students to be informed. As of April 20, 248 students have opted in for their free pass. Staff is continuing to work with LCC for upcoming communications to students for summer and fall terms.

Using Lane Community College as an example of how the benefit code option for TouchPass can work for the U of O, continued conversations are being had around launching TouchPass this fall at the University of Oregon.

**EMERGENCY RIDE HOME & EMPLOYER PROGRAMS**

- Point2point staff continue to administer the regional Emergency Ride Home Program and provide transportation options support to local employers. This month, staff provided support to new ETCs, including new ERH employer King Retail Solutions.
- LTD is re-engaging Group Pass partners to determine what their interest and appetites may be to continue with their group passes for their employees.
- LTD is working on a welcome back rider campaign with the Turell Marketing Group that will be initiated when the timing is appropriate with the ending of the pandemic. It is anticipated that this will roll out early to mid-summer but there is no firm timeline. Staff are viewing what APTA and other transit agencies are doing in this regard due to the dynamic nature of the situation. This effort follows the current effort (Don't Invite COVID – Follow the Four Campaign) to remind people to follow the four in order to be safe on transit and in the community.

- Staff continue to work with the Valley Vanpool partners and Commute with Enterprise to communicate with vans, and remain apprised of timely discussions taking place between agencies nationwide. At this time 2 LTD vans remain in operation of the 16 that operated before March of 2020.

**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	On Time	Complete	Presenter	Agenda Time	Topic	On Time	Complete	Presenter	Agenda Time
<b>May 19 - Regular Board Meeting</b>				<b>Time</b>	<b>CONFIRMED: May 5 Board Work Session</b>				<b>Time</b>
<b>Materials Deadline: April 28</b>				<b>(minutes)</b>	<b>Materials Deadline: April 21</b>				<b>(minutes)</b>
Introductory Items				15	SDAO Board Assessment Training	y	y	SDAO	90
Employee of the Month - On Hold									
Public Hearing: None									
Board Member Reports				10					90
<b>Items for Action:</b>					<b>TOTAL TIME (60 - 120 minute max)</b>				
<b>Consent Calendar:</b>				5	<b>May 13 Special Board Meeting Non-Public Exec. Session</b>				<b>Time</b>
1			Collina Beard		<b>Time</b>				<b>(minutes)</b>
2	y	y	Christina Shew		ORS 192.660(2)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions				60
3	y	y	Andrew Martin		<b>TOTAL TIME (60 - 120 minute max)</b>				60
4	y	y	Sonny Melhorn		<b>May 19 Special Board Meeting Non-Public Exec. Session</b>				<b>Time</b>
5	y	y	Christina Shew		<b>Time</b>				<b>(minutes)</b>
6	y	y	Christina Shew		ORS 192.660(2)(i), to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing				60
7	y	y	Christina Shew		<b>TOTAL TIME (60 - 120 minute max)</b>				60
<b>Items for Information/Discussion:</b>					<b>May 26 Joint ECC/LTD Board Work Session - 12:00-1:30</b>				<b>Time</b>
GM Evaluation	n	y	General Counsel	10	<b>Time</b>				<b>(minutes)</b>
GM Update	n	y	Aurora Jackson	10	Moving Ahead				90
Legislative & Relief Funding Update	y	y	Tiffany Edwards	30	<b>TOTAL TIME (60 - 120 minute max)</b>				90
FY2022 Service Update	n	n	Tom Schwetz	30	<b>June 2 Board Work Session</b>				<b>Time</b>
<b>Written Reports:</b>					<b>Time</b>				<b>(minutes)</b>
Monthly Financial Report			Pamela Strutz		<b>Materials Deadline: May 19</b>				<b>Time</b>
Monthly Cash Disbursements			Pamela Strutz		<b>Time</b>				<b>(minutes)</b>
Monthly Performance Reports			Hart Migdal		<b>TOTAL TIME (60 - 120 minute max)</b>				0
Monthly Ridership Report			Tom Schwetz		<b>June 16 Regular Board Meeting</b>				<b>Time</b>
Monthly Department Reports					<b>Materials Deadline: May 26</b>				<b>Time</b>
<b>Executive Session:</b>					<b>Time</b>				<b>(minutes)</b>
<b>TOTAL TIME (120 minute max)</b>				110	<b>June 2 Board Work Session</b>				<b>Time</b>
<b>June 16 Regular Board Meeting</b>				<b>Time</b>	<b>Materials Deadline: May 19</b>				<b>(minutes)</b>
<b>Materials Deadline: May 26</b>				<b>(minutes)</b>	<b>TOTAL TIME (60 - 120 minute max)</b>				0
Introductory Items				15	<b>July 7 Board Work Session</b>				<b>Time</b>
Employee of the Month			Board President	5	<b>Materials Deadline: June 23</b>				<b>Time</b>
Public Hearing: None					<b>Time</b>				<b>(minutes)</b>
Board Member Reports			Camille Gandolfi	10	Strategic Business Plan				60
<b>Items for Action:</b>					GM Evaluation				60
<b>Consent Calendar:</b>				5	<b>TOTAL TIME (60 - 120 minute max)</b>				120
1			Collina Beard		<b>July 21 - Regular Board Meeting</b>				<b>Time</b>
2			Camille Gandolfi		<b>Materials Deadline: June 30</b>				<b>Time</b>
3					<b>Time</b>				<b>(minutes)</b>
Strategic Business Plan			Tom Schwetz	30	Strategic Business Plan				60
Mobility Management Strategy			Andrew Martin	5	GM Evaluation				60
Mobility on Demand/Cottage Grove Connector Program Update			Cosette Rees	25	<b>TOTAL TIME (60 - 120 minute max)</b>				120
RAISE Application			Tiffany Edwards	10	<b>July 7 Board Work Session</b>				<b>Time</b>
<b>Items for Information/Discussion:</b>					<b>Materials Deadline: June 23</b>				<b>Time</b>
GM Update			Aurora Jackson	10	<b>Time</b>				<b>(minutes)</b>
Monthly Ridership Report			Tom Schwetz		<b>July 21 - Regular Board Meeting</b>				<b>Time</b>
<b>Written Reports:</b>					<b>Materials Deadline: June 30</b>				<b>Time</b>
Monthly Financial Report - Verbal & Written			Pamela Strutz		<b>Time</b>				<b>(minutes)</b>
Monthly Cash Disbursements			Pamela Strutz		<b>July 7 Board Work Session</b>				<b>Time</b>
Quarterly Grant Report			Christina Shew		<b>Materials Deadline: June 23</b>				<b>Time</b>
Monthly Performance Reports			Tom Schwetz		<b>Time</b>				<b>(minutes)</b>
Monthly Department Reports					<b>July 21 - Regular Board Meeting</b>				<b>Time</b>
Executive (non-public) Session: None					<b>Materials Deadline: June 30</b>				<b>Time</b>
<b>Executive Session:</b>					<b>Time</b>				<b>(minutes)</b>
<b>TOTAL TIME (120 minute max)</b>				115	<b>July 7 Board Work Session</b>				<b>Time</b>
<b>July 21 - Regular Board Meeting</b>				<b>Time</b>	<b>Materials Deadline: June 23</b>				<b>(minutes)</b>
<b>Materials Deadline: June 30</b>				<b>(minutes)</b>	<b>TOTAL TIME (60 - 120 minute max)</b>				120
Introductory Items				15	Strategic Business Plan				60
Employee of the Month			Board President	5	GM Evaluation				60
Public Hearing: None					<b>TOTAL TIME (60 - 120 minute max)</b>				120
Board Member Reports			Camille Gandolfi	10	<b>July 7 Board Work Session</b>				<b>Time</b>
<b>Items for Action:</b>					<b>Materials Deadline: June 23</b>				<b>Time</b>
<b>Consent Calendar:</b>				5	<b>Time</b>				<b>(minutes)</b>
1			Collina Beard		<b>July 21 - Regular Board Meeting</b>				<b>Time</b>
2			Tom Schwetz		<b>Materials Deadline: June 30</b>				<b>Time</b>
2			Tom Schwetz		<b>Time</b>				<b>(minutes)</b>
Real Estate Assets			Joe McCormack	20	<b>July 7 Board Work Session</b>				<b>Time</b>
Annual Preliminary financial statement (FY21)			Christina Shew		<b>Materials Deadline: June 23</b>				<b>Time</b>
<b>Items for Information/Discussion:</b>					<b>Time</b>				<b>(minutes)</b>
<b>Written Reports:</b>					<b>July 21 - Regular Board Meeting</b>				<b>Time</b>
Monthly Financial Report			Pamela Strutz		<b>Materials Deadline: June 30</b>				<b>Time</b>





## Board Meeting Annual Working Agenda

Regular/Special Board Meetings					Board Work Sessions				
Topic	On	Complete	Presenter	Agenda Time	Topic	On	Complete	Presenter	Agenda Time
Preliminary Financial Report			Pamela Strutz						
Monthly Cash Disbursements			Christina Shew						
Monthly Performance Reports			Hart Migdal						
Monthly Ridership Report			Tom Schwetz						
Monthly Department Reports									
<b>Executive Session:</b> None									
<b>TOTAL TIME (120 minute max)</b>				55					
<b>August 18 - Regular Board Meeting</b>				<b>Time</b>	<b>TENTATIVE: August 4 - Board Work Session</b>				<b>Time</b>
<b>Materials Deadline: July 28</b>				<b>(minutes)</b>	<b>Materials Deadline: July 21</b>				<b>(minutes)</b>
Introductory Items				15	Ridership Resiliency Plan			Tom Schwetz	60
Employee of the Month				5					
Public Hearing: None					<b>TOTAL TIME (60 - 120 minute max)</b>				60
Board Member Reports			Camille Gandolfi	10					
<b>Items for Action:</b>									
<b>Consent Calendar:</b>				5					
1 <i>Delegated Authority Report – July</i>			Collina Beard						
2 <i>Contract Approvals</i>									
<b>Items for Information/Discussion:</b>									
Auditors Presentation: Audit Plan			Christina Shew	15					
<b>Written Reports:</b>									
Monthly Financial Report			Pamela Strutz						
Monthly Cash Disbursements			Christina Shew						
Monthly Performance Reports			Hart Migdal						
Monthly Ridership Report			Tom Schwetz						
Monthly Department Reports									
<b>Executive Session:</b> None									
<b>TOTAL TIME (120 minute max)</b>				50					
<b>September 15 - Regular Board Meeting</b>				<b>Time</b>	<b>TENTATIVE: September 1 - Board Work Session</b>				<b>Time</b>
<b>Materials Deadline :August 25</b>				<b>(minutes)</b>	<b>Materials Deadline :August 18</b>				<b>(minutes)</b>
Introductory Items				15	Comprehensive Operational Analysis			Tom Schwetz	60
Employee of the Month			Board President	5					
Public Hearing: Supplemental Budget									
Board Member Reports			Camille Gandolfi	5					
<b>Items for Action:</b>					<b>TOTAL TIME (60 - 120 minute max)</b>				60
<b>Consent Calendar:</b>				5					
1 <i>Delegated Authority Report – AUGUST</i>			Collina Beard						
2 <i>Contract Approvals</i>									
<b>Items for Information/Discussion:</b>									
Monthly Ridership Report			Tom Schwetz						
Communications Analysis Update			Theresa Brand						
<b>Written Reports:</b>									
Monthly Financial Report - Verbal & Written			Pamela Strutz						
Monthly Cash Disbursements			Pamela Strutz						
Quarterly Grant Report			Christina Shew						
Monthly Performance Reports			Hart Migdal						
Monthly Department Reports									
<b>Executive Session:</b> None									
<b>TOTAL TIME (120 minute max)</b>				30					
<b>October 20 - Regular Board Meeting</b>				<b>Time</b>	<b>TENTATIVE: October 6 Board Work Session</b>				<b>Time</b>
<b>Materials Deadline: September 29</b>				<b>(minutes)</b>	<b>Materials Deadline: September 22</b>				<b>(minutes)</b>
Introductory Items				15					
Employee of the Month			Board President	5					
Public Hearing: Community Investment Plan			Christina Shew	20					
Board Member Reports			Camille Gandolfi	10					
<b>Items for Action:</b>					<b>TOTAL TIME (60 - 120 minute max)</b>				0
<b>Consent Calendar:</b>				5					
1 <i>Delegated Authority Report – September</i>			Collina Beard						
2 <i>Contract Approvals</i>									
Supplemental Budget Adoption			Christina Shew						
<b>Items for Information/Discussion:</b>									
<b>Written Reports:</b>									
Monthly Financial Report			Pamela Strutz						
Monthly Cash Disbursements			Pamela Strutz						
Monthly Performance Reports			Hart Migdal						
Monthly Ridership Report			Tom Schwetz						
Monthly Department Reports									
<b>Executive Session:</b> None									



## Board Meeting Annual Working Agenda

Regular/Special Board Meetings					Board Work Sessions						
Topic	On	Complete	Presenter	Agenda Time	Topic	On	Complete	Presenter	Agenda Time		
				<b>TOTAL TIME (120 minute max)</b>	55						
<b>November 17 - Regular Board Meeting</b>					<b>Time</b>	<b>TENTATIVE: November 3 Work Session</b>					<b>Time</b>
					<b>(minutes)</b>	<b>Materials Deadline: October 20</b>					<b>(minutes)</b>
					<b>Materials Deadline: October 27</b>						
Introductory Items				15							
Employee of the Month			Board President	5							
Public Hearing:											
Board Member Reports			Camille Gandolfi	10							
<b>Items for Action:</b>											
<b>Consent Calendar:</b>					5	<b>TOTAL TIME (60 - 120 minute max)</b>					0
1			Collina Beard								
2											
Adoption: Community Investment Plan			Christina Shew								
<b>Items for Information/Discussion:</b>											
<b>Written Reports:</b>											
Monthly Financial Report			Pamela Strutz								
Monthly Cash Disbursements			Christina Shew								
Monthly Performance Reports			Hart Migdal								
Monthly Ridership Report			Tom Schwetz								
Monthly Department Reports											
<b>Executive Session:</b> None											
				<b>TOTAL TIME (120 minute max)</b>	35						
<b>December 15 - Regular Board Meeting</b>					<b>Time</b>	<b>TENTATIVE: December 11 Work Session</b>					<b>Time</b>
					<b>(minutes)</b>	<b>Materials Deadline: November 17</b>					<b>(minutes)</b>
					<b>Materials Deadline: November 24</b>						
Introductory Items				15							
Employee of the Month			Board President	5							
Public Hearing:											
Board Member Reports			Camille Gandolfi	10							
<b>Items for Action:</b>						<b>TOTAL TIME (60 - 120 minute max)</b>					0
<b>Consent Calendar:</b>					5						
1			Collina Beard								
2											
Adoption: Board Committee Assignments			Board President	5							
<b>Items for Information/Discussion:</b>											
Monthly Ridership Report											
<b>Written Reports:</b>											
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											
<b>Executive Session:</b> None											
				<b>TOTAL TIME (120 minute max)</b>	40						